



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, March 13, 2023 at 7:00 PM
In Person at Gustavus City Hall and Via Zoom

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Janene Driscoll, Jim Mackovjak
Tania Lewis, Shelley Owens, Brian Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk, CMC - Karen Platt
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

ID: XXXXXXXX

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 02-13-2023 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Public Library Quarterly Report
3. City Treasurer Monthly Financials
4. City Administrator Work Session Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

5. 03-13-2023 Certificate of Records Destruction
6. FY23-XXNCO Introduction of Capital Project Funding GVFD Radio Repeater Tower Installation (Public Hearing 04-10-2023)

ORDINANCE FOR PUBLIC HEARING

7. FY23-14NCO Capital Project Account Transfer (Introduced 02-13-2023)

UNFINISHED BUSINESS

NEW BUSINESS

8. Gustavus Visitors Association Public Review of 2023 Marketing Plan and FY24 Budget Request
9. Award RFQ FY23-03 Hardened Beach Trail
10. Award RFQ FY23-02 Public Library Bike Shelter
11. CY23-XX ADOT&PF Pedestrian_Bicycle Sidepath Application Submission
12. CY23-XX Resolution Establishing P&P for Annual Review and Wage Adjustment

CITY COUNCIL REPORTS

13. Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

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

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

- That prospers while and by protecting its natural resources;*
- With a sustainable economy and infrastructure that assures public health and safety while promoting personal development and initiative; and*
- Where all members take social responsibility and actively participate in decision making affecting growth, development, regulation and enforcement; and*
- In which people retain a closeness with and caring for each other individually and collectively while working together to accomplish community goals and preserve community traditions.*

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
FEBRUARY 13, 2023**

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Tania Lewis
Council Member Jim Mackovjak
Council Member Brian Taylor
Council Member Janene Driscoll
Council Member Shelley Owens

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Taylor.

APPROVAL OF MINUTES

1. 01-16-2023 General Meeting Minutes

Motion made by Council Member Driscoll to approve the General Meeting Minutes from 01-16-2023 by unanimous consent.

Seconded by Council Member Taylor.

Hearing no objections, the 01-16-2023 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Visitor Association Business Quarterly Report, Marketing Plan & Budget Request for FY24
Gustavus Visitors Association President, Leah Okin provided a written quarterly report, 2024 Marketing Plan and the FY24 Budget Request and provided an oral summary.
3. Disposal & Recycling Center Quarterly Report
Disposal & Recycling Center Manager / Operator, Paul Berry submitted a written quarterly report and provided an oral summary.
4. City Treasurer Monthly Financials & Quarterly Report
City Treasurer, Ben Sadler submitted monthly financials and a written quarterly report and provided an oral summary.
5. City Administrator General Meeting Report

City Administrator, Kathy Leary submitted a written General Meeting Report and provided an oral summary.

Item #1.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Jim Kearns - City of Gustavus outer dock

CONSENT AGENDA

6. 02-13-2023 Certificate of Records Destruction
7. Approve Gustavus Marine Facilities Coordinator Position Description
8. FY23-14NCO Introduction of Capital Project Account Transfer (Public Hearing 03-13-2023)

Motion made by Council Member Mackovjak to approve the Consent Agenda.

Seconded by Council Member Owens.

Hearing no objections, Mayor Taylor announced the Consent Agenda as passed by unanimous consent.

ORDINANCE FOR PUBLIC HEARING

9. FY23-13NCO Capital Project Funding 2023 - Library Bike Shed (Introduced 01-16-2023)

Mayor Taylor opened the Public Hearing at 8:23 PM.

Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:23 PM.

Motion made by Council Member Lewis to adopt FY23-13NCO Capital Project Funding 2023 - Library Bike Shed (Introduced 01-16-2023)

Seconded by Council Member Owens.

Council Comment:
Council Member Owens
Council Member Taylor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

UNFINISHED BUSINESS

None

NEW BUSINESS

10. Award Gravel Pit Contracts
Motion made by Council Member Owens to award pit run gravel contracts to Fairweather Construction for 7,500 cubic yards, Gustavus Landscaping for 1,500

cubic yards, Glacier Bay Construction for 5,000 cubic yards at the price of \$6.00 per cubic yard.

Item #1.

Seconded by Mayor Taylor

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

11. CY23-02 Supporting Repair and Upkeep of the Good River Bridge

Motion made by Mayor Taylor to adopt Resolution CY23-02 Supporting Repair and Upkeep of the Good River Bridge.

Seconded by Council Member Taylor.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

CITY COUNCIL REPORTS

12. Mayor's Report

Mayor Taylor submitted a written report and provided a summary.

Council Member Owens – Request to support Senate Bill 38, An Act establishing the crime of interference with emergency communications.

Council Member Lewis – Reported on the Resources for Health and Social Needs in Gustavus event with Public Health Nurse, Claire Geldhof

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Driscoll – Beach access via City provided fat tired beach wheelchair.

Council Member Owens - Smith / Stansbury property damage due to lack of ditching and culverts on that section of Wilson Road.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 9:28 PM.

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION



Quarterly Staff Report — March 2023

Gustavus Public Library

907.697.2350

LeAnn Weikle ~ Library Services Director ~ leann.weikle@gustavus.lib.ak.us

Jessie Soder ~ Library Administrative Director ~ jessie.soder@gustavus.lib.ak.us

1. General Library Statistics Dec. 2022-Feb. 2023

	Dec.	Jan.	Feb.
Library Visitors	332	468	428
Books Checked Out	551	525	416
Movies Checked Out	172	262	157
Interlibrary Loans Checked Out	34	44	43
Digital Materials Checked Out	142	128	117
Other Materials Checked Out	52	41	36
Events Hosted at/by Library	11	11	23



Past, Current, and Upcoming Programming for Fall/Winter 2022

- April 21, Canote Brothers program with Gustavus Preschool and Middle School (all grades/homeschool welcome)
- April 20, Canote Brother will join the Everybody Welcome Library Band
- March 19, Garden Form/Seed Library Grand Opening (in collaboration with Gustavus Community Garden)
- March 2-April 13, Art Club for grades 2-5, (once a week/6 weeks)
- Feb. 26-27, CPR/First Aid Classes for library volunteers and public
- LEGOs with Annie, Fridays 2:30-4, Jan/Feb/March 3 & 10
- Duplo LEGOs with Annie, Thursdays, 10-11, Jan/Feb/March 2 & 9
- Reading Club & Kids Book Club: 3 weeks (Feb/March) *The BFG* by Road Dahl
- Feb. 18, Seed Saving Presentation with Leah from Foundroot
- Feb. 8, NPS Local Hire Resume and Interview Tips Presentation
- Jan. 18/Feb. 20, TACO (Teen Advisory Council organization) Meetings
- Jan. 19-Feb. 23, Art Club for grades K-1, (once a week/6 weeks)
- Jan. 21, Gustavus Seed Library Meeting
- Jan. 10, Virtual Town Hall with Sen. Jesse Kiehl and Rep. Andi Story
- Kid's Night Partnership at Gustavus Community Center once a month
- Gustavus Virtual Adult Book Club (new books chosen monthly) OPEN TO EVERYONE!
- Everybody Welcome Band, Thursdays at 5:15 ~ Highlight! The Canote Brothers will join us on April 20th!
- Gustavus Preschool Class Weekly Visits
- Homeschool Story Time, Tuesdays at 10am
- Books for Babies and 1000 Books Before K
- Test Proctoring (driver's license, EMT, AK STAR)
- Curbside Services 5 days/week
- Custom-made book boxes – please let us know if there are any requests
- Library Friends and Volunteers Meetings every 2 or 3 months

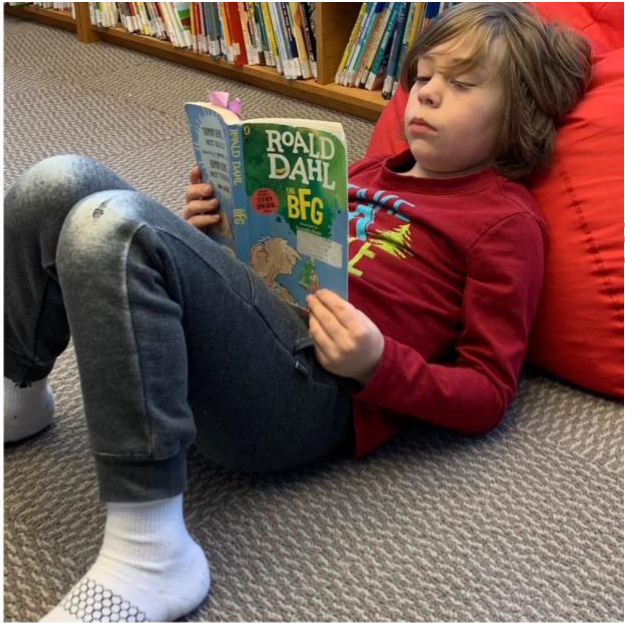
2. Status of Active or Upcoming Grants

In April 2022, our library was awarded a \$10,000 Alaska Community Foundations Grant. This grant will allow us to host several literacy camps during the next year. These camps will have a literacy, E.S.T.E.A.M., and outdoor education focus and will be available for youth in our community. (E.S.T.E.A.M. = Environment, Science, Technology, Engineering, Art, and Math) Our first camp, held Aug. 15-18, was a huge success. **We have three Library Literacy Camps planned for this summer—a Reader's Theater camp, a Book Arts camp, and a Fish and fish-themed camp.**

Each year we apply for the PLA (Public Library Assistance) Grant. We were awarded the grant for FY23, so we have a total of \$7,000 which we budget for materials (books, DVDs, etc.) We purchase approximately 50 books/DVDs per month using funds from this grant. Please let us know if you have a book or DVD request! We have submitted the grant application for FY24.

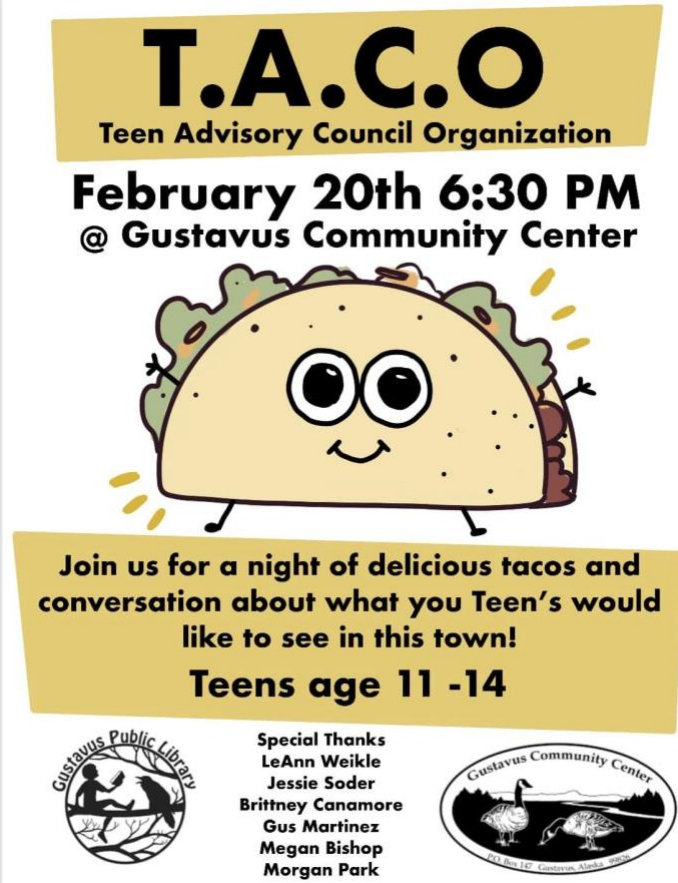
We are planning to apply for the ILC (Interlibrary Cooperation) Grant which is due April 1. We'd like to submit a proposal to pay for new patron computers. The current patron computers are over ten years old, and we have a lot of problems with them.





3. Existing Projects and Programming

We have formed a TACO (Teen Advisory Council) with middle school students in collaboration with Brittney Cannamore, the Gustavus Community Center Operations Manager, Morgan Park, a paraprofessional from the Gustavus School, and Megan Bishop, a teacher from the Gustavus School. We are working with middle school students to plan programs, provide support and fun at the Library and/or the Gustavus Community Center for the 5th-8th grade age group in Gustavus.



Our Library Assistant, Melisa Gomb is working on our Alaska section. This is a large collection of non-fiction and fiction materials. She is cross-checking what is on the shelf with our online catalog, so we can reorder missing titles or delete the records of the titles no longer found on the shelf. Many of the records in the AK section have no notes, subjects, or other helpful information that would return a search in the catalog, so she is adding information to all the records. She is also adding more information to Local Author titles and making sure those titles are in the correct location(s) and easy to find. In addition to working through the Alaska section, Melisa is also working on getting patron account access to RM online. This would allow patrons to view their circulation history, request titles, and see a list of their items checked out and request renewals—all online.

In early 2022, longtime summer resident, friend of the library, and artist Brian Waverly died. His widow, Alyce Waverly, asked people to donate money to the library in memory of Brian. She requested that the money be spent on art for the library in honor of Brian. After discussing with Alyce, we have decided to complete another step in the killer whale skeleton project. When the whale skeleton was installed in the library, there was a lot of conversations about painting the wall behind the whale with an ocean scene that included a killer whale to complement the skeleton. We are planning to use the money donated to the library in Brian's honor to pay a local artist to paint canvases that will hang behind the killer whale skeleton.

The Canote Brothers are coming to Gustavus for an Earth Day weekend celebration! hey will join the Everybody Welcome Library Band on Thursday, April 20. On Friday, April 21, they will work with Gustavus students to learn how to play a string instrument and have fun with music. The weekend is made possible by the Gustavus Community Center and a grant. On Saturday, there will be many more musical opportunities with The Canote Brothers at the G.C.C.; a jam session, potluck, family dance, and a performance!

"Greg and Jere Canote are identical twins whose music is all about having a good time. They do, you will. It's steeped in vintage Americana — forgotten fiddle tunes, swing classics, and quirky novelty songs — but with their own twists (and a few of their brilliant original takes on the world around us). They're fabulous musicians, moving effortlessly among fiddle, guitar, banjo, ukulele, and various hybrids, and their genetically-matched voices recall brother duets from the Blue Sky Boys to the Everlys."

Redwood Bluegrass Associates



This year's Summer Reading theme is **"Find Your Voice."** We have already begun collaborating with the National Park Service to host weekly *Summer Reading ~ Library Reads* events. The theme is amazing because so much of literacy is about finding your voice; both as a reader, a writer, and an illustrator. Authors and artists/illustrators tell "the story" of many things that matter to them. The theme also lends itself to supporting the idea of learning life skills of being assertive and advocating.

We have been researching possibilities for replacing the boiler at the library after Mark Berry recommended its replacement in December of 2022. After servicing it in December because it shut down for an unknown reason, he said the inside of the boiler is degrading. We will continue to research boiler replacements and will report to the council in our next quarterly report. We are especially interested in energy-efficient options.

The carpet in high-traffic sections of the library is becoming stained and worn. We are making a plan to clean the carpet (with help from volunteers) in the entire library. We have also discussed replacing sections of the carpet since the carpet in the library is "carpet tiles." We've obtained a quote to replace the carpet. One idea we have discussed is replacing the carpet in the meeting room, which is the worst of it, with a product that is more durable and easier to clean.

We have the best volunteers! Many of them have projects they are working on while they work their shifts at the library. These projects include organizing historical library photos, helping with the Art Club, taking care of all the plants in the library, mentoring young aspiring librarians, taking ownership of a section of the library, and more. We are incredibly appreciative of Amy Erfling for getting our Seed Library up and running before moving to Juneau to start her new job. We'll miss her but wish her good luck. We love our volunteers and our library benefits so much from them!



SEED SAVING 101

with Leah Wagner from Foundroot

Foundroot is a small family-owned business in Haines, Alaska. Leah will be sharing her decade of knowledge about seed saving.

Saturday, February 18th @ 11am

Gustavus Public Library

Participate virtually or in person.

If you have any questions, please contact aerfling@gmail.com.

We continue to reach out to the school and offer support and programming. Currently the preschool class comes to the library for weekly visits. We are also collaborating with Megan Bishop to support the TACO group.

4. Past, Current, or Upcoming Trainings

LeAnn and Jessie will be attending the Alaska Library Association Conference in Fairbanks March 23-25. The theme of this year's conference is "Rising to Challenges."

Jessie is taking a graduate level online class, "Library Materials for Young Adults" through the University of Wisconsin Milwaukee.

Thank you to our City Council!

We appreciate all your efforts on behalf of Gustavus.

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25, Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

[illegible]

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____ **DATE** _____

8. CITY CLERK/TREASURER _____ **DATE** _____

9. RECORDS DESTRUCTION

AFFIRMED BY: _____

DATE _____

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-XXNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, 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	
CP23-01 GVFD Radio Tower	\$ 0.00	\$ 43,000.00	<\$ 43,000.00>
AMLIP Capital Improv Long-Term*	\$ 779,505.76	\$ 736,505.76	\$ 43,000.00
<i>*Approximate, this is a dynamic value.</i>			
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: *March 13, 2023*

DATE OF PUBLIC HEARING: *April 10, 2023*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2023.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-14NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, 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	
CP18-05 DRC Pre-Processing Stor	\$ 10,697.61	\$ 0.00	<\$ 10,697.61>
<i>Project was completed in FY22. Returning funds to AMLIP Capital Improv Long-Term account.</i>			
CP18-07 DRC Haz. Waste Facility	\$ 9,930.34	\$ 0.00	<\$ 9,930.34>
<i>Project was completed in FY22. Returning funds to AMLIP Capital Improv Long-Term account.</i>			
AMLIP Capital Improv Long-Term*	\$ 779,505.76	\$ 800,133.71	\$ 20,627.95
<i>*Approximate, this is a dynamic value.</i>			
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: February 13, 2023

DATE OF PUBLIC HEARING: March 13, 2023

PASSED and **APPROVED** by the Gustavus City Council this __th day of ____, 2023.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

Gustavus Visitors Association
FY24 CoG Budget request
July 2023 through June 2024

Item #8.

	<u>Budget</u>
Ordinary Income/Expense	
Income	
CityTax Revenue	36,000.00
Membership	5,050.00
Total Income	<u>41,050.00</u>
Gross Profit	<u>41,050.00</u>
Expense	
Administration	
Postage	210.00
Software	800.00
Supplies	100.00
Total Administration	<u>1,110.00</u>
Contractor Work	
Administrative	2,000.00
Marketing Coordinator	14,400.00
Total Contractor Work	<u>16,400.00</u>
Fees/Licenses	500.00
Marketing	
Community Outreach	2,500.00
Memberships	
ATIA/Travel Alaska	140.00
DTN Travel Juneau	400.00
JCVB/Juneau Guide	400.00
Total Memberships	<u>940.00</u>
Online	
GVA Website	1,000.00
Promotional Video	13,000.00
Social Media	100.00
Total Online	<u>14,100.00</u>
Print / Digital Media	
Brochure	2,000.00
Total Print / Digital Media	<u>2,000.00</u>
Total Marketing	<u>19,540.00</u>
Special Projects	
Community Projects	2,000.00
Total Special Projects	<u>2,000.00</u>
Total Expense	<u>39,550.00</u>
Net Ordinary Income	<u>1,500.00</u>
Net Income	<u><u>1,500.00</u></u>

Gustavus Visitors Association



GUSTAVUS

GATEWAY TO GLACIER BAY

GUSTAVUS VISITORS ASSOCIATION
WWW.GUSTAVUSAK.COM
INFO@GUSTAVUSAK.COM

FY24 Marketing Plan

Prepared by:

Leah Okin - President & Brian Taylor- Marketing
Gustavus Visitors Association
www.gustavusak.com
info@gustavusak.com

GUSTAVUS VISITORS ASSOCIATION

Gustavus is an incredibly special place, one that has cultivated a powerful connection with adventurers for over half a century. Southeast Alaska is a must-see and do destination and Gustavus is ideally situated in a beautiful wilderness and surrounded by Glacier Bay National Park. We excel in experience and hospitality in an increasingly competitive Alaska market. We continue to innovate while honoring the deeply rooted history, geography and singularity that has landed us prominently on the map. The travel and tourism sector are currently the driving force behind Gustavus's economy.

Mission Statement

The Gustavus Visitors Association's (GVA) primary mission is to enhance the economics of the City of Gustavus through tourism marketing that increases business revenue, tax revenue and creates jobs.

Target Audience

- New & returning independent travelers
- Independently traveling artists
- Independent adventure travelers
- Science & eco-oriented travelers
- Families Traveling Independently

Ongoing Marketing Goals

Item #8.

1. The branding of Gustavus and our story to be established and nurtured respectfully
2. Increase the visitor stay length
3. Increase visitor spending in the Gustavus economy
4. Build and maintain positive relationships with local vendors, businesses and travel industry partners.
5. Enhance and grow Gustavus as a destination State, Nationally and Internationally through marketing leads.

Strategic Initiatives For Ongoing Marketing

1. **Increase** Gustavus' "discoverability" and the average visitor "stay time" through:
 - a. Increased global interest with the creation of more videos & social content
 - b. Showcasing activities and local businesses while expanding our organic reach online.
 - c. Encouraging local tour companies and lodging businesses to develop multi-day travel packages.
2. **Showcase** Gustavus as a sustainable destination by:
 - a. Coordinating with ATIA on Sustainable tourism branding initiatives & certificates.
 - b. Proudly promoting and displaying Gustavus's Community Gardens and Award winning Recycling Center.
 - c. Joining Juneau's Carbon Offset programs.
3. **Build** Partnerships and bridges with our neighboring communities by:
 - a. Creating itineraries around the Alaska Marine Highway system
 - b. Creating itineraries around neighboring community events
4. **Boost** and maintain positive relationships with local vendors, businesses, non-profit organizations and travel industry partners:
 - a. Creating value added incentives for businesses and non-profits to join GVA.
 - b. Directing quality visitor traffic to Gustavus businesses
 - c. Maintaining and growing our travel industry contacts and associations to market Gustavus both regionally, nationally and globally.
5. **Become** a Gustavus Community and Visitor Information Center by:
 - a. Keeping our website up to date with current events, neighborhood news, notable wildlife, and bird sightings as blog/social media posts.
 - b. Maintaining current and encouraging more service businesses to be showcased on the website. To enable viewers to see what else is available in Gustavus.

6. **Develop** the value of our digital assets and online presence through:

Item #8.

- a. Consistent, quality content production
- b. Leveraging the data we collect to effectively guide decisions
- c. Incrementally improving and modernizing our website.

Strategic Initiative Tasks

1. Retain memberships/advertising with the following:

- Alaska Travel Industry Association (ATIA)
- Travel Juneau (formerly the Juneau Convention and Visitors Bureau)
- Alaska Travel Publication
- Southeast Alaska Tourism Council- Alaska's Inside Passage (SATC)
- Alaska Magazine
- The Milepost
- KTOO radio program

2. Move towards consistently producing quality content which draws visitors and showcases the best of Gustavus:

- Hosting the Frostline Film crew for filming this summer.
- Create other videos, possibly gaining images and video content through a contest.
- Onboard Trisha to our social media accounts & begin running ad campaigns.
- Blog section on website and producing posts/articles (~ 1/month as a goal)

3. Continue development of new web features, analytics & reporting infrastructure:

- Individualized analytics reports for business members in the GVA's online directory. (ie. # of phone calls, clicks to their website, etc)
- Construct and Launch a blog section of the GVA website

4. Collaborate on projects with local artists & businesses

- Gustavus postcards
- 2023 Map and Visitor brochures
- Movement and improved content for Kiosk welcome sign

5. Continue to generate the GVA Community News Bulletin.

6. Add 'nearby communities' to the website and link itineraries with neighbor towns via AMHS.

Date of opening: 02/28/2023 Place: Gustavus City Hall Time: 9:00am

1. Bid Envelope received on 02/28/2023

Total bid: \$ 35,795.00

- ☒ Completed and signed RFQ Cover Sheet
☒ Completed and signed RFQ Bid Sheet

2. Bid Envelope received on _____

Total bid: \$ _____

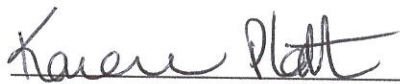
- ☐ Completed and signed RFQ Cover Sheet
☐ Completed and signed RFQ Bid Sheet

3. Bid Envelope received on ____/____/____

Total bid: \$ _____

- ☐ Completed and signed RFQ Cover Sheet
☐ Completed and signed RFQ Bid Sheet

City Clerk Karen Platt and City Treasurer Ben Sadler verified the lowest responsible bidder to be TERRA CONSTRUCTION & DESIGN LLC.



Karen Platt, CMC, City Clerk



Ben Sadler, City Treasurer

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-XX**

A RESOLUTION DECLARING THE ELGIBILITY OF THE CITY OF GUSTAVUS, ALASKA, TO SUBMIT AN APPLICATION TO THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (ADOT&PF) FOR USE OF TRANSPORTATION ALTERNATIVES PROGRAM FUNDS SET FOR BY MAP-21 FOR THE PEDESTRIAN/BICYCLE SIDEPATH PROJECT IN GUSTAVUS, ALASKA, AND AUTHORIZING THE MAYOR OF THE CITY OF GUSTAVUS, ALASKA, TO SIGN THE APPLICATION AND FUTURE PROJECT AGREEMENTS.

WHEREAS, the City of Gustavus, Alaska, has received a request from the Alaska Department of Transportation and Public Facilities to nominate projects for inclusion in the Alaska Transportation Alternatives Program funds as outlined in ADOT&PF's application packet for 2018-2020; and,

WHEREAS, the City of Gustavus, Alaska, is participating as an eligible project sponsor in the Alaska Department of Transportation and Public Facilities Transportation Alternatives Program; and,

WHEREAS, federal monies are available under a Transportation Alternatives Program, administered by Alaska Department of Transportation and Public Facilities, for the purpose of creating and promoting the planning and development of active transportation facilities and programs in Alaska; and,

WHEREAS, the City of Gustavus, Alaska, acknowledges availability of the required match of no less than ?0.00%?; and,

WHEREAS, after appropriate public input and due consideration, the governing body of the City of Gustavus has recommended that an application be submitted to the State of Alaska for the pedestrian/bicycle sidepath project.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GUSTAVUS, ALASKA:

Section 1. That the City of Gustavus, Alaska, does hereby authorize the mayor of the City of Gustavus, Alaska, to submit and sign an application to the Alaska Department of Transportation and Public Facilities for Alaska Transportation Alternatives Program funds on behalf of the citizens of Gustavus, Alaska.

Section 2. That the City of Gustavus, Alaska, hereby assures the Alaska Department of Transportation and Public Facilities that sufficient funding for the local governmental agencies matching contribution for the pedestrian/bicycle sidepath project is available.

Section 3. That the City of Gustavus, Alaska, hereby assures the Alaska Department of Transportation and Public Facilities that the City of Gustavus, Alaska, will commit to

ownership/management and maintenance and operations responsibilities and that sufficient funding for the pedestrian/bicycle sidepath project will be available for the life of the project.

Section 4. That the City of Gustavus, Alaska authorizes the execution of an agreement with the State promising to provide the funding commitments and management/ownership responsibilities, and maintenance and operations responsibilities identified within the project application and authorizes the chief project sponsor to sign the project agreement detailing these commitments.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of , 2023, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY23-XX**

**A RESOLUTION ESTABLISHING CITY OF GUSTAVUS POLICY AND PROCEDURE FOR
ANNUAL REVIEW AND ADJUSTMENTS OF SALARIES AND WAGES IN THE OPERATING
BUDGET**

WHEREAS, the Gustavus City Council recognizes City employees are the vital resource generating public services and understands that fair compensation is key to assuring employees are satisfied and productive to those ends; and,

WHEREAS, the City of Gustavus intends to compensate employees competitively within the State of Alaska employment market; and,

WHEREAS, the purchasing power of an employee's pay may be eroded by inflation; and

WHEREAS, employee skills evolve with experience and applicable training and the market value of those skills may change; and

WHEREAS, the City Mayor proposes a new operating budget annually, which should balance revenues with expenses, including the costs of employee compensation.

NOW THEREFORE BE IT RESOLVED that the City Council approves the attached policy and procedure titled: CITY OF GUSTAVUS POLICY AND PROCEDURE FOR ANNUAL REVIEW AND ADJUSTMENT OF SALARIES AND WAGES IN THE OPERATING BUDGET.

AND BE IT FURTHER RESOLVED that the Mayor annually in developing the operating budget, shall consider the following factors, and propose any appropriate pay adjustments to the council to be documented in the operating budget narrative:

1. The regional inflation rate for the last calendar year determined from the Anchorage Consumer Price Index.
2. Market rates for similar positions in Alaska municipalities as informed by the Alaska Municipal League Local Government Salary and Benefit Survey (latest edition).
3. Other local and state competitive labor market factors relevant to position responsibilities.
4. Individual achievements and certifications earned that enhance an employee's productivity.
5. Projected City revenue, expenses, and ability to fund any recommended pay increases.

PASSED and APPROVED by the Gustavus City Council this ____th day of _____, 2023, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS

POLICIES AND PROCEDURES

TITLE: CITY OF GUSTAVUS POLICY AND PROCEDURE FOR ANNUAL REVIEW AND ADJUSTMENT OF SALARIES AND WAGES IN THE OPERATING BUDGET

BACKGROUND:

Gustavus Code of Ordinances, Title 3, Personnel sets forth requirements for hiring and managing city paid personnel. Consistent with the provisions of revised Title 3, the "City of Gustavus Benefits Policy," refers only to non-wage benefits.

COG Section 3.04.070 - Performance evaluation of regular position employees, paragraph (c) states: "Employees in regular positions shall be evaluated by the mayor, or the employee's immediate supervisor if other than the mayor. Any recommendations for bonuses or merit-based salary or wage raises or change of status will be brought before the city council for consideration in the next budget cycle."

This new policy and procedure document provides direction to the Mayor for an annual review of wages and salaries for all employees to be conducted in, and integrated with, the annual development of the operating budget for the forthcoming fiscal year.

POLICY:

The Gustavus City Council recognizes City employees are the vital resource generating public services. Fair compensation is key to assuring employees are satisfied and productive to those ends. The City of Gustavus intends to compensate employees competitively within the State of Alaska employment market. The purchasing power of employees' pay however, may be eroded by inflation. Furthermore, employee skills evolve with experience and the market value of those skills changes. Performance reviews may suggest pay adjustments. Therefore, each year when the City Mayor proposes a new operating budget, it should include a review of employee wage and salary rates in comparison to appropriate inflation and labor market factors and should consider whether adjustments are needed to assure the City is compensating employee performances fairly and competitively. Employee compensation adjustments must be sustainable under projected revenues and expenses and should be in the best interest of the City, its citizens, and employees.

PROCEDURE:

As the Mayor and administrative staff each spring develop the Mayor's proposed operating budget, the Mayor shall review pay rates and anticipated hours for each position and with reference to the following economic, labor market, and performance factors:

1. The regional inflation rate for the previous calendar year determined from the Anchorage Consumer Price Index.
2. Market rates for similar positions in Alaska municipalities as informed by the Alaska Municipal League's Local Government Salary and Benefit Survey (latest edition).
3. Other local and state competitive labor market factors relevant to position responsibilities as may be discernable from reliable news reports and from economic data published by State and Federal agencies or other reputable economic research sources.

4. Individual achievements and certifications that have demonstrably enhanced an employee's productivity as identified in performance reviews.
5. Projected City revenues, expenses, and the anticipated ability to fund any recommended pay increases.

The Mayor and Treasurer shall develop a spread sheet showing for each position the existing pay rate and hours, any recommended changes to the rate and hours, and indicating the net change in budget required for the proposed changes. The Mayor shall develop a narrative on pay adjustments for inclusion in the budget to be presented to the council and the public.

Signed

Mayor of the City of Gustavus

Date