



# CITY OF GUSTAVUS

## CITY COUNCIL REGULAR WORK SESSION

Tuesday, September 02, 2025 at 6:00 PM  
Gustavus City Hall

### COUNCIL MEMBERS

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

### CITY HALL

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

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/2hz6msws>

**ID:** 515 501 9406      **PASSCODE:** 4685      **TEL:** 253-215-8782

### SUBJECTS INCLUDE:

- i. Knox Box for City Buildings
- ii. Amendment of Policy and Procedure for a Regular Position Employee Performance Evaluation
- iii. Review Project Scoping Document - City Council and GVFD Fire Chief Computer Replacement Project
- iv. Review Project Scoping Document - Firefighter One Department Wide Training
- v. Review Draft General Meeting Agenda

**POSTED ON:** August 27, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

**The public is invited to attend Public comment is not typically taken at Work Sessions. Public comment is taken at Special and General Meetings or an e-mail may be sent to the clerk for distribution to City Council [clerk@gustavus-ak.gov](mailto:clerk@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.

Thursday, August 7, 2025 11:37 AM

Over the weekend, we had a 911 call about a fire alarm at the DRC. After looking around, I found a smoke alarm in one of the unlocked fenced-off spaces that still had the battery in it. This brought up an issue; I couldn't reach Ian, and Syd was on a boat, so if the alarm were inside, it would mean breaking in. To solve this, I would like to know if it is possible to get Knox boxes for city buildings. This would give the fire department access to all buildings with a single key, which would be stored in the emergency rigs.

The Knox boxes would go to City Hall, DRC, Library, and the Community Chest. The boxes would cost \$384 per box, leaving a total of \$1,536, without shipping.

I think this might be worth discussing.

Thank you,

Sol Martinez

Fire Chief

## CITY OF GUSTAVUS

### Policies and Procedures

Title: City of Gustavus Policy and Procedure for a Regular Position Employee Performance Evaluation

#### **Authority**

City of Gustavus, 3.04.07 Performance Evaluation of Regular Position Employees. End of probationary period; annual; special.

#### **Policy**

It is the policy of the City of Gustavus to utilize an employee performance evaluation program to assist the City in maintaining the highest quality employees and highest quality performance. Performance evaluations share the following common objectives:

1. To optimize the application of human resources toward the achievement of City service goals.
2. To provide an opportunity for the supervisor and employee to review, evaluate and align the working relationship between the employee and the City.
3. To provide an opportunity for the supervisor to manage performance on a scheduled basis.
4. To make effective use of employee skills.
5. To facilitate skill development and performance improvements.
6. To provide acknowledgement of work done.
7. To gain new information and ideas from employees.
8. To clarify job expectations and discuss opportunities for improvements, development and goals for the next period.
9. To provide an opportunity for employees to create an individual development plan.

#### **Procedure**

1. **Supervisor schedules date for performance evaluation discussion:** at least ten working days in advance, a date is set for the discussion of the completed performance evaluation. ~~of a performance evaluation and asks~~ The Supervisor or City Clerk to provide employee with an Employee Self-Evaluation and Development Plan form.
2. **Employee submits self-evaluation form** at least ~~three~~ five working days prior to evaluation discussion.
3. **Supervisor fills out Regular Position Employee Performance Evaluation form** informed by guidance from Title 3, position description, personnel memos, employee self-evaluation, previous performance evaluations, observations during the review period, and interactions with supervisor, colleagues, the public, etc. The supervisor will provide specific examples for ratings in the comments section.
4. **Supervisor discusses evaluation with employee** in a private city location.
  - a. Employee signs evaluation and receives a copy
  - b. Supervisor's evaluation and employee self-evaluation are placed in personnel file
5. **Employee is given the opportunity to respond** in writing to supervisor comments or to indicate that he/she has no comments and submit signed response form to City Clerk within five working days of the evaluation meeting. Response will be placed in personnel file. Performance evaluations shall not be subject to the grievance procedure [3.04.07(f)].
6. **In the cases of the City Clerk, City Treasurer, and City Administrator**, the ~~evaluation forms~~ Regular Position Employee Performance Evaluation form, using the process described in Step 3, will be filled out in an Executive Session discussion of the Council and approved by

Attachments:  
Appendix A, B, and C

Reference: City of Gustavus  
Adopted by Resolution CY14-25  
Amended by Resolution CY25-10

Page 1 of 10

motion in an open meeting. The City Administrator will take part in the executive session for evaluation of the Clerk and Treasurer and may provide a basic draft to work from.

~~Following the executive session on~~ The evaluation discussion will be ~~scheduled~~ held with the employee, the mayor and two council members.

7. Forms to be used in the evaluation process are adopted as Appendices to this Policy and Procedure document. Spacing within each category may be expanded or decreased as appropriate.

### **Appendices**

Appendix A: Employee Self-Evaluation and Development Plan

Appendix B: Regular Position Employee Performance Evaluation

Appendix C: Notice of Work-Performance Deficiencies and Performance Action Plan

Note: This form may be used by a supervisor after any meeting with an employee in which work-performance deficiencies and remedies are discussed.

---

Signed: Sally A. McLaughlin, Mayor of the City of Gustavus

Date

## CITY OF GUSTAVUS

## Employee Self-Evaluation and Development Plan

**To be filled out by City Clerk and submitted to employee**

Check one: Probationary\_\_\_\_\_ Annual \_\_\_\_\_ Special \_\_\_\_\_.

Review period: \_\_\_\_\_ through \_\_\_\_\_.

Discussion date with supervisor scheduled for \_\_\_\_\_.

Self-evaluation due back in City Hall by 4 pm on \_\_\_\_\_.

Supervisor name and title \_\_\_\_\_.

**To be filled out by employee**

Please take one hour of your work time to address the following in the context of your Position Description and performance during the review period. Return this form to the City Clerk by the date and time indicated above.

**Employee Name****Department****Position Title****Date of Hire****1. Achievements**

Please list three examples of your work in this review period that you find most noteworthy. How have these achievements contributed to your department and to the community?

**2. Training during Review Period**

A. What training did you receive during this review period?

B. How have you applied this training to your job?

### **3. Position-Related Personal Development Goals**

In what areas of job performance and productivity would you like to improve your skills? Are you working toward a job-related certification?

### **4. Training Goals**

What training would you like to receive in the next twelve months? How will this training enhance your job performance and productivity? Will this training help you attain a job-related certification?

### **5. Departmental Project Goals**

Please list two primary goals for the next twelve months. How will these contribute to the department and community? How do you plan to execute them? What are the steps? By what date do you hope to accomplish each goal? How can the City be of assistance?

### **6. Problems or Concerns**

Please describe any current or recurring obstacles you are experiencing or that you have experienced during the review period that impede the performance of your responsibilities or that adversely impact your working environment.

### **7. Compensation Owed**

Please identify any and all compensation which you believe is owed to you but has not been paid.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

## CITY OF GUSTAVUS

## REGULAR POSITION EMPLOYEE PERFORMANCE EVALUATION

Check one: Probationary \_\_\_\_\_ Annual \_\_\_\_\_ Special \_\_\_\_\_.

Review Period \_\_\_\_\_ to \_\_\_\_\_.

Employee Name

Department

Date of Hire

Position Title

Date of Last Review

Date of This Review

Name of Reviewing Supervisor

### Ratings

Satisfactory (S)

The employee's performance meets basic job expectations and City standards.

Needs Improvement (NI)

The employee's performance fails to meet job expectations and/or City standards. Provide specific examples. Recommendations for improvement will follow in the final "Summary and Recommendations" section.

**1. Accomplishments** (List major job achievements of the past year or since the last evaluation, based on observation and with reference to the employee self-evaluation.)

**2. Job Knowledge** (Employee possesses a clear understanding of the responsibilities and tasks s/he must perform; keeps up with developments in the field; applies knowledge gained from time and training within the position.)

Rating:



Comments:

- 3. Job Performance** (QUALITATIVE—Complies with City policies and procedures, such as procurement, time sheets; oral and written communication skills; neatness, thoroughness, accuracy; professional manners and comportment; customer service; overall quality of employee's work.)

Rating:

Comments:

- 4. Job Productivity** (QUANTITATIVE—employee demonstrates a commitment toward achieving results beneficial to the City; tasks are completed efficiently and effectively in terms of time and cost. Ability to plan, prioritize, organize. Deadlines are met. Handles pressure. Employee eliminates unnecessary work and activities that do not add value.)

Rating:

Comments:

- 5. Dependability** (Employee can be relied upon to complete tasks and is conscientious about his/her attendance and timeliness. Performs tasks delegated or assigned by supervisor and communicates results.)

Rating:

Comments:

- 6. Cooperation** (Employee demonstrates a willingness to work with associates, subordinates, supervisors, volunteers, agency representatives and the general public; flexibility and adaptability.)

Rating:

Comments:

- 7. Initiative** (Employee demonstrates an ability to think and act independently. Originates innovative ideas and methods to improve job performance and productivity.)

Rating:

Comments:

- 8. Work Environment/Safety** ( Follows safety regulations and actively contributes to a safe and pleasant workplace.)

Rating:

Comments:

- 9. Integrity** (Deals with others in a fair, honest, straightforward manner; is trustworthy; takes responsibility for failures and shares credit for successes; uses appropriate discretion and is sensitive to confidentiality.)

Rating:

Comments:

## SUMMARY AND RECOMMENDATIONS

(Deficiencies will be addressed in “Work Performance Deficiencies and Performance Improvement Plan”)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Position Title

\_\_\_\_\_  
Signature of Mayor  
(if Mayor is not direct supervisor)

\_\_\_\_\_  
Date

Has this report been discussed with the Employee? Yes \_\_\_\_\_ No \_\_\_\_\_

Date of discussion \_\_\_\_\_

If "no," provide reason:

Employee signature, acknowledging receipt of a copy of the Performance Evaluation and an optional Response form (due in City Hall in five working days, if the employee chooses to respond).

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

**CITY OF GUSTAVUS****Notice of Work-Performance Deficiencies  
and Performance Action Plan****Date:****To  
Employee Name:****Position:**

At our recent meeting on \_\_\_\_\_, 20\_\_\_\_, we discussed your unsatisfactory job performance. This letter is a written confirmation of that meeting. At that time you were cautioned that your performance was not acceptable in the following respects:

As stated in the meeting you have been given an unsatisfactory performance rating, based on the above factors. In order to retain employment with the City of Gustavus, your performance must improve, and you must adopt the following performance action plan:

Please accept this notice as constructive advice. We expect to see continuing improvement in your job performance.

Sincerely,

\_\_\_\_\_  
Supervisor signature

**Receipt acknowledged by employee:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Original to be placed in personnel file; one copy to employee.**



## City of Gustavus

## Project Scoping Document Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense? YES ☒ NO ☐

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 were able to answer YES to all three questions, please provide the following additional information:*

1. Project title (Suggested heading in CIP): City Council and GVFD Fire Chief Computer Replacement Project

2. 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 benefit the Gustavus community.

The City Council computers (7 in total) are too old to update to Microsoft Windows 11. Windows 10 will no longer be supported come October 2025. Not upgrading our computers and trying to continue operating on an unsupported Windows 10 would open us up to cyber security threats. Our City Council Members are all volunteers who put in a lot of their time to help our city function. The least we can do is provide them with the appropriate equipment to serve in their role.

The Fire Chief's computer is also outdated and has run out of storage. The age of his computer has put his computer in the same situation as the council's computers. The Fire Chief is also expected to keep personal identifiable information (PII) on the physical computer in a secure file versus being on the server. This takes up a large amount of storage.

Providing new computers so that the Fire Chief and Council Members can carry out their roles and responsibilities in representing/serving the community is important. As a City we make a commitment to our community to work efficiently and to do the best we can to keep all data secure.

3. 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.

We obtained two quotes for the purchase of these computers. Our IT company, ATS had the lowest quote for the cost of all 8 computers as well as a site visit to help set up the computers. If possible, I would like ATS to give a brief training on how to recognize phishing and what to do.

We are also awaiting a quote from ACS for the computers as well. If this quote is better we would purchase them from ACS; they would ship them here and then we would have ATS configure them.

Item #iii.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$ 9,700

Cost of Site Visit and configuration: \$1,700

Cost of 8 Dell Latitude 5450-i5-135U: \$8,000

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

Preconstruction costs = \$ N/A Construction costs = \$ N/A

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

Please keep in mind that the CIP will not be published until the end of September.

Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

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

For construction projects:

B. Preconstruction phase to be completed by N/A.

C. Construction phase to be completed by N/A.

The goal would be to have the computers in Gustavus and signed out to the council members no later than end of November.

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

Description	Qty
*** New Council/Fire Chief Laptops Dell Latitude 5450 - i5-135U, 16GB RAM, 256GB SSD, Win11 Pro, 3yr Warranty	8



## City of Gustavus

## Project Scoping Document Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense? YES ☒ NO ☐

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 were able to answer YES to all three questions, please provide the following additional information:*

1. Project title (Suggested heading in CIP): 2025 Department Wide Firefighter 1 Training
2. 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 benefit the Gustavus community.

The goal of the project is to provide a firefighter 1 (FF1) course for the Gustavus Volunteer Fire Department responders. Firefighter 1 training is an entry-level certification program that prepares individuals for basic firefighting duties. It covers essential skills such as:

1. **Fire Suppression:** Techniques for safely fighting structural, wildland, and vehicle fires.
2. **Rescue Operations:** Basics of search and rescue, including victim removal and emergency evacuation.
3. **Ladder and Hose Operations:** Proper use of ladders, hose lines, and nozzle operations.
4. **Personal Protective Equipment (PPE):** Training on the use of firefighting gear (helmets, turnout gear, breathing apparatus).
5. **Fire Safety:** Understanding fire behavior, safety protocols, and preventing accidents.
6. **Hazardous Materials Awareness:** Basic knowledge of handling and identifying hazardous materials.
7. **Medical Skills:** Basic first aid, CPR, and trauma care.
8. **Communication:** Radio procedures and teamwork within the fire service.

The goal is to equip our responders with the foundational skills and knowledge needed to work effectively and safely in firefighting environments.

To achieve this goal, we first need to start with online classwork. The FF1 class is approximately 545 hours long, including the skills portion. The online work would be self-study, online lectures, and written testing. The classwork needs to be finished before the skills portion of the class.

The next portion of the class would be approximately two weeks of skills practice and testing in Fairbanks, AK. The stay in Fairbanks would require either an Airbnb, a series of dorms, or a hotel stay for the two weeks needed to attend the skills portion of the class. The trip would require us to bring our fire gear, excluding our SCBAs, to Fairbanks.

Providing the funding for six responders to attend a Firefighter 1 class would be an excellent opportunity for the Gustavus community to enhance the safety of the Gustavus Volunteer Fire Department.

3. 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.

4. Project cost: (Rough Estimates)

- Tuition cost per student
  - \$3,916 per student/ 6 students total at \$23,496
- Travel per student
  - Seaplanes= \$368 per student/ 6 students total at \$2,208
  - Alaska Airlines= \$553 per student/ 6 students total at \$3,318
- Hotel per student
  - Juneau (flights do not line up for only one day of traveling to Fairbanks)
    - Option A: super 8 = \$117.64 per student/ 6 Students total at \$705.84
    - Option B: AirBnB = \$806 for one night (whole house)
  - Fairbanks
    - Option A: AirBnb = \$6,002 for two weeks (whole house)
    - Option B: Hotel = \$2,030 per student/ 6 students total at \$12,180
    - Option C: Dorms = unknown
  - Car rental
    - Hertz (minivan): \$1,476.37
    - Enterprise (minivan): \$1,178.33
    - Turo (7 seats): \$1,319.78
    - Budget (minivan): \$1,555.99

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

Please keep in mind that the CIP will not be published until the end of September.

Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

Once approved, we are hoping to have the class done by the end of the 2025 year.



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

Item #iv.

N/A



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

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

Item #v.

### COUNCIL MEMBERS

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

### CITY HALL

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

## AGENDA

### VIRTUAL MEETING INFORMATION

**ID:** 515 501 9406

**PASSCODE:** XXXXXXXX

**TEL:** 253-215-8782

### ROLL CALL

**Reading of the City of Gustavus Mission Statement**

### APPROVAL OF MINUTES

- [1.](#) 08-11-2025 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

2. Library Quarterly Report
3. Conservation Lands Advisory Committee Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Monthly Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

- [6.](#) FY26-02 Ordinance providing for the amendment of Title 5 Chapter 10 Section 080 Qualification for City Council (Introduced 08-11-2025)
- [7.](#) FY26-03 Ordinance providing for the amendment of Title 4 Chapter 14 Section 030 Imposition of Room Rental Tax (Introduced 08-11-2025)
- [8.](#) FY26-04 Ordinance providing for the amendment of Title 4 Chapter 15 Section 030 Imposition of Sales Tax (Introduced 08-11-2025)

### UNFINISHED BUSINESS

### NEW BUSINESS

- [9.](#) CY25-XX Establishing the Endowment Fund Grant Special Advisory Committee (EFGC)
- [10.](#) CY25-XX Appointing Election Judges for the 2025 Municipal Election

### CITY COUNCIL REPORTS

11. Mayor Monthly Report

**CITY COUNCIL QUESTIONS AND COMMENTS****PUBLIC COMMENT ON NON-AGENDA ITEMS****EXECUTIVE SESSION****ADJOURNMENT**

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

**ADA NOTICE**

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

**MISSION STATEMENT**

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



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, August 11, 2025 at 7:00 PM  
Gustavus City Hall

Item #v.

## COUNCIL MEMBERS

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

## CITY HALL

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

## MINUTES - PENDING

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/5h2spsuc>

**ID:** 515 501 9406

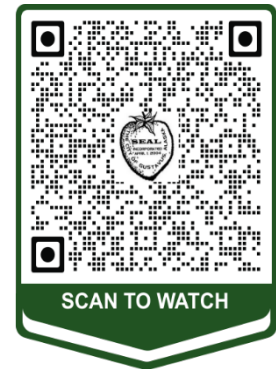
**PASSCODE:** 5432

**TEL:** 253-215-8782

### ROLL CALL

#### PRESENT

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



### Reading of the City of Gustavus Mission Statement

Mission Statement read by Council Member Beck.

### APPROVAL OF MINUTES

- 07-14-2025 General Meeting Minutes
- 07-30-2025 Special Meeting Minutes

Motion made by Council Member Kearns to approve by unanimous consent the 07-14-2025 General Meeting Minutes and the 07-30-2025 Special Meeting Minutes.

Seconded by Council Member Warner

Hearing no objections, the 07-14-2025 General Meeting Minutes and the 07-30-2025 Special Meeting Minutes were approved by unanimous consent.

### MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

Item #v.

### **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  
Marine Facilities Coordinator, Kenn Magowan submitted a written report.  
Clarifying Questions:  
Mayor McLaughlin  
Vice Mayor Owens
5. City Treasurer Monthly Report  
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.  
Clarifying Questions: None
6. City Administrator Monthly Report  
City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.  
Clarifying Questions:  
Vice Mayor Owens

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

### **CONSENT AGENDA**

7. Approve Records Destruction Certificate
8. Approve Calculation of the Endowment Fund Grant Amount for the FY26 Cycle  
Motion made by Vice Mayor Owens to adopt the consent agenda by unanimous consent as presented.  
Seconded by Council Member Warner  
Hearing no objections, the motion passed.

### **ORDINANCE FOR PUBLIC HEARING**

9. FY26-01NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 for AMLIP Repair and Replace Fund (Introduced July 14, 2025)  
Mayor McLaughlin opened the public hearing at 7:24 PM.

City of Gustavus, Alaska  
City Council General Meeting Minutes - PENDING  
August 11, 2025  
Page 2 of 9

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:25 PM.

Motion made by Council Member Kearns to approve FY26-01NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 for AMLIP Repair and Replace Fund

Seconded by Council Member Taylor

Council Debate: None

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

7 yea/ 0 nay

Motion Passed

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

10. QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the renewal of ARAMARK Sports and Entertainment Services, LLC Alcohol Beverage Dispensary- Seasonal License

There were zero council member conflicts of interest of Ex Parte communication to declare.

Applicant Representative was not present.

Mayor McLaughlin opened the Public Hearing at 7:27pm.

Public Testimony: None

Mayor McLaughlin closed the Public Hearing at 7:27 pm

Motion made by Vice Mayor Owens that the City of Gustavus waives the right to file a protest of the renewal of ARAMARK Sports and Entertainment Services, LLC Alcohol Beverage Dispensary- Seasonal License

Seconded by Council Member Warner

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

11. Approve job description for Fire Chief

Motion made by Council Member Beck to approve the job description for the Fire Chief.

Item #v.

Seconded by Council Member Kearns

Public Comment: None

Council Debate: None

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

7 yea/ 0 nay

Motion Passed

12. CY25-15 Supporting Sea Otter Management in Southeast Alaska

Motion made by Council Member Kearns to approve CY25-15 Supporting Sea Otter Management in Southeast Alaska.

Seconded by Council Member Fosse

Public Comment: None

Council Debate:

Council Member Beck

Vice Mayor Owens

Council Member Taylor

Council Member Kearns

Council Member Warner

Council Member Fosse

Mayor McLaughlin

Council Member Kearns

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

0 yea/ 7 nay

Motion Failed

13. CY25-16 Gustavus Amendment of Title 4 Chapter 14 Section 030 (b)-Imposition of Room Rental Tax and Title 4 Chapter 15 Section 030 (b)-Imposition of Sales Tax

Motion made by Council Member Warner to approve CY25-16 Gustavus Amendment of Title 4 Chapter 14 Section 030 (b)-Imposition of Room Rental Tax and Title 4 Chapter 15 Section 030 (b)-Imposition of Sales Tax.

Seconded by Vice Mayor Owens

Public Comment: None

Council Debate:

Council Member Warner

Council Member Taylor

Motion by Council Member Taylor to amend CY15-16 in the now, therefore be it resolved section to delete the word tax after room rental and replace that with word sales.

Seconded by Vice Mayor Owens

Point of information by Clerk Barker - In the ordinance it is referred to as room rental tax. Suggested correction to read imposition of 3% sales tax in addition to 4% room rental tax.

Motion by Mayor McLaughlin to amend the amendment to have the therefore be it resolved to read "...to allow the imposition of 3% sales tax in addition to 4% room rental tax, for a total of 7%, beginning January 1, 2026."

Seconded Council Member Kearns

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

Back to the amendment as amended

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

Back to main motion as amended

Council debate continued: None

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

7 yea/ 0 nay

Motion Passed.

#### 14. CY25-17 Establishing a Special Code of Ordinances Review Advisory Committee

Motion by Council Member Kearns to approve CY25-17 Establishing a Special Code of Ordinances Review Advisory Committee



Seconded by Council Member Warner

Public Comment: None

Council Debate:

Motion made by Vice Mayor Owens to amend CY25-17 under the scope in the fourth bullet point to strike for review and insert to the.

Seconded by Council Member Warner

Council Debate:

Vice Mayor Owens

Mayor McLaughlin

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

7 yea/ 0 nay

Motion Passed.

Back to the main motion as amended

Council debate continued:

Council Member Taylor

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

7 yea/ 0 nay

Motion Passed.

15. FY26-02 Introduction to the amendment of Title 5 Chapter 10 Section 080 Qualification for City Council (Public Hearing 09-08-2025)

Motion by Council Member Beck to introduce FY26-02 Introduction to the amendment of Title 5 Chapter 10 Section 080 Qualification for City Council.

Seconded by Vice Mayor Owens

Public Comment: None

Council Debate: None

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

7 yea/0 nay

Motion Passed

16. FY26-03 Introduction to the amendment of Title 4 Chapter 14 Section 030 Imposition of Room Rental Tax (Public Hearing 09-08-2025)

Motion by Council Member Kearns to introduce FY26-03 Introduction to the amendment of Title 4 Chapter 14 Section 030 Imposition of Room Rental Tax.

Seconded by Council Member Beck

Public Comment: None

Council Debate:

Clerk - Section 4. Effective Date needs to add after ratification by voters

Vice Mayor Owens

Motion by Mayor McLaughlin to amend Section 4 Effective Date to insert after City Council "and ratification by the voters in the October 2025 municipal election."

Second by Council Member Beck

Council Debate:

Council Member Taylor

Mayor McLaughlin

Motion by Mayor McLaughlin to recess for 5 minutes.

Seconded by Council Member Warner.

Any objections to approving by unanimous consent.

Hearing none, motion is approved.

\*Clerk note City Council went into recess at 8:03pm

Back to in session at 8:07pm

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

7 yea/ 0 nay

Motion Passed

Back to main motion as amended

Council Debate: None

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

7 yea/ 0 nay

Motion Passed

17. FY26-04 Introduction to the amendment of Title 4 Chapter 15 Section 030 Imposition of Sales Tax (Public Hearing 09-08-2025)

Motion made by Council Member Taylor to introduce FY26-04 Introduction to the amendment of Title 4 Chapter 15 Section 030 Imposition of Sales Tax.

Seconded by Council Member Fosse

Public Comment: None

Council Debate:

Motion made by Vice Mayor Owen to amend Section 4 Effective Date to insert after City Council "and ratification by the voters in the October 2025 municipal election."

Seconded by Council Member Kearns

Council Comment: None

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

7 yea/ 0 nay

Motion Passed.

Back to main motion as amended

Council debate: None

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

7 yea/0 nay

Motion Passed

18. Approve amendment of Endowment Fund Grant Policy and Procedure Section 2

Motion made by Council Member Fosse to approve amendment of Endowment Fund Grant Policy and Procedure Section 2.

Seconded by Council Member Beck

Public Comment: None

Council Debate: None

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

7 yea/ 0 nay

Motion Passed

19. Merit based increase of \$1 per hour for City Clerk

Motion made by Council Member Warner to approve a Merit based increase of \$1 per hour for City Clerk.

Seconded by Council Member Kearns

Public Comment: None

Council Debate: None

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

7 yea/ 0 nay

Motion Passed

## CITY COUNCIL REPORTS

### 20. Mayor Monthly Report

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

Clarifying Questions:

Council Member Taylor

Vice Mayor Owens

## CITY COUNCIL QUESTIONS AND COMMENTS

None

## PUBLIC COMMENT ON NON-AGENDA ITEMS

None

## EXECUTIVE SESSION

None

## ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:20 PM.

**POSTED ON:** August 6, 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

**CITY OF GUSTAVUS  
ORDINANCE FY26-02**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
TITLE 5 CHAPTER 10 SECTION 080 QUALIFICATION FOR CITY COUNCIL**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 5 Chapter 10 Section 080 to be amended as follows:

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

TITLE 5 -

Chapter 5.10 -

Section 5.10.080

(a) All elections of council officials shall be non-partisan.

(b) A person filing for office for a city seat must be:

(1) A United States citizen who is qualified to vote in state elections and

(2) A **domiciled** resident of the City of Gustavus for one (1) year immediately preceding the election for which declaring candidacy and

(3) Not disqualified under Article V of the Constitution of the State of Alaska which provides that:

"No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored. No person may vote who has been judicially determined to be of unsound mind unless the disability has been removed."

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

**Date Introduced: August 11, 2025**

**Date of Public Hearing: September 8, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_, 2025

---

Sally A. McLaughlin, Mayor

---

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS  
ORDINANCE FY26-03**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
TITLE 4 CHAPTER 14 SECTION 030 IMPOSITION OF ROOM RENTAL TAX**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 4 Chapter 14 Section 030 to be amended as follows:

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

TITLE 4 -

Chapter 4.14 -

Section 4.14.030

- (a) There shall be levied and collected a tax equal to four (4) percent on hotel/motel room rentals within the city.

- (b) There shall be sales tax applied to any sale subject to the room tax in Section 4.15.030.**

~~(b) There shall be no room tax on any sale subject to sales tax in Section 4.15.030.~~

- (c) Each guest is responsible for the room rental tax imposed by this chapter and the **sales tax imposed by Section 4.15.030. The total tax** shall be due and payable the month the guest departs. The tax shall apply to all rentals where the guest indicated that the room, or rooms, will be occupied by the guest for less than thirty (30) days. Rentals which are less than thirty (30) consecutive days shall be subject to the room tax even if the room or rooms were originally taken with the intent to use or occupy for thirty (30) or more consecutive days. Any unpaid tax shall be due and payable when the guest ceases to occupy or use space in the hotel/motel **or other room rental accommodations.**

- (d) Every hotel/motel operator renting rooms **or any other person renting rooms** subject to taxation under this chapter shall collect the taxes imposed by this chapter from the guest ~~at the time of collection~~ and shall transmit the same, monthly, to the city, unless the operator is allowed or directed by ~~the city administrator or city treasurer~~ to file for a different time period (i.e. quarterly or annually).

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council and ratification by the voters in the October 2025 municipal election.

**Date Introduced: August 11, 2025**

**Date of Public Hearing: September 8, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this 11<sup>th</sup> day of August, 2025.

---

Sally A. McLaughlin, Mayor

---

Attest: Liesl M. Barker, City Clerk



**CITY OF GUSTAVUS  
ORDINANCE FY26-04**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
TITLE 4 CHAPTER 15 SECTION 030 IMPOSITION OF SALES TAX**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 4 Chapter 15 Section 030 to be amended as follows:

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

TITLE 4 -

Chapter 4.15 -

Section 4.15.030

- (a) There shall be levied and collected a tax equal to three (3) percent of the selling price on retail sales, rentals made, and services performed within the city.
- (b) There shall be ~~no sales tax on any~~ **applied to any** sale subject to the room tax in [Section 4.14.030](#).
- (c) The taxability of a sale of goods is determined by the delivery of **or receipt of the goods in the city.** ~~tangible personal property.~~ The taxability of a rental ~~made~~ is determined by the place where the ~~service is performed or~~ rental property is located, ~~except as provided below,~~ **The sale of a service is subject to the sales tax if the service is provided or performed within the city.**
  - (1) Where a buyer, **purchaser or customer** receives a service within the corporate limits of the City of Gustavus, and the service begins, or is conducted in any part, or ends therein, or where the buyer, **purchaser or customer** receives an entire service therein the sale is subject to the City of Gustavus Sales Tax.
  - (2) A person who furnishes proof, in the form required by the city ~~treasurer clerk,~~ that **they have** ~~he has~~ paid the **sales** tax in some jurisdiction other than the city, on the sale of a service, is required to pay the city's sales tax to the extent {of the difference} of the amount of sales tax paid elsewhere and the amount of **sales** tax levied by the city. This paragraph applies to a sales tax in any taxing jurisdiction, whether inside or outside the state.

- (d) Every seller making sales, rentals or performing services subject to taxation under this chapter **or any facilitator of sales, rentals, or services who charges the total price to the buyer, purchaser, or customer,** shall collect **the sales tax** ~~taxes~~ imposed by this chapter from the buyer, **purchaser, or customer** at the time of collection and shall transmit the same, monthly, to the city.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council and ratification by the voters in the October 2025 municipal election.

**Date Introduced: August 11, 2025**

**Date of Public Hearing: September 8, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this 11<sup>th</sup> day of August, 2025.

\_\_\_\_\_  
Sally A. McLaughlin, Mayor

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

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

**A RESOLUTION BY THE CITY OF GUSTAVUS ESTABLISHING THE ENDOWMENT FUND  
GRANT SPECIAL ADVISORY COMMITTEE (EFGC)**

**WHEREAS**, the Gustavus City Council recently adopted CY25-11, a resolution establishing Policy and Procedure for the implementation and awarding of Endowment Fund Grants; and,

**WHEREAS**, the Policy and Procedure requires an Endowment Fund Grant Special Advisory Committee (EFGC) to be established at the October General Meeting of the City Council; and

**WHEREAS**, the Council will need time to accept and review applications prior to appointing committee members to the EFGC;

**NOW THEREFORE BE IT RESOLVED**, that, in accordance with CY25-11, the Gustavus City Council hereby establishes the Endowment Fund Grant Special Advisory Committee (EFGC), comprising the City Treasurer, serving in an advisory capacity only, and a minimum of three (3) and maximum of seven (7) Gustavus community members who have applied to the City, have been nominated by the Mayor and approved by the City Council. As an official advisory committee, the EFGC must comply with the requirements of the Alaska Open Meetings Act, CoG 2.40.150, and Resolution CY25-12. This committee will serve for the 2025 Endowment Fund Grant cycle and will automatically dissolve when duties have been completed. The EFGC will be guided by policy and procedure as set out in CY25-11.

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_, 2025, and effective upon adoption.

\_\_\_\_\_  
Sally A. McLaughlin, Mayor

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY25-XX

A RESOLUTION BY THE CITY OF GUSTAVUS APPOINTING ELECTION JUDGES FOR THE  
2025 MUNICIPAL ELECTION

**WHEREAS**, the City of Gustavus Code of Ordinance 5.10.130 (b) requires that for each municipal election “Prior to each election, the clerk with the approval through a resolution of the council, shall appoint at least three (3) city voters as election judges to be the election board at the designated polling place.”; and,

**WHEREAS**, one election judge shall be designated chair of the board. The election judges shall not be council members, candidates for office, or immediate relatives of candidates; and,

**WHEREAS**, if an appointed election judge fails to appear and subscribe to the oath on election day or becomes incapacitated during the time of the election or the counting of the ballots, the remaining judges shall appoint a qualified voter to fill the vacancy; and,

**WHEREAS**, the City of Gustavus Council hereby authorizes the following qualified electors:

Liesl Barker	Election Supervisor	_____	Election judge
_____	Election Board Chair	_____	Election judge
_____	Election judge	_____	Election judge
_____	Election judge	_____	Election judge
_____	Election judge	_____	Election judge
_____	Election judge	_____	Election judge
_____	Election judge	_____	Election judge

**WHEREAS**, the clerk may appoint as many election judges as needed to conduct an orderly election and to relieve the election judges of undue hardship.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council approves these electors as the 2025 Municipal Election judges:

**AMENDMENT PASSED** and **APPROVED** by the Gustavus City Council this XX day of \_\_\_\_\_ 2025, and effective upon adoption.

\_\_\_\_\_  
Sally A. McLaughlin, Mayor

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk