



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, August 08, 2022 at 7:00 PM
via Zoom

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Tania Lewis, Joe Vanderzanden
Lewis Sharman, Bella Furr, Jim Mackovjak

CITY HALL

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

AGENDA

DRAFT 08-08-2022 GENERAL MEETING AGENDA & PACKET

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 07-18-2022 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Visitors Association Year End Expense/Progress Report
3. Gustavus PFAS Action Coalition Quarterly Report
4. Gustavus Disposal and Recycling Center Quarterly Report
5. City Treasurer Monthly Financials and Quarterly Report
6. City Administrator WORK SESSION Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

7. Approve Calculation of Endowment Fund Grant Amount for FY23 Cycle
8. Approve Scoping Document - Gustavus Marine Facilities Work Skiff and Trailer
9. Approve Scoping Document - Gustavus Volunteer Fire Hall Exterior Painting
10. FY23-XXNCO Introduction of Capital Project Funding 2023 (Public Hearing 09-19-2022)

ORDINANCE FOR PUBLIC HEARING

11. FY23-01 Ordinance Providing for the Amendment of Title 6 City Departments & Contracted Services Chapter 6.03 Waste Disposal & Recycling, Sections 6.03.040 & 6.03.050 (Introduced 07-18-2022)

UNFINISHED BUSINESS

NEW BUSINESS

12. FY23-XX Introduction Providing Amendments to City Ordinance Title 5 Elections, Chapter 5.40 - Absentee Voting, Sections 5.40.100, Chapter 6.60 - Contest of Elections, Sections 5.60.010 and 5.60.020 (Public Hearing 09-19-2022)

13. FY23-XX Introduction Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals (Public Hearing 09-19-2022)
14. CY22-XX Updating the Policy and Procedures for the Gustavus Public Library
15. CY22-XX Updating the Policy and Procedure for Authorized account Signers and Administrative Account Access

CITY COUNCIL REPORTS

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
JULY 18, 2022**

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Joe Vanderzanden
Council Member Tania Lewis
Council Member Bella Furr
Council Member Jim Mackovjak
Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Vice Mayor Bishop.

APPROVAL OF MINUTES

1. 06-13-2022 General Meeting Minutes
2. 06-21-2022 Special Meeting Minutes

Motion made by Council Member Vanderzanden to approve by unanimous consent the General Meeting Minutes from 06-13-2022 and the Special Meeting Minutes from 06-21-2022.

Seconded by Council Member Mackovjak.

Hearing no objections, the minutes were adopted by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

3. Gustavus Volunteer Fire Department Quarterly Report
Gustavus Volunteer Fire Department Chief, Sol Martinez submitted a written report and provided an oral summary.
4. City Clerk Quarterly Report
City Clerk, Karen Platt submitted a written report and provided an oral summary.
5. Marine Facilities Quarterly Report
Marine Facilities Coordinator, Ben Sadler submitted a written report, provided an oral summary and added that the collar tie repairs on the dock were a temporary solution and the fabrication of new gates are currently being done. The final

repairs should be completed by mid-august. Ben reported that disposal of fish carcasses by charter fishing outfits is no longer happening at the dock itself.

6. City Treasurer Monthly Financials
City Treasurer, Eduarda Loggins submitted monthly financials.
7. City Administrator General Meeting Report
City Administrator, Kathy Leary submitted the monthly report from the 07-11-2022 Work Session. Mayor Taylor provided a summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

SEARHC Clinic Liaison for Gustavus, Dr. Vaught
Gustavus Visitors Association President, Leah Okin
Leslie Sirstad

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

8. Award RFQ FY23-01RM Annual Road Maintenance Contract for FY23

Motion made by Council Member Sharman to award contract for annual road maintenance, snowplowing, emergency response & disaster recovery to Glacier Bay Construction per their response to RFQ FY23-01RM in the amount of \$237,751.20.

Seconded by Council Member Vanderzanden.

Public Comment: None

Council Comment:
Council Member Mackovjak

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

9. Motion to Amend Gustavus Community Center Endowment Fund Grant Budget

Motion made by Council Member Furr to approve amendment of the Gustavus Community Center Endowment Fund Grant Budget by moving funds within the following categories, but not altering the final total of the grant awarded to the Gustavus Community Center.

- 1) To the category of Main Hall Stage from \$7,050 to \$5,690.60

2) To the category of Gallery Lighting from \$2,075 to \$3,682.40

3) To the category of Gallery Moveable Panels from \$250 to \$0

Seconded by Council Member Lewis.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

10. FY23-01 Introduction Providing for the Amendment of Title 6 City Departments & Contracted Services Chapter 6.03 Waste Disposal & Recycling, Sections 6.03.040 & 6.03.050 (Public Hearing 08-08-2022)

Motion made by Council Member Mackovjak to approve introduction of FY23-01 Providing for the Amendment of Title 6 City Departments & Contracted Services Chapter 6.03 Waste Disposal & Recycling, Sections 6.03.040 & 6.03.050 (Public Hearing 08-08-2022).

Seconded by Council Member Vanderzanden.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

11. Approve Gustavus Disposal and Recycling Center (DRC) Operator Position Description

Motion made by Vice Mayor Bishop to approve the Gustavus Disposal and Recycling Center (DRC) Operator Position Description.

Seconded by Mayor Taylor.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

CITY COUNCIL REPORTS

12. Mayor's Report

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

CITY COUNCIL QUESTIONS AND COMMENTS

Joe Vanderzanden - Intertie and Hydro Electric Generator Update

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:32PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

Calculation of Endowment Fund Grant Amount for 2022 Award Cycle
Per CITY OF GUSTAVUS, ALASKA RESOLUTION CY19-14
A RESOLUTION REVISING POLICY AND PROCEDURE
FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS

TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS
FROM THE ENDOWMENT FUND EARNINGS

APPLICABLE PROCEDURE (EXCERPT FROM FULL DOCUMENT):

The following steps shall be followed by the City Mayor or his/her designee:

1. Inflation-Adjusted Principal Value determination. By July 31st of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:

a) Determine the latest CPI index for Anchorage from the posted table.

New link: <http://live.laborstats.alaska.gov/cpi/index.cfm>

Latest CPI is 241.698 for second half of 2021 for Urban Alaska (formerly Municipality of Anchorage). Waiting for first half of 2022 to be announced; calculations here will then be updated.

b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004). $241.698 / 165.6 = 1.46$

c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b. $\$963,000 \times 1.46 = \$1,405,980.00$

d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

2. Present Market Value determination. Determine the present market value of the Fund as reported by the Fund manager for June 30 of the present year.

The present market value of the fund for June 30, 2022 was \$1,441,997.18

3. Excess earnings determination. Calculate the excess earnings in the Fund, from which distributions may be made, by subtracting the inflation adjusted principal from the present market value of the Fund.

The excess earnings available as of June 30, 2022 were:

$\$1,441,997.18 - \$1,405,980.00 = \$36,017.18$

4. Available funding for fiscal year. Calculate the funding available as 3% of the average market value of the Fund at June 30 of the last five years.

Three percent of the average annual market value for five years through June 30, 2022 is calculated as:

June 2022:	\$1,441,997.18
June 2021:	\$1,637,337.02
June 2020:	\$1,473,942.38
June 2019:	\$1,466,213.91
June 2018:	\$1,438,854.93
Average:	\$1,491,669.08
3% of Average:	\$44,750.07

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value *or* the present year Excess Earnings, whichever is less. Un-awarded/unexpended grant funds from previous years over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.

Three percent of the five-year Average Market Value is \$44,750.07. The Excess Earnings amount is \$36,017.18. The lesser of the two is \$36,017.18. Unused grant funds remain from previous years for an additional \$0, so \$36,017.18 may be made available.

6. Announcement of grant application period. The City Council may, on September 1 of each year, or as early thereafter as possible, post an announcement to the Gustavus public of the availability of Endowment Fund Grants with the total amount available. The announcement shall include criteria for selection, an application procedure, project scoping document, and a deadline of October 31.



City of Gustavus Capital Improvement Plan Project 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):

Gustavus Marine Facilities Work Skiff and Trailer.

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.

Buying a work skiff for the marine facilities department will benefit the community financially in a number of ways. Currently the City is Paying \$5000 to transport the Steel float from the Gustavus Dock to Bullmoose Cove and \$5000 to move it back each year. The City also pays approximately \$3000 to move the wooden floats each year. By purchasing a work skiff with enough power to move the Steel float we can alleviate the need to hire outside businesses to do work we are capable of doing ourselves and would also allow us to do the work on our schedule. In the future this would allow us to leave the float in place longer or allow us to put it out earlier. It would also allow us to move debris etc., from the Boat Harbor.

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.

I was able to locate a seine skiff in Washington that runs and has been stored by the owner (both indoors and outdoors) for the last six years. Originally listed at \$25,000, it is currently listed at \$14,000.

I also found another in Kodiak for \$28,000 (the second listing in section 6.

Both have been sold.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$30,000

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

Preconstruction costs = \$_____

Construction costs = \$_____

Item #8.

4. 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:

As soon as possible.

For construction projects:

- B. Preconstruction phase to be completed by.

- C. Construction phase to be completed by.

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

Details

Overview

- 1976 Al-Fab Industries built
- Location: Washington
- 17'6" x 9'

Power

- Engine: Detroit 4-53, 110 hp diesel
- Engine hours: 3,300
- Reduction gear: Borg Warner
- Propeller: Bronze, 3 blade, 24"
- Fuel tank: Aluminum, 90 gallons
- Engine alarms and gauges - oil pressure and temperature
- Keel cooled
- Bilge pumps: 2, Rule

Structural

- Hull: Aluminum



Seine Skiff

Stock # NA4623

18'

\$28,000(USD)

USA Registered. 18' seine skiff in good condition.

Specs

Overview

1990 Seine Skiff

18' length

Power

Honda 115 hp gas outboard

Fuel consumption: 15 gallons per day

Fuel tanks: 1, aluminum, 50 gallons

Structural

Hull: Aluminum

Item #8.



7. Date and name of person submitting form.

Ben Sadler, Marine Facilities Coordinator. 07/12/2022

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval 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 scoping form with the Project Planning and Approval Process Flow Chart.

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

Part 1. Project Identification

Name of Project: Gustavus Volunteer Fire Hall Exterior Painting

City Department: [Fire Department](#)

Contact: Sol Martinez

E-mail: sol.martinez@gustavus-ak.gov

Phone: 907-697-2707

Part 2. Project Scope 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. Changes in scope will need Council approval.

1. What is the project?

- What are its goals and objectives?
 - The goal of this project is to paint the exterior of the Gustavus Volunteer Fire Department building. This will help maintain the value of the building. Due to the building not being painted for several years, the paint is starting to fade and there are spots of peeling paint to either damage or the type of paint. There is also a drip edge on the roof which was not put in place causing the water to miss the gutter and causing possible rot to the eaves.
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
 - The Gustavus Volunteer Fire Department will be aided by this project by maintaining the value of the building and the raising the moral of the employees and volunteers of the City of Gustavus.
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
 - No.
- What is NOT covered by this project? What are its boundaries?
 - We will not be expanding the building the building with this project. If there is major rot in places where we need to replace the siding or window siding, we may need to replace pieces of the boards.

2. Why is the project needed?
 - What community problem, need, or opportunity will it address?
 - This will provide a more professional look for the community and will better maintain our building allowing our Fire Hall last longer and looking good.
 - What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
 - The only problem this address is an economic need. Putting a fresh coat of paint on the exterior of the building will prevent future rot and help maintain the value of the building.
3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)
 - This project originated from a request from Mayor Mike Taylor. The Fire Hall has been neglected for several years and has needed a fresh coat of paint.
4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)
 - This project is only for maintaining our current buildings
5. What is your timeline for project planning?
 - By when do you hope to implement the project?
The hope is to finish the painting of the building by the end of summer 2022 if weather allows. However, with the time getting close to the end of painting weather, this may be pushed to the summer of 2023. This also depends on the availability of the qualified painters in town.
 - Will the planning or final project occur in phases or stages?
No.
6. What is your budget for the planning process? Will you be using a consultant?

Paint: \$600
Freight: \$100
Labor: \$1000
Contingency (10%): \$1000
Total Project: \$2,700
7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.
Total Cost: \$2,700

Parts 3., 4., 5., 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 applying 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.
 - a. While there is no alternative for paint, it could be a possibility to ask for volunteers to paint the building. This may create varying levels of quality and the need to rent out equipment.
2. What solution was chosen as the best and why is it the best?
 - a. The best solution would be to contract out painters to have the building painted professionally. This would require the workers to have the equipment needed to paint the high places of the building.
3. Identify your funding source(s).
 - a. Potential funding sources would be through City funds. There could be a mini grant but due to majority of the grants are not made for general maintenance.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality	X		
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character		+	
• Noise or other environmental impacts	X		
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			

• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?	X		
Public safety?	X		
Public health?	X		
Medical services?	X		
Emergency response?			X
Economic performance & sustainability?			
• Employment of residents		+	
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment		+	
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	X		
• Support for existing businesses	X		
• New business opportunities	X		
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
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.)
The project enhances the look of the Fire Hall allowing more of a professional look and a general upkeep of City buildings.

3. Are other projects related to or dependent on this project?
 - Is this project dependent on other activities or actions?
No
 - 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?)
No
5. What regulatory permits will be required and how will they be obtained?
There will be no need to receive a permit to paint the Fire Hall building
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
Painting Building should happen every five years to protect the integrity and value of the building.
7. Is an engineering design or construction estimate necessary?
No.
8. 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?
No.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$1000	Contractual	\$0
Construction	\$0	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$600	Insurance	\$0
Freight	\$100	Repair & maintenance	\$0
Contingencies	\$1000	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$2700
		Indirect costs	\$00
		Income (fees, taxes)	\$

		Balance: costs-income	\$2700
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Updated Latest Estimate Budget Line Items if Changed Date: _____

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	\$

Part 6. Jobs and Training (required by some granting agencies)

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 local residents 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.

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
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees

Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.

**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, the budget and 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		
CP-22-01 Marine Facility Vessel	\$ 00	\$ 30,000.00	\$ 30,000.00
AMLIP Capital Improv Long-Term	\$ 339,097.12	\$ 309,097.12	\$ 30,000.00
CP-19-08 Library Roof Repair/Shed/Awning	\$10,000.00	\$ 15,000.00	\$ 5,000.00
Additional 5,000.00 to fund engineer's design work			
FNBA Checking account	\$ 1,462,718.01	\$ 1,457,718.01	\$ 5,000.00
Total Change in City Held Account Balances			\$ 0.00

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

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

DATE INTRODUCED: August 1, 2022

DATE OF PUBLIC HEARING: September 19, 2022

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2021.

Mike Taylor, Mayor

Attest: _____, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-01**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
CITY ORDINANCE TITLE 6 CITY DEPARTMENTS AND CONTRACTED SERVICES
CHAPTER 6.03 WASTE DISPOSAL AND RECYCLING, SECTIONS 6.03.040 AND 6.03.050**

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 the following sections of Chapter 6.03, section 6.03.050 & section 6.03.040 are to be amended as follows:

Bold and Underlined items are additions. ~~Strikethrough~~ items are deletions.

Chapter 6.03.

Section 6.03.040 - Services provided.

- (7) Resale of reusable items within the community with proceeds to support DRC operation or to fund special community humanitarian needs as approved by the DRC ~~advisory committee~~ **manager**;

Section 6.03.050 – Staff

(a) The DRC paid staff shall consist of:

- (1) ~~DRC manager/operator, serves as the department head and is responsible for administration, planning, budgeting, public relations, agency contacts, permitting, regulatory compliance, supervision of DRC employees and volunteers and general operation of DRC facilities. Operating duties shall include labor and activities to provide DRC services and to maintain the DRC facilities and equipment. The DRC manager/operator shall be supervised by the mayor or chief administrative officer.~~
- (2) ~~One (1) or more part time DRC assistant operators, supervised by the DRC manager/operator, whose duties shall include labor and activities to provide DRC services and to maintain DRC facilities and equipment.~~
- (1) **A department head/ (DRC) manager responsible for administration, planning, budgeting, public relations, agency contacts, permitting, regulatory compliance, supervision of DRC employees and volunteers and general operation of DRC facilities. The department head/ manager shall be supervised by the mayor or chief administrative officer.**

- (2) **A (DRC) operator responsible for all duties and activities to provide DRC services and to maintain the DRC facilities and equipment. The manager and operator duties may be combined into one regular position or divided between two regular positions. If the positions are divided between two individuals, the manager is the supervisor for the operator.**
- (3) **One (1) or more temporary DRC assistant operators, whose duties shall include labor and activities to support the DRC Operator. The temporary DRC assistant operator(s) are supervised by the DRC Operator.**

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

Date Introduced: July 18, 2022

Date of Public Hearing: August 8, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-XX**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR AMENDMENT OF CITY
ORDINANCE TITLE 5 ELECTIONS, CHAPTER 5.40 – ABSENTEE VOTING, SECTIONS
5.40.100 AND THE REPEAL AND REPLACEMENT OF, CHAPTER 5.60 – CONTEST OF
ELECTION, SECTIONS 5.60.010, 5.60.020**

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 Elections, Chapter 5.40 – Absentee Voting, Sections 5.40.100, and Chapter 5.60 – Contest of Election, Sections 5.60.010, 5.60.020 be amended, repealed and replaced as follows:

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

Title 5 – ELECTIONS

Chapter 5.40.100 – ~~Reserved~~ **Personal representative voting**

Section 5.40.110 – Personal representative voting; eligible persons

A qualified voter who, due to age, illness, or disability, is unable to go to a polling place to vote may vote with the assistance of a personal representative.

Section 5.40.120 – Personal representative voting; requests

The voter, or the voter's representative, may request a ballot from:

- (a) An election official at an early voting location designated by the Clerk at a time when the voting location is in operation; or**
- (b) An election official at a polling place on election day.**

Section 5.40.130 – Personal representative voting; ballot and envelope form

The ballot provided to personal representative voters shall be identical to the ballots prepared for regular voters and used on election day. The ballot secrecy sleeve and the oath of affidavit envelope shall be smaller than the return envelope so they may be easily enclosed in the return envelope. The ballot secrecy sleeve shall be marked "Ballot Envelope" and have no other marks upon it. The oath of affidavit envelope shall have printed upon it the oath and affidavit. The ballot envelope and the return envelope shall be of heavy opaque paper.

Section 5.40.140 – Personal representative voting; procedures

(a) The clerk shall provide each eligible personal representative voter with an official ballot prepared in accordance with Section [5.20].040 of Chapter 5.20 together with a ballot envelope, an oath of affidavit envelope and a return envelope.

(b) Upon issuing a personal representative ballot to a voter, the clerk shall enter in the blank register the following information:

- (1) The number of the ballot issued;**
- (2) The name of the voter to whom it was issued;**
- (3) And the date on which the ballot was issued.**

(c) The representative shall deliver the ballot and other voting materials to the voter as soon as practicable.

(d) The voter shall mark the ballot in secret, place the ballot in a secrecy sleeve, and place the secrecy sleeve in the envelope provided.

(e) The voter shall enter the voter's name and the name of the representative on the envelope and shall sign the voter's certificate in the presence of the representative.

(f) The representative shall witness the voter's signature, and sign and date the representative's certificate as provided on the envelope.

(g) Before the opening of the polls on election day the clerk shall deliver to the election officials a list of the voters who have requested to vote by personal representative.

(h) To be counted, a personal representative voter's ballot must be executed and received by the clerk no later than closing of the polls on election day.

(i) No city official may make any charge for services rendered to any voter under the provisions of this chapter.

(j) If a voter's disability precludes the voter from performing any of the requirements of subsection (d) of this section, the representative may perform those requirements, except making the voting decision and signing the certificate on the ballot envelope on the voter's behalf.

(k) The Clerk shall deliver the voted special needs ballot to the Canvass Board for canvassing.

(l) The following materials are used to conduct personal representative voting:

- (1) Personal representative register (sign-in-sheet)**
- (2) Personal representative oath and affidavit for voter (printed on the outside of the personal representative ballot envelope)**

(3) Personal representative oath and affidavit for representative (printed on the outside of the personal representative ballot envelope)

(4) Ballot

(5) Secrecy sleeve

(6) Outer envelope for personal representative voting

(m) No person who is a candidate for office at the election, an immediate family member of the candidate, the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union may act as a representative for a voter.

Section 5.60.010—Contest of election; contestant.—

~~(a) Any qualified voter may contest the election of any person and the approval or rejection of any question or proposition.~~

~~(b) Any qualified voter who believes that prohibited practices occurred at an election may contest the election by:~~

~~(1) Filing a written affidavit with the city clerk specifying with particularity the provisions of the law which the voter believes were violated and the specific acts he believes to be misconduct;~~

~~(2) This affidavit must be filed with the city clerk before or during the first meeting of the election review committee on the Friday following the election. The city clerk shall acknowledge the date and time the affidavit is received on its face and make a photocopy of the affidavit which shall be given the contestant.~~

~~(Ord. No. FY21-15, § 3, 2-8-2021)~~

Section 5.60.020—Contest of election; council.

~~The city council may order an investigation or a recount of the ballots or, declare the election invalid and order a new election, or declare the affidavit of election contest without merit and certify the results of the election.~~

Section 5.60.010 Contest of election.

(a) Any candidate or qualified voter may contest the election of any person and the approval or rejection of any question or proposition by filing a notice of election contest with the election official before noon prior to certification of the election.

(b) The notice of election contest shall state the following grounds of the contest in detail and shall be signed under oath by the candidate or each of the voters filing it:

(1) Misconduct, fraud, or corruption on the part of an election official, sufficient to change the result of the election.

(2) The person certified as elected or nominated is not qualified as required by law;

(3) Any corrupt practice as defined by law, sufficient to change the results of the election.

Section 5.60.020 Notice of contest and procedure.

(a) The candidate or voters who seek to contest an election shall submit a written notice of contest to the Clerk before noon prior to certification of the election, which shall conform to the requirements of subsection (b) of this section.

(b) The notice of contest shall be filed in person and shall contain:

- (1) A statement identifying the election being contested;**
- (2) A summary of the grounds for the contest;**
- (3) The legal name, residence address, contact information, and notarized signature of each candidate or City voter bringing the contest; and**
- (4) The contact information for a representative designated by the applicants to receive communications from the City regarding the contest.**

(c) Upon receipt of a valid notice of contest, the Clerk shall submit the contest to the Council. The Clerk and City Attorney shall investigate the grounds of the contest and submit a report of findings to the Council. The Clerk may request that the Canvass Board or additional personnel assist with the investigation as necessary. The Council shall defer the certification of the contested election results pending receipt of the report but shall proceed with certification of all election results that are not contested.

(d) If the Council determines that the grounds of the contest are valid and, if true, would change the results of the election, the Council shall proceed in a manner that is consistent with its determination. If the Council finds that the grounds for contest are not sufficient to change the election results, it shall declare the election valid and certify the contested election results.

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

Date Introduced: August 8, 2022

Date of Public Hearing: September 19, 2022

PASSED and APPROVED by the Gustavus City Council this __th day of September, 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-XX**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF CITY ORDINANCE TITLE 4 REVENUE AND FINANCE, CHAPTER 4.12 –
MANAGEMENT OF FUNDS, SECTION 4.12.020 – DEPOSITS AND WITHDRAWALS.**

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 4.12.020 be amended as follows:

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

TITLE 4 - REVENUE AND FINANCE

Chapter 4.12 – Management of funds

Section 04.12.020 – Deposits and withdrawals

(a) The city ~~clerk~~ **treasurer** is authorized to deposit city funds in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. All such deposits shall be held in the name of the City of Gustavus. All council members are authorized signatories on such accounts.

(b) All checks written on city funds shall be prepared by the city ~~clerk~~ **treasurer**, or mayor, and signed by (2) city council members **or (1) council member and city administrator.**

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

Date Introduced: August 8, 2022

Date of Public Hearing: September 19, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

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

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING
THE GUSTAVUS PUBLIC LIBRARY POLICIES**

WHEREAS, the Gustavus Public Library policies require updating to comply with state and federal regulations regarding confidentiality and other issues; and,

WHEREAS, the Gustavus Public Library policies require updating to meet the current needs of the current state of the library; and,

WHEREAS, the Gustavus Public Library policies require updating to ensure all staff, volunteers, and patrons are aware of current library policies and are able to access them easily; and,

WHEREAS, formal action is needed to address the revisions necessary to the Gustavus Public Library policies,

NOW THEREFORE, BE IT RESOLVED that the City of Gustavus updates its Gustavus Public Library Policies as attached.

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk



GUSTAVUS PUBLIC LIBRARY

PO BOX 279 GUSTAVUS, ALASKA 99826-0279

PHONE (907) 697-2350 FAX (907) 697-2249

e-mail librarian@gustavus.lib.ak.us

Mission Statement

The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials, and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

Photography and Videos:

The Gustavus Public Library reserves the right to take photographs and video of events, public programs, and patrons utilizing the library space. These photographs and videos may be used for publicity purposes in printed materials and online. All library patrons consent to the use of photos or videos taken at the library and/or during library events unless they provide staff with a written objection to such use prior to the program or event.

Children's Use Policy:

The Gustavus Public Library welcomes children to use its facilities and services. The following are rules regarding the use of the library by children:

- Library staff and volunteers are not responsible for the supervision, safety and well-being, or behavior management of children in the library and on library property. This includes during regular library hours, special events, and when the library is closed.
- All patrons, including children, are expected to behave appropriately in the library and will be asked to leave if they are unable to follow library expectations.
- Children must be appropriately supervised while using the library or attending library programs.
- All patrons, including children, are free to enter and leave the library at will, and library staff and volunteers will not supervise or monitor children who are entering and leaving the library building. If a parent/guardian is uncomfortable with their child leaving the library unattended, then the parent/guardian needs to be present and supervising the child at all times while their child is in the library, or assign another appropriate caregiver to supervise the child in their stead. A library staff member or volunteer is never an appropriate person to supervise an unattended child and will not be allowed to act as such, and if asked will decline to do so.

- All patrons, including unattended children, will be asked to leave promptly when the library closes, and it is up to parents or guardians to ensure that children are supervised and transported home when leaving the library.
- ~~Library staff and volunteers will not be responsible for contacting parents or guardians if a child is asked to leave the library due to behavior or library closing.~~
- Library staff and volunteers are under no circumstances responsible for transporting children away from the library.
- Library staff and volunteers may assume responsibility for the supervision, safety, and well-being or behavior management of children, with written guardian consent, for a special posted event, for a specific timeframe (e.g. day camp).
- If a child has unacceptable behavior, or is asked to leave the library due to behavior issues, an attempt will be made by library staff to contact the guardians, but if attempts are unsuccessful, library staff may contact law enforcement if deemed necessary.
- In the event of the library closing and unattended children are present, an attempt will be made to contact the guardians if circumstances warrant the need (e.g. darkness, unsafe weather). If attempts are unsuccessful, library staff may contact law enforcement if deemed necessary.
- Library staff and volunteers are not responsible for monitoring or restricting children's access to content via materials or internet. It is solely the responsibility of the parent/guardian to ensure that children are accessing appropriate content while in the library as well as the content of materials borrowed from the library.
- In accordance with Alaska Statute 40.25.140, the Gustavus Public Library is unable to disclose personally identifying information about any of our patrons, including children, **who have used materials made available to the public by a library**, except under court order. If a parent/guardian would like to access information about their child (including a list of materials checked out under the child's name), the child must be present to consent to this information being disclosed.

Library Use Policy

The Gustavus Public Library encourages all residents and visitors of Gustavus to utilize and enjoy the library. All patrons, regardless of their library account status, are welcome in the library to use computers, attend programs, and access materials while in the library. We expect all library users to comply with the following:

- All patrons must engage in acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by library staff and volunteers, will be asked to leave.
- Patrons are expected to behave in a way that respects other patrons' privacy, does not impede others' ability to use and enjoy the library, and which does not interfere with the ability of the staff/volunteers to perform their duties.
- Patrons, staff, and volunteers are expected to communicate with others in a way that is respectful. Verbally abusive language, threatening behavior,

discriminatory behavior, and/or harassment of any sort will not be tolerated in the library, and those engaging in these behaviors will be asked to leave the library.

- Patrons are asked to remove outdoor footwear before entering the library.
- Patrons are expected to help preserve the cleanliness and integrity of library materials and property.
- Patrons are only allowed to consume foods in designated areas of the library or under special circumstances as approved by library staff. Beverages should have a secure lid.
- Cell phone conversations and other loud conversation should be limited, when possible, to the front entry or the meeting room so as not to disturb other library patrons.
- Animals, apart from service animals, must remain outside the library unless pre-approved by library staff. Animals which interfere with patrons' safety, comfort, or ability to access the library must be kept off library property.
- Library staff and volunteers are not responsible for the supervision of minors in the library (see Children's Use Policy).
- The Library assumes no responsibility for lost or stolen property. After 30 days all items left in the library will be donated or disposed of.
- Patrons and group members may only store items at the library as approved by Library Directors. Directors will make reasonable attempts to return items which are stored at the library without approval. Items not claimed after 30 days will be donated or disposed of. The City of Gustavus is not responsible for lost or damaged items left at the library.
- A person who has concerns related to unacceptable patron behavior may fill out a Comment Form, available at the Front Desk. Comment forms will be reviewed by the Library Directors and/or City Council.
- Failure to follow the Library Use Policy will result in immediate and/or future services being refused. If necessary, the Gustavus City Council and/or law enforcement may be called upon to assist in non-compliance of the Library Use Policy.
- The library does not allow solicitation on the library property, including for religious, political, or business purposes. Visitors soliciting others for these purposes will be asked to cease the behavior or leave the property.
- In the event a patron violates Gustavus Public Library Policies and Procedures, a course of restitution and/or a 30-day suspension of library privileges may be imposed.

Circulation Policy

- Patrons may check out up to 20 books and 10 DVDs/other resources at a time on a single account.
- Patrons may check out books for up to 21 days at a time, and DVDs/other resources for up to 7 days at a time.
- The library does not charge fees for overdue items. However, patrons are expected to return or renew materials in a timely manner. Overdue notices will be emailed or mailed until the issue is resolved, or the item is marked as "LOST".

- Items that are 90 days or more overdue will be marked as “LOST”. Patrons will be charged for the replacement value of these items at that time.
- Patrons that lose or damage library items will be charged for the replacement value of those items.
- Patrons will be restricted to one check-out at a time until fines are resolved.

Confidentiality Policy

In accordance with Alaska Statute 40.25.140, the Gustavus Public Library will keep confidential the names, addresses, and other personally identifying information of people who have used materials except under court order.

Computer Use Policy

The Gustavus Public Library offers free access to computers and internet to all community members and visitors. Computer and internet users are expected to comply with the following:

- Public computers are available on a first-come, first-served basis.
- Public computer use should be limited to 30 minutes. If after 30 minutes there are no other patrons waiting to use a computer, a patron may continue to use the computer for another 30 minutes or until another patron requests a computer.
- Files may not be saved to public computers. Computer users should save their files using another method.
- Computer users may not modify library computers, their software, or the internal network to which they are connected in any way.
- Although efforts are made to maintain the confidentiality and privacy of library patrons, the library cannot guarantee confidentiality or privacy on public computers.
- Internet and computer use must comply with State and Federal law.
- Material viewed in the library must be appropriate for a public space, and must not compromise other patrons’ safety, wellbeing, or ability to access the library.
- Parents and guardians are solely responsible for monitoring the computer and internet use of their children.
- Any person found in violation of the Computer Use Policy may have their immediate and/or future computer use privileges revoked.

Printing Policy

- Printing and copying are available for public use during library hours at a cost of 25 cents per page for black and white text, 50 cents a page for colored text, and \$1 per page for color images or graphics.
- The library fax is available for public use at a rate of \$1 per fax, regardless of the number of pages being faxed.
- Scanning to email or USB is free of charge.

- Patrons are expected to pay for their printing, copying, and fax fees immediately unless they have made prior arrangements with a Library Director.
- Patrons may print up to 4 pages of government/legal documents (for example tax forms, rental agreement) free of charge. All other materials (including tax instruction booklets and fishing licenses) will be charged as written above.

Library Account Policy:

- Any individual currently residing in Gustavus may obtain a library account if their identification can be verified, and they have no outstanding charges with the Gustavus Public Library.
- A resident qualifies for a card if they can claim one of the following:
 - currently owns property in Gustavus or;
 - has resided in Gustavus for a minimum of the past 6 consecutive months or;
 - has recently moved to Gustavus and can demonstrate permanent employment, intent to establish permanent residence in Gustavus or;
 - any person who holds a current official government issued photo ID with Gustavus, Alaska listed as the official address, such as an Alaskan Driver's License, Alaska State ID card, or Merchant Marine ID card or a Gustavus Voter Registration card.
- A temporary/seasonal resident may obtain a library account if they provide:
 - A \$20 fee. This is a one-time fee, not to be refunded and,
 - A current official government issued Identification card and,
 - A valid permanent forwarding address and,
 - The name of their current employer in Gustavus and/or local place of residence
- To ensure patrons' confidentiality, all accounts will be removed from the library system after 5 years of inactivity, unless a patron request otherwise. If a patron requests an account after 5 years of inactivity will be considered a new patron.
- All new patrons must provide a signature agreeing to the Library's policies.

Educator Library Accounts

Current educators in Gustavus may set up a teacher account at the Gustavus Public Library. Educator accounts may be used to check out materials for educators and their students, and these accounts do not have a limit on number of materials checked out. Educators are defined as teachers, support staff at the school or preschool, adults homeschooling children, tutors, childcare providers, and afterschool program leaders.

- It is the account holder's responsibility to monitor materials checked out under this account and ensure they are appropriate for their learning environment.
- **Educators with this account may check out items in accordance with the library's Circulation Policy.**

- It is up to the account holder to decide whether materials checked out under these accounts are for in-the-classroom use only, or for students to take home.
- Account holders are responsible for ensuring that materials are renewed or returned by their due date and are returned in good condition. ~~However, no fines will be charged to a teacher in an event that materials are lost or damaged. All library materials checked out by a public school student or teacher during school hours will be checked out on an educator account. If a teacher does not wish to be responsible for materials checked out by their students, teachers should advise their students to check out these items on their personal accounts outside of school hours. The front desk can hold materials for students to check out outside of school hours.~~

Children's Library Accounts

The Gustavus Public Library allows patrons of any age to obtain a library card. We do not require a parent or guardian signature for children under the age of 18. If a parent or guardian does not wish for their child to obtain a library card, that parent or guardian should supervise the child at the library.

- Children under the age of 18 do not require identification to receive a library card.
- Patrons under the age of 18 may check out items in accordance with the library's Circulation Policy.
- Parents or guardians are solely responsible for ensuring content is appropriate for children under the age of 18.
- If a patron under the age of 18 loses or damages library material, they are responsible for covering the cost of that material. If a patron under the age of 18 is unable to pay for a lost or damaged item, they have the option of volunteering at the library at a rate of \$10/volunteer hour until the full cost of the item is covered. The patron will be limited to checking out one item until the full cost of the item has been covered through payment or volunteer hours.

Collection Development Policy

Due to the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection and weeding of materials and serves to acquaint the public with the principles of selection.

1. Criteria considered in the development of the Gustavus Public Library's collection:

- physical format is suitable for library usage **and space is available**
- materials are important to the development of the general collection
- materials have cultural, historical, **educational**, or social importance in our community
- materials are relevant to the interests of our patrons and community
- the materials are current and up to date

- the materials accurately represent themselves and provides accurate information
- the availability of materials elsewhere
- materials have received attention from critics and reviewers
- materials have been requested by patrons
- materials fill a gap in the library's collection
- ~~the popularity of similar materials~~
- materials need replacement or updating
- materials represent a wide range of groups, interests, and viewpoints
- the cost and accessibility of materials
- ~~the amount of anticipated use of the item~~

2. Criteria considered in the weeding of the Gustavus Public Library's collection:

- format, condition, and visual appeal of materials
- whether the materials are up to date
- accuracy of information in the materials
- relevance of the materials to patrons
- availability of materials elsewhere, or similar resources available in our collection
- popularity and current interest of material to our patrons
- whether the material holds significance in our community
- availability of physical space in the library
- Librarians will follow current weeding best practices

3. Challenged materials

In our efforts to offer a collection of materials representing a variety of interests and viewpoints, it is likely that some patrons may find some of the library's materials to be objectionable or offensive. If a patron has concerns about the presence of a material or resource in the library's collection, they may follow the procedure below:

- Inform the staff or volunteer on duty that they wish to contest a material.
- ~~Library staff or volunteer will provide a copy of the Gustavus Library Collection Policies and a Request for Reconsideration of Library Materials Form.~~
- Fill out a Request for ~~Reconsideration~~ of Library Materials form.
- Library staff ~~and volunteers~~ will review the request ~~and will read, view, or listen to the items being challenged.~~ The item will be reevaluated using the Gustavus Library's Collection Development criteria and the Library's Mission Statement.
- ~~If requested,~~ Library staff will provide the patron with a written response within 30 days. ~~After the decision no further appeals will be heard. No other reconsideration of this material will be addressed.~~

Donations Policy

- Monetary donations go toward the ~~Gustavus Public Library~~ operating budget unless specified by the patron. Patrons wishing to see specific items or resources added to the library may purchase those materials independently and donate

them to the library. These items will be used in accordance with the Collection Development Policy.

- Donated materials: once an item is donated to the library, the Library Directors will have full authority to decide whether and how that item is used in the library. Donated items may be added to the collection if they meet the Collection Development Criteria, sold to raise funds for the library, given away as prizes or incentives, or disposed of based on the current needs of the library.

Meeting Room/Group Use Policy

- The library Meeting Room is available for reservation on a first-come, first-served basis. Reservations must be made to a Library Director.
- The Library Directors reserve the right to review all applications and may deny use of the meeting room due to inadequate staff availability or overbooking.
- The fee for the use of the Meeting Room is \$15 for an hour or \$60 for the entire day, for private use or meetings which are not open to the public.
- For-profit events open to the public are asked to donate 10% of profits to the library to cover the use of the space.
- Library sponsored events, programs and meetings open to the public, and non-profit or educational use, are free of charge but must be limited to no more than three hours per week.
- Any person or entity organizing a public event or meeting at the library is responsible for creating promotional materials to advertise the event and providing these materials in a JPEG format to the Library Directors at least one week in advance for digital distribution to library patrons. All advertising outside of library channels is the responsibility of the person or entity organizing the event. The advertising information must clearly indicate the event is not a library or City sponsored event.
- The library will provide a sandwich board for the event organizer to design and use in front of the library upon request.
- The person or entity reserving the Meeting Room space is responsible for communicating in writing the number of attendees of the event or meeting to the Library Directors within one week of holding the event.
- Any person reserving the Meeting Room is responsible for coordinating the setup and cleanup of the space and must leave the space in the condition they found it in.
- All use of the Meeting Room must comply with State and Federal Laws and must be in line with all other Library Policies.
- Large groups (10 or more individuals) and/or organized children's groups wishing to visit the library should call ahead to inform staff or volunteers of their visit.
- Groups requesting a tour of the library must contact the Library Directors at least one week in advance to schedule this.
- Large groups visiting the library during library open hours are expected to comply with the Library Use Policy.

Interlibrary Loan Policy

- Interlibrary loans (ILLs) are available to library patrons who are in good standing with the library
- If a material is unavailable at the Gustavus Public Library, patrons may request this item in writing either by filling out the Interlibrary Loan Request Form at the front desk or library website, or by emailing the Library Directors with the patron name, name of the material requested, author's first and last name, and ISBN number.
- Patrons who utilize the Interlibrary Loan system are responsible for all fees associated with the item they borrowed, in accordance with the policies of the lending library.
- Interlibrary Loan materials (ILLs) will be treated in accordance with the policies of the lending library they were sent from, and patrons will be responsible for any fines associated with these items. If an item is lost or damaged, the patron will be responsible for associated costs. If the loaning library charges late fees, the patron will be responsible for associated costs. Any patron with an outstanding ILL fee will be restricted from requesting ILLs and restricted to checking out one item from the local collection until the fee has been settled.

Volunteer Policy

- Community members interested in volunteering should fill out a Volunteer Application form, which will be reviewed by the Library Directors, who have final discretion over volunteer positions.
- Every effort will be made by the Library to provide the type of assignment requested by the volunteer and that best matches their skills. However, Library Directors will prioritize volunteer tasks based on the current needs of the library.
- All volunteers will be oriented and expected to comply with all library policies and procedures.
- Volunteers will be required to sign and comply with a Volunteer Agreement.
- Volunteers are under the supervision of the Library Directors.
- **In the event a volunteer violates Gustavus Public Library Policies or the Gustavus Public Library Volunteer Agreement an effort will be made to resolve the issue among library staff and volunteers. If resolution is not achieved, then the Library reserves the right to discontinue a volunteer's service.**
- Necessary training and information shall be provided to all volunteers to ensure they are equipped to perform their volunteer duties.

Public Notice Posting Policy

- Those wishing to hang a flyer at the library must first receive approval from a Library Director **and get their flyer stamped with the date/library stamp.**
- Library staff and volunteers will remove all public notices in a timely manner after the event advertised has happened, or one month after posting, unless an extended posting has been approved by Library Directors.
- Notices that include abusive language, threatening behavior, discriminatory behavior, or harassment of any sort will not be tolerated and will be removed immediately in the sole discretion of library staff. Anyone attempting to post

materials with this content will be given a verbal warning and will lose the ability to post notices at the library should they repeat this behavior.

Additional Policies

- Additional policies may be enacted at the library due to special circumstances, including pandemics, emergencies, etc.

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

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

**A RESOLUTION UPDATING POLICY AND PROCEDURES FOR AUTHORIZED
ADMINISTRATIVE ACCOUNT ACCESS FOR VISA CARDHOLDERS FOR THE CITY OF
GUSTAVUS ACCOUNT**

WHEREAS, Policy and procedure for authorized account signers and administrative account access states VISA cardholders include the Treasurer, Fire Chief, Administrative Librarian, Disposal & Recycling Center Manager, and;

WHEREAS, This resolution is to update the Policy and Procedure for Authorized Account Signers and Administrative Account Access VISA Cardholders to include the Marine Facilities Coordinator.

WHEREAS, Formal action is needed to amend policy and procedure for City of Gustavus VISA cardholders account.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council adopts the document entitled "POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND ADMINISTRATIVE ACCOUNT ACCESS", as presented by this Resolution.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __th day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS, ALASKA

POLICIES AND PROCEDURES

TITLE: POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND ADMINISTRATIVE ACCOUNT ACCESS

BACKGROUND:

With staff turnover and City Council annual elections, maintaining a limited, up-to-date pool of authorized signers and persons with administrative account access is critical.

POLICY:

In compliance with its fiduciary responsibility as established in State Statute and City code, the City of Gustavus adopts a policy to annually update all current council members as authorized signatories for city funds held in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. In addition, the current City Hall staff, as specified below, are granted administrative account access as outlined below to implement decisions made by the City Council and conduct City of Gustavus business.

PROCEDURE:

After the Municipal Election results are certified each October, the City Treasurer shall contact the following account holders to follow the process for ensuring all current City Council members are listed as authorized signers and all previous City Council members are revoked as authorized signers.

- First National Bank Alaska (FNBA)
 - checking, Endowment Fund Grant checking, savings
- Mitsubishi UFJ Financial Group – FNBA collateralized account
- Alaska Municipal League Investment Pool (AMLIP)
 - accounts held through Key Bank

After a new Mayor is elected or a new City Administrator, City Clerk, or City Treasurer is hired, the following accounts shall be updated to grant the new employee or Mayor administrative account access and to revoke all previous authorized users.

- Alaska Permanent Capital Management (APCM) – Endowment Fund held through Charles Schwab
 - City Administrator, City Treasurer, Mayor, Vice-Mayor
- Lincoln Financial Group
 - City Administrator, City Treasurer, Mayor
- Alaska Communications (ACS)
 - City Administrator, City Treasurer, City Clerk
- Bank of America
 - City Administrator, City Treasurer
 - VISA cardholders include the Treasurer, Fire Chief, Administrative Librarian, Disposal & Recycling Center Manager, Marine Facilities Coordinator
- City of Gustavus Health Insurance Provider: Premera Blue Cross/Blue Shield of AK
 - City Administrator, City Treasurer
- Alaska Medicaid
 - City Administrator, City Treasurer, Systems Design West (billing contractor)
- Medicare
 - City Administrator, City Treasurer, Fire Chief, Systems Design West