



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, October 14, 2024 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Members: Susan Warner, Rachel Patrick
Brian Taylor, Lucas Beck, Mike Taylor

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=bMGtwxxCeLflbaRvaWlvHoVfb89hGu.1&omn=89919951918>

ID: 515 501 9406 **PASSCODE:** 99826 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 9-9-2024 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report
3. City Clerk Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

6. 10-14-2024 Certificate of Records Destruction

ORDINANCE FOR PUBLIC HEARING

7. FY25-05NCO Capital Project Funding - AFG FEMA (Introduced 9-9-2024) (for Water Tender)

UNFINISHED BUSINESS

NEW BUSINESS

8. Approve updated job description for the Library Administrative Director
9. CY24-17 Resolution Approving the Certified Financial Statement

CITY COUNCIL REPORTS

10. Mayor's Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: October 9, 2024 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

Monday, September 09, 2024 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Shelley Owens
Vice Mayor Brian Taylor
Council Members: Rachel Patrick
Jim Mackovjak, Kyle Bishop, Mike Taylor

CITY HALL

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

MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://rb.gy/6bxkt2>
ID: 813 9512 0392 **PASSCODE:** 99826 **TEL:** 253-215-8782

ROLL CALL (15 seconds)

PRESENT

Mayor Shelley Owens
Vice Mayor Brian Taylor
Council Member Rachel Patrick
Council Member Jim Mackovjak
Council Member Kyle Bishop
Council Member Mike Taylor

Reading of the City of Gustavus Vision Statement (1 minute)

Vision Statement read by Council Member Mackovjak.



APPROVAL OF MINUTES (2 minutes)

- 08-12-2024 General Meeting Minutes

Motion made by Vice Mayor B. Taylor to approve by unanimous consent the 08-12-2024 Meeting Minutes.

Seconded by Council Member Patrick

Public Comment: None

Council Comment: None

Hearing no objections, the 08-12-2024 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES (3 minutes 26 seconds)

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Library Quarterly Report *(4 minutes)*

Library Administrative Director, Melisa Gomb and Library Services Director, LeAnn Weikle submitted a written report and provided an oral summary.

Council Clarifying Questions: None

3. Gustavus Visitors Association Quarterly Report *(8 minutes 45 seconds)*

Gustavus Visitor Association President, Leah Okin submitted a written report and provided an oral summary.

Council Clarifying Questions:

Vice Mayor Taylor

4. City Treasurer Monthly Report *(11 minutes 24 seconds)*

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

Clarifying Questions:

Vice Mayor B. Taylor

5. City Administrator Monthly Report *(15 minutes 13 seconds)*

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

Clarifying Questions:

Vice Mayor B. Taylor

PUBLIC COMMENT ON NON-AGENDA ITEMS *(24 minutes 43 seconds)*

Artemis Bona Dea - Professional HR Services should be available for City employees

Carolyn Elder - Library and thanking outgoing council members for service

Ben Sadler - Update on Harbor clean up, thanks Chuck Schroth

Leah Okin – Where did the items from the harbor go?

CONSENT AGENDA *(31 minutes 45 seconds)*

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

Seconded by Vice Mayor B. Taylor

Hearing no objections, the motion passed.

6. FY25-05NCO Capital Project Funding - AFG FEMA (Public Hearing 10-14-2024) (for Water Tender)

ORDINANCE FOR PUBLIC HEARING *(35 minutes 42 seconds)*

7. FY25-01NCO AMLIP FY25 R&R (Introduction 8-12-2024) *(37 minutes 08seconds)*
 Mayor Owens opened the public hearing at 7:36 PM.
 Public Testimony: None
 Mayor Owens closed the public hearing at 7:37 PM.
 Motion made by Council Member Patrick to approve FY25-01NCO AMLIP Repair and Replace.
 Seconded by Council Member Bishop
 Council Debate: None
 Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor
 Motion Passed.
8. FY25-02NCO AMLIP Gravel Pit Fund (Introduction 8-12-2024) *(39 minutes 10seconds)*
 Mayor Ownes opened the public hearing at 7:39PM.
 Public Testimony: None
 Mayor Ownes closed the public hearing at 7:40 PM.
 Motion made by Vice Mayor B. Taylor to approve FY25-02NCO AMLIP Gravel Pit Fund.
 Seconded by Council Member Mackovjak
 Council Debate: None
 Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor
 Motion Passed.
9. FY25-03NCO Capital Project Funding 2024- Heat Pump Project (Introduction 8-12-2024) *(41 minutes 34 seconds)*
 Mayor Ownes opened the public hearing at 7:41 PM.
 Public Testimony: None
 Mayor Owens closed the public hearing at 7:42 PM.
 Motion made by Council Member Bishop to approve FY25-03NCO Capital Project Funding 2024-Heat Pump Project.
 Seconded by Vice Mayor B. Taylor
 Council Debate: None
 Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor
 Motion Passed.

10. FY25-04 Providing Amendments to City Ordinance Title 5 Elections Chapter 5.10 City Elections, Sections 5.10.010 Definitions, 5.10.120 Publishing Names, 5.10.130 Election Officials, Chapter 5.20 Election Equipment And Materials, Sections 5.20.050 Other Materials, Chapter 5.30 Election Procedures, Sections 5.30.010 Time For Opening and Closing Polls, 5.30.020 Distribution of Ballots, 5.30.030 Distribution of Other Election Materials, 5.30.040 Preparation Of Ballot Box, 5.30.050 Voting; General Procedure, 5.30.060 Voting; Spoiled Ballots, 5.30.070 Voting; Questioned Ballots, 5.30.120 Ballots; Counting and Tallying, 5.30.140 Report of Election Results, 5.30.150 Posting Certificates of Preliminary Election Results, Chapter 5.40 Absentee Voting, Sections 5.40.040 Absentee Voting Procedures, 5.40.050 Absentee Ballots; Delivery, 5.40.070 Absentee Ballots; by Mail, 5.40.080 Voting At The Polls, Absentee Voter; Surrender Of Materials, 5.40.90 Retention of Absentee Ballots; Delivery, 5.40.100 Personal Representative Voting, 5.40.110 Personal Representative Voting; Eligible Persons, 5.40.120 Personal Representative Voting; Requests, 5.40.130 Personal Representative Voting; Ballot And Envelope Form, 5.40.140 Personal Representative Voting; Procedures, Chapter 5.50 Review of Elections Returns, Sections 5.50.010 Election review Committee; Meeting, 5.50.020 Review to be Public, 5.50.050 Procedure for Questioned Ballot Review, 5.50.070 Absentee Ballot, 5.50.080 Counting Absentee and Question Ballots, 5.50.090 Defective Ballots, 5.50.100 Certifying Result, 5.50.120 Certificate of Elections, Chapter 5.60 Contest of Elections, Sections 5.60.010 Contest Of Elections; Contestant, 5.60.020 Notice of Contest and Procedure, and 5.60.400 Prohibited practices alleged (Introduction 8-12-2024) *(43 minutes 25 seconds)*

Mayor Ownes opened the public hearing at 7:43 PM.

Public Testimony: None

Mayor Owens closed the public hearing at 7:45 PM.

Motion made by Council Member Mackovjak to approve FY25-04 Providing Amendments to City Ordinance Title 5 Elections Chapter 5.10 City Elections, Sections 5.10.010 Definitions, 5.10.120 Publishing Names, 5.10.130 Election Officials, Chapter 5.20 Election Equipment And Materials, Sections 5.20.050 Other Materials, Chapter 5.30 Election Procedures, Sections 5.30.010 Time For Opening and Closing Polls, 5.30.020 Distribution of Ballots, 5.30.030 Distribution of Other Election Materials, 5.30.040 Preparation Of Ballot Box, 5.30.050 Voting; General Procedure, 5.30.060 Voting; Spoiled Ballots, 5.30.070 Voting; Questioned Ballots, 5.30.120 Ballots; Counting and Tallying, 5.30.140 Report of Election Results, 5.30.150 Posting Certificates of Preliminary Election Results, Chapter 5.40 Absentee Voting, Sections 5.40.040 Absentee Voting Procedures, 5.40.050 Absentee Ballots; Delivery, 5.40.070 Absentee Ballots; by Mail, 5.40.080 Voting At The Polls, Absentee Voter; Surrender Of Materials, 5.40.90 Retention of Absentee Ballots; Delivery, 5.40.100 Personal Representative Voting, 5.40.110 Personal Representative Voting; Eligible Persons, 5.40.120 Personal Representative Voting; Requests, 5.40.130 Personal Representative Voting; Ballot And Envelope Form, 5.40.140 Personal Representative Voting; Procedures, Chapter 5.50 Review of Elections Returns, Sections 5.50.010 Election review Committee; Meeting, 5.50.020 Review to be Public, 5.50.050 Procedure for Questioned Ballot Review, 5.50.070 Absentee Ballot, 5.50.080 Counting Absentee and Question Ballots,

5.50.090 Defective Ballots, 5.50.100 Certifying Result, 5.50.120 Certificate of Elections, Chapter 5.60 Contest of Elections, Sections 5.60.010 Contest Of Elections; Contestant, 5.60.020 Notice of Contest and Procedure, and 5.60.400 Prohibited practices alleged (Introduction 8-12-2024)”

Seconded by Vice Mayor B. Taylor

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor
Motion Passed

UNFINISHED BUSINESS

None

NEW BUSINESS

11. QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the renewal of the Excursion Restaurant LLC Restaurant Eating Place Seasonal liquor license *(51 minutes 25 seconds)*

There were no Council Member conflicts of interest of Ex Parte communication to declare.

Applicant Representative, David Olney provided a brief overview of the application.

Mayor Owens opened the Public Hearing at 7:53 PM

Public Testimony: None

Mayor Owens closed the Public Hearing at 7:54 PM

Motion made by Vice Mayor B. Taylor that the City of Gustavus waives the right to file a protest of the renewal of the Excursion Restaurant LLC Restaurant Eating Place Seasonal liquor license.

Seconded by Council Member Patrick

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

12. CY24-16 Appointing Elections Officials for the 2024 municipal elections *(55 minutes 45 seconds)*

Motion made by Council Member Patrick to approve CY24-16 Appointing Election Officials for the 2024 municipal elections.

Seconded by Vice Mayor B. Taylor

Motion made by Council Member Bishop to amend CY24-16 Appointing Elections Officials for the 2024 municipal elections to substitute the word judge for official throughout the document.

Seconded by Vice Mayor B. Taylor

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

Resolution as amended read by Vice Mayor B. Taylor

Public comment: None

Council debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

13. Approve updated job description for the Public Services Librarian

(1 hour 01 minutes 34 seconds)

Motion made by Council Member M. Taylor to approve updated job description for the Public Services Librarian.

Seconded by Council Member Patrick

Public Comment:

Justin Marchbanks

Council Debate:

Vice Mayor B. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

14. Merit based increase for DRC Manager Operator and City Treasurer

(1 hour 09 minutes 10 seconds)

Motion made by Council Member Bishop to approve merit-based increase for DRC Manager Operator and City Treasurer.

Seconded by Council Member M. Taylor

Public Comment: Artemis Bona Dea - DRC well deserved

Council Debate:

Vice Mayor B. Taylor

Council Member M. Taylor

Motion made by Vice Mayor B. Taylor to amend Kyle's motion to approve merit-based increase of one dollar (\$1) an hour for the City Treasurer and one dollar and fifty cents (\$1.5) an hour for the DRC Manager Operator.

Seconded by Council Member Patrick

Council Debate:

Vice Mayor B. Taylor

Council Member M. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

CITY COUNCIL REPORTS

15. Mayor's Monthly Report *(1 hour 25 minutes 40 seconds)*

Mayor Owens provided an oral report.

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS *(1 hour 29 minutes 01 seconds)*

Artemis Bona Dea - increase the for public comment during meetings

Sally McLaughlin - wanting community to feel comfortable to come to meetings/waiving the not repeating what someone has already spoken too rule

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:34 PM.

POSTED ON: September 4, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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Shelley K. Owens, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date



10/14/2024 Quarterly Report

EMS Calls: 8

Fire Calls: 1

- July
 - I started working on a new volunteer handbook to standardize training and ensure responders start with the same training. If anyone is interested in joining our fire department, feel free to give me a call or come by the fire hall to see what it takes to volunteer.
 - I worked on the Leary Firefighters Organization application to provide the rest of the funding for purchasing the LUCAS Chest Compression device. I did receive word that we were not awarded the funds. We are looking for other ways to make the purchase; however, we may have to consider using city funds.
 - Applied for and will receive funding from the Akerly grant. This helps refund some of the travel costs for the 2024 Alaska Fire conference.
 - I worked on writing a letter to OSHA regarding the new standards they had proposed. The letter states our opposition to the proposed OSHA standards and how the proposed standards would create financial difficulty for small volunteer fire departments.
- August
 - I want to thank the Alaska State Legislature, and all involved for passing funding for the purchase of a wildland fire truck for the Gustavus Volunteer Fire Department. This will greatly help expand our fire services to the Gustavus community.
 - We've successfully secured funding from the Assistance to Firefighters Grant Program (AFG) to purchase a new water tender. The water tender will replace the one stored in the back of the firehall. As you can imagine, I have been working on the paperwork associated with the wildland fire truck and the water tender.
 - I met with the coast guard to discuss working on the shore-side response if a cruise ship had to unload its passengers into our town. I will be asking around town about people capacity, mainly the GCC and the School.
- September
 - Leah has started working on reorganizing the ambulance and training supplies, and I have begun looking into storage options. We are considering adding a Conex container at the back to store some items that do not need to be quickly accessed.
 - We were working on the radio repeater to update the software. We were able to obtain the ability to hang up on false calls, like butt dials.
- **2024 Fire Conference**
 - At the end of the fire conference, I and another volunteer left for Wasilla to attend the 2024 fire conference. This conference was created for fire departments throughout the state to come in and receive training that is otherwise difficult to get from where they are.
 - The first day included training on extrication equipment, where we used electric tools to pry cars apart. We also used stabilization tools to ensure a vehicle on its



side would be stable enough for responders to work on. The second part of the day was spent reviewing airplane emergencies. This was just going over the best and most common ways to knock down a fire in a plane.

- The next day, there was a class-led discussion on the most common issues that we navigate daily, weekly, and yearly. The speaker, Dan Grimes, discussed how he has dealt with these issues over his years as a fire chief. I ended up not attending the next session. I took the time to go to the USDA office to talk with Robert Chambers and his team about funding opportunities for finding the rest of the funding for the LUCAS Device.
 - The next day, there was the opening ceremony and Lobbying fundamentals. Lobbying fundamentals discussed the best ways to bring up issues to representatives and how to word your “ask” in a way that would most likely push it forward.
 - Thursday was a class that discussed the importance of pre-incident planning and fire and life safety inspections. It also discussed some ways fire departments can go to commercial-use buildings and draw up a response plan if the building were to catch fire. The next part of the day was a discussion on how leadership can falter in stressful situations and the best way to mitigate it.
 - The last day included more fundamentals and how creating a bedrock foundational principle can help keep new recruits in the fire service for longer. I am hoping to incorporate a lot of what this class has discussed into our fire department. The last class was about understanding how fire apparatus plumbing and components work. I was able to get an inside look into how fire pumps work and also learn a resource I can bring to Fire Department training.
- **Things of note:**
 - Because I am getting a couple of questions about our 911 system, we were able to change the 911 number transferring to the troopers to our 911 system. If you dial 911 on your cell phone or landline, you will reach Gustavus, AK Fire/EMS emergency services. If you need law enforcement services, you will have to dial their direct phone line.



Quarterly Clerk Report
10-14-2024
Submitted on 10-09-2024
Submitted by: Liesl Barker

This past quarter has been a busy one. Most of this time has been spent working on elections; primary, city, and REAA. One of the biggest accomplishments during this time was updating our title 5 election ordinance for our city's election. For all state/federal elections City Hall serves as the early in-person absentee voting location. It falls under my job requirement to set up and run these including training my co-workers to fill in during my absence. This voting during our business hours for the two weeks prior to the election day. Our final AVO will start on October 21st for the general election.

Over this last quarter I have also been working on finalizing adding video recording of our meetings to the website. I am in the final stages of this and hope to have it up and running in the next month. I would urge the council to consider upgrading our recording devices to help increase the quality of the meeting recording for our community members who watch online. I have spoken with vendors and clerks, the device that has had the best reviews is the OWL recording device. The basic set up would roughly cost \$1,200 but I have not had the chance to do extensive research and pricing. If this is an item the council would be interested in, I will gladly pursue researching this more extensively. [Meeting Owl 3 - 360 Degree, 1080p HD Video Conference Camera \(owllabs.com\)](#)

Civicsplus has reached out and our website migration from drupal 7 to drupal 10 should begin shortly. I had wished to have more information for you, but our representative had to cancel our meeting due to a family emergency. I am hoping with this update that that some of my other year goals will come fruition.

I have also set up the email distribution list through our website. I met with our Library Administrative Director, Melisa Gomb and have helped her set up an email distribution for library patrons on the website. It is my hope to hold a training for other department heads in the next month.

Clerk Development/Training

- 10/10 I am registered to attend a digital records management training session with one of the best instructors in the industry. Our digital records management is currently lacking in policy and follow through. I am hoping to gain much from this course to help improve our city's digital records management.
- 12/7-12/12 I will be in Anchorage to attend the AAMC conference plus the additional training opportunities offered to clerks on Sunday and Wednesday. I am also participating in two committees. All these items help me earn points towards my CMC (certified municipal clerk). I am trying to get the most out of my trip up there. At the end of the week, I will have earning 11 points towards my CMC where if I just did the conference, I would have earned 3. I will be applying for a scholarship to help offset the cost.
 - One of the committees I am serving on is helping with the banquet and the silent auction. This silent auction will be viewed by over 110 senior level municipal officials from all over Alaska as well as people from all over the United States as it is live online too. If anyone would like to donate an item to the silent auction, please let me know, it could be great advertising. All the money raised goes to the clerk scholarship fund.



Quarterly Clerk Report
10-14-2024
Submitted on 10-09-2024
Submitted by: Liesl Barker

- **Goals and projects for 2024 (in no order) as listed in my January report.**
 - To work on transparency and communication with the public.
 - ~~Making it easier for the public to access information. One way is with the use of QR Code for public notices and forms.~~
 - Adding video of the meeting to the website-continuing to work with our IT firm.
 - Updating the website to include but not limited to giving all department director access to their page, making sure the correct micro sites are used to make it easier to manage.
 - Creating a portal (password protected) on the website to house EMS training drill videos to be used as a resource for responders. (waiting on drupal update)
 - ~~Working with the library to start having COG website training to help citizens learn how to use the website.~~
 - Creating a COG document titling guide to assist with continuity in naming documents. (in progress working with an expert)
 - Review City Ordinance to update with current City structure and to check continuity throughout. This will take months, and I would like to have 1-2 council members collaborating with me on this project.
 - I have started a list of edits needed as I see them. This will not be completed this year, but I hope to make more progress in the next few months.
 - ~~Change our NEWS distribution list to an email subscription through our municode website, this was a suggestion given by Atlantic Technical Support, our contracted IT group. — Hoping to have this implemented by June.~~
 - ~~Updating COG election regulations to include special needs voting. The state already does this, and we would be mimicking the state's forms and policy.~~

The City Council attendance history.

This record starts with the October 2023 general meeting through this past week's special meeting where we swore in our newly elected 2024 council members. (please see next page)



Quarterly Clerk Report
 10-14-2024
 Submitted on 10-09-2024
 Submitted by: Liesl Barker

Meeting Date	Owens Seat A-exp. 2025	Driscoll Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	Mackovjak Seat E-exp. 2024	Bishop Seat F-exp. 2024	M Taylor Seat G-exp. 2024
10.9.23 General Meeting					via zoom		
11.6.23 Work Session Meeting					via zoom		
11.13.23 General Meeting		via zoom					
12.4.23 Work Session Meeting	via zoom	via zoom	via zoom		via zoom		
12.11.23 General Meeting		via zoom		via zoom	via zoom		
01-08-2025 Work Session Meeting		via zoom		via zoom	via zoom		
01-16-2024 General Meeting		via zoom		via zoom	via zoom		
01-25-2024 Work Session LBC Meeting		via zoom			via zoom		
01-29-2024 Work Session CIP Meeting		via zoom		via zoom			
02-12-2024 Work Session Meeting		via zoom	via zoom	via zoom	via zoom		
02-20-2024 General Meeting			via zoom	via zoom	via zoom late 1915hrs		
03-04-2024 Work Session Meeting					via zoom		
03-11-2024 General Meeting							
04-01-2024 Work Session Meeting					via zoom		
04-08-2024 General Meeting					via zoom	via zoom	
04-15-2024 Special Meeting					via zoom		
04-15-2024 Budget Work Session Meeting					via zoom		
04-24-2024 Special Meeting		via zoom			via zoom		
04-24-2024 Townhall Budget Work Session Meeting		via zoom			via zoom		
05-06-2024 Work Session Meeting			via zoom		via zoom		via zoom
05-13-2024 General Meeting			via zoom		via zoom		
06-03-2024 Special Meeting					via zoom	via zoom	
06-03-2024 Work Session Meeting					via zoom	via zoom	
06-10-2024 General Meeting							
06-21-2024 Special Meeting		via zoom			via zoom		
07-01-2024 Work Session Meeting					via zoom	via zoom	
07-08-2024 General Meeting		resigned			via zoom		
08-05-2024 Work Session Meeting					via zoom		
08-12-2024 General Meeting			via zoom		via zoom		
09-03-2024 Work Session Meeting					via zoom	via zoom	
09-09-2024 General Meeting					via zoom	via zoom	via zoom
10-4-2024 Special Meeting Election review committee							
10-7-2024 Special Meeting Swearing in new Council				via zoom			

Meeting Date	Owens Seat A-exp. 2025	Warner Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor Seat G-exp. 2027
10/7/2024 Special Meeting - Swearing in new council memb.				via zoom		not yet sworn in	
10-07-2024 Work Session Meeting				via zoom		not yet sworn in	
10-14-2024 General Meeting							

	Special Meeting/Work Session Present						
	General Meeting Present						
	Absent (unexcused)						
	Absent (excused)						

Section 2.20.100 - Vacancies.

(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.

Section 2.30.040 - City council member attendance policy for regular meetings.

(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.

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

	Jul - Sep 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Returned Check Charges	12.00		
Business License Fees	475.00	3,500.00	-3,025.00
Donations	391.50	500.00	-108.50
DRC Income			
C Chest paid at City Hall	181.20		
Community Chest Sales	5,640.00	13,000.00	-7,360.00
Landfill Fees paid @ City Hall	23,962.68		
Landfill Fees/Sales	18,790.91	100,000.00	-81,209.09
Recyclable Material Sales	4,215.07	3,600.00	615.07
Total DRC Income	52,789.86	116,600.00	-63,810.14
Federal Revenue			
Nat'l Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00
Payment In Lieu of Taxes	160,917.19	150,000.00	10,917.19
Total Federal Revenue	160,917.19	195,000.00	-34,082.81
Fundraising	175.00	800.00	-625.00
Grant Income	0.00	10,000.00	-10,000.00
GVFD Income			
Ambulance Billing	-279.44	9,000.00	-9,279.44
ASP	65.00	1,000.00	-935.00
Training	320.00	150.00	170.00
Total GVFD Income	105.56	10,150.00	-10,044.44
Interest Income	63.10	67,089.10	-67,026.00
Lands Income			
Gravel Pit Gravel Sales	18,876.00	40,000.00	-21,124.00
Total Lands Income	18,876.00	40,000.00	-21,124.00
Lease Income			
Rent	0.00	2,000.00	-2,000.00
Lease Income - Other	4,286.20	14,000.00	-9,713.80
Total Lease Income	4,286.20	16,000.00	-11,713.80
Library Income	233.40	2,000.00	-1,766.60
Marine Facilities Income			
Facilities Usage Fees			
Landing Craft Use Fee	900.00		
Single Use Fee	110.00		
Facilities Usage Fees - Other	0.00	2,600.00	-2,600.00
Total Facilities Usage Fees	1,010.00	2,600.00	-1,590.00
Commercial Vessel Registration	500.00	12,500.00	-12,000.00
Private Vessel Registration	600.00	5,000.00	-4,400.00
Storage Area Fee	210.00	2,600.00	-2,390.00
Total Marine Facilities Income	2,320.00	22,700.00	-20,380.00
State Revenue			
Community Assistance Program	0.00	75,122.49	-75,122.49
Shared Fisheries Business Tax	0.00	258.69	-258.69
Total State Revenue	0.00	75,381.18	-75,381.18
Tax Income			
Retail Tax Income	136,551.85	440,000.00	-303,448.15
Remote Sellers Retail Tax	33,784.25	75,000.00	-41,215.75
Room Tax Income	27,431.29	100,000.00	-72,568.71
Fish Box Tax	2,540.00	8,000.00	-5,460.00

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

	Jul - Sep 24	Budget	\$ Over Budget
Penalties & Interest	6,572.45	2,000.00	4,572.45
Tax Exempt Cards	20.00	300.00	-280.00
Total Tax Income	206,899.84	625,300.00	-418,400.16
Total Income	447,544.65	1,185,020.28	-737,475.63
Gross Profit	447,544.65	1,185,020.28	-737,475.63
Expense			
Bank Service Charges	2,795.82	13,050.00	-10,254.18
Building			
Insurance	15,777.35	17,198.67	-1,421.32
Maintenance & Repair	890.34	6,015.00	-5,124.66
Total Building	16,667.69	23,213.67	-6,545.98
Contractual Services			
City Engineer	0.00	10,000.00	-10,000.00
Ambulance Billing Expense	255.40	1,300.00	-1,044.60
Managed IT Services	6,255.00	25,020.00	-18,765.00
Contractual Services - Other	9,506.75	26,814.00	-17,307.25
Total Contractual Services	16,017.15	63,134.00	-47,116.85
Dues/Fees	2,605.51	15,087.78	-12,482.27
Economic Development Services			
GVA	27,200.00	27,200.00	0.00
Total Economic Development Services	27,200.00	27,200.00	0.00
Election Expense	-152.01	250.00	-402.01
Emergency & Disaster	0.00	50,000.00	-50,000.00
Equipment			
Equipment Fuel	776.07	2,200.00	-1,423.93
Equipment Purchase	371.39	10,891.00	-10,519.61
Insurance	316.11	342.80	-26.69
Maintenance & Repair	6,396.51	4,400.00	1,996.51
Total Equipment	7,860.08	17,833.80	-9,973.72
Events & Celebrations	0.00	4,700.00	-4,700.00
Freight/Shipping	8,478.48	34,600.00	-26,121.52
Fundraising Expenses	0.00	500.00	-500.00
General Liability			
Public Entity Crime Coverage	137.56		
Cyber Liability	2,379.00		
General Liability - Other	15,868.04	17,841.00	-1,972.96
Total General Liability	18,384.60	17,841.00	543.60
Gravel Pit Fund	0.00	6,000.00	-6,000.00
Library Materials	3,213.11	11,000.00	-7,786.89
Marine Facilities			
Insurance	6,641.26	2,965.31	3,675.95
Total Marine Facilities	6,641.26	2,965.31	3,675.95
Occupational Health	0.00	500.00	-500.00
Payroll Expenses			
Wages	110,032.02	438,621.61	-328,589.59
Payroll Taxes	10,683.48	41,622.74	-30,939.26
Paid Time off	6,256.22	22,862.74	-16,606.52
Sick Leave	2,218.16	8,419.85	-6,201.69
Health Insurance (company paid)	8,156.07	23,645.52	-15,489.45
Health Insurance Stipend	2,100.00	12,200.00	-10,100.00

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

	Jul - Sep 24	Budget	\$ Over Budget
457(b) Employer Contribution	6,014.08	31,209.39	-25,195.31
Workers Comp Insurance	9,532.84	10,325.96	-793.12
Payroll Expenses - Other	-15,429.58	230.00	-15,659.58
Total Payroll Expenses	139,563.29	589,137.81	-449,574.52
Professional Services	907.50	15,000.00	-14,092.50
Public Relations	0.00	700.00	-700.00
Repair & Replacement Fund	0.00	18,554.91	-18,554.91
Road Maintenance	24,596.79	215,000.00	-190,403.21
Stipend	0.00	4,500.00	-4,500.00
Supplies			
Donated/Fundraised	0.00	800.00	-800.00
Program	326.64	2,050.00	-1,723.36
Supplies - Other	3,787.50	19,200.00	-15,412.50
Total Supplies	4,114.14	22,050.00	-17,935.86
Telecommunications	2,616.83	17,921.00	-15,304.17
Training	1,125.15	13,200.00	-12,074.85
Travel	9,402.46	19,700.00	-10,297.54
Utilities			
Electricity	2,775.00	11,200.00	-8,425.00
Fuel Oil	3,133.78	7,900.00	-4,766.22
Total Utilities	5,908.78	19,100.00	-13,191.22
Vehicle			
Fuel	345.24	1,200.00	-854.76
Insurance	3,844.19	4,181.00	-336.81
Maintenance & Repair	545.79	5,000.00	-4,454.21
Mileage Reimbursement	0.00	1,900.00	-1,900.00
Total Vehicle	4,735.22	12,281.00	-7,545.78
Total Expense	302,681.85	1,235,020.28	-932,338.43
Net Ordinary Income	144,862.80	-50,000.00	194,862.80
Other Income/Expense			
Other Income			
Prior-Year Cash Balance	0.00	50,000.00	-50,000.00
Total Other Income	0.00	50,000.00	-50,000.00
Net Other Income	0.00	50,000.00	-50,000.00
Net Income	144,862.80	0.00	144,862.80

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

	<u>% of Budget</u>
Ordinary Income/Expense	
Income	
Returned Check Charges	
Business License Fees	13.6%
Donations	78.3%
DRC Income	
C Chest paid at City Hall	
Community Chest Sales	43.4%
Landfill Fees paid @ City Hall	
Landfill Fees/Sales	18.8%
Recyclable Material Sales	117.1%
Total DRC Income	45.3%
Federal Revenue	
Natl Forest Receipts-Encumbered	0.0%
Payment In Lieu of Taxes	107.3%
Total Federal Revenue	82.5%
Fundraising	21.9%
Grant Income	0.0%
GVFD Income	
Ambulance Billing	-3.1%
ASP	6.5%
Training	213.3%
Total GVFD Income	1.0%
Interest Income	0.1%
Lands Income	
Gravel Pit Gravel Sales	47.2%
Total Lands Income	47.2%
Lease Income	
Rent	0.0%
Lease Income - Other	30.6%
Total Lease Income	26.8%
Library Income	11.7%
Marine Facilities Income	
Facilities Usage Fees	
Landing Craft Use Fee	
Single Use Fee	
Facilities Usage Fees - Other	0.0%
Total Facilities Usage Fees	38.8%
Commercial Vessel Registration	4.0%
Private Vessel Registration	12.0%
Storage Area Fee	8.1%
Total Marine Facilities Income	10.2%
State Revenue	
Community Assistance Program	0.0%
Shared Fisheries Business Tax	0.0%
Total State Revenue	0.0%
Tax Income	
Retail Tax Income	31.0%
Remote Sellers Retail Tax	45.0%
Room Tax Income	27.4%
Fish Box Tax	31.8%

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

	% of Budget
Penalties & Interest	328.6%
Tax Exempt Cards	6.7%
Total Tax Income	33.1%
Total Income	37.8%
Gross Profit	37.8%
Expense	
Bank Service Charges	21.4%
Building	
Insurance	91.7%
Maintenance & Repair	14.8%
Total Building	71.8%
Contractual Services	
City Engineer	0.0%
Ambulance Billing Expense	19.6%
Managed IT Services	25.0%
Contractual Services - Other	35.5%
Total Contractual Services	25.4%
Dues/Fees	17.3%
Economic Development Services	
GVA	100.0%
Total Economic Development Services	100.0%
Election Expense	-60.8%
Emergency & Disaster	0.0%
Equipment	
Equipment Fuel	35.3%
Equipment Purchase	3.4%
Insurance	92.2%
Maintenance & Repair	145.4%
Total Equipment	44.1%
Events & Celebrations	0.0%
Freight/Shipping	24.5%
Fundraising Expenses	0.0%
General Liability	
Public Entity Crime Coverage	
Cyber Liability	
General Liability - Other	88.9%
Total General Liability	103.0%
Gravel Pit Fund	0.0%
Library Materials	29.2%
Marine Facilities	
Insurance	224.0%
Total Marine Facilities	224.0%
Occupational Health	0.0%
Payroll Expenses	
Wages	25.1%
Payroll Taxes	25.7%
Paid Time off	27.4%
Sick Leave	26.3%
Health Insurance (company paid)	34.5%
Health Insurance Stipend	17.2%

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

	<u>% of Budget</u>
457(b) Employer Contribution	19.3%
Workers Comp Insurance	92.3%
Payroll Expenses - Other	-6,708.5%
Total Payroll Expenses	23.7%
Professional Services	6.1%
Public Relations	0.0%
Repair & Replacement Fund	0.0%
Road Maintenance	11.4%
Stipend	0.0%
Supplies	
Donated/Fundraised	0.0%
Program	15.9%
Supplies - Other	19.7%
Total Supplies	18.7%
Telecommunications	14.6%
Training	8.5%
Travel	47.7%
Utilities	
Electricity	24.8%
Fuel Oil	39.7%
Total Utilities	30.9%
Vehicle	
Fuel	28.8%
Insurance	91.9%
Maintenance & Repair	10.9%
Mileage Reimbursement	0.0%
Total Vehicle	38.6%
Total Expense	24.5%
Net Ordinary Income	-289.7%
Other Income/Expense	
Other Income	
Prior-Year Cash Balance	0.0%
Total Other Income	0.0%
Net Other Income	0.0%
Net Income	100.0%

**City of Gustavus
 Balance Sheet
 As of September 30, 2024**

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	365,631.41
AMLIP Capital Improv Long-Term (0630598.2)	644,470.19
AMLIP Repair & Replacement (0630598.3)	385,734.68
AMLIP Gravel Pit Fund (0630598.8)	31,965.17
AMLIP Reserve (0630598.12)	1,231,483.48
APCM.Endowment Fund	1,659,292.47
FNBA - Checking	218,161.85
FNBA Endowment Fund - Checking	26,191.44
Petty Cash	387.11
Total Checking/Savings	4,563,317.80
Accounts Receivable	33,081.56
Other Current Assets	
Undeposited Funds	25.00
Total Other Current Assets	25.00
Total Current Assets	4,596,424.36
Fixed Assets	-8,199.00
TOTAL ASSETS	4,588,225.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	11,907.27
Other Current Liabilities	122,428.60
Total Current Liabilities	134,335.87
Total Liabilities	134,335.87
Equity	
Fund Balance	3,247,540.01
Opening Bal Equity	1,084,743.57
Net Income	121,605.91
Total Equity	4,453,889.49
TOTAL LIABILITIES & EQUITY	4,588,225.36

Accounts Receivable Detail	
As of 10/01/2024	
\$27,237.83	Delinquent Sales Tax
\$6,792.59	Ambulance Transport Billing - In Progress
(\$948.86)	Net of Other Customer Account Balances
\$33,081.56	Total

FNBA Checking Account - Unrestricted Funds Balance		
As of 10/01/2024		
FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.		
City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.		
FNBA Checking Account Balance:		\$218,161.85
Obligated Funds Currently in Checking Account:		
Admin	CP23-03 SRP Playground Equipment	(\$27,980.00)
Library	FY25 PLA Grant	\$0.00
Library	SoA OWL Internet Subsidy	\$120.00
Roads	USFWS Chase Drwvy	(\$251.02)
Unrestricted Funds:		\$190,050.83

Pending Transfers:

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of 35% of the current Fiscal year's operating expenses, with a target of 25%.	
FY25 budgeted operating expenses:	\$1,235,020.28
25% =	\$308,755.07
17% =	\$209,953.45
35% =	\$432,257.10

0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded Capital Projects	Date and NCO
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		AMLIP	Project	Remaining	
MF	CP18-01 Salmon River Harbor	\$9,856.96		\$9,856.96	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP19-03 Gustavus Beach Improv.	\$5,234.41		\$5,234.41	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$77,973.00		\$77,973.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Library	CP19-08 Library Roof/Awning/Shed	\$1,000.78	\$308.87	\$691.91	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP21-02 Refurbish Bike Shop	\$1,730.67	\$1,715.24	\$15.43	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$0.00		\$0.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-04 MFC Building at SRBH	\$1,323.29		\$1,323.29	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$1,786.60		\$1,786.60	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-06 Fish Waste Disposal	\$2,162.08		\$2,162.08	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP22-02 Marine Facility Vessel	\$30,000.00		\$30,000.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP24-01 DRC Balefill Expansion	\$110,000.00	\$57,905.91	\$52,094.09	Moved to AMLIP Current 05/13/2024 - NCO FY24-13
RM	CP24-02 Same Old Road Drainage	\$70,923.00	\$1,920.00	\$69,003.00	Moved to AMLIP Current 06/10/2024 - NCO FY24-17
GVFD	CP24-03 Firehall Painting Project	\$26,900.00	\$26,900.00	\$0.00	Moved to FNBA Checking on 07/10/2024
Admin	CP24-04 Heat Pump Project	\$36,000.00	\$3,696.00	\$32,304.00	Moved to AMLIP Current 09/11/2024 - NCO FY25-03
		\$374,890.79	\$92,446.02	\$250,140.77	

Pending Transfers:

GVFD	CP24-05 AFG FEMA Match	\$33,404.77		Introduced 09/09/2024, Public Hearing 10/14/2024
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- **Grants update:**

- Good River Bridge Repairs and Embankment Stabilization – Denali Commission – 792,500 (79,490 match)
Update – We received from the Denali Commission an award of 710,000. We received an answer on the indirect rate, but it is a bit convoluted. We will have a kickoff meeting for this project, and I hope to get clarification on what those totals might look like. We still need to submit a Scope, Budget and Risk Assessment Questionnaire in order to get the award agreement documents.
- Safe Streets 4 All Sidepath Planning Grant – Federal USDOT – 200K
Update – **This was approved.** Jim Mackovjak, Ben Sadler and I participated in a kickoff meeting on 10/08/24 to review the requirements that we need to submit for the Action Plan and Development of the Grant Agreement so the award can proceed.
- Brothers Helping Brothers – Lucas Device
Update- Sol met with the USDA staff in Wasilla while he was at the Firefighters Conference last week. They provided him with an application and other paperwork to apply to their Community Facilities Program.
- National League of Cities – Advancing Economic Mobility – Match AP&T for heat pump acquisition - 20K
Update - We have received 4 applications so far. The city will be making application for 3 units. We participated in the first coaching call meeting and have a grant mid-point call next Wednesday. The recipient questionnaire has been sent to NLC to be sure it includes the data they would like to capture.
- CDS for Compost Facility – was moved by Senator Murkowski
No update - Although the **\$596,000.00** project was included in the Senate committee appropriations bill, the committee bill still needs to pass the full Senate, and then the Senate and the House need to reconcile the different versions of the appropriations bills. Since all they managed to pass was a continuing resolution, we do not know if and when this will come to fruition. Even then the appropriations bill needs to be passed and signed into law. They do not have a timeline on when this will occur and are slightly ambivalent on the process at this point.
- Crossett Foundation Salmon River Park Phase II Playground Expansion Pathway – 20K
Update - We received the payment from Crossett this week and Chuck Schroth has begun construction of the pathway.
- DRC Recycling Center
Update - We continue to work on the permitting process and draft work plan and budget for the project. The CATEX has been submitted and hopefully will be approved so we do not have to do a NEPA study.
- AFG- Water Tender
Update – Work of filling out all the FEMA documentation in order to receive the grant award. I am still waiting on indirect cost rate information. You have before you an NCO for the required match. Whether or not we can use the 10 percent indirect rate towards our cost share, we may still need that amount towards the purchase price.

- **Grants update continued**

- PIDP – 2M

No update - This project will advance the planning and design for a critical small boat harbor system in the rural town of Gustavus, Alaska. This grant will fund a feasibility study and preliminary design to at least 35%, to include a Federal NEPA document. Award announcements are expected sometime in early November.

- The GVFD Truck and Skid Unit

Update – The paperwork was submitted from our end and grant agreement has been received from DCCED and is fully executed. Specs for the truck have been developed and that document needs to be finalized so we can obtain quotes for the vehicle and other equipment.

- The Cybersecurity Assessment report from Structured is complete and Sol, Liesl and I participated in an overview of the assessment with our Managed Services Provider ATS. I have one printed copy of the report if anyone wants to read it. It is only accessible electronically via ShareFile, and you need a sign on to access it. One council member – Brian Taylor has been given access to review it. We need to have another session with remaining staff and any council members who may be interested. We will need to work with Alaska Technical Solutions and Structured with any implementation plans going forward.

- Transportation Planning – As this has particular impact to Gustavus, I am repeating the description of the meeting for the benefit of new council members. Additionally, I have emailed the meeting facilitator to see if the follow-up report will be forthcoming soon. I wanted to include it with this report but have not received anything yet.

- On August 21st Councilman Taylor and I, along with Justin Marchbanks from Glacier Bay Construction, Lee Parker from Frontier Freight and Julene Kearns on behalf of the charter fleet and Wilson Road interests, participated in an all-day Transportation Workshop at the Admin meeting room at Bartlett Cove. Council Member Mackovjak joined us a little later to talk about the SS4A and sidepath. The NPS was represented by Joni Seay, Acting Deputy Superintendent. There were ADOT planners and other ADOT representatives such as AMHS director and the Southcoast Region Director either present or on Zoom. There were also FHWA representatives who participated. Britta Hamre from AML facilitated the discussion. We reviewed our transportation projects and needs and then were presented an overview of Funding Opportunities and resources, many of which were agencies to which we had already submitted a funding request. Since then, we have received two notifications of awards. We additionally determined priorities for transportation funding applications and took a deep dive on a few of the projects. Both Lee and Justin as commercial enterprises contributed a lot of information and concerns. A follow-up report from the meeting will be forthcoming from AML.

- I attended the Southeast Conference Annual Meeting in Ketchikan the week of September 23rd.

- Among many beneficial sessions and presentations SE Conference has been working on the development of the Southeast Economic Strategic Action Plan. Through that process, 81 potential initiatives have been developed. You can download that document here: www.raincoastdata.com/wp-content/uploads/2024/09/Potential-Southeast-Conference-CEDS-Initiatives-2030.pdf
 - The conference agenda and the presentations are linked here: [2024 Annual Meeting Presentations - Southeast Conference \(seconference.org\)](http://seconference.org) Southeast Alaska By the Numbers can be found here: [Southeast Alaska By the Numbers - Southeast Conference \(seconference.org\)](http://seconference.org) There are a couple of printed agendas and Southeast Alaska by the Numbers documents remaining here at City Hall if anyone wants to look at them. You the data on responses to the Business Climate Survey here: <https://www.raincoastdata.com/wp-content/uploads/2024/05/Southeast-Alaska-Business-Climate-2024.pdf?4bab4e&4bab4e> Quality of Life highest percentage was from Gustavus!

- I was both surprised and humbled that Gustavus was selected to receive the Community of the Year Award. You can see the plaque on the wall by the inside door. At the time of this report, I am still trying to find out the criteria for being nominated and selected. I hope to have that information by meeting time. I was asked to provide the criteria for the nomination. Here is what is the criteria from the form (except identifying information).

Requirements

1. Must be a member of Southeast Conference for at least (3) years commitment to the SE region.
2. Incorporated municipality; or an incorporated community non-profit, or tribal government providing municipal type service located in SE Alaska.
3. Community completed (or will complete in 2024/2025) a project or major achievement (considerations will be scaled to the size of the community).

Accomplishments and Achievements

1. The project or major achievement provides strategic importance to the region.
2. The project or major achievement over-came geographic or financial barriers to reach completion.
3. Project or major achievement has a regional impact.
4. The project or major achievement has a Public / private partnership.
5. The project or major achievement created or retained long-term job growth

Any additional information as to why a community should be chosen as “Community of the Year”

- Roads – We have been working with GBC on a few areas needing additional work which includes trees overhanging on Rink Creek, moving some berms to accommodate AP&T replacing an old plywood box to an updated box and to move it further off the road. We need to see if ACS will move their pedestal and booster at the same time. We really need to update our CWP process to be sure the work is planned and completed in a satisfactory manner.
 - Updated the Administrative Library Director Position Descript to align with the Public Services Librarian PD, which is before you for approval tonight. Both Melisa and I worked on this document for the final draft for approval.
 - Council questions or comments?
-

AFFIRMED BY: _____

DATE _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-05NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2025**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2025, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
Capital Current – AFG FEMA Match	\$ 0.00	\$ 33,404.77	\$ 33,404.77
<i>Required Match funding for CP24-05, Assistance to Firefighters Grant, Purchase of a new Water Tender/Tanker</i>			
Capital Project Long-term	\$ 677,499.81	\$ 644,095.04	\$ 33,404.77
<i>This transfer will move funds from Capital Project Long-Term to Capital Project Current. These funds may be moved to FNBA Checking if needed to cover the costs of the above-named Capital Project CP24-05, AFG FEMA Match.</i>			

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

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

DATE INTRODUCED: *September 9th, 2024*
DATE OF PUBLIC HEARING: *October 14, 2024*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of October, 2024.

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk



**City of Gustavus, Alaska
Library Administrative Director
Position Description**

Title: Library Administrative Director

Regular Part-Time Non-Exempt Position: This is a part-time non-exempt, up to 30 hour per week position that supervises the Public Services Librarian and may also include interns when applicable.

Supervisor: City Administrator

Work Location: Gustavus Public Library

Summary: The Library Administrative Director works with the Public Services Librarian to oversee the smooth operation of the Gustavus Public Library, including services, programs, and collection development, and to manage the facilities and volunteers. The Library Administrative Director collaborates on public relations and program work, however, primarily focuses on general library administration and overall supervision.

Essential Duties and Responsibilities:

- Supports and promotes the concept of intellectual freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.
- Selects and orders library materials with input from patrons, including volunteers, in response to community needs and interests, including books for all age groups, audio-visual materials, subscriptions, online databases, government documents and other reference materials.
- Selects, provides for maintenance of, and assists patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Engages in regular virtual communication with patrons including regularly responding to patron emails, frequently checking and responding to voicemails, supervises the maintenance and updates of the library's website and online catalog database, and supporting library social media.
- Maintains inventory of library equipment, ensures proper function of equipment, and keeps the city informed about upcoming needs for equipment.
- Coordinates Interlibrary Loan Services (ILL), including communicating with patrons and volunteers, coordinating with other libraries, maintaining ILL records and statistics, keeping track of due dates, and delivering/picking up ILL's from the post office on a regular basis.



- Weeds the library collection in accordance with the library's weeding policy. Maintains statistics on decommissioned materials and redistributes or appropriately disposes of these items when necessary.
- Schedules and proctors tests (driver license; certifications; distance-delivery classes)
- Prepares, in consultation with the Treasurer and City Administrator, the draft Library annual budget, including operational and capital requirements.
- Administers and works within the Library annual budget as approved by the City Council.
- Controls and keeps accurate records of departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Budgets time according to payroll budget approved by the City Council and work schedule based on non-exempt wage and hour laws and approved by the City Administrator.
- In times of a critical shortage of staff, may be called upon to assist at City Hall so sufficient minimal service is available to the public.
- Reviews and evaluates existing practices, procedures, goals and objectives; evaluates programs and vendor services; occasionally conducts surveys to evaluate present services; prepares reports showing analyses and changes recommended; helps to implement approved changes.
- In consultation with the Public Services Librarian, prepares and submits reports of library activities and other reports to the City Council as scheduled and/or requested.
- Attend City Council General Meetings and Work Sessions, and other meetings relevant to library operations. Responds to council members' questions when called upon.
- Collaborates with the Public Services Librarian on filing an annual report of library operations to the Alaska State Library.
- Files for E-rate discounts with the Universal Service Administrative Company, USAC.
- Provides technology support, and ensures technology is functioning and stays up to date.
- Collaborates with the Public Services Librarian and City Administrator to write grant proposals, administer grants, and submit grant reports and outcomes to the granting organization and to the City Administrator and/or City Treasurer.



- Collaborates with the Treasurer to assess and appropriately utilize donations and gifts to the library.
- Collaborates with Public Services Librarian to develop and implement fair and equitable circulation and service policies, and updates policies/procedures on a regular basis.
- Participates in training workshops and conferences within grant, scholarship or budget parameters related to public library administration or operations, as approved by the City Administrator.
- Maintains the library space in a safe, well-organized, clean, and welcoming manner. Assist with and coordinate regular housekeeping, routine maintenance and replacement of fixtures, groundskeeping, snow shoveling, etc. Ensures library utilities, such as heating oil and water softening system, are functioning and maintained.
- Schedules and ensures library errands are completed on a regular basis, including mail pick-up and delivery, waste and recycling disposal, redistribution or appropriate disposal of decommissioned materials, posting library flyers, etc.
- Other job-related duties as assigned.

Assists the Public Services Librarian with the following:

- Recruiting, training, and scheduling library volunteers for the circulation desk, work parties, and other functions.
- Ensuring that the library desk shifts are adequately staffed, including supporting volunteers in person or via phone during their shifts, and covering desk shifts by substituting for volunteers who are unable to make their shift.
- Developing service plans that meet the current needs of the community while maintaining the health and safety of staff, volunteers, and patrons and in connection with City ordinances and Policy and Procedures.
- Cooperating with other organizations, locally and regionally, in the administration of library programs that contribute to the needs of the community. Examples include working with preschool, school, businesses and NPS to coordinate and develop opportunities for patrons of all ages.
- Seeking funding and partnership opportunities that will help the library better meet the current community needs.
- Supporting the annual Summer Reading Program, including the hire and supervision of part-time assistants, scheduling, and data tracking.
- Writing and issuing public notices, news stories, and other communication regarding library functions and programs in conjunction with the Public Services Librarian when appropriate.
- Coordinating meeting room reservations and other library spaces for patron use.



Required Minimum Qualifications - Education and Experience:

- Graduation from high school or GED equivalent.
- One year of experience working with the public.
- General work experience involving leading, managing, training, and supervising workers or volunteers.
- Previous work experience in an administrative, accounting, grant writing or a similar capacity.
- Background in library operations (desired).
- Previous experience in grant-writing (desired)
- A general understanding of aspects of physical plant (building) mechanisms and mechanical systems (desired)

Desirable Knowledge, Skills, and Abilities:

Position requires knowledge, skills, and abilities in:

- Communicating with co-workers and the public effectively - orally and in writing.
- Establishing and maintaining effective working relationships with library and other volunteers, other employees, supervisors and the public.
- Basic computer skills such as internet proficiency, using Microsoft software for word-processing and spread sheets, Adobe Office Suite skills, Integrated Library Systems and cataloguing software preferred.
- Understand and be able to articulate City Policies, Procedures and Ordinances
- Familiarity with budget preparation, wage and hour laws, and purchasing procedures.
- Strong organizational abilities.
- Creativity, flexibility, and effective critical thinking skills.
- Ability to multi-task and maintain professionalism during busy or stressful times.
- Ability to work cooperatively and non-judgmentally with people of all ages, backgrounds, and interests or beliefs.

Physical Demands:

The following are representative physical demands the Librarian is expected to encounter:

- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing, and manual dexterity.
- The Librarian must frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry-and exit-doors.
- Light maintenance and housekeeping.



Work Environment Conditions:

The Librarian may be exposed to the following work conditions:

- Equipment commonly used includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment.
- Tools include stepladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.
- An environment that may be very busy, with fluctuations of people and noise, with multiple simultaneous requests from patrons that may interrupt the librarian's previously scheduled plans.
- Groups of varying sizes, ages, and behaviors with different needs including large groups of children.
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways.

Notice

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, at City facilities, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

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

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

The City of Gustavus is an Equal Opportunity Employer

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY24-17**

A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2024

WHEREAS, the City of Gustavus is a recognized second class city; and

WHEREAS, second-class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2024, to the Department of Commerce, Community, and Economic Development; and

NOW THEREFORE, BE IT RESOLVED that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2024, is true and complete to the best of our knowledge.

PASSED and **APPROVED** by the Gustavus City Council, this ___ day of _____, 2024.

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M Barker, City Clerk

City of Gustavus
FY24 Certified Financial Statement
 July 2023 through June 2024

Accrual Basis

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
Business License Fees	3,325.00
Capital Project Income	215,823.00
Donations	3,393.55
DRC Income	119,251.69
Federal Revenue	
ARPA - 22-LGLR	33,904.06
Disaster Assistance (FEMA funds)	5,459.67
Natl Forest Receipts-Encumbered	45,016.82
Payment In Lieu of Taxes	152,913.58
Total Federal Revenue	237,294.13
Fundraising	313.00
Grant Income	67,800.00
GVFD Income	4,719.12
Interest Income	171,076.42
Lands Income	39,936.00
Lease Income	12,662.94
Library Income	1,718.90
Marine Facilities Income	22,940.00
State Revenue	
Community Assistance Program	83,489.34
Shared Fisheries Business Tax	503.10
Total State Revenue	83,992.44
Tax Income	632,960.88
Unrealized Gain/Losses	92,588.39
Total Income	1,709,795.46
Gross Profit	1,709,795.46
Expense	
Administrative Costs	46,235.50
Bad Debt	4,332.00
Bank Service Charges	10,485.14
Building	21,477.76
Capital Projects Funding	274,023.00
Contractual Services	140,153.89
Dues/Fees	12,670.12
Economic Development Services	
GVA	41,400.00
Total Economic Development Services	41,400.00
Election Expense	81.56
Endowment Management Fees	15,587.68
Equipment	49,604.48
Events & Celebrations	3,898.54
Freight/Shipping	40,647.47
Fundraising Expenses	500.00
General Liability	15,513.93
Gravel Pit Fund	0.00

City of Gustavus
FY24 Certified Financial Statement
 July 2023 through June 2024

Accrual Basis

	Jul '23 - Jun 24
Library Materials	14,498.54
Marine Facilities	6,280.01
Payroll Expenses	568,343.47
Professional Services	5,930.00
Public Relations	1,075.57
Repair & Replacement Fund	0.00
Road Maintenance	203,579.40
Stipend	2,999.55
Supplies	38,317.33
Telecommunications	14,443.46
Training	8,517.68
Travel	20,882.28
Utilities	21,028.24
Vehicle	8,050.20
Total Expense	1,590,556.80
Net Ordinary Income	119,238.66
Net Income	119,238.66



OUTGOING MAYOR’S ANNUAL REPORT - OCTOBER 8, 2024

Land Issues. We started out the Council year with three land issues:

- Public Access on the Hydro Road. The FERC dispute resolution between AP&T and the Olneys continues.
- Xunaa Borough Petition. Local Boundary Commission (LBC) staff submitted a report opposing the petition as currently written, followed by a hearing before the LBC in Hoonah. We are awaiting a written decision from the LBC.
- Gustavus Forelands Preserve. We were surprised to learn that The Nature Conservancy (TNC) had been in discussion with the Hoonah Indian Association regarding transfer of the Gustavus Forelands. 200 petition signatures and 100 letters were gathered to oppose the transfer, and at the Work Session to discuss the issue with TNC there were 75 people attending by Zoom plus a number of community members who attended in person. We have been assured by TNC that Gustavus will be included in any future discussions, and in August a Conservation Lands Advisory Committee was formed to discuss how we can preserve high value natural resources in Gustavus. It was one of those events that remind me with great affection and respect that beneath the tranquil waters of Gustavus lies a volcanic pool of community passion for protection of its shared natural resources.

Airport Law Enforcement. Also somewhat sudden and alarming was the notice from TSA that unless Gustavus provided a law enforcement officer at the airport, Alaska Airlines would be unable to fly here. . Kathy Leary worked zealously with both the State Delegation, Senator Murkowski’s office, and AKDOT&PF who, along with the Dept. of Public Safety, provided funding and recruited officers,. We will again need to address this issue for the summer 2025 season.

Grants and Projects. I made a quick count of grants awarded, in progress, or in pursuit in areas of public health, safety and recreation, including: Crossett Foundation playground equipment and pathway; a Village Safe Water areawide septage study; The DRC Recycling Building and Improvements; a Cybersecurity Assessment of the City’s technology equipment and processes; the National League of Cities Heat Pump Incentive Program; GVFD water tender and a truck and skid; a Ports Infrastructure Development Program float system design; Good River Bridge repairs and embankment stabilization; Safe Streets for All side path planning; and a Lucas compression device for CPR.



In September the Southeast Conference honored Gustavus as the 2024 Community of the Year “In Recognition of Exemplary Economic Resiliency, Vibrancy and Strength”. The award was based on economic and workforce data along with comments from community members about the welcoming and productive nature of Gustavus.

Additional Staff Recognition.

- In completing the FY22-23 audit of City finances, Treasurer Ben Sadler achieved a seamless audit with no negative findings, a rare accomplishment.
- Ian Barrier, DRC Manager/Operator was also recognized for achieving a Waste Index score of 99% from the Solid Waste Program of the Dept. of Environment Conservation.

Events.

- In January we held a ribbon-cutting ceremony for the opening of the Salmon River Playground. Despite cold and snow that closed school later in the month, it was a joyous occasion celebrated with hot chocolate and a warming fire
- In April we celebrated the 20th anniversary of the incorporation of the City of Gustavus. City Hall was a one-room structure which now serves as Council Chambers, and had no plumbing. The population of Gustavus was estimated at 450, and ADF&G published a report that we had twice as many moose as people.
- Councilmembers Rachel Patrick and Kyle Bishop inaugurated the Coffee with Council meeting with 25 community members. We look forward to resuming these meetings.

Departures and Arrivals. Thanks to Janene Driscoll, Kyle Bishop, Jim Mackovjak, Larry Platt, and LeAnn Weikle for their contributions to the City, and welcome to Sally McLaughlin, Susan Warner, Lucas Beck, Leah Okin, and Kenn Magowan.

Things that made me laugh.

- On Valentine’s Day a former DRC Manager/Operator participated by Zoom during a Council Meeting and forgot his microphone was on when he blurted out “steak and champagne”!
- One hot and sunny day there was an alarm raised that there was a naked man at the front door. the naked man was a former mayor who was working and had taken his shirt off. Bestill our beating hearts!
- A t shirt worn by [REDACTED] to a Council meeting bearing an [EXPLETIVE DELETED]opinion about farmed fish.
- A young constituent showed us how to float a balloon above the air purifier.



Thanks to all for an intriguing year as Mayor, especially the unflappable calm and generous assistance of City Clerk Liesl Barker. I’ll be returning as Vice Mayor this year and reminded of song lyrics “How can I miss you when you won’t go away?”

Shelley



INCOMING MAYOR'S REPORT

I appreciate the confidence the Council has shown in voting for me to serve as Mayor for the upcoming year. As a new Council member, this is a challenge but one that I feel I am capable of and look forward to. Outgoing Mayor Shelley Owens has done a fantastic job of leading the Council over the past year and I welcome her insight, knowledge and assistance as she continues on as Vice Mayor.

Over the next several weeks I expect to meet with other Council members to get caught up on projects that they have been working on, and to learn what new goals they have in mind. With nearly all Council members having a year or, in some cases, several years, of experience I feel we have a very strong Council and I look forward to working with all of them.

I will be participating in a Coffee with the Council event later this fall or winter, and welcome the opportunity to talk with community members. Please don't hesitate to send me an email or chat with me at the coffee shop in the meantime.

One of my goals is to return City Council meetings to what was common practice pre-2020, with Council and community members attending meetings in person at City Hall, promoting active participation and furthering the sense of our community working together and participating in decision making that affects us all. I welcome members of the public to come to our meetings, to speak your mind on matters that you care about, or to simply listen and lend your support.

Sally McLaughlin, Mayor