



CITY OF GUSTAVUS

CITY COUNCIL SPECIAL MEETING

Wednesday, October 26, 2022 at 6:00 PM
via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/86591927408?pwd=Yk5Ja0JlM21vNUhYYlluNDRZTk5LZz09>

ID: 865 9192 7408

PASSCODE: 658511

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

- [1.](#) CY22-22 Supporting Fiber Alaska USDA Reconnect Grant Application
- [2.](#) Appointment of City Treasurer
3. Swearing in of City Treasurer

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: October 19, 2022 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, ALASKA
RESOLUTION CY22-22**

**A RESOLUTION IN SUPPORT OF THE BYTE NETWORKING LLC (dba FIBRE ALASKA)
USDA RECONNECT GRANT APPLICATION**

WHEREAS, the City of Gustavus supports initiatives that will improve the quality of life for citizens of the community, including access to affordable and reliable broadband internet; and

WHEREAS, Byte Networking LLC is seeking federal funding via the USDA ReConnect Grant that will fund construction of access to submarine fiberoptic cable for the community of Gustavus, Alaska; and

WHEREAS Byte Networking is currently building out a fiber optic network in Gustavus with funding from a USDA Community Connect grant; and

WHEREAS, the Denali Commission and Southeast Conference are supporting this effort with technical assistance that will enhance the likelihood of success; and

WHEREAS, the Gustavus City Council believes that the project, if funded, is in the best interests of Gustavus, its citizens, its businesses, local providers, and the future of the community.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council supports the efforts of Byte Networking as reasonably necessary to validate land ownership, easements, environmental reviews, and other documentation for the City of Gustavus, if Byte Networking receives the USDA ReConnect Grant;

BE IT FURTHER RESOLVED that the Gustavus City Council encourages Byte Networking's USDA ReConnect Grant application.

BE IT FURTHER RESOLVED that the City of Gustavus will issue civil work permits with conditions to Byte Networking to perform construction on City property, and in City-maintained road easements, in consultation with the City, as necessary to connect Gustavus to regional fiberoptic infrastructure;

BE IT FURTHER RESOLVED that this resolution shall remain in effect until such time as it has been expressly rescinded by the City of Gustavus; and

BE IT FURTHER RESOLVED that the officers and employees of the City of Gustavus have the authority to take all action necessary to carry out the intent of this resolution.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this ___th day of October 2022.

Kyle Bishop
Vice Mayor

Attest: Karen Platt, CMC
City Clerk



CITY OF GUSTAVUS, ALASKA
CITY TREASURER
REGULAR NONEXEMPT POSITION ANNOUNCEMENT

Item 2.

Hours: This position is a regular part-time, non-exempt hourly position. The City Treasurer is expected to work up to 40 hours per week and to attend City Council work sessions, general meetings, and special meetings, when directed by the City Administrator, Mayor, or the City Council.

Wage: \$25.00-\$35.00 per hour depending on qualifications and experience

Benefits: This position qualifies for the benefits for regular nonexempt positions, as outlined in Resolution CY20-15.

Duties: See attached position description for full details.

Qualifications: See attached position description for full details.

Physical Requirements: See attached position description for full details.

Work Location: Gustavus City Hall at 1802 Gustavus Road, Gustavus, Alaska.

Supervised by: Gustavus City Administrator.

Application Period: September 14 to 30, 2022 or until filled.

Employment application forms are available online at <https://cms.gustavus-ak.gov/administration/page/cog-employment-application> or at City Hall, Monday through Thursday, 9:00 am to 4:00 pm, Friday 9:00 am to 3:00 pm. This job announcement and the applicable job description containing qualifications and duties will be attached to the application. Applications must be returned to City Hall by 2:30 pm on September 30. If a qualified applicant is not found after the application period, the City may repost the job announcement or hold the position open until filled .

Notice:

CoG 3.03.01 (a) (3) (B) Employees shall conduct City work only within the City of Gustavus unless an employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.03.01 (a) (3) (D) Reasonable accommodation to facilitate the submission of an application is available on request.

CoG 3.04.02 (d) (2) 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.

More Information? Please call City Hall at 907-697-2451.

City of Gustavus
City Treasurer Position Description

Title: City Treasurer

Regular Part-Time Position: The City Treasurer position is a regular full-time, non-exempt hourly position. The Treasurer is expected to work up to 40 hours per week and to attend City Council work sessions, general meetings, and special meetings, when directed by the City Administrator, Mayor, or the City Council.

Supervisor: City Administrator

Work location: Gustavus City Hall

Summary: The City Treasurer is responsible for internal financial controls, accounting, and accounts payable and receivable and payroll for the City of Gustavus. This position is appointed by the Council and serves at the pleasure of the Council but has day-to-day supervision by the City Administrator.

City Treasurer Essential Duties and Responsibilities:

- Retains custody of all City funds
- Recommends, develops, and implements internal financial controls for the City
- Processes or supervises accounts payable and payroll for City employees
- Processes or supervises collection of taxes and accounts receivable
- Assists and supports the Mayor and Council members impartially in conducting their civic duties
- Keeps an itemized account of money received and disbursed
- Reconciles City financial accounts
- Is responsible for all accounting functions for City departments in collaboration with department heads
- Acts as chief purchasing officer
- Issues purchase orders, matches purchase orders with invoices, calculates discounts, checks amounts, and enters data for payments
- Assists the City Administrator and Mayor in preparation of the annual City budget
- Assists City departments and committees in preparation of departmental budgets
- Provides such financial reports and other data as may be required by the City Administrator, Mayor, the Council, and State or Federal agencies
- Files State and Federal applications for shared revenue programs
- Monitors and reports on City grants
- Maintains financial records for grants and contracts
- Monitors City Endowment Fund investment account and distributes proceeds in accordance with Endowment Fund procedures
- Acts on City's behalf with collection agencies
- Maintains confidential employee records
- Files employee tax payments and reports
- Attends meetings, conferences, and workshops pertinent to position
- Assists in staffing City Hall during publicly open hours
- Performs other related duties specified by City Code, State law, the Mayor, and the City Council, by motion
- Cross-trains with City Clerk as needed to cover essential City Clerk duties, including elections, when the Clerk is away

Required Minimum Qualifications – Education and Experience

- Graduation from high school or GED equivalent. College or technical courses in accounting and public administration is preferred, a bachelor's degree in accounting and finance is ideal
- Three years accounting experience, including computer-based accounting
- Five years secretarial, office management, grants management or administrative experience, or a combination thereof
- Strong computer skills, with demonstrated proficiency in word processing and spreadsheet programs, including QuickBooks; MS-Word; MS-Excel; Adobe Suite
- Holds or promptly obtains a valid Alaska driver's license
- Holds or promptly obtains a Limited Governmental Notary Public Commission including accompanying bond

Desired Knowledge, Skills, and Abilities

- Strong organizational skills
- Strong communication skills, including the ability to communicate verbally and in writing, at times regarding confidential and/or sensitive material
- Knowledge of office practices and procedures, (preferably municipal in nature)
- Ability to interpret, apply, consolidate, and prioritize information
- Ability to maintain effective working relationships with and communication with the City Council, City employees, State and Federal officials, and the public
- Knowledge of municipal government operations
- Knowledge of municipal government laws and regulations, preferably Alaskan
- Ability to operate a computer keyboard or equipment controls, and to talk and to hear on telephone
- Ability occasionally to lift and/or move objects up to twenty-five pounds
- Some background or coursework in public finance and fund accounting desirable

Notice. Employees shall conduct city work only within the City of Gustavus unless an employee is on an authorized business trip or other approved absence, or other work arrangements have been agreed upon by the City Administrator or the Mayor.

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.



City of Gustavus

P.O. Box 1

Gustavus, AK 99826

Phone: (907) 697-2451

October 18, 2022

Mr. Ben Sadler
PO Box 142
Gustavus, AK 99826

Dear Ben:

Subject: Offer of Employment as Treasurer for the City of Gustavus

The City of Gustavus is pleased to offer you employment in the non-exempt regular full-time position of **Treasurer** with the City of Gustavus, with a target starting date of November 1, 2022. This offer is contingent upon our receipt of your signed acceptance of the appointment and its conditions within five working days. All new hires and salary rates must be approved by the Gustavus City Council after acceptance by the candidate. The City Council is prepared to act on your appointment at its General Meeting Monday Nov 14, 2022, or at a special meeting if arranged earlier. Your earliest response would facilitate our agenda.

The City Treasurer is supervised by the City Administrator.

Your work schedule may vary according to the needs of the City of Gustavus. This is an up-to-37.5-hour-per-week position, with flexible hours as agreed and scheduled with the City Administrator.

Your beginning pay rate will be \$30.00 per hour. After a successful three-month probationary period, your rate will be \$32.00 per hour. The City of Gustavus will encourage and support additional training and career development opportunities for you to acquire new relevant skills and certifications to qualify you for progressive pay increases. Your normal place of work will be at the Gustavus City Hall. Your employment will be governed by Title 3 of the City of Gustavus Municipal Code, and City of Gustavus Benefits Policy, as amended. Copies of Title 3 and the current Benefits Policy are attached.

As an existing City employee transitioning to a new position, you will be subject to a three-month probationary period in that new position, but your existing benefit package will continue during the probationary period. The City Administrator and Mayor will evaluate your performance in the new position at the end of the probationary period. Please note that employment with the City of Gustavus is "at will" and nothing herein is intended to preclude the City of Gustavus from, at its own discretion and within the provisions of Federal and State law, electing to end employment.

Ben Sadler
October 18, 2022

Item 2.

Since your existing benefit package will continue during the probationary period, you will continue to be eligible for the City's Health Insurance Program, through which the city pays 80% of the premium and the employee pays 20%. Additionally, you will continue to be eligible for participation in the Deferred Compensation Program (Benefits Policy, Section II., currently providing a 7% match of employee contributions) and you may take the day off with pay on the holidays specified in the Benefits Policy, Section III. Paid Time Off (PTO) will continue to accrue as a continuing employee of the City.

Welcome to a new regular-employee position at the City of Gustavus! Please contact me if you have any questions regarding this offer, your work, Title 3, or the Benefits Policy.

With best wishes,

Mike Taylor

Mike Taylor
Mayor, City of Gustavus

Attachments: City of Gustavus, Title 3, Personnel, as amended
 City of Gustavus Benefits Policy, as amended
 Position Description for Treasurer

Please affirm your receipt and formal acceptance of this offer letter by initialing the following and signing below. Please return to the City Clerk or Mayor within five working days.

X I have received, read, and understand the position description for this position. I understand that the list of duties and responsibilities in the position description are not exhaustive and may be reasonably modified at the discretion of the City of Gustavus.

X I have received and read City of Gustavus, Title 3, Personnel, as amended.

X I have received and read City of Gustavus Benefits Policy, as amended.

X I accept the offer of employment with the City of Gustavus as outlined in this letter.



Signature of Employee

10/19/2022

[Date]

One copy to employee, one copy for City of Gustavus personnel files.

