



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, January 13, 2025 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](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/pdsr57av>

**ID:** 515 501 9406      **PASSCODE:** 99862      **TEL:** 253-215-8782

### ROLL CALL

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

### APPROVAL OF MINUTES

1. 12-16-2024 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. FY25-07 Introduction providing amendment of 1.03.020 Procedures for resolution (Public hearing 02-10-2025)
7. FY25-08 Introduction providing amendment 2.40.030 Order of business (Public hearing 02-10-2025)
8. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public hearing 02-10-2025)
9. FY25-10 Introduction providing amendment of 2.50.010 City Clerk and Treasurer, 2.50.050 Internal Control, 2.50.070 City Administrator (Public hearing 02-10-2025)
10. FY25-11 Introduction providing amendment of 4.08.010 Annual Financial Statement (Public hearing 02-10-2025)
11. FY25-12 Introduction providing amendment of 2.40.140 Telephonic participation (Public hearing 02-10-2025)

12. Approve 2025 city council meeting schedule to reflect changes due to holidays by moving Monday, September 1, 2025 work session meeting to Tuesday, September 2, 2025.

13. 01-08-2025 Certificate of Records Destruction

**ORDINANCE FOR PUBLIC HEARING**

**UNFINISHED BUSINESS**

**NEW BUSINESS**

14. CY25-01 Establishing a special policy advisory committee
15. CY25-02 Amending policy and procedure for a temporary heat pump incentive program

**CITY COUNCIL REPORTS**

16. AML Conference Update
17. Mayor's Monthly Report

**CITY COUNCIL QUESTIONS AND COMMENTS**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**POSTED ON:** January 8 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

**ADA NOTICE**

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

**MISSION STATEMENT**

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



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, December 16, 2024 at 7:00 PM  
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## COUNCIL MEMBERS

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Council Members: Susan Warner, Rachel Patrick  
Brian Taylor, Lucas Beck, Mike Taylor

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## MINUTES - PENDING

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/3cnhjd7t>

**ID:** 515 501 9406    **PASSCODE:** 2451    **TEL:** 253-215-8782

### **ROLL CALL** (38 seconds)

PRESENT

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



### **Reading of the City of Gustavus Mission Statement** (1 minute 08 seconds)

Mission Statement read by Council Member Warner.

### **APPROVAL OF MINUTES** (2 minutes 18 seconds)

- 11-12-2024 General Meeting Minutes

Motion made by Council Member Patrick to approve by unanimous consent the 11-12-2024 Meeting Minutes.

Seconded by Council Member B. Taylor

Public Comment: None

Council Comment: None

Hearing no objections, the 11-12-2024 General Meeting Minutes were approved by unanimous consent.

### **MAYOR'S REQUEST FOR AGENDA CHANGES** (3 minutes 22 seconds)

There were no agenda changes.

Point of Information: Council Member Owens / Clerk Barker

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

### **COMMITTEE / STAFF REPORTS**

2. Library Quarterly Report *(5 minutes 18 seconds)*  
Library Administrative Director, Melisa Gomb, submitted a written report and provided an oral summary.  
Council Clarifying Questions: None
3. Gustavus Visitors Association Quarterly Report *(7 minutes 20 seconds)*  
Gustavus Visitor Association President, Leah Okin submitted a written report and provided an oral summary.  
Council Clarifying Questions:  
Council Member Owens
4. City Treasurer Monthly Report *(12 minutes 30 seconds)*  
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.  
Clarifying Questions:  
Council Member Owens  
Mayor McLaughlin
5. City Administrator Monthly Report *(16 minutes 38 seconds)*  
City of Gustavus City Administrator, Kathy Leary submitted a written report and provided an oral report.  
Clarifying Questions: None

### **PUBLIC COMMENT ON NON-AGENDA ITEMS** *(28 minutes 04 seconds)*

James Kearns - Breakwater for dock and pave Wilson road.

### **CONSENT AGENDA** *(30 minutes 30 seconds)*

6. Approve the appointment of John Tanner Horst to the Conservation Lands Advisory Committee  
Motion made by Council Member B. Taylor to adopt the consent agenda by unanimous consent as presented.  
Second by Council Member M. Taylor  
Hearing no objections, the motion passed.

### **ORDINANCE FOR PUBLIC HEARING** *(31 minutes 50 seconds)*

7. FY25-06NCO Endowment Fund Grant Transfer  
Mayor McLaughlin opened the public hearing at 7:33 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:33 PM.

Motion made by Council Member Beck to approve FY24-06NCO Endowment Fund Grant Transfer.

Seconded by Council Member Warner

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Patrick, Council Member B. Taylor, Council Member Beck, Council Member M. Taylor

7 yea/0 nay

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### 8. Medical Director *(34 minutes 22 seconds)*

Thank you to Dr. Rodney Vaught for his volunteer service to our City as the GVFD Medical Director for over a decade.

### 9. Approve Conservation Lands Advisory Committee Project Scoping document - lands lease *(35 minutes 25 seconds)*

Motion made by Council Member Warner to approve Conservation Lands Advisory Committee Project Scoping document- lands lease.”

Seconded by Council Member M. Taylor

Summary provided by Council Member Warner

Public Comment:

Tom Traibush - spoke in support

Clerk read into record written public comments by:

L. Toshua Parker - in opposition

Ben DeBoer - in support

Jessica Mulligan - in support

Sylvia Pederson - in opposition

Sharon Wagruespeck White - in opposition

Krystal Sheakley - in opposition

Michelle Olney - in opposition

Council Debate:

Council Member Warner

Council Member M. Taylor

Council Member Patrick

Council Member Beck

Council Member B. Taylor

Vice Mayor Owens

*\*Point of Clarification by Clerk: Is Vice Mayor Owens making a motion? Answer by Owens, yes.*

*\*Point of Information by Vice Mayor Owens: Are the public comment letters on the website? Answer by Clerk yes, they are under 2024 Correspondence.*

*\*Point of Clarification by Mayor McLaughlin please explain difference between postponing time certain vs. postponing indefinitely. Answer by Clerk postponing time certain is until the next regularly scheduled meeting vs. postponing indefinitely is the easiest way to "kill" a motion.*

*\*Point of information by Council Member Warner: Can we finish the discussion first before motion to postpone? Answer by Mayor McLaughlin - no the motion to postpone can be made at any point in time when a member has the floor.*

Motion made by Vice Mayor Owens to postpone indefinitely item number 9, to approve Conservation Lands Advisory Committee Project Scoping document- lands lease.

Seconded by Council Member Patrick

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Patrick

Voting Nay: Council Member Warner, Council Member B. Taylor, Council Member Beck, Council Member M. Taylor

3 yea/4nay

Motion (to postpone indefinitely) failed.

Council Debate on main motion Continued:

Mayor McLaughlin

*\*Point of clarification by City Administrator Leary - the committee needs to have a scoping document to receive approval from council to seek funding for a project over \$15,000.*

Council Member Warner

Council Member M. Taylor

Council Member Patrick

A motion made by Council Member Patrick to postpone this item, item 9 approving the Conservation Advisory Lands Committee Project Scoping document - lands lease to time certain that would take it and put in on the agenda for next month's meeting.

Seconded by Council Member Beck

*\*Point of order by Council Member B. Taylor, Do we need to have an approved scoping document to assign funds to a project? Answer, Mayor McLaughlin there is no discussion on a motion to postpone.*

*\*Point of Clarification by Clerk, did Council Member B. Taylor mean point of information? If so, that can be interjected at any point in time.  
Answer- Council Member B. Taylor, yes.*

*\*Point of information question by Council Member B. Taylor –  
Do we need to have an approved scoping document to assign funds to project?*

*\*Answer unclear, Clerk requested 5 minutes recess to research  
answer- recess granted*

*\*Back in session and Final Answer to Point of information by  
Mayor McLaughlin - for any project proposed to the city in amounts greater than \$15,001 a scoping document must be approved before funding maybe applied for.*

Voting Yea: Mayor McLaughlin, Council Member Patrick, Council Member Beck

Voting Nay: Vice Mayor Owens, Council Member Warner, Council Member B. Taylor, Council Member M. Taylor

3 yea/4 nay

Motion (to postpone to time certain) failed.

Council Debate on main motion Continued:

Council Member Patrick

Council Member B. Taylor

Vice Mayor Owens

Mayor McLaughlin

Voting Yea: Vice Mayor Owens, Council Member Warner, Council Member B. Taylor, Council Member M. Taylor

Voting Nay: Mayor McLaughlin, Council Member Patrick, Council Member Beck

4 yea/3nay

Motion Passed.

10. CY24-19 Endowment Fund grant awards 2025 *(1 hour 53 minutes 24 seconds)*

Motion made by Council Member Patrick to approve the CY24-19 Endowment Fund grant awards 2025.

Seconded by Vice Mayor Owens

*\*Point of Order by Clerk, resolution needs to be read - well taken*

Resolution read by Council Member Patrick

Public Comment:

Liesabet Barker - thanks for supporting Girl Scouts application

Leland Barker - thanks for supporting Girl Scouts application

Martha Matthews - asking to reconsider awarding more money to GCC

Barb Shienberg - asking to reconsider awarding more money to GCC

Annie Mackovjak- in support of CLAC submission

Artemis Bona Dea - in support of CLAC submission

Toshua Parker- in opposition of CLAC submission

Tom Traibush - in support of CLAC Submission

Whitney Rapp - in support of GCC submission and in opposition of CLAC submission

Larry Landry - in opposition of CLAC submission

Public Comment read into record by city clerk:

Lillian Ruedrich - in support of CLAC submission

Denise Van Der Pol - in opposition to CLAC submission

Sandi Marchbanks- in opposition to CLAC submission

Council Debate:

Council Member Patrick

Council Member M. Taylor

Motion made by Council Member M. Taylor to amend resolution CY24-19 as follows

to change the nine WHEREAS paragraph to read: "WHEREAS, the Conservation Lands Committee's request for funds will be fully funded at \$25,000.00; and,"

And change the tenth WHEREAS paragraph to read:

"WHEREAS, the Friends of Glacier Bay's request for funds will be partially funded at \$5,030.00"

And change the Now therefore be it resolved paragraph to read:

"NOW, THEREFORE, BE IT RESOLVED, that the City of Gustavus grants \$7,621.84 to the Girl Scouts of Alaska Troop 23032, \$4,326.00 to the Gustavus Community Center, \$25,000.00 to the Conservation Lands Advisory Committee for the Conservation Lands Lease Project, and \$5,030.00 to Friends of Glacier Bay for a total allocation of \$41,977.84"

Seconded by Council Member Warner

Council Debate:

Council Member Warner

Council Member B. Taylor

Council Member Patrick

Mayor McLaughlin

Council Member M. Taylor

Council Member M. Taylor made a motion (privilege) to suspend the rules to extend our meeting as needed beyond 10pm.

Seconded by B. Taylor



Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Patrick, Council Member M. Taylor, Council Member Beck, Council Member B. Taylor

7 yea/0 nay

Motion (to suspend rules) passed.

Council debate continued on the amendment:

Council Member B. Taylor

Council Member Patrick

*\*Point of order by Council Member Patrick: Council members who serve on a committee who submitted an EFG application shouldn't be able to amend the amount of the grant. - Not taken*

Vice Mayor Owens

*\*3 min Recess taken*

Voting Yea: Council Member Warner, Council Member B. Taylor, Council Member M. Taylor

Voting Nay: Mayor McLaughlin, Vice Mayor Owens, Council Member Patrick, Council Member Beck

3 yea/4 nay

Motion (to amend CLAC/FGB amounts) Failed

Motion made by Vice Mayor Owens to amend Resolution CY24-19 paragraph nine by striking \$4,326.00 and replacing it with \$6,826.00.

And in paragraph ten striking the \$9,400 and replacing it with \$21,036.32.

And in "NOW, THEREFORE, BE IT RESOLVED, that the City of Gustavus grants \$7,621.84 to the Girl Scouts of Alaska Troop 23032, \$6,826.00 to the Gustavus Community Center, \$21,036.32 to the Conservation Lands Advisory Committee for the Conservation Lands Lease Project, and \$6,494.00 to Friends of Glacier Bay for a total allocation of \$41,978.16"

Seconded by Council Member M. Taylor

Council Debate on amendment:

Vice Mayor Owens

Council Member B. Taylor

Council Member M. Taylor

Council Member Partick

Council Member Beck

Mayor McLaughlin

Voting Yea: Vice Mayor Owens, Council Member Warner, Council Member B. Taylor, Council Member Beck, Council Member M. Taylor

Voting Nay: Mayor McLaughlin, Council Member Patrick

5 yea/2 nay

Motion (to amend GCC/CLAC amount) Passed

Back to main motion as amended

Voting Yea: Vice Mayor Owens, Council Member Warner, Council Member B. Taylor, Council Member Beck, Council Member M. Taylor

Voting Nay: Mayor McLaughlin, Council Member Patrick

5 yea/2 nay

Motion (main motion as amended) Passed

11. CY24-20 Shared Fisheries Business Tax for FY25 *(3 hours 25 minutes 27 seconds)*

Motion made by Council Member M. Taylor to approve CY24-20 Shared Fisheries Business tax for FY25.

Seconded by Council Member B. Taylor

Public Comment

Point of Order by Council Member M. Taylor - need to read resolution - well taken

Resolution read by Council Member M. Taylor

Public Comment: None

Council Debate:

Point of Information by Council Member B. Taylor - Should it ready CY24? – Answer CY23 is correct

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Patrick, Council Member B. Taylor, Council Member Beck, Council M. Member Taylor

7 yea/0 nay

Motion Passed

12. CY24-21 A resolution by the city of Gustavus directing the city administration to file for reconsideration of the Local Boundary Commission's decision to approve the Xunaa Borough petition *(3 hours 32 minutes 03 seconds)*

Motion made by Vice Mayor Owens to approve CY24-21 A resolution by the city of Gustavus directing the city administration to file for reconsideration of the Local Boundary Commission's decision to approve the Xunaa Borough petition.

Seconded by Council Member B. Taylor

Resolution read by Vice Mayor Owens

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Patrick, Council Member B. Taylor, Council Member Beck, Council Member M. Taylor

7 yea/0 nay

Motion Passed

- 13. Review RUBA 's Gustavus trip report (3 hours 38 minutes 00 seconds)

City Clerk submitted Local Government Specialist, Iura Leahu's report about his site visit.

**CITY COUNCIL REPORTS**

- 14. Coffee with Council Update (3 hours 38 minutes 34 seconds)

Council Member Patrick submitted a written report and provided an oral summary.

- 15. Mayors Monthly Report (3 hours 39 minutes 42 seconds)

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

**CITY COUNCIL QUESTIONS AND COMMENTS (3 hours 40 minutes 30 seconds)**

Susan Warner gave a brief update on informational sessions she hosted.

**PUBLIC COMMENT ON NON-AGENDA ITEMS (3 hours 41 minutes 42 seconds)**

James Kearns - Next year Endowment Fund Grant for wave barrier and pave the road.

**EXECUTIVE SESSION**

None

**ADJOURNMENT (3 hours 42 minutes 20 seconds)**

Since there is no further business, the meeting is adjourned. The time is 10:43pm.

**POSTED ON:** December 11, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





# GVFD January Quarterly Report

## Submitted 01-08-2025

### ○ **October**

- We are currently working on the AFG Grant and the quote paperwork. This process is extensive; however, the GVFD looks forward to the new water tender arriving in Gustavus within the next few years.
- I enrolled in a grant program through the State of Alaska that provides smoke and carbon monoxide alarms. This program will supply the Gustavus Volunteer Fire Department (GVFD) with alarms for residents who have signed up. I wanted to give you an update on the process: we are currently waiting for the order to arrive. We will contact everyone on the list as soon as the alarms are available for installation in their homes.
- I successfully resolved an issue with the battery backup for the radio repeater. The radio repeater is crucial for communication within Gustavus and serves as our emergency 911 system. When you call 911, your call is directed to a landline, which is then forwarded to the radio repeater, allowing a dispatcher to respond. The backup battery ensures that the system continues to operate even during a power outage. We discovered that the 10-year-old battery had failed when the power went out. Fortunately, we were able to purchase a new battery from Juneau and replace the old one.
- Completed a course to become a CEVO driving instructor. This NFPA-certified course enables us to train responders to operate emergency vehicles.
- I want to thank everyone who stopped by the Gustavus Community Second Saturday Market and came by the Gustavus Volunteer Fire Department booth.

### ○ **November**

- Leah Okin testified at the public OSHA meeting about the changes and additions affecting fire departments across the United States. These changes will require responders to undergo physical examinations that are tailored to their specific duties. The new OSHA physical regulations may require responders to travel to Anchorage or Seattle for these evaluations. We hope the OSHA committee will consider the testimonies from fire departments and ensure that the new regulations are cost-effective for small fire departments like ours.
- We are still seeking funding for the Lucas Chest compression device. We have applied for the Rasmuson Fund and are awaiting a response.
- We got a free conex container for the back of the firehall to provide dry storage for items we still need but do not need quick access to.
- I obtained three free cell phone boosters for the city of Gustavus. I have installed two of them at the fire hall and city hall. We hope to install the third one at the Gustavus Dock, but we are still waiting for permission since it requires a Wi-Fi router. This will improve cell phone service for everyone who uses AT&T cellular service.



○ **December**

- December is a quiet month. I have continued working on the Water Tender and wildland truck quotes to complete as much as possible before leaving for vacation.
- Previously, I applied for the Alaska DOT&PF Safe Systems Approach program to secure funding for the wildland pickup truck. Unfortunately, we were not successful.

**End of Year Report**

**EMS Calls: 35**

**Fire Calls: 2**



Quarterly Clerk Report  
01-13-2025  
Submitted on 01-08-2025  
Submitted by: Liesl Barker

Happy New Year! My position is as a clerk involves many routine tasks such as email correspondence, meeting notices, meeting minutes, etc. I would like to give you a little insight into some other tasks the clerk performs. Since my last report I have performed notary service (this is free for all community members), trained staff on the website, created committee binders, served on the library hiring committee, provided early in person absentee voting for the general election, completed website updates, updated forms, attended trainings and in collaboration with the mayor have worked on providing amendments for 6 ordinances.

I am also pleased to inform you that meeting videos will now be available on our website. The first meeting with this option is the 12-16-2024 general meeting. As we head into budget season 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 \(owllabs.com\)](https://www.owllabs.com)

Our website saga continues. Civicsplus our website host was supposed to update our system from drupal 7 to drupal 10. Many of our own website updates were put on hold due to this impending system update. A few weeks ago, I was informed by Civicsplus that they are holding off with continuing that update. I was ensured that our website would still be able to function after the original 01-05-2025 drupal 7 shutdown date. I do not have any further information on what to expect next. Thus, I have begun to start working on website updates such as creating a new 2025 correspondence page that will have items sorted by broad topic with the most recent additions being at the top. I have also created a page for the CLAC committee and each committee moving forward will also have a page under the board and committee's tab. I will also be placing a one click button for the road webform on the main page as well.

**Clerk Development/Training** – Thank you for investing in me professionally and giving me the opportunity to attend trainings.

- On 10/10 I attended a virtual digital records management training session. In this training it was brought to light that we only have a digital file repository not an electronic content management system (ECM). It is going to be necessary for the city to purchase an ECM system. These systems are very comprehensive and will make digital/electronic records management much easier to store, search, and maintain our records retention schedule. These systems will be able to interface with our website to also make our public records more easily accessible to the public. Although we are a young city, we only have so much physical storage space. Having an ECS system will help with freeing up physical space by only needing to keep a digital copy of records. ECS systems will also provide a proper system for the city to retain email records.
  - In this upcoming budget cycle, I would like to budget for an ECS system, Laserfiche. I have a meeting with a Laserfiche representative to set up a demo and to get more information. They offer several levels of systems for both their cloud and self-host option. I will find out more about the differences in the options during my meeting. At this point the most expensive option would be cloud hosting at the business level of \$950 a year. This would allow all city staff in all departments to be able to access the system. The ECM system would also give us the capabilities to create E-Forms and streamline many of



Quarterly Clerk Report  
01-13-2025  
Submitted on 01-08-2025  
Submitted by: Liesl Barker

our redundant processes while also bringing the city into compliance with best practices standards for archiving records.

- It would also be wise to think about investing in a scanner that meets the FADGI (Federal agencies digital guidelines initiative) guidelines which is the best practices suggested by NAGARA (National Association of Government Archives and Records Management). I will have more information on what this would entail for a future meeting. The first step is finding the right ECM system.
- 12/7-12/12 I attend the Alaska Association of Municipal Clerks (AAMC) conference plus the additional training opportunities offered to clerks on Sunday and Wednesday. After completing and submitting my two learning reports I will have completed 11 credits towards my Certified Municipal Clerk (CMC) designation.
  - The first day of training was focused on living in the present and preparing for the future. The discussion was about embracing technology and its use in the workplace. How can one use technology to help improve communication and transparency with the public as well as to help streamline processes to help increase productivity.
  - The following days we had several great presentations to include but not limited to how to lead by reading body language, updates from AAMC leadership, Open meetings Act, public records request and administration, election debrief/ lessons learned, Artificial intelligence/innovations panel discussion, AAMC business meeting, cyber security, and hot topic round tables. I have many notes of takeaways and items to implement. Although the most valuable aspect of this conference for me is the networking with other clerks. Many of my notes have a clerk's name and municipality written in connection to the item. My fellow clerks are amazing resources.
  - I was also asked to continue to serve on the exhibitor committee, banquet decoration committee, and to join the education committee. Over all these committees are not a large time commitment but a great way for me to earn points towards my certification, network, and represent Gustavus.
- I have two more training courses coming up this fiscal year.
  - International Institute of Municipal Clerks (IIMC) conference from May 18<sup>th</sup> – May 21<sup>st</sup>, 2025, in St. Louis.
  - Northwest Clerks Institute (NCI) Professional Development II (PD2) from June 8-13, 2025, at the University of Puget Sound.
- **Completed projects from 2024**
  - Made it easier for the public to access information with the use of QR codes.
  - Updated website to include giving department directors access to their page and creating several new pages and webforms
  - Worked with librarians to start offering COG website navigation training.
  - Updated our email distribution list. We now use a service provided through our website
  - With the help of the Mayor, I have completed/submitted 7 ordinance amendments.
  - Starting with 12-16-2024 general meeting we will now have not just audio but video recordings available on the website





Quarterly Clerk Report  
 01-13-2025  
 Submitted on 01-08-2025  
 Submitted by: Liesl Barker

- **Goals and projects for 2025 (in no order).** \* = carried over from 2024
  - \*Creating a COG document titling guide to assist with continuity in naming documents. (in progress working with an expert) – I have been in contact with the expert, and I should have a base guide by end of February 2025.
  - \*Continue Review of City Ordinance and policy updates
  - Work to change the city hall set up so community members as well as council members can see the electronically displayed packet and improve the camera/video recording to help make the zoom experience better and more personable for our community members attending meeting remotely or viewing the recording.
  - Implement an ECM system such as Laserfiche to work on our digital records
  - Update our records retention schedule
  - Work on updating the website to make it more user friendly
  - \*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)

**The City Council attendance history.**

This record starts with October 7, 2024, special meeting where the new council were sworn in.

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 sworn in)	
10-07-2024 Work Session Meeting				via zoom		(not sworn in)	
10-14-2024 General Meeting	via zoom			via zoom		(not sworn in)	
10-22-2024 Special Meeting - swearing in L. Beck	via zoom			via zoom			
11-4-2024 Special Meeting - cyber security review				via zoom		via phone	
11-12-2024 General Meeting							
12-02-2024 Work Session Meeting (entire meeting via zoom)	via zoom	via zoom	via zoom	via zoom	via zoom	via zoom	via zoom
12-16-2024 General Meeting							
01-06-2025 Work Session				(5 min late)			

	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 December 2024**

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Returned Check Charges	24.00			
Business License Fees	1,375.00	3,500.00	-2,125.00	39.3%
Donations	391.50	500.00	-108.50	78.3%
<b>DRC Income</b>				
C Chest paid at City Hall	636.20			
Community Chest Sales	8,298.25	13,000.00	-4,701.75	63.8%
Landfill Fees paid @ City Hall	35,308.56			
Landfill Fees/Sales	32,891.52	100,000.00	-67,108.48	32.9%
Recyclable Material Sales	12,950.54	3,600.00	9,350.54	359.7%
<b>Total DRC Income</b>	90,085.07	116,600.00	-26,514.93	77.3%
<b>Federal Revenue</b>				
Natl Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00	0.0%
Payment In Lieu of Taxes	160,917.19	150,000.00	10,917.19	107.3%
<b>Total Federal Revenue</b>	160,917.19	195,000.00	-34,082.81	82.5%
<b>Fundraising</b>	175.00	800.00	-625.00	21.9%
<b>Grant Income</b>	20,000.00	10,000.00	10,000.00	200.0%
<b>GVFD Income</b>				
Ambulance Billing	5,580.34	9,000.00	-3,419.66	62.0%
ASP	245.00	1,000.00	-755.00	24.5%
Training	320.00	150.00	170.00	213.3%
<b>Total GVFD Income</b>	6,145.34	10,150.00	-4,004.66	60.5%
<b>Interest Income</b>	154.35	67,089.10	-66,934.75	0.2%
<b>Lands Income</b>				
Gravel Pit Gravel Sales	28,050.00	40,000.00	-11,950.00	70.1%
<b>Total Lands Income</b>	28,050.00	40,000.00	-11,950.00	70.1%
<b>Lease Income</b>				
Rent	0.00	2,000.00	-2,000.00	0.0%
Lease Income - Other	11,850.59	14,000.00	-2,149.41	84.6%
<b>Total Lease Income</b>	11,850.59	16,000.00	-4,149.41	74.1%
<b>Library Income</b>	233.40	2,000.00	-1,766.60	11.7%
<b>Marine Facilities Income</b>				
Facilities Usage Fees				
Landing Craft Use Fee	1,900.00			
Single Use Fee	110.00			
Facilities Usage Fees - Other	0.00	2,600.00	-2,600.00	0.0%
<b>Total Facilities Usage Fees</b>	2,010.00	2,600.00	-590.00	77.3%
<b>Commercial Vessel Registration</b>	500.00	12,500.00	-12,000.00	4.0%
<b>Private Vessel Registration</b>	865.00	5,000.00	-4,135.00	17.3%
<b>Storage Area Fee</b>	810.00	2,600.00	-1,790.00	31.2%
<b>Total Marine Facilities Income</b>	4,185.00	22,700.00	-18,515.00	18.4%
<b>State Revenue</b>				
Community Assistance Program	82,906.22	75,122.49	7,783.73	110.4%
Shared Fisheries Business Tax	557.43	258.69	298.74	215.5%
<b>Total State Revenue</b>	83,463.65	75,381.18	8,082.47	110.7%
<b>Tax Income</b>				
Retail Tax Income	352,192.03	440,000.00	-87,807.97	80.0%
Remote Sellers Retail Tax	50,756.02	75,000.00	-24,243.98	67.7%
Room Tax Income	85,064.47	100,000.00	-14,935.53	85.1%
Fish Box Tax	2,160.00	8,000.00	-5,840.00	27.0%

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

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Penalties & Interest	8,548.64	2,000.00	6,548.64	427.4%
Tax Exempt Cards	120.00	300.00	-180.00	40.0%
<b>Total Tax Income</b>	<b>498,841.16</b>	<b>625,300.00</b>	<b>-126,458.84</b>	<b>79.8%</b>
<b>Total Income</b>	<b>905,891.25</b>	<b>1,185,020.28</b>	<b>-279,129.03</b>	<b>76.4%</b>
<b>Gross Profit</b>	<b>905,891.25</b>	<b>1,185,020.28</b>	<b>-279,129.03</b>	<b>76.4%</b>
<b>Expense</b>				
Bank Service Charges	5,890.52	13,050.00	-7,159.48	45.1%
<b>Building</b>				
Insurance	15,777.35	17,198.67	-1,421.32	91.7%
Maintenance & Repair	2,285.25	6,015.00	-3,729.75	38.0%
<b>Total Building</b>	<b>18,062.60</b>	<b>23,213.67</b>	<b>-5,151.07</b>	<b>77.8%</b>
<b>Contractual Services</b>				
City Engineer	1,050.00	10,000.00	-8,950.00	10.5%
Ambulance Billing Expense	611.73	1,300.00	-688.27	47.1%
Managed IT Services	12,510.00	25,020.00	-12,510.00	50.0%
Contractual Services - Other	19,725.10	26,814.00	-7,088.90	73.6%
<b>Total Contractual Services</b>	<b>33,896.83</b>	<b>63,134.00</b>	<b>-29,237.17</b>	<b>53.7%</b>
Dues/Fees	4,403.46	15,087.78	-10,684.32	29.2%
<b>Economic Development Services</b>				
GVA	27,200.00	27,200.00	0.00	100.0%
<b>Total Economic Development Services</b>	<b>27,200.00</b>	<b>27,200.00</b>	<b>0.00</b>	<b>100.0%</b>
Election Expense	-312.05	250.00	-562.05	-124.8%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
<b>Equipment</b>				
Equipment Fuel	1,351.66	2,200.00	-848.34	61.4%
Equipment Purchase	3,667.39	10,891.00	-7,223.61	33.7%
Insurance	316.11	342.80	-26.69	92.2%
Maintenance & Repair	892.80	4,400.00	-3,507.20	20.3%
<b>Total Equipment</b>	<b>6,227.96</b>	<b>17,833.80</b>	<b>-11,605.84</b>	<b>34.9%</b>
Events & Celebrations	3,514.60	4,700.00	-1,185.40	74.8%
Freight/Shipping	19,543.30	34,600.00	-15,056.70	56.5%
Fundraising Expenses	511.82	500.00	11.82	102.4%
<b>General Liability</b>				
Public Entity Crime Coverage	137.56			
Cyber Liability	2,379.00			
General Liability - Other	15,406.38	17,841.00	-2,434.62	86.4%
<b>Total General Liability</b>	<b>17,922.94</b>	<b>17,841.00</b>	<b>81.94</b>	<b>100.5%</b>
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	4,389.72	11,000.00	-6,610.28	39.9%
<b>Marine Facilities</b>				
Insurance	6,641.26	2,965.31	3,675.95	224.0%
<b>Total Marine Facilities</b>	<b>6,641.26</b>	<b>2,965.31</b>	<b>3,675.95</b>	<b>224.0%</b>
Occupational Health	0.00	500.00	-500.00	0.0%
<b>Payroll Expenses</b>				
Wages	203,344.82	438,621.61	-235,276.79	46.4%
Payroll Taxes	19,747.95	41,622.74	-21,874.79	47.4%
Paid Time off	13,793.99	22,862.74	-9,068.75	60.3%
Sick Leave	3,344.16	8,419.85	-5,075.69	39.7%
Health Insurance (company paid)	16,312.14	23,645.52	-7,333.38	69.0%
Health Insurance Stipend	5,100.00	12,200.00	-7,100.00	41.8%

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

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
<b>457(b) Employer Contribution</b>	11,438.96	31,209.39	-19,770.43	36.7%
<b>Workers Comp Insurance</b>	9,473.37	10,325.96	-852.59	91.7%
<b>Payroll Expenses - Other</b>	-15,429.58	230.00	-15,659.58	-6,708.5%
<b>Total Payroll Expenses</b>	267,125.81	589,137.81	-322,012.00	45.3%
<b>Professional Services</b>	3,215.00	15,000.00	-11,785.00	21.4%
<b>Public Relations</b>	227.00	700.00	-473.00	32.4%
<b>Repair &amp; Replacement Fund</b>	0.00	18,554.91	-18,554.91	0.0%
<b>Road Maintenance</b>	66,019.77	215,000.00	-148,980.23	30.7%
<b>Stipend</b>	0.00	4,500.00	-4,500.00	0.0%
<b>Supplies</b>				
<b>Donated/Fundraised</b>	0.00	800.00	-800.00	0.0%
<b>Program</b>	326.64	2,050.00	-1,723.36	15.9%
<b>Supplies - Other</b>	6,925.97	19,200.00	-12,274.03	36.1%
<b>Total Supplies</b>	7,252.61	22,050.00	-14,797.39	32.9%
<b>Telecommunications</b>	5,864.51	17,921.00	-12,056.49	32.7%
<b>Training</b>	1,524.15	13,200.00	-11,675.85	11.5%
<b>Travel</b>	11,860.15	19,700.00	-7,839.85	60.2%
<b>Utilities</b>				
<b>Electricity</b>	5,070.40	11,200.00	-6,129.60	45.3%
<b>Fuel Oil</b>	5,293.66	7,900.00	-2,606.34	67.0%
<b>Total Utilities</b>	10,364.06	19,100.00	-8,735.94	54.3%
<b>Vehicle</b>				
<b>Fuel</b>	345.24	1,200.00	-854.76	28.8%
<b>Insurance</b>	3,844.19	4,181.00	-336.81	91.9%
<b>Maintenance &amp; Repair</b>	365.99	5,000.00	-4,634.01	7.3%
<b>Mileage Reimbursement</b>	0.00	1,900.00	-1,900.00	0.0%
<b>Total Vehicle</b>	4,555.42	12,281.00	-7,725.58	37.1%
<b>Total Expense</b>	525,901.44	1,235,020.28	-709,118.84	42.6%
<b>Net Ordinary Income</b>	379,989.81	-50,000.00	429,989.81	-760.0%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Prior-Year Cash Balance</b>	0.00	50,000.00	-50,000.00	0.0%
<b>Total Other Income</b>	0.00	50,000.00	-50,000.00	0.0%
<b>Net Other Income</b>	0.00	50,000.00	-50,000.00	0.0%
<b>Net Income</b>	<b>379,989.81</b>	<b>0.00</b>	<b>379,989.81</b>	<b>100.0%</b>

City of Gustavus  
Balance Sheet  
As of January 6, 2025

	<u>Jan 6, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	403,459.86
AMLIP Capital Improv Long-Term (0630598.2)	619,321.41
AMLIP Repair & Replacement (0630598.3)	390,450.81
AMLIP Gravel Pit Fund (0630598.8)	32,325.70
AMLIP Reserve (0630598.12)	1,246,942.21
APCM.Endowment Fund	1,665,349.73
FNBA - Checking	389,894.58
FNBA Endowment Fund - Checking	44,913.22
Petty Cash	562.11
<b>Total Checking/Savings</b>	4,793,219.63
<b>Accounts Receivable</b>	26,138.64
<b>Other Current Assets</b>	651.58
<b>Total Current Assets</b>	4,820,009.85
<b>Fixed Assets</b>	-8,199.00
<b>TOTAL ASSETS</b>	<b><u>4,811,810.85</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	87,512.16
<b>Total Liabilities</b>	87,512.16
<b>Equity</b>	
Fund Balance	3,247,421.61
Opening Bal Equity	1,084,743.57
Net Income	392,133.51
<b>Total Equity</b>	4,724,298.69
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,811,810.85</u></b>

<b>Accounts Receivable Detail</b>	
<b>As of 01/01/2025</b>	
\$17,224.83	Delinquent Sales Tax
\$9,452.06	Ambulance Transport Billing - In Progress
\$20.00	ABS Customer Invoice
(\$558.25)	Net of Other Customer Account Balances
<b>\$26,138.64</b>	<b>Total</b>

<b>FNBA Checking Account - Unrestricted Funds Balance</b>	
<b>As of 01/01/2025</b>	
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:	\$436,725.42
Obligated Funds Currently in Checking Account:	
Adn CP23-03 SRP Playground Equipment	(\$27,980.00)
Libr FY25 PLA Grant	(\$3,497.66)
Libr SoA OWL Internet Subsidy	(\$1,440.00)
Roa USFWS Chase Drvwy	(\$251.02)
Unrestricted Funds:	<b>\$403,556.74</b>

Pending Transfers:

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the 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
		AMLIP	Project	Remaining	
MF	CP18-01 Salmon River Harbor	\$9,856.96	\$140.10	\$9,716.86	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	\$59,375.91	\$50,624.09	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
Admin	CP24-04 Heat Pump Project	\$36,000.00	\$4,140.44	\$31,859.56	Moved to AMLIP Current 09/11/2024 - NCO FY25-03
GVFD	CP24-05 AFG FEMA Match	\$33,404.77		\$33,404.77	Moved to AMLIP Current 10/21/2024 - NCO FY25-05
		\$381,395.56	\$67,600.56	\$248,530.67	

Pending Transfers:

- **Grants update:**

- GR Bridge Repairs and Embankment Stabilization – Denali Commission – 792.5K (79,490 match)  
*Update* –We continue to work on a Scope, Sequence and Budget to receive the award agreement. Risk Assessment has been completed.
- Safe Streets 4 All Sidepath Planning Grant – Federal USDOT – 200K  
*Update* – Jim Mackovjak and I met with AML. We finalized the forms to FHWA with assistance from AML, naming AML as subrecipient. The forms are now being reviewed by the SS4A program office and the Office of Acquisitions and Grants Management (HCFA). FHWA will contact us once we receive comments from the program office and HCFA.
- Brothers Helping Brothers – Lucas Device  
*Update*- We are waiting to hear about a Rasmusson application for the additional 17K. They sent us an e-mail asking for additional information, so it is possible they are considering it. Also – I have e-mailed SERUMS for an update on their plan to submit a multiorganizational equipment grant to the USDA in which that amount would be included.
- National League of Cities – Advancing Economic Mobility - Match AP&T for heat pump acquisition - 20K  
*Update* - Our extension request was approved, and Mike Taylor has helped review the applications for completeness and eligibility. Some people have a complete application, but others still need additional information. We hope to notify folks by Monday regarding the status of their application. Part of the grant requirement was to attend an in person convening in Washington DC. Since I cannot attend, and the NLC really wants a representative from each of the cohort group, Council Member Taylor has agreed to represent Gustavus. We will be reimbursed for the travel from NLC. He will take this opportunity to meet with our congressional delegation. I will meet with Brian to discuss talking points.
- Compost Facility  
*Update* –We submitted/uploaded a SWIFR Grant for the next round of funding from the EPA. WE used the notes for improvement from the debrief from the first submittal to upgrade and enhance this application. They have retrieved it and have assigned a grants.gov tracking number. It was a big group effort between HDR, AML and us. John Barry and Ian updated costs and equipment quotes. We added the horizontal baler to this request since it was not funded under the recycling facility EPA/CDS, making the grant application amount a total of \$898,592. Additionally, we received notification from Senator Murkowski's office about the FY 26 CDS window and they requested I resubmit for FY26 with the baler as a separate request. AML may be submitting a combined CDS statewide request for equipment and so I will add the baler to that as well.
- DRC Recycling Center  
*Update* - The EPA folks have reviewed the paperwork we submitted, and now we will upload the appropriate forms to grants.gov for the application.



- AFG- Water Tender  
*Update* – The specs were updated from the original project description for more flexibility of capacity for water tank and hose connections. We just received approval on those changes submitted to FEMA and can now move forward with the procurement process.
  - PIDP – 2M  
*Update-* We were *not* awarded this grant for the study and engineering documents for a solution to mitigate the wave action on the floats/dock. There were several communities in Alaska who were awarded funding that were significantly more expensive projects than ours. I have requested a debrief from the granting agency MARAD with ADOT staff participating. I have not received a response yet for the meeting. We will resubmit to PIDP and also look at other sources of funding.
  - GVFD Truck and Skid Unit  
*Update* – Sol is working on getting quotes from various vendors.
- The Mayor and Council members Owens and Taylor and I continue to spend significant time on logistics and coordination of our efforts, along with other affected cities and the attorney, in formulating our Request for Reconsideration on the Xunaa Borough. We have now reviewed a comprehensive draft and are meeting to further review, refine and provide feedback.
  - Roads – GBC is doing their best to keep our roads under control. It is very wet and frozen just beneath the surface, so the roads are hard to grade right now, and it is basically pointless to do so. I ask everyone to please remember to use the online reporting tool that goes to GBC to review if you have concerns, rather than calling City Hall. This prevents miscommunications with our Roads Contractor. That link can be found here: <https://www.gustavus-ak.gov/roads/webform/road-maintenance-concerns-reports> We also get copies of the reports.
  - I spent the week of 12/9-13 at both the AMMA and AML Annual Conferences. If anyone wants to see any of the presentation materials, you can view them here: [Agenda - Annual Local Government Conference](#) Mayor McLaughlin has asked that we provide the survey results from the AML Business Meeting where everyone voted on their legislative priorities for this session. That document is attached to this report. You can also find AML's resolutions to the legislature document here: [Resolutions - Alaska Municipal League](#)
  - Several other regular ongoing operational issues are dealt with as they arise.
  - Any Council Questions or Comments

## 2025 Local Government Issue Prioritization Results

During the annual business meeting on December 13, 2024, AML members ranked a list of 28 issues by voting whether each is a low, medium, or high priority, or not relevant to their communities. The results show that AML members overwhelmingly call on the State to fulfill its obligations to provide basic services, like public safety, infrastructure, and education, without shifting costs to local governments. The issue prioritization results will help inform AML's advocacy in the legislature in the upcoming session.

The full ranking is as follows:

Rank	Issue
1	State maintains an adequate level of services
2	Increase State funding for municipal public safety obligations (including police training, operations of Community Jails, and prosecutors and public defenders)
3	Cost-shifting of State expenses and programs to municipalities
4	Prompt payments of Community Assistance and other state payments or pass-throughs to municipalities
5	Increase investment in school construction and deferred maintenance (including by providing a Base Facilities Allocation)
6	Increase Community Assistance distribution and tie to inflation
7	Increase and inflation-proof the BSA
8	Oppose the transfer of maintenance responsibilities to municipalities as the requirement for transportation projects
9	Reinstate the Municipal Matching Grant program to help match or supplement local and federal funding for water/sewer systems
10	Address opioid epidemic
11	Increase compliance with fisheries bycatch regulations
12	State-funded water and wastewater operator subsidy
13	Sustainability of the Alaska Marine Highway System
14	Increase investment in training and workforce development for residents
15	Increase capital budget to address deferred maintenance (including through mechanisms such as general obligation bonds)
16	Maintain the authority of local governments to tax the extraction or production of local resources
17	Transfer of State land to municipalities
18	PERS/TRS: Return to a defined benefit plan as a significant tool for recruitment and retention
19	Oppose new or expanding mandatory property tax exemptions
20	Clean-up and remediation of PFAS-contaminated sites
21	Increase funding for adaptive fisheries management
22	Local control of licensing that contributes to economic activity
23	Resources for community relocation, adaptation, and resilience efforts, and climate action plans
24	Increase responsible resource development and reduce investment barriers alongside improved environmental risk management
25	Use PCE savings to reimburse municipal debt or investment in energy
26	Increase State revenue with a broad-based tax
27	Presumptions of compensability: Full State funding and the creation of a Presumption Trust
28	Include optional property tax exemptions in the calculation of the Full Value Determination for the education funding formula

**CITY OF GUSTAVUS  
ORDINANCE FY25-07**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
CITY ORDINANCE TITLE 1 GENERAL PROVISIONS, CHAPTER 1.03 RESOLUTIONS AND  
TECHNICAL CODES, SECTION 1.03.020- PROCEDURES FOR RESOLUTION**

**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 1, chapter 1.03.020 be amended as follows:

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

TITLE 1 – GENERAL PROVISIONS

Chapter 1.03 - RESOLUTIONS AND TECHNICAL CODES

Section .020 – Procedures for resolution

- (a) Every resolution shall be introduced in writing. ~~and shall be orally read before~~ **A Resolution that is provided to each member present and made available for public inspection prior to the city council meeting need not be read aloud prior to** any vote for passage is taken.
- (b) After adoption, every resolution shall be posted at the city office(s) or in other places as the city council may direct.
- (c) Every resolution shall become effective upon adoption unless a later date is specified in the resolution.
- (d) If state law requires a resolution to be submitted to city voters, then the resolution may be adopted after the results of the election are certified.

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

**Date Introduced: January 13<sup>th</sup>, 2025**  
**Date of Public Hearing: February 10<sup>th</sup>, 2025**

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

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

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

**CITY OF GUSTAVUS  
ORDINANCE FY25-08**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
CITY ORDINANCE TITLE 2 ADMINISTRATION, CHAPTER 2.40 CITY COUNCIL MEETINGS,  
SECTIONS 2.40.030 ORDER OF BUSINESS**

**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 2, Chapter 2.40.030 be amended as follows:

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

TITLE 2 – ADMINISTRATION

Chapter 2.40 – CITY COUNCIL MEETINGS

Section 2.40.030 ORDER OF BUSINESS

- (a) At all regular meetings the order of business shall be:
- (1) Call to order;
  - (2) Roll call;
  - (3) Approval of minutes;
  - (4) Mayor's request for agenda changes;
  - (5) **Staff and** Committee reports;
  - (6) Public comment on non-agenda items;
  - (7) Consent agenda:
    - (A) Public requests for consent agenda changes, other than ordinances for introduction;
    - (B) City council requests for consent agenda changes;
    - (C) City council action;
  - (8) Ordinances for public hearing:
    - (A) Administrative or committee reports;
    - (B) Public hearing;
    - (C) City council action;
  - (9) Unfinished business:

- (A) Administrative or committee reports;
  - (B) Public hearing;
  - (C) City council action;
- (10) New business:
- (A) Administrative or committee reports;
  - (B) Public hearing;
  - (C) City council action;
- ~~(11) Staff reports;~~
- (12) City council reports:
- (A) Mayor's report;
  - ~~(B) City clerk reports;~~
- (13) City council questions and comments;
- (14) Public comment on non-agenda items;
- (15) Executive session;
- (16) Adjournment.
- (b) The agenda shall be prepared by the mayor **with support from the clerk**. The mayor shall brief the city council as to any revisions. Other matters may be considered under administrative reports, unfinished business, or new business as applicable.
- (c) The mayor shall include under the consent agenda:
- (1) Ordinances for introduction;
  - (2) Resolutions;
  - (3) Bid awards requiring city council concurrence; and
  - (4) Other items requiring city council action which do not involve substantial public policy questions.
- (d) The mayor shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for city council action on each item. Material, reports, and recommendations submitted in writing to each member present and which are available for public inspection prior to the city council meeting need not be read aloud, but the minutes shall reflect the mayor's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the mayor. The motion to adopt may not be amended; provided, upon the request of any member, an item on the consent agenda shall be removed from the consent agenda and placed under the appropriate regular agenda item for city council action. A notice or motion for reconsideration or a motion to rescind a consent agenda item which is the subject of the notice or motion and only that item shall be affected by the notice or motion.

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

**Date Introduced: January 13<sup>th</sup>, 2025**  
**Date of Public Hearing: February 10<sup>th</sup>, 2025**

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

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Sally A McLaughlin, Mayor

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Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS  
ORDINANCE FY25-09**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
TITLE 2 ADMINISTRATION, CHAPTER 2.40 CITY COUNCIL PROCEDURES, SECTION  
2.40.150 COMMITTEES**

**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 2, Chapter 2.40.150 be amended as follows:

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

TITLE 2 - ADMINISTRATION

Chapter 2.40 – City council procedures

Section 2.40.150 – Committees

- (a) Standing committees shall be created and dissolved by resolution.
- (b) Special committees shall be created by resolution. The city council shall have such special committees as may be considered necessary. Special committees automatically terminate upon completion of the committee's assignment as defined in the resolution.
- (c) Any member of the city council may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee have priority in obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.
- (d) Selection, process, and duties of committees of the city council.
- (1) Standing committees.
- (A) There shall be not more than two (2) city council members appointed to each standing committee of the city council. **City council members appointed to the committee shall serve as a liaison, without voting privileges.**
- (B) **Volunteers interested in filling a vacancy on a committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.**

~~(C)~~(B) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the mayor **from applications received and** subject to ratification by the city council.

~~(D)~~(C) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the city council. Matters not within the scope of any standing committee or within the scope of more than one (1) standing committee shall be assigned by the mayor.

~~(D)~~ Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the mayor must have the concurrence of a majority of the committee members.

(2) Special committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the mayor and shall be subject to ratification by the city council.

**(A) There shall be not more than two (2) city council members appointed to each standing committee of the city council. City council members appointed to the committee shall serve as a liaison, without voting privileges.**

**(B) Volunteers interested in filling a vacancy on a committee shall submit an application for appointment to the city clerk's office, on a form provided by the city clerk's office.**

**(C) Nominations for special committee appointments and for the position of chair of each such committee shall be made by the mayor from applications received and subject to ratification by the city council.**

**(e) The council liaison is a nonvoting member who may participate in committee deliberation, provides a direct line of communication between the committee and the city council, and provides guidance about Open Meetings Act and Roberts Rules of Order.**

~~(f)~~(e) The **meeting** schedule will be made available in the office of the clerk and posted in at least three (3) public locations throughout the City of Gustavus five (5) days prior to meeting. All committees will prepare and present quarterly reports at city council meetings as scheduled by the council or at the request of the city council.

~~(g)~~(f) Quorum of committees. For committees with seven (7) or eight (8) members, four (4) of the membership shall constitute a quorum; for committees with five (5) or six (6) members, three (3) of the membership shall constitute a quorum. For committees with four (4) or fewer members, two (2) of the membership shall constitute a quorum for the transaction of business. **Council members serving on committees will not count in the constitution of a quorum.**

~~(h)~~(g) Voting. The minimum vote required to take official action shall be the same as that constituting a quorum.



**(i) All committee members under this chapter shall take an oath of office prior to participation in any meeting.**

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

**Date Introduced: January 13<sup>th</sup>, 2025**

**Date of Public Hearing: February 10<sup>th</sup>, 2025**

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

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Sally A McLaughlin, Mayor

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Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS  
ORDINANCE FY25-10**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
CITY ORDINANCE TITLE 2 ADMINISTRATION, CHAPTER 2.50 – CITY CLERK AND  
TREASURER, SECTIONS 2.50.010 CITY CLERK AND TREASURER, 2.50.050 INTERNAL  
CONTROLS, 2.50.070 CITY ADMINISTRATOR**

**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 2 Administration, Chapter 2.50, Sections 2.50.010, 2.50.050, 2.50.070

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

TITLE 2 - ADMINISTRATION

Chapter 2.50 – CITY CLERK, ~~AND~~ TREASURER, **AND CITY ADMINISTRATOR**

Section 2.50.010– Appointment and term

- (a) The city clerk and city treasurer positions may be held jointly by one (1) regular position employee or may be split into two (2) positions, according to the needs and finances of the city.
- (b) The city clerk, ~~and~~ city treasurer, **and city administrator** positions shall be appointed by the city council and serve at the pleasure of the council.

Section 2.50.050 – Internal Control

The following internal controls are procedures used in financial transactions and record keeping that protect the city's assets and ensure the accuracy of its record keeping and the integrity of the ~~clerk~~ **treasurer**:

(1) The ~~city clerk or acting clerk~~ **treasurer** shall receive all cash and checks, either by mail or in person. The clerk **or treasurer** shall then prepare receipts for all incoming cash, reserving a copy for the city records and providing the customer with the original. The ~~clerk~~ **treasurer** shall enter all incoming checks or money orders onto a deposit ticket and shall retain a copy for city records.

(2) Any and all purchases the ~~clerk/~~ treasurer needs to make, for the city, must be authorized by the **specific approved budget**, mayor, or **city administrator and as detailed**

**in policy and procedure.** ~~city council member. A purchase order is required for all purchases.~~

(3) Checks written by the ~~clerk/~~ treasurer must have two (2) signatures. Those authorized to sign are all city council members, ~~and the mayor,~~ **and city administrator** who have a current signature on the bank's signature card.

**Section 2.50.070 – City Administrator**

**(a) The administrator serves as the administrative officer of the city and manages administrative functions including human resource functions.**

- (1) Manages and oversees city-contracted functions**
- (2) Approves, appoints and removes city personnel except for clerk and treasurer positions.**
- (3) Assists with strategic planning functions of the city**
- (4) Serves as liaison between city staff, mayor, city council, and city attorney**
- (5) Attends all meetings of the City Council and assists with preparation of monthly agendas**
- (6) In conjunction with the Treasurer, may perform financial and managerial analyses for the Mayor and City Council**
- (7) Assists with development of annual operating budget**
- (8) Assists with development and implementation of the Capital Improvement Plan**
- (9) Facilitates and coordinates grant writing**
- (10) Oversees Risk Management in conjunction with treasurer and city attorney**
- (11) Exercises custody of all City-owned property**
- (12) Assists with administrative functions at City Hall**

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

**Date Introduced: January 13<sup>th</sup>, 2025**

**Date of Public Hearing: February 10<sup>th</sup>, 2025**

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

Sally A. McLaughlin, Mayor

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Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS  
ORDINANCE FY25-11**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
CITY ORDINANCE TITLE 4 REVENUE AND FINANCE, CHAPTER 4.08 ANNUAL FINANCIAL  
STATEMENT, SECTION 4.08.010 ANNUAL FINANCIAL STATEMENT**

**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 4.08.010 be amended as follows:

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

TITLE 4 – REVENUE AND FINANCE

Chapter 4.08 – ANNUAL FINANCIAL STATEMENT

Section 4.08.020 – Annual Financial statement

- (a) The ~~city clerk~~ **treasurer** shall prepare and submit for review and approval of the council an annual financial statement. The statement shall contain the same basic information and accounts as the ~~city clerk's~~ **treasurer's** monthly financial report.
- (b) The mayor shall arrange for the preparation of a statement of annual income and expenditures and shall deliver the statement to the city council before October 1 of each year.

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

**Date Introduced: January 13<sup>th</sup>, 2025**

**Date of Public Hearing: February 10<sup>th</sup>, 2025**

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

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

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

**CITY OF GUSTAVUS  
ORDINANCE FY25-12**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
CITY ORDINANCE TITLE 2 ADMINISTRATION, CHAPTER 2.40 – CITY COUNCIL  
PROCEDURES, SECTION 2.40.140 – TELEPHONIC PARTICIPATION**

**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 2, Chapter 2.40.140 be amended as follows:

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

TITLE 2 - ADMINISTRATION

Chapter 2.40 – CITY COUNCIL PROCEDURES

Section 2.40.140– ~~Telephonic~~ **Virtual** participation

- (a) Any member of the city council may participate ~~via telephone~~ **virtually** in a city council meeting, if the member declares that circumstances prevent physical attendance at the meeting.
- (b) No more than the first two (2) members to contact the clerk regarding ~~telephonic~~ **virtual** participation in a particular meeting may participate ~~via telephone~~ **virtually** at **any one** (1) meeting **unless otherwise declared by the Mayor**. No member may participate ~~telephonically~~ **virtually** at more than three (3) general meetings in any twelve-month period, October to October, **or at more than two consecutive general meetings**. There shall be no limit to the number of special or emergency meetings that a member may participate in ~~telephonically~~ **virtually**. ~~A member may participate telephonically only from locations within the United States, unless the member agrees to pay the costs of international telephone service.~~
- (c) The member shall notify the clerk and presiding officer, if reasonably practicable, at least four (4) hours in advance of a meeting which the member proposes to attend ~~by telephone~~ **virtually** and shall provide ~~the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.~~
- (d) At the meeting, the clerk shall establish the ~~telephone~~ connection when the call to order is imminent.
- (e) A member participating ~~by telephone~~ **virtually** shall be counted as present for purposes of quorum, discussion, and voting.

(f) The member participating ~~by telephone~~ **virtually** shall make every effort to participate in the entire meeting. From time to time during the meeting the chair shall confirm the connection.

(g) The member participating ~~by telephone~~ **virtually** may ask to be recognized by the mayor to the same extent as any other member.

(h) To the extent reasonably practicable, the clerk shall provide backup materials to members participating ~~by telephone~~ **virtually**.

(i) If the ~~telephone~~ connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the clerk shall attempt to establish or restore the connection, provided that if the member participating ~~by telephone~~ **virtually** is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the ~~telephone~~ connection is established or restored.

(j) Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating ~~by telephone~~ **virtually**.

(k) Remarks by members participating ~~by telephone~~ **virtually** shall be transmitted so as to be audible by all members and the public in attendance at the meeting, ~~provided that in executive session the remarks shall be audible only to those included in the executive session.~~ **To assure confidentiality, participants attending virtually will be excluded from executive sessions.**

(l) As used in this ordinance, "~~telephone~~" **virtual** means **participation by telephone or any system for synchronous two-way voice communication digital video-conferencing platform.**

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

**Date Introduced: January 13<sup>th</sup>, 2025**

**Date of Public Hearing: February 10<sup>th</sup>, 2025**

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

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

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





**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY25-01**

**A RESOLUTION BY THE CITY OF GUSTAVUS  
ESTABLISHING A SPECIAL POLICY ADVISORY COMMITTEE**

**WHEREAS**, the City of Gustavus recognizes the need to revise and update Policy and Procedure or Code of Ordinances as needs arise; and,

**WHEREAS**, recent events have identified policies and procedures that may need to be revised; and,

**WHEREAS**, Gustavus City Council last updated its Endowment Fund Grants policies in 2019, with Resolution CY19-14; and,

**WHEREAS**, currently the City has no ethical guidelines developed regarding formation of and conduct for committees; and,

**WHEREAS**, the Gustavus City Council recognizes the value of including Gustavus residents in policy making procedures; and,

**WHEREAS**, City of Gustavus Code of Ordinances, Section 2.40.150 – Committees provides for the establishment of special committees, which may advise the City Council or complete tasks in support of specific authorized City functions.

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council authorizes establishment of the City of Gustavus Policy Advisory Committee, a special committee, comprising up to six volunteer Gustavus residents nominated by the Mayor and ratified by the City Council. The Mayor shall strive to appoint a diverse selection of members which will include no more than one City Council member to serve in an advisory role. The Mayor shall nominate a committee member as chair subject to ratification by the Council. As an official advisory committee, the Policy Advisory Committee must comply with the requirements of the Alaska Open Meetings Act, CoG 2.40.150, and Resolution CY19-20. The committee shall post a schedule of meetings, achieve a quorum and record minutes. The committee shall regularly present updates to the City Council for review. Per CoG 2.40.150 (b), this special committee will automatically terminate upon completion of the committee's assignment. The City Clerk shall support the committee administratively but need not attend meetings.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Gustavus City Council sets forth the following mission, scope, and directives for the Committee:

**Mission:** To improve city policies to increase transparency, fairness, and public engagement with local government.

**Scope:**

- Review city policy and procedures to identify opportunities to improve the Endowment Fund Grant application and allocation processes, taking public comments into consideration.
- Review and develop ethical guidelines specific to the formation, structure and operation of committees.
- Provide recommendations to update CoG 2.40.150-Committees to reflect newly developed ethical guidelines.
- Report progress and recommendations monthly to the Gustavus City Council and public as scheduled by the Mayor, with final proposals due for the May 2025 Work Session.

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

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

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

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY25-02**

**A RESOLUTION BY THE CITY OF GUSTAVUS AMENDING POLICY AND PROCEDURE FOR  
A TEMPORARY HEAT PUMP INCENTIVE PROGRAM**

**WHEREAS**, the City of Gustavus City Council on August 12, 2024 approved Resolution CY 24-15 approving a temporary policy and procedure for a heat pump incentive program funded by a \$20,000 grant from the National League of Cities (NLC),and;

**WHEREAS**, the original funding period for the NLC grant was to end January 31, 2025, and;

**WHEREAS**, on December 27, 2024, the NLC has agreed to extend the funding program for the Gustavus grant to May 31, 2025, to enable more residents to install heat pumps during the spring construction season, and;

**WHEREAS**, some residents have asked that heat pump powered water heaters be included in the program, and;

**WHEREAS**, the policy and procedure Temporary Heat Pump Incentive Program approved by Resolution CY24-15 can now be amended to extend the program period and to add heat pump-powered systems as qualified for incentive payments.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Gustavus, Alaska amends the Policy and Procedure for Temporary Incentive Program Heat Pump Installations as attached to extend the incentive program period to May 31, 2025, and to qualify heat pump powered systems for incentive payments.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the City Council thanks the National League of Cities for extending the grant funding period thereby enhancing its support of our community’s vision and specifically of the City’s responsible efforts to mitigate the challenges of climate change.

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_2025, and effective upon adoption.

\_\_\_\_\_  
Sally McLaughlin, Mayor

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

**CITY OF GUSTAVUS  
POLICY AND PROCEDURE**

**Temporary Incentive Program for Heat Pump Installation  
Amended January 13, 2025**

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**SCOPE AND APPLICATION**

This policy and procedure document enables pass through grant funding as incentives for installation of heat pump systems in Gustavus homes, businesses, agency offices, and City of Gustavus buildings. The source is funding from the National League of Cities Advancing Economic Mobility Rapid Grant Program for the period July 24, 2024, to ~~May~~January 31, 2025. Incentive awards will be made up to the total \$20,000 of grant funding awarded. The temporary incentive program will end when the grant funding period ends ~~January~~May 31, 2025. Note: Grant Period authorization was extended by NLC December 27, 2024.

**POLICY**

- A. The City of Gustavus envisions a distinctive community that prospers while and by protecting our natural resources.
- B. As an expression of this vision, the City supports electrification of heating of Gustavus homes, businesses, agencies and City buildings to reduce our community's carbon footprint and our contribution to a warming planet.
- C. The City accepts grant funding awarded in July 2024 to the City by the National League of Cities Advancing Economic Mobility Rapid Grant Program to enable an incentive program for heat pump installations for space heating and water heating in Gustavus.
- D. Upon receipt of the grant funds, the City shall advertise the program by physical postings locally, on its web page, and by other electronic means, in accordance with requirements of the granting agency.
- E. The advertised program shall offer incentive payments of \$500 per heat pump purchased for installation in Gustavus homes, businesses, agency offices, and the City of Gustavus to heat or to supplement heating ~~of~~or water heating in those structures electrically.
- F. An eligible applicant must be the owner or renter of a home, business, agency, or other facility in Gustavus and must install a new heat pump system for that structure, during the period of August 1, 2024, to ~~January 15~~May 20, 2025. The applicant must file for the incentive by ~~January~~May 20, 2025. Applicants may apply for incentive payments for more than one system and may do so on separate applications at different times. As the grant period nears its end, the City may award incentive payments, subject to remaining grant funding, to applicants who have ordered a heat pump system before ~~May~~January 20, 2025, but whose installation is pending receipt of a shipped system or installation by a contractor.
- G. Incentive awards shall be made on a first come, first served basis by application date and time until funding is exhausted, or the grant period has expired.

H. Incentive awards shall be limited to three heat pump systems per residence or business but the City of Gustavus may qualify for up to five systems for City facilities. The City may waive these limitations at the end of the grant program if funding remains.

I. This incentive program compliments the current heat pump installation program offered by the Alaska Power and Telephone Company to Gustavus customers. Terms and qualifications of the two programs may differ. Applicants are encouraged to apply to both programs independently.

J. Decisions made by the City program manager regarding application qualification and approval shall be final.

**PROCEDURE FOR GRANT ACCOUNTING**

A. Upon receipt of grant funds as a transfer to the City checking account, the City Treasurer will set up an accounting method to track incentive reimbursements and make payments from the checking account by check to approved applicants.

B. After completion of the program ~~January-May~~ 31, 2025, the City Treasurer shall return any unused grant funding to the granting agency in accordance with directions from the agency and close out the program accounting.

**PROCEDURE FOR PROGRAM APPLICATIONS AND AWARDS**

A. The City Administrator in coordination with the City Treasurer, shall manage this incentive program.

B. Incentive applicants shall file an application to the City Clerk by hard copy in person or by email using the form attached to this procedure and include receipts for the purchase of the heat pump and photos of the installed system outdoor compressor unit and indoor discharge unit(s). If by ~~January-May~~ 1, 2025, the equipment has not been installed due to shipping, contracting, or weather delay, the applicant shall submit proof of purchase or down payment receipts, confirmation of the order, and an explanation for the delay in installation.

C. Applications shall be reviewed by the City Administrator for compliance with program qualifications. The City Clerk shall stamp a file copy of the application with the date and time of the application on receipt. Applications that are incomplete in documentation or detail shall be returned to the applicant with instructions for completion and resubmittal.

D. The City Administrator shall forward approved applications to the City Treasurer for payment.

E. The City Treasurer shall issue a check to the applicant in the amount of \$500 per approved system within 10 days to the approved application.

F. Upon conclusion of the temporary incentive program, the City Clerk may remove this Policy and Procedure from the City website posting and remove posted physical program notices.

End of Procedure

**Application Form  
City of Gustavus  
Temporary Heat Pump Installation Incentive Program  
Funded by a grant from the National League of Cities**

**INSTRUCTIONS**

Please refer to the Policy and Procedure Document for the Temporary Heat Pump Installation Program for full details.

Apply using this form and submit it to the City of Gustavus Clerk by hard copy or by email, clerk@gustavus-ak.gov. The City Administrator, (administrator@gustavus-ak.gov 907-697-2451) in cooperation with the City Treasurer manages this program and is the point of contact for assistance. Applications must respond to the items below and must include a copy of the purchase receipt, photos of the installed outdoor compressor unit and the indoor discharge unit(s).

Per the Policy for this program, incentive payments of \$500 per unit will be made from grant funding up to a total of \$20,000 for the program. Incentive payments will be paid on a first-come, first-served basis until funding is exhausted or until the end of the agency's grant period ~~January-May~~ May 31, 2025.

Heat pump systems must be installed or ordered during the period August 1, 2024, through January 20, 2025, for a Gustavus residence, business, or agency office. Systems that have been ordered during this period but are pending installation due to shipping delay or contractor availability may be eligible for the incentive at the end of the program if sufficient funding remains after payment for installed systems.

Name of applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Entity, if business or agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Physical Address of installed system: \_\_\_\_\_ Gustavus, Alaska

Structure type (residence, business, etc.): \_\_\_\_\_

Describe unit installed (make, model, capacity):  
\_\_\_\_\_

Installer: \_\_\_\_\_

Installation date: \_\_\_\_\_ Application date: \_\_\_\_\_

If installation is incomplete due to shipping delay or contractor availability, please explain:

\_\_\_\_\_  
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Attach photos of installed unit and proof of purchase. Program Administrator may choose to visit site to verify installation.

I, council member Lucas Beck, attended the Alaska Municipal League (AML) conference in Anchorage, Alaska in December 2024. Attending the AML conference was a valuable experience for me as it provided the opportunity to engage with a wide variety of perspectives on the challenges faced by Alaska's communities and provided insight into the breadth of resources available to meet those challenges. I attended presentations on the Municipal Planning Process, Capital Improvement Projects, Short Term Rental Regulations, Tourism, the Safer Streets for Everyone Program, and Community Resilience.

A particularly valuable experience occurred when AML staff held breakout sessions entitled, Regional Meetings: Potential for Partnerships. The Gustavus delegation (Mayor McLaughlin, Kathy Leary and I) attended the southeast session along with only two other southeast communities. This meant that our delegation was able to sit down for an hour with the largely undivided attention of an AML staff member, and work on ways to meet the goals of the community of Gustavus using AML resources.

Please feel free to contact me if you would like any further information on the conference or the presentations I attended. Thank you all.

Submitted by Lucas Beck on 01/06/2025



# Mayor's Report

January 2025

In December I spent a week in Anchorage attending the Alaska Municipal League's training for newly elected officials (NEO) and the Alaska Conference of Mayors (AcoM) on Monday and Tuesday, followed by AML's Annual Conference and business meeting the rest of the week. It was a full week and very worthwhile.

The NEO training included sessions covering Quasi-Judicial Role and Ex-Parte Contact; the Open Meetings Act; Roles and Responsibilities of Municipal Officials; and Parliamentary Procedure.

The AcoM included a session on Workplace Culture (Take-aways: "What you don't deal with, with deal with you", and "You can't fix what you won't face"), Roundtable Discussions and the AcoM annual business meeting. AML introduced a Member Communication Platform using Microsoft Teams for use by mayors throughout Alaska.

The Alaska Conference of Mayors issued the following statement following the business meeting recognizing successes, addressing challenges and policy recommendations:

[2024-ACoM-Conference-Statement.pdf](#)

**Wednesday and Thursday included many breakout sessions.** The following are the ones I attended with some key takeaways.

## Municipal Family of Plans and the Planning Process

-Who are we planning for? What are the problems? What is the origin story?

## Strategic Planning & Being Strategic with CIPs

-Create an Asset Registry and take care of what we already have first

-Asset registry is the starting point for developing CIP

-Seek grants to meet CIP needs rather than for new projects

## Cultivating Strong Planning Programs

-Be honest regarding needs/resources/limitations

-Engage community early and continuously

-Establish clear goals and objectives; "What gets measured, gets done".

Grant Management: What Funding Agencies Want You to Know; this one was helpful to me to understand the grant processes a bit better.

## Public Comment: The Good, The Bad, The Legal

-Many larger communities have big issues relating to public comment-Gustavus is very well behaved!

Role of Local Government in Child Care Investment

-Some communities use an alcohol and/or tobacco tax to fund childcare and early education programs

- Nikki Love (part time Gustavus resident) at AEYC could be a good resource for Gustavus.

*I am happy to provide any further conference information with anyone – just let me know if you're interested.*

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-Our LGS, Iura Leahu, recommended that we hold regular staff meetings. I am working with Kathy to develop a plan for monthly meetings, hopefully starting in January.

-I attended the Conservation Lands Advisory Committee meeting last Friday.

-I worked with Liesl to update ordinances, wrote my first resolution, met with individual council members and community members and read lots of code, policy and resolutions!

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***Friday Afternoon Tea at the Fireweed***

*Please spread the word. I have enjoyed talking to a variety of folks over the past weeks and appreciate them taking time to meet with me.*