



CITY OF GUSTAVUS CITY COUNCIL REGULAR WORK SESSION

Monday, April 07, 2025 at 6:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/3xnj334z>

ID: 515 501 9406

PASSCODE: 2145

TEL: 253-215-8782

SUBJECTS INCLUDE:

- [i.](#) Review 04-14-2025 Draft Agenda
- [ii.](#) Review Draft Budget FY26
- [iii.](#) Review draft Committee Ordinance re-write
- iv. Discuss - Potential changes in current tax structure
- v. Update on Thriving Communities/Philanthropy Northwest grant application
- [vi.](#) Resolution in support of the Southeast Alaska 2030 Economic Plan

https://www.gustavus-ak.gov/sites/default/files/fileattachments/administration/page/24074/draft_2030_ceds_for_seak.pdf

POSTED ON: March 2, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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

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, April 14, 2025 at 7:00 PM
Gustavus City Hall

Item #i.

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA- DRAFT

VIRTUAL MEETING INFORMATION

ID: 515 501 9406

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

1. 03-10-2025 General Meeting Minutes
2. 03-12-2025 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

3. Policy Advisory Committee (Endowment Fund) Monthly Report
4. Gustavus Volunteer Fire Department Quarterly Report
5. City Clerk Quarterly Report
6. City Treasurer Monthly Report
7. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

8. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public Hearing 05-12-2025)

NEW BUSINESS

9. Appointment and swearing in of new City Council Member to fill seat C, term expiring 10-13-2025
10. CY25-XX A Resolution Updating Policy and Procedure for Authorized Administrative Account Access for City of Gustavus Accounts
11. Approve City of Gustavus Capital Improvement Plan 2025-2029
12. Alaska Department of Fish and Game - Gustavus Data Review

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

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

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CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, March 10, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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

MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/4esfph35>

ID: 515 501 9406

PASSCODE: 2145

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Member Susan Warner
Council Member Lucas Beck
Council Member Mike Taylor
Council Member James Kearns (appointed/sworn in)

ABSENT

Council Member Rachel Patrick (not excused)

Reading of the City of Gustavus Mission Statement

Mission Statement read by Vice Mayor Owens.

APPROVAL OF MINUTES

- 02-10-2025 General Meeting Minutes
- 03-03-2025 Special Meeting Minutes

Motion made by Council Member Beck to approve by unanimous consent the 02-10-2025 General Meeting Minutes and the 03-03-2025 Special Meeting Minutes.

Seconded by Council Member Warner

Public Comment: None

Council Comment: None

Hearing no objections, the 02-10-2025 General Meeting Minutes and the 03-03-2025 Special Meeting Minutes were approved by unanimous consent.



MAYOR'S REQUEST FOR AGENDA CHANGES

City of Gustavus, Alaska
City Council General Meeting Minutes - PENDING
March 10, 2025
Page 1 of 8

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

3. Gustavus Visitors Association Quarterly Report
Gustavus Visitor Association President, Leah Okin submitted a written report and provided an oral summary.
Council Clarifying Questions:
Council Member Taylor
Council Member Warner
4. Conservation Lands Advisory Committee Quarterly Report
Conservation Lands Advisory Committee chair, Mike Taylor provided a written report and provided an oral summary.
Council Clarifying Questions: None
5. Policy Advisory Committee (Endowment Fund) Monthly Report
Policy Advisory Committee secretary, Sani Marchbanks provided and written report and oral summary report.
Council Clarifying Questions: None
6. Library Quarterly Report
Library Administrative Director, Melisa Gomb submitted a written report and provided an oral summary.
Council Clarifying Questions:
Council Member Warner
7. City Treasurer Monthly Report
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.
Clarifying Questions:
Council Member Warner
8. City Administrator Monthly Report
City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report. (report provided in packet)
Clarifying Questions: None

PUBLIC COMMENT ON NON-AGENDA ITEMS

James Kearns - pave Wilson road and wave barrier at the dock

CONSENT AGENDA

9. Approve updated scoping document for the Gravel Pit
 Motion made by Council Member Taylor to adopt the consent agenda by unanimous consent as presented.
 Seconded by Council Member Beck
 Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING

10. FY25-13 NCO Introduction Capital Improvement Long Term Transfer (Public Hearing 03-20-2025)
 Mayor McLaughlin opened the public hearing at 7:45 PM.
 Public Testimony: None
 Mayor McLaughlin closed the public hearing at 7:45 PM.
 Motion made by Council Member Warner to approve FY25-13 NCO Introduction Capital Improvement Long Term Transfer.
 Seconded by Council Member Taylor
 Council Debate: None

UNFINISHED BUSINESS

11. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public Hearing 03-10-2025)
 Motion made by Vice Mayor Owens to postpone FY25-09 Introduction providing amendment of 2.40.150 Committees to time certain, April 14th, 2025 general meeting.
 Seconded by Council Member Taylor
 Council Debate:
 Council Member Beck
 Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor
 5 yea/ 0 nay
 Motion Passed.

NEW BUSINESS

12. Appointment and swearing in of new City Council Member to fill seat D, term expiring 10-13-2025

Motion made by Council Member Warner to nominate both city council applicants Geoffery Fosse and James Kearns to fill council member seat d with a term expiring on 10-13-2025.

Seconded by Council Member Beck

No - Debate on this item

*Both nominees were asked to speak briefly. Clerk distributed ballots to all Council Members, collected them and announced results.

Round 1: Fosse 1 votes to Kearns 4 votes

Motion made by Council Member Warner to swear in James Kearns to fill city council seat D with a term expiring on 10-13-2025.

Seconded by Vice Mayor Owens

Hearing no objections the motion passed.

Clerk Barker swore in James Kearns.

13. Accept resignation of City Council Member Patrick effective 03-03-2025

Motion made by Council Member Kearns to accept the resignation of City Council Member Patrick effective 03-03-2025.

Seconded by Council Member Warner

Public Comment: None

Council Debate:

Mayor McLaughlin read a certificate of appreciation

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

6 yea/ 0 nay

Motion Passed.

14. CY25-05 Cost of Living Adjustment

Motion made by Council Member Beck to approve CY25-05 Cost of Living Adjustment.

Seconded by Council Member Warner

Public Comment: None

Council Debate:

Council Member Kearns

Mayor McLaughlin

Vice Mayor Owens

City Treasurer Sadler

Vice Mayor Owens

Council Member Warner

Council Member Taylor

Council Member Kearns

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

6yea/ 0 nay

Motion Passed.

- 15. CY25-04 Clarifying the Role of the City of Gustavus and the Southeast Alaska land trust in the Gustavus Natural Lands Lease Project

Motion made by Council Member Taylor approve CY25-04 Clarifying the Role of the City of Gustavus and the Southeast Alaska land trust in the Gustavus Natural Lands Lease Project.

Seconded by Vice Mayor Owens

Public Comment: None

Council Debate:

Council Member Taylor

Vice Mayor Owens

Mayor McLaughlin

Council Member Warner

Council Member Kearns

Council Member Taylor

Council Member Kearns

Council Member Taylor

Mayor McLaughlin

Motion made by Mayor McLaughlin to amend CY25-04 by striking the words "at the next General Meeting" on item number 7 in the now therefore be it resolved section.

Seconded by Taylor

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

6yea/ 0 nay

Motion Passed.

Back to main motion as amended

Council Beck

Council Member Warner

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

Voting Nay: Mayor McLaughlin

5 yea/ 1 nay

Motion Passed.

16. Approve updated scoping document for the Conservation Lands Advisory Committee Beach Meadows Project

Motion made by Council Member Taylor to approve the updated scoping document for the Conservation Lands Advisory Committee Beach Meadow Project.

Seconded by Vice Mayor Owens

Public Comment:

Sandi Marchbanks - Was it part of the original EFG application?

Michelle Olney - Are the landowners involved?

Council Debate:

Council Member Taylor

Council Member Warner

Council Member Kearns

Council Member Warner

City Administrator Leary

Mayor McLaughlin

Council Member Beck

Council Member Warner

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

Voting Nay: Mayor McLaughlin

5 yea/ 1 nay

Motion Passed.

17. Approve scoping document for community outdoor furniture enhancements

Motion made by Council Member Kearns to approve the scoping document for the community outdoor furniture enhancements.

Seconded by Beck

Public Comment: None

Council Debate:

Vice Mayor Owens

Mayor McLaughlin

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

6 yea/ 0 nay

Motion Passed.

18. Approve Policy Committee Appointments

Motion made by Vice Mayor Owens to approve the Policy Advisory Committee appointments as presented.

Seconded by Council Member Warner

Public Comment: None

Council Debate:

Council Member Taylor

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

6 yea/ 0 nay

Motion Passed.

CITY COUNCIL REPORTS

19. Mayor Monthly Report

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

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Warner - C-LAC Art contest

Clerk Barker - Coffee with Council

City Administrator - SB63 - LBC commissioner from unorganized borough

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:55PM.

POSTED ON: March 5, 2025 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



CITY OF GUSTAVUS CITY COUNCIL SPECIAL MEETING

Item #i.

Wednesday, March 12, 2025 at 5:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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

MINUTES - DRAFT

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/3wvw6w2u>

ID: 896 5274 0273

PASSCODE: 1425

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Vice Mayor Shelley Owens
Council Member Lucas Beck
Council Member Mike Taylor
Council Member James Kearns

ABSENT

Council Member Susan Warner



Reading of the City of Gustavus Mission Statement

NEW BUSINESS

1. Update providing a brief outline of available options if the Council decides to be prepared to continue to pursue legal options through the Superior Court following the new written decision by the Local Boundary Commission.

Mayor McLaughlin provided a brief summary.

EXECUTIVE SESSION

2. Under AS 44.62.310(c) to discuss litigation strategies and give direction to attorney on whether to appeal the Local Boundary Commission's granting of Hoonah's petition to Dissolve the City of Hoonah and Incorporate the Xunaa Borough to the Alaska Superior Court

Motion made by Council Member Beck to convene in executive session under AS 44.62.310(c) to discuss litigation strategies and give direction to attorney on whether to appeal the Local Boundary Commission's granting of Hoonah's petition to Dissolve the City of Hoonah and Incorporate the Xunaa Borough to the Alaska Superior Court."

Seconded by Council Member Taylor

Hearing no objections, the motion is passed by unanimous consent

Mayor McLaughlin closed the general meeting and opened executive session at 5:1

Item #i.

Motion made by Council Member Taylor to leave executive session and reconvene the general meeting.

Seconded by Council Member Kearns

Hearing no objection the motion passed by unanimous consent

Mayor McLaughlin closed executive session and opened general meeting at 5:33 PM.

Motion made by Mayor McLaughlin to direct attorney to join other communities filing an appeal of the LBC decision to approve the Xunna Borough petition to the Alaska Superior Court.

Seconded by Vice Mayor Owens

Public Comment: None

*clerk note, there were no members of the public present

Council Debate: None

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

6 yea/ 0 nay

Motion Passed.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

*clerk note, there were no members of the public present

ADJOURNMENT

Since there is no further business, the meeting is adjourned. The time is 5:34 PM

POSTED ON: March 6, 2025 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

**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.

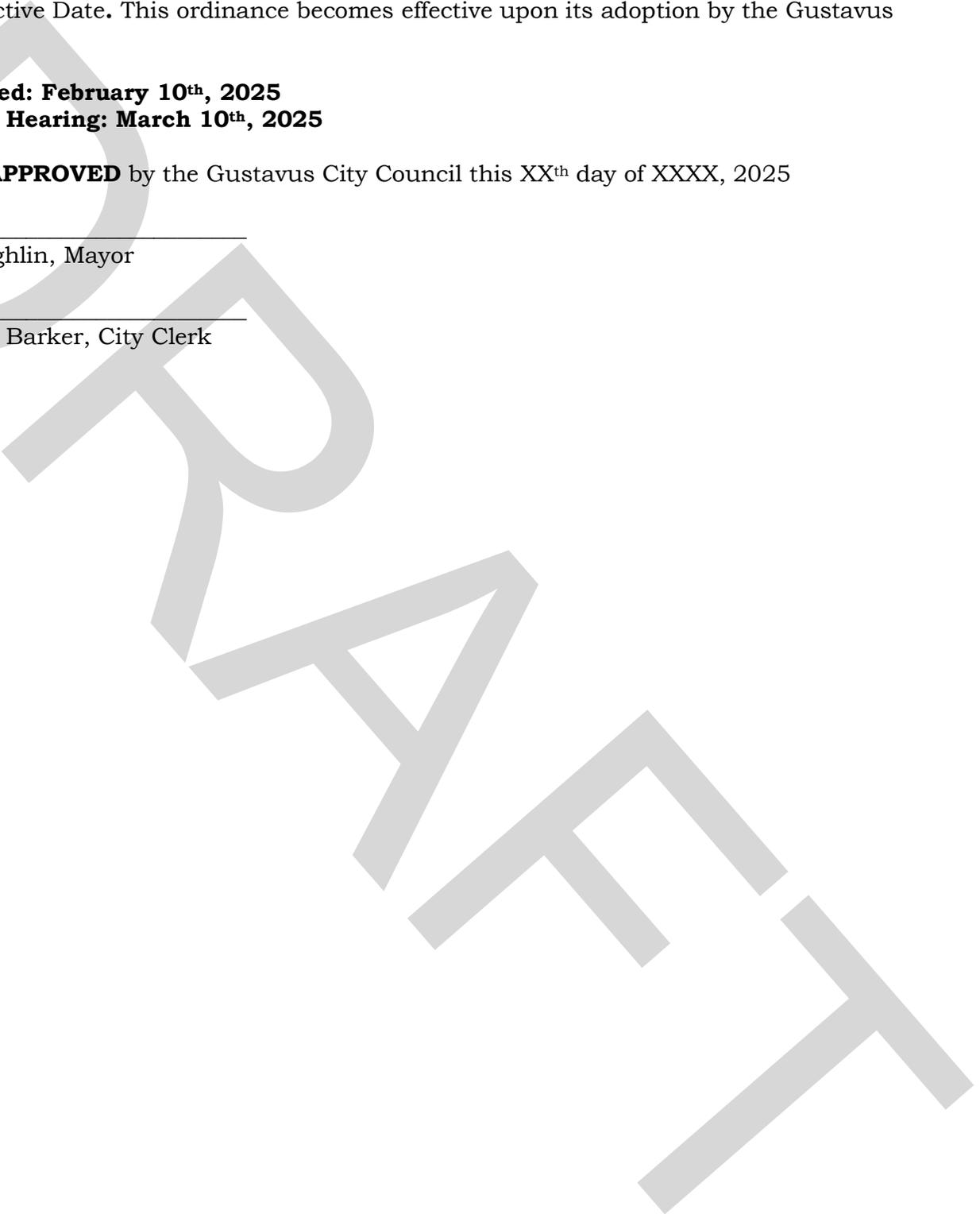
Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: February 10th, 2025
Date of Public Hearing: March 10th, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 2025

Sally A McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk



geoffrey Fosse<gfosse2017@gmail.com>

Sally McLaughlin

Hello Mayor Sally McLaughlin.

Yes please resubmit my application and thank for reaching out.

Sent from my iPhone



Date Received:

FEB 25 2025

APPLICATION FOR APPOINTMENT TO OPEN COUNCIL SEAT
CITY OF GUSTAVUS

Name: Geoffrey Fosse W
Last First MI

Residence Address: 15 Berry Creek

Mailing Address: PO Box 228, Gusatavus, Ak 99826

Home Phone: cell# 417-718-7156

E-Mail Address: gfosse2017@gmail.com

Can you regularly attend meetings? YES NO

Are you currently affiliated with the City in any way?
(For example emergency responder, employee)
 YES NO

If yes, please list positions:

Have you been a member of the City Council before? No

Reason for interest in being a Council Member: To better understand the needs of our community to be a part in how the City moves forward for our citizens.

Brief background of experience that would qualify you for the position:
Managment of trucking company's freight lot and movement therein.
Safety assistant in the hours of service rules and regulations adherence.

Signature

Geoffreyt Fosse
Printed Name

2/25/25
Date

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

**A RESOLUTION UPDATING POLICY AND PROCEDURES FOR AUTHORIZED
ADMINISTRATIVE ACCOUNT ACCESS FOR CITY OF GUSTAVUS ACCOUNTS**

WHEREAS, Policy and procedure for authorized account signatories for checks written on all city funds,

WHEREAS, This resolution is to update the Policy and Procedure for Authorized Account signatories to include (1) council member and city administrator,

WHEREAS, Formal action is needed to amend policy and procedure for City of Gustavus account signatories and administrative account access,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council updates the Policy and Procedures for Authorized Administrative Account Access for City of Gustavus Accounts as attached.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __ day of _____, 2025, and effective upon adoption.

Sally A McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
POLICIES AND PROCEDURES**

**TITLE: POLICY AND PROCEDURE FOR AUTHORIZED ADMINISTRATIVE ACCOUNT
ACCESS FOR CITY OF GUSTAVUS ACCOUNTS**

BACKGROUND:

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

POLICY:

In compliance with its fiduciary responsibility as established in State Statute and City code, the City of Gustavus adopts a policy to annually update all current council members as authorized signatories for city funds held in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. All checks written on city funds can be signed by two (2) council members or one (1) council member and the city administrator. In addition, the current City Hall staff, as specified below, are granted administrative account access as outlined below to implement decisions made by the City Council and conduct City of Gustavus business.

PROCEDURE:

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

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

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

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

Gustavus Comprehensive Wild Foods Survey: Data Review Outline

Background Information

The first section of the presentation offers background information on project design, methods, and survey implementation.

Community Summary

The next section provides an overview of participation in subsistence activities at a community level, discusses participation and use characteristics for Gustavus households, and includes a map of search and harvest areas for all resources used by the community as well as a figure outlining the community’s most used resources.

Summary by Resource Category

The main portion of this presentation consists of a discussion of subsistence harvest and use data by resource category, as listed below. In these sections, a community level summary is provided for each resource category, including mapping data and harvest composition by species.

- Salmon
- Nonsalmon
- Marine Invertebrate
- Large Land Mammal
- Marine Mammal
- Birds and Egg
- Vegetation

Food Security

This section provides a summary of self-reported food security data at a community level.

Household Assessments

Building on the previous section, this portion presents available community level data on household use/need by resource category.

Historic Estimates

The final section of the presentation offers a comparison of the data collected in this project with available historic subsistence data.

	Actual	Actual	Actual	Actual	Actual	Budget	Budget
	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	Jul '23 - Jun 24	FY25	FY26
Ordinary Income/Expense							
Income							
Admin Fees		0.00	11.75	0.00		0.00	
Business License Fees	3,575.00	4,150.00	3,200.00	3,375.00	3,300.00	3,500.00	3,500.00
Donation - Inter-library Loans		20.00					
Donations	2,531.00	384.00	2,830.00	1,333.18	613.00	500.00	500.00
DRC Income							
Community Chest Sales	10,743.49	8,501.45	13,199.64	12,759.35	12,240.50	13,000.00	13,000.00
C Chest Sales @ City Hall					695.00		
Landfill Fees paid @ City Hall	30,052.18	14,478.75	38,784.36	31,203.79	45,389.99		
Landfill Fees/Sales	46,595.27	54,013.65	57,616.60	61,591.19	58,420.99	100,000.00	100,000.00
Recyclable Material Sales	3,612.62	7,890.72	5,105.03	8,505.48	2,505.21	3,600.00	7,000.00
DRC Income - Other	0.00				0.00	0.00	
Total DRC Income	91,003.56	84,884.57	114,705.63	114,059.81	119,251.69	116,600.00	120,000.00
Federal Revenue							
ARPA			102,543.96	65,189.08	33,904.06	0.00	
Lost Rev ARPA				127,621.58	0.00	0.00	
FEMA				220,016.00	5,459.67	0.00	
Natl Forest Receipts-Encumbered	44,228.25	38,572.14	47,599.28	48,254.84	45,016.82	45,000.00	0.00
Payment In Lieu of Taxes	115,419.89	113,760.06	121,077.96	130,512.17	152,913.58	150,000.00	150,000.00
Total Federal Revenue	159,648.14	152,332.20	271,221.20	591,593.67	237,294.13	195,000.00	150,000.00
Fundraising	1,441.00	960.00	440.00	175.00	313.00	800.00	500.00
Grant Income						10,000.00	15,000.00
GVFD Income							
Ambulance Billing	9,964.55	7,237.45	7,313.60	13,196.10	2,819.13	9,000.00	9,000.00
ASP	805.00	1,420.00	1,235.61	1,650.00	1,310.00	1,000.00	1,000.00
Training	2,610.00	0.00	170.00	350.00	120.00	150.00	150.00
GVFD Income - Other			1,845.00	0.00			
Total GVFD Income	13,379.55	9,617.45	10,564.21	15,196.10	4,249.13	10,150.00	10,150.00
Interest Income	362.22	189.43	347.56	736.97	477.10	67,089.10	0.00
Lands Income							
Gravel Pit Gravel Sales	17,552.00	27,354.00	27,690.00	44,640.00	39,936.00	40,000.00	30,000.00
Gravel Pit Bond				-1,800.00	0.00		
Total Lands Income	17,552.00	27,354.00	27,690.00	42,840.00	39,936.00	40,000.00	30,000.00
Lease Income	13,125.67	13,125.67	14,011.93	14,268.47	9,190.32	16,000.00	16,000.00
Library Income	727.60	521.50	2,583.50	1,162.00	1,418.90	2,000.00	1,000.00
Marine Facilities Income							
Facilities Usage Fees	1,845.00	2,635.00	3,000.00	2,955.00	2,405.00	2,600.00	2,600.00
Commercial Vessel Registration	8,275.00	18,000.00	15,530.00	12,300.00	13,680.00	12,500.00	12,500.00
Private Vessel Registration	5,095.00	5,505.00	5,290.00	5,730.00	4,455.00	5,000.00	5,000.00
Storage Area Fee	2,115.00	2,100.00	910.00	2,750.00	2,340.00	2,600.00	2,600.00
Marine Facilities Income - Other		0.00			0.00		
Total Marine Facilities Income	17,330.00	28,240.00	24,730.00	23,735.00	22,880.00	22,700.00	22,700.00
Other Income	3,777.00	0.00	7.00	0.00			
State Revenue							
Community Assistance Program	82,845.41	75,180.66	77,370.21	90,577.16	83,489.34	75,122.49	58,200.33
Liquor Share Tax							
Shared Fisheries Business Tax	541.68	1,045.27	896.34	484.52	503.10	258.69	231.87
Total State Revenue	83,387.09	76,225.93	78,266.55	91,061.68	83,992.44	75,381.18	58,432.20
Tax Income							
Retail Tax Income	375,941.24	245,690.61	431,644.90	455,011.12	437,610.13	440,000.00	450,000.00
Remote Sellers Retail Tax	12.49	17,803.44	47,042.78	65,704.18	76,295.46	75,000.00	75,000.00
Room Tax Income	78,574.79	24,926.88	81,730.82	109,714.97	105,378.58	100,000.00	100,000.00
Fish Box Tax	12,190.00	8,560.00	9,860.00	14,080.00	11,730.00	8,000.00	9,000.00
Penalties & Interest	4,212.74	2,080.38	6,187.66	4,592.58	3,016.71	2,000.00	3,000.00
Tax Exempt Cards	250.00	280.00	290.00	340.00	310.00	300.00	300.00
Total Sales Tax Income	471,181.26	299,341.31	576,756.16	649,442.85	634,340.88	625,300.00	637,300.00
Total Income	879,021.09	691,832.06	1,120,876.74	1,548,979.73	1,157,256.59	1,185,020.28	1,065,082.20
Gross Profit							
Expense							
Administrative Costs	2,013.88	2,133.70	1,340.40	9,206.56	46,235.50	0.00	0.00
Advertising	150.00	0.00	830.91	0.00	0.00	0.00	0.00
Bad Debt	2,598.10				4,332.00		0.00
Bank Service Charges	2,973.90	3,901.08	6,541.54	5,865.26	10,485.14	13,050.00	11,550.00
Building							
Insurance	8,092.42	10,379.34	11,086.66	12,789.74	15,336.68	17,198.67	20,300.00
Maintenance & Repair	15,887.18	6,066.42	10,483.06	6,461.81	6,141.08	6,015.00	4,000.00
Total Building	23,979.60	16,445.76	21,569.72	19,251.55	21,477.76	23,213.67	24,300.00
Cash Short/Over							
Contractual Services							
Ambulance Billing Expense	1,340.34	722.55	373.30	1,027.27	526.18	1,300.00	1,000.00
City Engineer					9,999.60	10,000.00	10,000.00

Gravel Pit Survey	13,347.89	0.00				0.00	
Managed IT Services	26,870.00	24,608.00	24,565.00	30,160.00	26,220.00	25,020.00	25,020.00
Medical Director							10,600.00
Contractual Services - Other	26,286.91	28,914.00	68,504.46	44,537.62	35,303.89	26,814.00	25,988.00
Total Contractual Services	67,845.14	54,244.55	93,442.76	75,724.89	72,049.67	63,134.00	72,608.00
Dues/Fees	7,637.99	7,910.38	9,333.55	12,211.29	11,889.57	15,087.78	11,850.00
Economic Development Services							
GVA	32,000.00	17,000.00	30,000.00	35,600.00	41,400.00	27,200.00	15,200.00
Total Economic Development Services	32,000.00	17,000.00	30,000.00	35,600.00	41,400.00	27,200.00	15,200.00
Election Expense	202.16	87.34	129.92	150.99	81.56	250.00	250.00
Emergency & Disaster						50,000.00	0.00
Equipment							
Equipment Fuel	1,467.32	1,211.88	2,387.54	3,113.31	2,792.96	2,200.00	2,900.00
Equipment Purchase	9,031.83	5,505.80	23,296.83	9,524.55	7,882.15	10,891.00	4,800.00
Insurance	234.24	242.49	237.99	317.77	298.09	342.80	377.00
Maintenance & Repair	3,288.32	6,914.64	4,717.89	388.63	7,010.51	4,400.00	1,900.00
Equipment - Other	6,471.60	0.00	-1,081.00	0.00			
Total Equipment	20,493.31	13,874.81	29,559.25	13,344.26	17,983.71	17,833.80	9,977.00
Events & Celebrations (inc. holiday gift)	3,852.85	3,587.70	3,570.51	4,294.03	3,898.54	4,700.00	1,200.00
Freight/Shipping	23,707.22	14,901.65	32,181.86	28,547.31	29,904.80	34,600.00	30,250.00
Fundraising Expenses	936.27	8.00	700.00	0.00	500.00	500.00	500.00
General Liability	10,890.44	11,575.44	20,444.25	17,776.53	15,513.93	17,841.00	19,625.00
Gravel Pit Fund		6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00
Library Materials	599.80	598.71	2,212.84	2,659.33	5,723.99	11,000.00	10,500.00
Marine Facilities							
Insurance	1,851.36	2,368.37	2,486.20	2,578.53	5,804.01	2,965.31	3,300.00
Maintenance & Repairs	27.40	3,787.33			476.00	0.00	500.00
Total Marine Facilities	1,878.76	6,155.70	2,486.20	2,578.53	6,280.01	2,965.31	3,800.00
Occupational Health	0.00	0.00			0.00	500.00	500.00
Payroll Expenses							
Wages	306,984.71	266,397.49	342,421.77	423,676.00	401,386.36	438,621.61	440,058.22
Payroll Taxes	29,098.50	27,311.14	33,090.96	40,887.75	39,510.80	41,622.74	39,264.14
Paid Time Off (PTO)	8,973.84	21,077.99	18,851.63	15,427.85	12,798.95	22,862.74	
Sick Leave		2,703.10	2,822.85	6,214.41	6,568.08	8,419.85	
Health Insurance (company paid)	13,755.50	5,466.72	3,847.96	21,602.70	35,206.70	23,645.52	23,645.52
Health Insurance Stipend	12,310.15	14,035.37	10,569.16	11,209.09	6,720.00	12,200.00	12,000.00
457(b) Employer Contribution	17,711.64	17,510.95	14,378.02	18,947.32	17,436.97	31,209.39	28,657.60
Workers Comp Insurance	7,900.59	5,643.60	8,927.58	6,165.44	6,218.05	10,325.96	11,358.61
Payroll Expenses - Other (inc. PTO)	8,329.28	-2,506.72	-3,331.17	4,392.95	4,643.10	230.00	230.00
Total Payroll Expenses	405,064.21	357,639.64	431,578.76	548,523.51	530,489.01	589,137.81	555,214.09
Professional Services	14,570.00	15,801.65	11,527.50	8,675.00	5,930.00	15,000.00	30,000.00
Public Relations	211.74	314.86		899.00	1,075.57	700.00	500.00
Relocation			1,000.00	0.00			0.00
Repair & Replacement Fund	25,354.66	24,772.13	16,545.71	16,545.71	16,545.71	18,554.91	18,554.91
Road Maintenance		0.00					
Grading	35,512.50	35,160.50	103,761.44	101,580.20	110,099.26		
Snow Plowing	35,061.55	29,775.10	72,814.50	65,000.00	67,855.40		
Road Maintenance - Other	37,779.58	109,879.84	79,719.60	16,181.70	2,415.94	215,000.00	215,000.00
Total Road Maintenance	108,353.63	174,815.44	256,295.54	182,761.90	180,370.60	215,000.00	215,000.00
Social Services		0.00					
GCEP dba The Rookery	13,890.00				0.00	0.00	8,000.00
Total Social Services	13,890.00	0.00			0.00	0.00	8,000.00
Stipend		3,000.53	3,000.15	3,750.04	2,999.55	4,500.00	4,000.00
Supplies	14,934.01	11,245.58	24,891.71	23,665.48	23,180.56	22,050.00	21,250.00
Telecommunications	19,824.34	17,136.62	18,305.79	20,514.08	13,723.46	17,921.00	21,521.00
Training	8,422.94	1,971.00	10,929.20	6,888.26	8,517.68	13,200.00	19,004.00
Travel	7,816.87	0.00	796.00	13,536.36	20,219.58	19,700.00	19,638.00
Utilities							
Electricity	7,763.45	9,095.45	9,811.21	10,486.90	11,982.65	11,200.00	10,200.00
Fuel Oil	7,650.35	7,165.81	8,623.76	15,497.95	9,045.59	7,900.00	7,500.00
Total Utilities	15,413.80	16,261.26	18,434.97	25,984.85	21,028.24	19,100.00	17,700.00
Vehicle							
Fuel	341.77	490.99	416.51	1,016.41	633.09	1,200.00	1,500.00
Insurance	3,445.93	3,561.22	3,568.25	3,438.58	3,225.58	4,181.00	5,500.00
Maintenance & Repair	0.00	63.98	1,798.88	642.69	2,692.40	5,000.00	3,000.00
Mileage Reimbursement	1,301.75	1,843.46	1,944.76	1,162.81	1,144.10	1,900.00	2,000.00
Total Vehicle	5,089.45	5,959.65	7,728.40	6,260.49	7,695.17	12,281.00	12,000.00
Total Expense	840,705.07	787,343.18	1,061,377.44	1,091,215.21	1,125,531.31	1,235,020.28	1,154,492.00
Net Ordinary Income	38,316.02	-90,957.12	59,499.30	457,764.52	31,725.28	-50,000.00	-89,409.80
Other Income/Expense						0.00	0.00
Other Income							
Encumbered Funds for Road Maintenance	60,303.38	62,118.87	115,000.00	115,000.00			
Other Savings for Road Maintenance		37,881.13				0.00	0.00
Prior-Year Cash Balance		0.00				50,000.00	

Total Other Income	<u>60,303.38</u>	<u>100,000.00</u>	<u>115,000.00</u>	<u>115,000.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
Net Other Income	<u>60,303.38</u>	<u>100,000.00</u>	<u>115,000.00</u>	<u>115,000.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
Net Income	<u>98,619.40</u>	<u>9,042.88</u>	<u>174,499.30</u>	<u>572,764.52</u>	<u>31,725.28</u>	<u>0.00</u>	<u>-89,409.80</u>

Section 2.40.150 – Committees.

The following definitions apply to this chapter unless the plain meaning requires otherwise.

Advisory committee: A special or standing committee authorized by the city council to research and provide recommendations on topics of concern to the community. It may be either a standing or special committee.

Committee: A committee created by the city council to assist in the work of the city.

Liaison: A staff member who serves in a support role to a committee to advise it on city policies and compliance with the Open Meetings Act, and to assist with obtaining resources. The presence of a liaison shall be specified in the resolution.

Operational committee: A special or standing committee that is delegated authority to conduct a city function where the function is unstaffed.

Quorum: A majority of the appointed members and is the minimum number of members of a committee that must be present at any meeting to conduct business.

Standing committee: A committee that operates on an ongoing basis to address subjects of continuing concern to the council or community.

Special committee: A committee established for a specified term to accomplish a specific task or project.

Study session: An informal session with fewer than a quorum of committee members to work on a single focused task at the request of the mayor, council, or committee chair. No decision or formal action shall be taken.

Task force: A working group that may address emergency management-related matters, and may include members of other governmental entities.

Work session: An informal meeting at which no action is taken. Work sessions shall be open to the public.

(a) Creation of Committees.

Committees shall be created and dissolved by resolution for the purpose of making recommendations to the council regarding specified issues or managing a delegated set of tasks defined in the resolution. Committees may consist of citizens, council members and citizens, or council members only. Committees may be advisory or operational and may be established as either a standing or a special committee, as specified in the resolution.

(b) Membership.

- (1) Each committee member shall be an Alaska resident and a voter of Gustavus who maintains a Gustavus domicile.
- (2) Nominations for committee appointments shall be made by the mayor, and be subject to ratification or amendment by motion by the city council. The committee chair may be appointed by the mayor or by the committee, according to the terms of the establishing resolution.
- (3) There shall be not more than two (2) city council members appointed to each advisory committee; however, additional council members may attend and participate in the same capacity as any member of the public. If no council member is serving on the committee, a staff liaison may provide assistance in complying with statutes, regulations, ordinances, and policies and procedures.

- (4) All committee members under this chapter shall take an oath of office upon their appointment and prior to participation in committee activity.

(c) Duties and Responsibilities.

- (1) Committees shall comply with the Open Meetings Act.
- (2) Public notice of a committee meeting and its agenda shall be made available in the office of the city clerk and at least two other public locations in the City of Gustavus no less than five days prior to the meeting. Meeting minutes and relevant documents will be publicly available and archived to the city website by the city clerk.
- (3) A quorum is needed for the transaction of business. In the absence of a quorum, the attending members may engage in a work session at which no decisions or formal action is taken.
- (4) Study sessions. Two committee members may participate in an informal study session to work on a specific task during which no decision or formal action shall be taken. Any draft document or recommendation arising from a study session shall be presented to a regularly-scheduled meeting of the committee.
- (5) Committees shall report to the council at least quarterly.

(d) Standing Advisory Committees.

A standing advisory committee shall research, investigate, and propose alternatives and methods to address issues, questions and problems within its area of responsibility and to formulate recommendations to the council. Standing advisory committees may be retained from one mayoral term to the next, although membership may change with the election cycle.

(e) Special Advisory Committees.

A special advisory committee shall conduct research on an immediate or discrete issue of concern and formulate recommendations to the council regarding proposed action. A special advisory committee shall be dissolved upon completion of its assigned tasks. Termination may be specified in the resolution.

(f) Operational Committees.

An operational committee shall perform duties and functions that are not within the position description of a staff employee, or for which an employee is not available. Committee authority to act shall be described in the establishing resolution and the duties and responsibilities of the committee shall be delegated and monitored by the Mayor or designee.

CITY OF GUSTAVUS, ALASKA

RESOLUTION CY25-XX.

A RESOLUTION OF THE CITY OF GUSTAVUS ESTABLISHING POLICY AND PROCEDURE FOR CITY COMMITTEES AND REPEALING RESOLUTION CY19-20 CITY ADVISORY COMMITTEES

WHEREAS, The City of Gustavus has the need to develop policy and procedure for city committees to provide continuity and compliance with the City of Gustavus Code of Ordinances; and,

WHEREAS, The city council has adopted a new Title 2, Section 2.40.150—Committees, which is a flexible tool providing the mayor and council with a variety of options to form committees suitable for executing diverse tasks; and,

WHEREAS, established policies and procedures are needed to guide the establishment and operation of such committees, in accordance with city code and state statutes,

NOW THEREFORE BE IT RESOLVED that the City Council of Gustavus, Alaska repeals and replaces Resolution CY19-20 and Exhibit A “City of Gustavus Policy and Procedure for City Advisory Committees”..

NOW THEREFORE BE IT FURTHER RESOLVED that the City Council of Gustavus, Alaska adopts Resolution CY25-XX, which includes Exhibit A, “City of Gustavus Policy and Procedure for City Committees.”

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2025, and effective upon adoption.

Sally McLaughlin, Mayor

Attest: Liesl Barker, City Clerk

POLICY AND PROCEDURE
CITY OF GUSTAVUS POLICY AND PROCEDURE FOR CITY COMMITTEES

Background

The City of Gustavus, which conducts authorized functions with a minimal staff, benefits from the expertise, experience, interests and concerns of volunteers on city committees to inform the work of the city. Title 2, Section 2.40.150—Committees, Gustavus Code of Ordinances, is a flexible tool providing the mayor and council with a variety of options to form committees suitable for executing diverse tasks.

Policy

- a. Committee members shall be appointed and conduct their business in accordance with city code and state statute.
- b. Committees shall operate in compliance with the Alaska Open Meetings Act (AS 44.62. 310-. 312). (1) The committee chair, with assistance of the city clerk, shall post meetings at least five days in advance in at least three public places. (2) Exceptions shall be made for operational committees serving a departmental role in conducting a city function where the function is unstaffed.
- c. The scope of this policy and procedure is limited to committees established by the council. The mayor may assemble informal groups, outside of the prescriptions of this policy and procedure, to assist with administrative matters. The public is free to form citizen committees not subject to city ordinance or policy.

Procedure

- a. When the mayor or council sees the need for a committee, the committee shall be established by resolution, in accordance with City of Gustavus 2.40.150--Committees.
- b. The resolution shall indicate (1) the type of committee—advisory or operational, and standing or special; (2) maximum membership composition; (3) the purpose or mission of the committee and key issues to be addressed; (4) desired membership qualifications reflecting the committee purpose or mission; (5) a sunset date, if applicable; (6) the appointment of a staff liaison, where needed; and (7) any additional direction.
- c. Members of the council or the public interested in serving on a committee shall fill out an application provided by the clerk. An application template is provided below.
- d. Nominations for committee appointment shall be made by the mayor, subject to ratification or amendment by motion of the city council.
- e. The committee chair may be appointed by the mayor or by the committee itself, according to the terms of the establishing resolution.
- f. At its first meeting, a committee shall (1) select a chair, if not already appointed; (2) appoint a secretary

to take minutes to be approved at the next meeting; and (3) determine prioritized goals and key tasks to be accomplished during the tenure of the committee. Key tasks shall be steps toward accomplishing committee goals.

- g. Primary issues designated in the founding resolution, or the goals and tasks of a committee, may be revised by amending the primary resolution. Suggestions for revision of the remit may be made by either the council or the committee.
- h. Vacancies up to the maximum committee size may be filled by mayoral appointment and council ratification as needed.
- i. The committee shall provide progress updates to the city council at least quarterly, or as scheduled by the mayor.
- j. Where consensus is not reached, committee advice shall be submitted as a range of options or alternatives.

Sample Application Form

Application for Appointment to a City Committee

Committee Name

Your Last Name

Your First Name

Physical Residence Address

Mailing Address

Email Address

Best Contact Number

Are you a qualified Alaska voter domiciled in Gustavus?

Do you anticipate being physically present in Gustavus regularly enough to attend most meetings in person for the term of this committee?

Are you currently an employee or council member of the City of Gustavus?

If yes, please indicate how you are affiliated with the City.

Please answer each of the following:

Why are you interested in this committee?

What type of expertise or experience can you contribute to this committee?

Submitted by (your signature):

Note: Resumes are not required but welcomed.

Name	Date modified	Type	Size
 Sec. 1.01.020 Definitions edited 3-27-25	3/27/2025 12:46 PM	Microsoft Word D...	29 KB
 Sec. 2.10.020 Qualifications edited 3-27-25	3/27/2025 12:58 PM	Microsoft Word D...	27 KB
 Sec. 2.20.020 Qualifications edited 3-27-25	3/27/2025 1:04 PM	Microsoft Word D...	27 KB
 Sec. 6.01.030 Library edited 3-27-25	3/27/2025 1:07 PM	Microsoft Word D...	27 KB
 Sec. 6.03.050 Staff edited 3-27-25	3/27/2025 1:12 PM	Microsoft Word D...	28 KB
 Sec. 6.04.030 Roads edited 3-27-25	3/27/2025 1:14 PM	Microsoft Word D...	28 KB
 Sec. 6.08.040 Environmental edited 3-27-25	3/27/2025 1:16 PM	Microsoft Word D...	27 KB
 Sec. 8.02.040 Marine edited 3-27-25	3/27/2025 1:18 PM	Microsoft Word D...	29 KB
 Sec. 10.01.010 Definitions edited 3-27-25	3/27/2025 12:45 PM	Microsoft Word D...	35 KB

Section 1.01.020 Definitions.

The following definitions apply to this Code and all city ordinances unless the plain meaning requires otherwise:

Administrator: The city administrator.

Alaska resident: A person who is physically present in the state with the intent to remain in the state indefinitely, as demonstrated through the establishment and maintenance of customary ties indicative of Alaska residence defined in 15 AAC 23.143.

City: The City of Gustavus, Alaska, or the area within the territorial limits of the City of Gustavus, Alaska.

Clerk: The city clerk.

Clerk/treasurer: The city clerk or city treasurer.

Code: The Code of Ordinances, City of Gustavus, Alaska; Gustavus City Code.

Council: The City Council of Gustavus, Alaska.

Domicile: The single permanent residence of a person from which the person has no intention of moving. There can only be one (1) domiciled residence.

Law: Applicable federal law, the Constitution and statutes of the State of Alaska, the ordinances of the city, and when appropriate, any and all rules and regulations which may be promulgated thereunder.

Person(s): A corporation, joint venture, joint stock company, company, partnership, firm, club, association, organization, business, trust, or society, as well as a natural person.

Publish: To post a notice within the city in three (3) locations open to the public, one (1) of which shall be the city office(s), for a period of not less than five (5) days.

State: The State of Alaska.

Treasurer: The city treasurer.

Voter: A United States citizen who is qualified to vote in state elections, has been a resident of the City of Gustavus for thirty (30) days immediately preceding the election, is registered to vote in state elections, and has not been convicted of a felony involving moral turpitude unless that person's civil rights have been restored.

(Ord. No. FY18-01 , § 3, 8-14-2017)

Section 2.10.020 Qualifications.

- (a) The mayor shall be a qualified city voter who is a domiciled resident of the city.
- (b) If the mayor ceases to be eligible to be a city voter domiciled in Gustavus, he or she is no longer mayor or council member.

Section 2.20.020 Qualifications of council members.

- (a) ~~A c~~Council members shall be a qualified city voters who is a domiciled city resident.
- (b) A council member who ceases to be eligible to be a city voter domiciled in Gustavus immediately forfeits his or her office.
- (c) In order to serve as a council member, a person must be a domiciled resident of the City of Gustavus for one (1) year immediately prior to the date of the election.

Section 6.01.030 Library advisory committee.

There may be created a library advisory committee, that supports the librarian(s) in the operation of the library.

(Ord. No. FY18-09, § 3, 2-12-2018)

Section 6.03.050 Staff.

- (a) The DRC paid staff shall consist of:
- (1) A department head/(DRC) manager responsible for administration, planning, budgeting, public relations, agency contacts, permitting, regulatory compliance, supervision of DRC employees and volunteers and general operation of DRC facilities. The department head/manager shall be supervised by the mayor or chief administrative officer.
 - (2) A (DRC) operator responsible for all duties and activities to provide DRC services and to maintain the DRC facilities and equipment. The manager and operator duties may be combined into one (1) regular position or divided between two (2) regular positions. If the positions are divided between two (2) individuals, the manager is the supervisor for the operator.
 - (3) One (1) or more temporary DRC assistant operators, whose duties shall include labor and activities to support the DRC operator. The temporary DRC assistant operator(s) are supervised by the DRC operator.
- (b) The DRC is authorized to accept the labor of unpaid volunteers for DRC operations at the landfill site under the supervision and training of DRC paid staff.
- (c) The DRC is authorized to accept the labor of unpaid volunteers for the acceptance, processing, and resale of donated reusable items at the community chest site under the supervision of the ~~community chest advisory subcommittee-~~DRC manager/operator or designee.
- (d) The DRC manager/operator has the authority to negotiate, but not enter into, mutual aid agreements and contracts with other agencies, with review by the city attorney.

(Ord. No. FY18-09 , § 3, 2-12-2018; Ord. No. FY23-01 , § 3, 8-8-2022)

~~Section 6.04.030 Roads advisory committee.~~

- ~~(a) There may be created a standing roads advisory committee that supports the administration in directing road maintenance projects and contracts. The board will have guidelines and objectives specified in policy and procedure. The board shall provide a quarterly report to the city council. Members of the city council may serve on the board as specified in Section 2.40.150, but may not serve as chair.~~
- ~~(b) In the absence of a standing committee the mayor or chief administrative officer shall be responsible for the committee's duties.~~
- ~~(c) *Special projects.* The road committee is authorized by the city to submit funding proposals to the State of Alaska, the federal government, or the Gustavus City Council for special road improvement projects that fall outside those activities considered as routine maintenance.~~
- ~~{Ord. No. FY18-09, § 3, 2-12-2018}~~

~~Section 6.08.040 Environmental advisory committees.~~

~~The City of Gustavus may establish an environmental services advisory committee or subject-specific environmental advisory committees to advise the mayor and the council on general or specific environmental issues that generally impact the community. If the council establishes any committee or committees under this section, the council shall establish the number of persons on the committee, the scope of the committee's authorized work, the length of the term of the committee, and appoint persons to the committee. The council may, in its discretion, terminate any committee created under this section at any time.~~

~~(Ord. No. FY19 21, § 3, 4-8-2019)~~

Section 8.02.040 Marine facilities advisory committee.

- (a) There is established the marine facilities advisory committee, which shall consist of at least four (4) members appointed by the Gustavus City Council. To the extent possible, appointments to the marine facilities advisory committee shall include persons having marine, engineering, financial, and other skills relevant to harbor facility affairs. Appointments shall be for three (3) years, after which a former member is required to wait at least one (1) year before applying for re-appointment. Initial appointments shall be for staggered terms of two (2) and three (3) years.
- (b) Each committee member shall be a qualified voter residing in the City of Gustavus.
- (c) The marine facilities advisory committee shall meet at least quarterly, or as needed.
- (1) At least one (1) member of the marine facilities advisory committee shall be physically present at the designated meeting place in Gustavus for each meeting.
 - (2) Marine facilities advisory committee member(s) physically absent from Gustavus may participate by teleconference or other internet platform being utilized by the city.
 - (3) If the marine facilities advisory committee falls below three (3) members, the Gustavus City Council shall assume the responsibilities of the committee while recruiting members.
- (d) *Duties.* The marine facilities advisory committee shall review with the harbormaster harbor facility operations, management, administration, ordinances, policies, fees and charges, and shall recommend changes to the harbormaster and city council as necessary or appropriate. The chair of the marine facilities advisory committee shall report to the Gustavus City Council as necessary, but not less than once each calendar quarter.
- (e) *Vacancies.* A vacancy in the marine facilities advisory committee shall exist under the following conditions:
- (1) If a person appointed to membership fails to qualify and take office within thirty (30) days of appointment;
 - (2) If a member departs from the City of Gustavus with the intent to remain away for a period of one hundred twenty (120) or more days;
 - (3) If a member submits his or her resignation to the Gustavus City Clerk;
 - (4) If a member fails to attend three (3) consecutive marine facilities committee meetings.
- (f) *Vacancies declared and filled by Council.* A vacancy shall be declared if one of the conditions in (e) prevails. The vacancy shall be filled according to provisions in Title 2.
- (Ord. No. FY13-20, § 3, 7-11-2013; Ord. No. FY20-12, § 3, 4-13-2020; Ord. No. FY21-14, § 3, 1-11-2021)

Chapter 10.01 DEFINITIONS

Section:

Section 10.01.010 Definitions.

For the purpose of this title, unless the context otherwise requires:

Abstract of title: A condensed history of the title to land together with a statement of all liens, charges, or liabilities to which the land may be subject.

Abandoned property: Those objects which no one claims and which after reasonable search and notice, the mayor or the mayor's designee can find no one to claim, or can find definite evidence some person has abandoned.

Appraisal: An estimation of value of property by a qualified appraiser.

Building inspector: Reserved.

Casual use: The temporary, safe, non-exclusive, non-surface-disturbing and non-commercial use of city land and includes but is not limited to such uses as:

- (1) Hiking;
- (2) Hunting;
- (3) Fishing;
- (4) Short-term camping;
- (5) Picnicking;
- (6) Skiing;
- (7) Snow machining;
- (8) Berry picking;
- (9) Bicycling.

City boundaries: The city limits, established when the city is incorporated, inside which all city ordinance are enforceable.

Competitive disposal: A disposal of property wherein no preference is shown to any prospective bidder or group of bidders.

Condition subsequent: An event that occurs after transfer of title which will act to restore title to the maker of the condition.

Contract of sale: A contract between a willing seller and a willing buyer to transfer title to property.

Deed of trust: An instrument, taking the place and serving the uses of a mortgage, by which legal title to real property is placed in a trustee, to secure the repayment of a sum of money or the performance of other conditions.

Disposal: The act of giving away or selling; the transfer of interest in property.

Disputed claims: Claim for property that is protested by another, or for property which is also claimed by another.

Domiciled resident: One who ~~has resided~~ in the City ~~for at least the thirty (30) days previous~~, maintains an address in the City, and intends to make the City his/her permanent residence~~et~~. There can only be one (1) domiciled residence.

Easement: A right of privilege in another's land, such as the right to cross for a specific purpose. Easements allow passage across real property without granting any other ownership rights in that property.

Eminent domain: The power of a municipality to convert private property to a public use.

Equitable interest: A claim (in property or other) which should be recognized in the interest of fairness or equity.

Evaluate: To judge the quality of.

Fair market value: The highest price, described in terms of money, which the property would bring if exposed for sale for a reasonable time in the open market, with a seller, willing but not forced to sell, and a buyer, willing but not forced to buy, both being fully informed of all the purposes for which the property is best adapted or could be used.

Federal entity: The federal government or an agency thereof.

Hazardous use: A use involving danger; perilous; risky to human health and well-being.

Interest: In property: A right, claim, title, or legal share in that property. Refers to the "bundle of rights," which may be transferred or conveyed separately or in total. Methods of transfer include deed, lease, or easement.

Inventory: A list of property, containing a description of each article of property.

Land: Includes all real property and all rights in real property of whatever kind or nature and under the jurisdiction of the municipality.

Lease: Leases are used to dispose of specific interests in real property without transferring ownership of that property. A contract for exclusive possession of lands for a determinate period.

Legal description: That part of a conveyance document which identifies the land or premises intended to be affected by that conveyance.

Litigation: Contract in a court of justice for the purpose of establishing a right.

Lottery: A plan whereby the right to obtain interest in property, either by purchase or gift, is decided by luck or chance through some type of drawing of names.

Mean high tide: The tidal datum plane of the average of all the high tides as would be established by the National Oceanic and Atmospheric Administration for Gustavus.

Mean high tide line: The intersection of the datum plane of mean high tide with the shore.

Mean low tide: The tidal datum plane of the average of the low tides as established by the National Oceanic and Atmospheric Administration for Gustavus.

Mean lower low tide: At any place subject to tidal influence shall be interpreted as the tidal datum plane of the average of the lower of the two (2) low tides of each day as established by the National Oceanic and Atmospheric Administration for Gustavus.

Miscellaneous property: Any tangible property or items owned by the city and used for municipal purposes which is not land or permanently attached to land and more particularly as defined in AS 29.78.010(10).



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Item #vi.

SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

Sally McLaughlin, Mayor
City of Gustavus
PO Box 1
Gustavus, AK 99826

March 25, 2025

Subject: Resolution for adoption and support of the Southeast Alaska 2030 Comprehensive Economic Development Strategy.

Dear Mayor,

Southeast Conference (SEC) is the federally designated Economic Development District for the region as well as the state designated Alaska Regional Development Organization. Our mission is to support strong economies, healthy communities, and a quality environment in Southeast Alaska. SEC is responsible for developing a Comprehensive Economic Development Strategy (CEDS) for Southeast Alaska that is designed to identify regional priorities for economic and community development.

After 12 months of regional input and participation through surveys, numerous committee meetings and various conversations with our regional leaders, SEC is pleased to have published the region's draft 2030 Comprehensive Economic Development Strategy (CEDS) for its 30-day public review period. We appreciate your community's involvement in the development and identification of top regional objectives in the newest version of the CEDS. Please find attached to this letter a digital version of the draft CEDS for your review. If you or the Council have any comments on the draft CEDS, please provide them to Kaitlyn Jared at kaitlyn@seconference.org.

Additionally, we would appreciate the consideration of a resolution of support endorsing the region's 2030 CEDS. An example is provided for your convenience. As a strategy developed for the region, by the region, the SE Alaska 2030 CEDS is one of a kind and here to work for your community. Adoption of the CEDS is a critical step in promoting your community's various infrastructure projects and economic initiatives. Federal and State partners look to the regional CEDS for consistency in community projects and overarching regional goals as part of their funding consideration. Joining other regional communities through resolution support shows continued collaboration and commitment to the economic success of all. SEC looks forward to continuing to work with the community of Gustavus, and we thank you for your consideration.

Sincerely,

Robert Venables, Executive Director
Southeast Conference



RESOLUTION XX-XX

**ENDORISING AND ADOPTING THE SOUTHEAST ALASKA 2030 ECONOMIC PLAN:
SOUTHEAST CONFERENCE’S COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY
2025-2030**

WHEREAS, Southeast Conference is the Economic Development District (EDD), and the Alaska Regional Development Organization (ARDOR) for Southeast Alaska; and,

WHEREAS, the Conference is responsible for preparing and maintaining a regional Community Economic Development Strategy (CEDS) for capacity building, and economic and community development in Southeast Alaska; and,

WHEREAS, This CEDS has been prepared and updated through the participation of local community leaders, businesses and residents; and

WHEREAS, Southeast Conference works collaboratively with all boroughs, municipalities, and Tribes for project implementation and support; and,

WHEREAS, Economic prosperity and community well-being are critical for community success; and,

WHEREAS, Gustavus has planned infrastructure projects and economic opportunities that the community identifies as priorities; and,

WHEREAS, These projects both support and benefit from alignment with other efforts across Southeast Alaska; and,

WHEREAS, these projects will require significant capital investment and funds; and,

WHEREAS, funding will be sought from various Federal and State sources.

NOW THEREFORE BE IT RESOLVED, That the community of Gustavus endorses the SOUTHEAST ALASKA 2030 ECONOMIC PLAN: SOUTHEAST CONFERENCE’S COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY 2025-2030, and,

BE IT FURTHER RESOLVED, Adopting the Regional CEDS as a Regional plan will support and compliment the community’s Comprehensive Plan, Capital Improvement Plans and other planning documents that will enhance the community’s success.

ADOPTED BY _____, **2025.**

Witness by:

Attest: