



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, November 13, 2023 at 7:00 PM
In Person at Gustavus City Hall and Via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/89612096925?pwd=ZlppMEpHZGZ1VEErZTdvL3F5OXVaZz09>
ID: 896 1209 6925 **PASSCODE:** 2451 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 10-06-2023 Election Review Committee Meeting Minutes
- [2.](#) 10-09-2023 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

3. Gustavus Visitors Association Quarterly Report
4. Disposal and Recycling Center Quarterly Report
5. City of Gustavus Treasurer Report
6. City Administrator Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [7.](#) Certificate of Records Destruction
8. FY24-xxNCO Endowment Fund Grant Transfer Introduction (Public Hearing 12-11-2023)

ORDINANCE FOR PUBLIC HEARING

- [9.](#) FY24-07NCO Amendment of The City Held Accounts in FY24 (Introduced 10-09-2023)
- [10.](#) FY24-08NCO AMLIP Reserve (Introduced 10-09-2023)
- [11.](#) FY24-09NCO Capital Current Transfer (Introduced 10-09-2023)

UNFINISHED BUSINESS

NEW BUSINESS

12. Award RFQ FY24-04 Salmon River Play Equipment Installation

CITY COUNCIL REPORTS

13. Bike Path Update/SS4A Grant

14. Beach Wheelchair Update

15. Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

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

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

- *That prospers while and by protecting its natural resources;*
- *With a sustainable economy and infrastructure that assures public health and safety while promoting personal development and initiative; and*
- *Where all members take social responsibility and actively participate in decision making affecting growth, development, regulation and enforcement; and*
- *In which people retain a closeness with and caring for each other individually and collectively while working together to accomplish community goals and preserve community traditions.*



CITY OF GUSTAVUS PUBLIC MEETING -

Friday, October 06, 2023 at 6:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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

MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=NjNtem1QSVNCQVFxd1dWVlVEb0xxQT09>

ID: 515 501 9406

PASSCODE: 6972451

PHONE NUMBER: 253-215-8782

Hosted by

Election Review Committee

Vice Mayor Kyle Bishop opens the Election Review Committee at 6:03PM.

PRESENT

Vice Mayor Kyle Bishop
Council Member Janene Driscoll
Council Member Tania Lewis
Council Member Jim Mackovjak
Council Member Shelley Owens
Council Member Brian Taylor

ABSENT

Mayor Mike Taylor

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by council member Brain Taylor.

New Business

1. Canvass Absentee, Questioned, Defective and Spoiled Ballots Cast in October 3, 2023 General Election

Motion made by Tania Lewis that the Election Review Board Reject Question Ballot Q2 that was not eligible to vote in the City of Gustavus.

Seconded by Shelley Owens

Voting Yea: Vice Mayor Bishop, Council Member Driscoll, Council Member Lewis, Council Member Mackovjak, Council Member Owens, Council Member Taylor

Motion made by Shelley Owens that the Election Review Board accept Question Ballot Q1 that was eligible to vote in the City of Gustavus.

Seconded by Brian Taylor

Voting Yea: Vice Mayor Bishop, Council Member Driscoll, Council Member Lewis, Council Member Mackovjak, Council Member Owens, Council Member Taylor

Motion made by Kyle Bishop that the Election Review Board accept Absentee Ballots A1-A31 that have been properly cast by voters registered in the City of Gustavus.

Seconded by Tania Lewis

Voting Yea: Vice Mayor Bishop, Council Member Driscoll, Council Member Lewis, Council Member Mackovjak, Council Member Owens, Council Member Taylor

2. Certify Reports of Election for October 3rd, 2023 Results

Motion made by Janene Driscoll that the Election Review Board accept the tally of ballots as tallied and certify the Report of the Election.

Seconded by Jim Mackovjak

Voting Yea: Vice Mayor Bishop, Council Member Driscoll, Council Member Lewis, Council Member Mackovjak, Council Member Owens, Council Member Taylor

3. Signing of Certificates of Election by Vice Mayor and City Clerk

City Council Comment

Tania Lewis - Thanked candidates.

Kyle Bishop- Thanked candidates.

Adjournment

Hearing no objections, Vice Mayor Bishop adjourned the meeting at 7:30 PM.

POSTED ON: October 28, 2023 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, October 09, 2023 at 7:00 PM
In Person at Gustavus City Hall and Via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

MINUTES – PENDING

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=NjNtem1QSVNcQVFXd1dWVlVEb0xxQT09>

ID: 515 501 9406 **PASSCODE:** 6972451 **TEL:** 253-215-8782

ROLL CALL

Meeting was called to Order at 7pm by Mayor Mike Taylor.

PRESENT

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

ABSENT

Council Member Tania Lewis

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Shelley Owens.

1. Swearing in of New Council Members Seats C and D
City Clerk, Liesl Barker conducted the swearing in of newly elected Council Members Rachel Patrick - Seat C and Brian Taylor - Seat D.
2. Council Election of Mayor
Vice Mayor Bishop opened the floor for Mayor nominations
Council member Shelley Owens nominated Kyle Bishop.
Seconded by Janene Driscoll.
Council member Mike Taylor nominated Shelley Owens.
Seconded by Kyle Bishop.

Hearing no more nominations the floor is closed

Kyle Bishop declines his nomination to Mayor.

Hearing no objections, the nomination for Shelley Owens to serve the 2023-2024 term has been accepted by unanimous consent.

3. Council Election of Vice Mayor

Mayor Owens opened the floor for Vice Mayor nominations.

Council member Kyle Bishops nominated Brian Taylor.

Seconded by Rachel Lewis.

Council member Kyle Bishop nominated Shelley Owens .

Seconded by Janene Driscoll.

Brain Taylor and Kyle Bishop both accepted their nominations.

Brain Taylor was elected Vice Mayor with a majority vote.

APPROVAL OF MINUTES

4. 09-11-2023 General Meeting Minutes.

Motion by Jim Mackovjak to approve by unanimous consent the 09-11-2024 General Meeting Minutes.

Seconded by Mike Taylor

Hearing no objections, the minutes for 09-11-2023 General Meeting Minutes as presented were adopted by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda Changes.

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

COMMITTEE / STAFF REPORTS

5. Gustavus Volunteer Fire Department Quarterly Report

Gustavus Volunteer Fire Department Chief, Sol Martinez submitted a written report and provided an oral summary.

6. Gustavus City Clerk Quarterly Report

City Clerk, Liesl Barker submitted a written report and provided an oral summary.

7. Gustavus Marine Facilities Quarterly Report

Marine Facilities Coordinator, Larry Platt submitted a written report, and provided an oral summary.

8. City Treasurer Monthly Financials

City Treasurer, Ben Sadler submitted monthly financials.

9. City Administrator Report

City Administrator, Kathy Leary submitted a written report and provided an oral summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Dr. Vaught and Dave Miller spoke about how they are working with our Fire Chief to continue to help improve our GVFD.

CONSENT AGENDA

Motion made by Janene Driscoll to adopt the Consent Agenda by unanimous consent as presented.

Seconded by Council Member Brian Taylor.

Hearing no objections, the Consent Agenda is adopted by unanimous consent.

10. FY24-07 Introduction Providing for the Amendment of The City Held Accounts in FY24 (Public Hearing 11/13/23)
11. FY24-08NCO AMLIP Reserve (Public Hearing 11-13-2023)
12. FY24-09NCO Capital Current Transfer (Public Hearing 11-13-2023)

ORDINANCE FOR PUBLIC HEARING

13. FY24-06 Amendments to Title 3 - Personnel, Chapter 3.05, Section 3.05.010 and Section 3.05.020 (Introduced 09-11-2023)

FY24-06 Amendments to Title 3 - Personnel, Chapter 3.05, Section 3.05.010 and Section 3.05.020 (Introduced 09-11-2023)

Mayor Owens opened for Public Hearing at 8:26PM.

Public Comment: None

Mayor Owens closed Public hearing at 8:27PM.

Motion made by Council Member Brian Taylor to move to adopt FY24-06 amendments to Title 3- Personnel, Chapter 3.05, Section 3.05.010 and Section 3.05.020(Introduced 09-11-2023).

Seconded by Council Member Jim Mackovjak

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

UNFINISHED BUSINESS

None

NEW BUSINESS

14. Award RFQ- FY24-02 - Emergency Gravel Stockpile

Rachel Patrick made a motion to award the contract for the Emergency Gravel Stockpile to Glacier Bay Construction per their response to RFQ-FY24-02.

Seconded by Kyle Bishop

Public Comment: None

Council Comment: None

Voting Yea: Council Member Taylor, Council Member Bishop, Council Member Mackovjak, Vice Mayor Taylor, Council Member Driscoll, Mayor Owens, Council Member Patrick

15. Contract Extension of RFQ FY23-01RM for Snow Removal

A motion made by Kyle Bishop to extend the contract RFQ FY23-01 RM Section 215 for Snow Removal to Glacier Bay Construction per their response to RFQ-FY24-03.

Seconded by Janene Driscoll

Public Comment: None

Council Comment: Vice Mayor Brian Taylor

Voting Yea: Council Member Taylor, Council Member Bishop, Council Member Mackovjak, Council Member Patrick, Vice Mayor Taylor, Council Member Driscoll, Mayor Owens

16. Motion to Write-Off Ambulance Bad Debt from 2020-2022

Motion made by Mike Taylor that the City of Gustavus writes off the following ambulance service debts from FY20 (\$620.90), FY21 (\$1241.80), and FY22 (\$2469.30) for total of \$4,332.00 as uncollectable.

Seconded by Brian Taylor

Public Comment: None

Council Comment: Brian Taylor

Voting Yea: Council Member Patrick, Council Member Taylor, Council Member Bishop, Council Member Mackovjak, Vice Mayor Taylor, Council Member Driscoll, Mayor Owens

CITY COUNCIL REPORTS

Jim Mackovjak - Bike Path update

Janene Driscoll- Beach Wheelchair update

17. Mayor's Report

Former Mayor Mike Taylor provided a written and oral report.

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, Mayor Owens adjourned the meeting at 9:05 PM.

ADA NOTICE

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VISION STATEMENT

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CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25, Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	3. Person Completing Form Liesl Barker, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5b. E-mail Address clerk@gustavus-ak.gov
2. Division/Department Desk of the City Clerk	5a. Telephone Number 907-697-2451

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-6, 6 yrs	Elections-General	2016 and 2017	City Hall	2 file folders	Shred
C-7, 1 yrs	Election-Ballots	2022	City Hall	3 file folders	Shred
A-4, 4 yrs	Accounts Receivable/Payable	2018	City Hall	1 expandable file	Shred
A-5, 1 yrs	Banking Records	2014 and 2015	City Hall	1 Bankers Box	Shred
A-15, 4 yrs	Sales Tax	2016	City Hall	1 Bankers Box	Shred
C-12, 7 yrs	Council Meeting documentation	2013	City Hall	1/2 Bankers Box	Shred

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____ **DATE** _____

8. CITY CLERK/TREASURER _____ **DATE** _____

9. RECORDS DESTRUCTION AFFIRMED BY: _____ **DATE** _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-07NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2024**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2024 estimated expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year, the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
FY23 Surplus Carry Over	\$ 100,000.00	\$ 169,025.00	\$ 69,025.00
<hr/>			
Total Change in Income			\$ 69,025.00
EXPENSE			
Admin:Building Maintenance	\$ 500.00	\$ 2,500.00	\$ 2,000.00
Admin:Dues & Fees	\$ 6,500.00	\$ 8,000.00	\$ 1,500.00
Admin:Payroll	\$ 240,430.55	\$ 234,430.55	\$ <6000.00>
Admin:Training	\$ 2,750.00	\$ 4,000.00	\$ 1,250.00
Admin:Travel	\$ 8,500.00	\$ 13,000.00	\$ 5,000.00
DRC:Equipment Equipment Purchase	\$ 2,850.00	\$ 4,350.00	\$ 1,500.00
GVFD:Building Maintenance	\$ 500.00	\$ 6,000.00	\$ 5,500.00
GVFD:Contractual	\$ 2,000.00	\$ 6000.00	\$ 4,000.00
GVFD:Dues & Fees	\$ 1,750.00	\$ 4,500.00	\$ 2,750.00
GVFD:Equipment Purchase	\$ 4,000.00	\$ 4,600.00	\$ 600.00
GVFD:Payroll Expenses	\$ 82,831.17	\$ 90,831.17	\$ 8,000.00
GVFD:Training	\$ 7,000.00	\$ 12,000.00	\$ 5,000.00
GVFD:Travel	\$ 2,500.00	\$ 7,500.00	\$ 5,000.00
Library:Building Maintenance	\$ 2,000.00	\$ 3,500.00	\$ 1,500.00

Library:Library Materials	\$ 8,500.00	\$ 14,000.00	\$ 5,500.00
Library;Library Program Supplies	\$ 2,050.00	\$ 2,975.00	\$ 925.00
Roads:Road Maintenance	\$ 85,000.00	\$ 116,000.00	\$ 31,000.00

Total Change in Expense **\$ 69,025.00**

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: *October 9, 2023*

DATE OF PUBLIC HEARING: *November 13, 2023*

PASSED and **APPROVED** by the Gustavus City Council this X Day of November 2023.

Shelley Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-08NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
AMLIP Road Maintenance <i>Unencumbered Road Maintenance funds are being moved to AMLIP Reserve and AMLIP Road Maintenance is being closed per the City's new Restricted Funds and AMLIP policy.</i>	\$ 251,561.95	\$ 0.00	<\$ 251,561.95>
AMLIP Capital Improv – Long-Term <i>Transferring funds to AMLIP Reserve per the City's new Restricted Funds and AMLIP policy.</i>	\$ 795,079.67	\$ 657,312.12	<\$ 137,767.55>
AMLIP Reserve	\$ 789,179.24	\$ 1,178,508.74	\$ 389,329.50
<hr/>			
Total Change in City Held Account Balances			\$ 0.00

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

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

DATE INTRODUCED: *October 9, 2023*
DATE OF PUBLIC HEARING: *November 13, 2023*

PASSED and **APPROVED** by the Gustavus City Council this X day of November 2023.

Shelley Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-09NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance	Amended Balance	Change
AMLIP Current – CP23-01 GVFD <i>Project was completed in FY24. Returning funds to AMLIP Capital Improv Long-Term account.</i>	\$ 38,735.88	\$ 0.00	<\$ 38,735.88>
AMLIP Current – CP19-08 Library <i>Project was completed in FY24. Returning funds to AMLIP Capital Improv Long-Term account.</i>	\$ 39,495.00	\$ 1,180.78	<\$ 38,314.22>
AMLIP Current – CP21-06 MF <i>Project still, in progress. Returning funds to AMLIP Capital Improv Long-Term account.</i>	\$ 2,770.05	\$ 2,560.07	<\$ 209.98 >
AMLIP Capital Improv Long-Term* <i>*Approximate, this is a dynamic value.</i>	\$ 795,079.67	\$ 872,339.75	\$ 77,260.08
Total Change in City Held Account Balances			\$ 0.00

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

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

DATE INTRODUCED: October 09, 2023

DATE OF PUBLIC HEARING: November 13, 2023

PASSED and **APPROVED** by the Gustavus City Council this X Day of November 2023.

Shelley Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk