



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, July 17, 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 - Charity Smith  
City Treasurer – Ben Sadler  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### DRAFT GENERAL MEETING AGENDA AND PACKET

#### ROLL CALL

Reading of the City of Gustavus Vision Statement

#### APPROVAL OF MINUTES

- [1.](#) 06-26-2023 Special Meeting Minutes
- [2.](#) 06-19-2023 General Meeting Minutes

#### MAYOR'S REQUEST FOR AGENDA CHANGES

#### COMMITTEE / STAFF REPORTS

3. Gustavus Volunteer Fire Department Quarterly Report
4. City Clerk Quarterly Report
5. Marine Facilities Quarterly Report
6. City Treasurer Monthly Financials
7. City Administrator Report

#### PUBLIC COMMENT ON NON-AGENDA ITEMS

#### CONSENT AGENDA

#### ORDINANCE FOR PUBLIC HEARING

- [8.](#) FY24-01NCO Introduction of Gustavus Visitors Association FY24 Budget Amendment (Introduced 06-19-2023)

#### UNFINISHED BUSINESS

#### NEW BUSINESS

9. DRC Operator Pay Increase

#### 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/>

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

## **VISION STATEMENT**

*We envision a distinctive community:*

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



# CITY OF GUSTAVUS CITY COUNCIL SPECIAL MEETING

Monday, June 26, 2023 at 6:00 PM  
Gustavus City Hall

Item #1.

## COUNCIL MEMBERS

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

## CITY HALL

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## MINUTES - PENDING

### ROLL CALL

#### PRESENT

Mayor Mike Taylor  
Vice Mayor Kyle Bishop  
Council Member Janene Driscoll  
Council Member Jim Mackovjak  
Council Member Brian Taylor

#### ABSENT

Council Member Tania Lewis  
Council Member Shelley Owens

### Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Mayor Taylor.

### APPROVAL OF MINUTES

None

### MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Taylor requested to add a motion to postpone the July Work Session and General Meeting dates by one week.

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

### COMMITTEE / STAFF REPORTS

None

### PUBLIC COMMENT ON NON-AGENDA ITEMS

None

### CONSENT AGENDA

None

### ORDINANCE FOR PUBLIC HEARING

None

### UNFINISHED BUSINESS

None

**NEW BUSINESS**

1. Approve Hiring of City Clerk applicant Charity Smith

Motion made by Vice Mayor Bishop to approve the hiring of Charity Smith as City Clerk for the City of Gustavus.

Seconded by Council Member Taylor.

Public Comment: None

Council Comment:  
Council Member Driscoll

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

2. Swearing in of City Clerk  
Acting City Clerk, Karen Platt performed the swearing in of Charity Smith as the new Gustavus City Clerk.

3. Approve Update of City Department Library Administrative Director Position Description and Position Announcement

Motion made by Mayor Taylor to approve the update of City Department Library Administrative Director position description and position announcement.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment:  
Council Member Driscoll

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

4. Motion made by Mayor Taylor to change the July 3rd Work Session to July 10th and the July 10th General Meeting to July 17th, due to Staffing and the 4th of July Holiday.

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment: None

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

**CITY COUNCIL REPORTS**

None

**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, the meeting was adjourned at 6:41.

**ADA NOTICE**

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**VISION STATEMENT**

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# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, June 19, 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  
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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES-PENDING

### ROLL CALL

#### PRESENT

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

#### ABSENT

Council Member Janene Driscoll

### Reading of the City of Gustavus Vision Statement

Counsel Member, Jim Mackovjak read the City of Gustavus Vision Statement.

### APPROVAL OF MINUTES

- 05-08-2023 General Meeting Minutes

Council Member Lewis moves to approve minutes by unanimous consent the 05/08/2023 General Meeting Minutes.

Seconded by Council Member Taylor.

Hearing no objections, the minutes are approved by unanimous consent.

### MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

### COMMITTEE / STAFF REPORTS

- Gustavus Public Library Quarterly Report  
Gustavus Public Librarians provided a written report and Library Administrator Director, Jessie Soder provided an oral summary.
- City Treasurer Monthly Reports  
City Treasurer, Ben Sadler submitted monthly financial reports and was available to answer questions.

4. City Administrator Report  
City Administrator, Kathy Leary provided an oral report summary.

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**CONSENT AGENDA**

Motion made by Council Member Owens to adopt the Consent Agenda by unanimous consent.

Seconded by Council Member Taylor.

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

5. 06-19-2023 Certificate of Records Destruction

**ORDINANCE FOR PUBLIC HEARING**

6. FY23-21NCO Providing for the Amendment of Department Budgets for Fiscal Year 2023 (Introduced 05-08-2023)

Mayor Taylor opened the Public Hearing at 7:30 P.M.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:30 P.M.

Motion made by Vice Mayor Bishop to adopt FY23-21NCO Providing for the Amendment of Department Budgets for Fiscal Year 2023 (Introduced 05-08-2023).

Seconded by Council Member Mackovjak.

Council Comment: None

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

7. FY23-22NCO Providing for the Amendment of The Administrative Budgets for Fiscal Year 2023

Mayor Taylor opened the Public Hearing at 7:35 P.M.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:35 P.M.

Motion made by Council Member Taylor to adopt FY23-22NCO Providing for the Amendment of the Administrative Budgets for Fiscal Year 2023 Introduced 05-08-2023.

Seconded by Council Member Lewis.

Council Comment:  
Council Member Taylor

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

8. FY23-23NCO Capital Project Funding 2023-SRP Playground Equipment Expansion Project (Introduced 05-08-2023)

Mayor Taylor opened the Public Hearing at 7:40 P.M.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:40 P.M.

Motion made by Mayor Taylor to adopt FY23-23NCO Capital Project Funding 2023-SRP Playground Equipment Expansion Project as Introduced on 05-08-2023.

Seconded by Vice Mayor Bishop.

Council Comment: None

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

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

9. CY23-07 Pertaining to the Authorized Investments of and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment Funds

Motion made by Council Member Lewis to approve Resolution CY23-07 Pertaining to the Authorized Investments of and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment fund.

Seconded by Council Member Owens.

Public Comment: None

Council Comment: None

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

10. CY23-08 Updating Policy and Procedure for City Banking Policy  
Motion made by Council Member Mackovjak to approve Resolution CY23-08 Updating Policy and Procedure for City Banking Policy CY23-08.

Seconded by Council Member Taylor.

Public Comment: None

Council Comment: None



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

11. Capital Improvement Plan Project Nomination\_Beach Mobility Items

Motion made by Mayor Taylor to approve the City of Gustavus Capital Improvement Plan Nomination for Beach Mobility items.

Council Member Owens moved to postpone to a certain time the next General Session in July.

Seconded by Council Member Taylor.

Council Comment:  
Council Member Taylor  
Mayor Taylor

Voting Yea: Council Member Owens

Voting Nay: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor

Motion to postpone to a date certain failed.

Main Motion Seconded by Council Member Taylor.

Public Comment: None

Council Comment:  
Council Member Lewis  
Council Member Owens  
Council Member Taylor  
Mayor Taylor

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

Voting Nay: Council Member Owens

12. Award 2024 Annual Road Maintenance Contract RFQ FY24-01RM

Motion made by Council Member Owens to award RFQ FY24-01RM Annual Road Maintenance Contract as described in RFQ FY24-01RM to Glacier Bay Construction Inc. in accordance with their quotation dated 5-31-2023 in the amount of \$137,453.00.

Seconded by Council Member Lewis.

Public Comment: None

Council Comment: None

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

13. FY24-01NCO Introduction of Gustavus Visitors Association FY24 Budget Amendment (Public Hearing 07-10-2023)

Motion made by Mayor Taylor to introduce FY24-01NCO Gustavus Visitors Association FY24 Budget Amendment with the Public Hearing to take place on 07-10-2023.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment: Council Member Taylor  
Mayor Taylor

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

### **CITY COUNCIL REPORTS**

14. Mayor Report

Mayor Taylor submitted a written report and provided an oral summary and added appreciation for DRC Operator and Manager, Paul Berry's 30 years of service.

### **CITY COUNCIL QUESTIONS AND COMMENTS**

Council Member Brian Taylor - DRC Operator and Manager, Paul Berry appreciation.

Tania Lewis - DRC Operator and Manager, Paul Berry appreciation.

Vice Mayor Bishop - DRC Operator and Manager, Paul Berry appreciation, and extended gratitude to Glacier Bay Construction and Council for the construction of the hardened beach trail.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 8:47 P.M.

### **ADA NOTICE**

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### **VISION STATEMENT**

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**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY24-01NCO  
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
<b>INCOME</b>			
Room Tax Income	\$ 100,000.00	\$ 105,400.00	\$ 5,400.00
Total Change in Income			<b>\$ 5,400.00</b>
<b>EXPENSE</b>			
GVA	\$ 36,000.00	\$ 41,400.00	\$ 5,400.00
Total Change in Expense			<b>\$ 5,400.00</b>

**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:** June 19, 2023

**DATE OF PUBLIC HEARING:** July 10, 2023

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of July, 2023.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Charity Smith, City Clerk