



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, December 11, 2023 at 7:00 PM  
In Person at Gustavus City Hall and Via Zoom

## COUNCIL MEMBERS

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

## CITY HALL

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

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=86461936858>

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

### ROLL CALL

**Reading of the City of Gustavus Vision Statement**

### APPROVAL OF MINUTES

1. 11-13-2023 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

2. Library Director Quarterly Report
3. Marine Facilities Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

### UNFINISHED BUSINESS

### NEW BUSINESS

6. CY22-24 2023 Endowment Fund Grant Extension Requests

### CITY COUNCIL REPORTS

7. Bike Path Update/ SS4A Grant
8. Beach Wheelchair Update
9. Salmon River Playground Update
10. Town Hall Meeting Update
11. 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

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## MINUTES- PENDING

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/89612096925?pwd=ZlppMEpHZGZ1VEErZTdvL3F5OXVaZz09>

**ID:** 896 1209 6925

**PASSCODE:** 2451

**TEL:** 253-215-8782

### ROLL CALL

#### PRESENT

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

#### ABSENT

Vice Mayor Brian Taylor

### READING OF THE CITY OF GUSTAVUS VISION STATEMENT

Vision Statement read by Council Member Patrick.  
Mayor Shelley Owens recognizes former Mayor Mike Taylor for his service as Mayor.

### APPROVAL OF MINUTES

1. 10-06-2023 Election Review Committee Meeting Minutes
2. 10-09-2023 General Meeting Minutes

Motion made by Council Member Jim Mackovjak to approve by unanimous consent the 10-06-2023 City Council Election Review Committee Meeting Minutes and the 10-09-2023 General Meeting Minutes.

Seconded by Council Member M. Taylor

Public Comment: None

Council Comment: Council Member M. Taylor made note of 3 clerical errors to be corrected in the 10-09-2023 General Meeting Minutes.

Hearing no objections, the 10-06-2023 City Council Election Review Committee Meeting minutes and 10-09-2023 General Meeting minutes with corrections were approved by unanimous consent.

### **MAYOR'S REQUEST FOR AGENDA CHANGES**

There were no agenda changes.

Hearing no objections, Mayor Owens 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.
4. Disposal and Recycling Center Quarterly Report  
Disposal and Recycling Center Manager Operator, Ian Barrier submitted a written report and provided an oral summary.
5. City of Gustavus Treasurer Report  
City of Gustavus Treasurer, Ben Sadler submitted a written report and provided an oral summary.
6. City Administrator Report  
City of Gustavus City Administrator, Kathy Leary provided a written and oral report.

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

None

### **CONSENT AGENDA**

7. Certificate of Records Destruction  
Council Member Bishop moved to adopt the consent agenda minus the CY23-13 Shared Fisheries Business Tax item, leaving solely the certificate of Records Destruction for unanimous consent.  
Seconded by Council Member Mackovjak  
Hearing no objections, the motion passed.
8. CY23-13 Shared Fisheries Business Tax for FY24  
Mayor Owens requested to have CY23-23 Shared Fisheries Business Tax for FY24 moved to New Business.

### **ORDINANCE FOR PUBLIC HEARING**

9. FY24-07NCO Amendment of Department Budgets for FY24 (Introduced 10-09-2023)

Mayor Owens opened the Public Hearing at 7:43P.M.

Public Comment: None

Mayor Owens closed Public Hearing at 7:44.PM.

Motion made by Council Member M. Taylor to adopt FY24-07NCO Amendment of Department Budgets for Fiscal Year 2024 (Introduced 10-09-2023).

Second by Council Member Bishop.

Council Comment: Council Member M. Taylor, Council Member Driscoll

Motion made by Council member M. Taylor to amend FY24-07NCO to increase the FY24 amended budget line for Road Maintenance from \$116,000 to \$131,000, with \$15,000 to be earmarked specifically for removal of hardened berms on road shoulders city-wide.

Seconded by Council Member Mackovjak

Roll call vote on amendment:

Voting Yea:

Mayor Owens, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

Roll Call vote on main motion as amended:

Voting Yea:

Mayor Owens, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

10. FY24-08NCO AMLIP Reserve (Introduced 10-09-2023)

Mayor Owens opened the Public Hearing at 7:56P.M.

Public Comment: None

Mayor Owens closed Public Hearing at 7:57P.M.

Motion made by Council Member Driscoll to approve FY24-08NCO AMLIP Reserve (Introduced 10-09-2023).

Seconded by Council Member M. Taylor.

Council Comment: None

Voting Yea:

Mayor Owens, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

11. FY24-09NCO Capital Current Transfer (Introduced 10-09-2023)

Mayor Owens opened the Public Hearing at 7: 58P.M.

Public Comment: None

Mayor Owens closed Public Hearing at 7:59P.M.

Motion made by Council Member Patrick to approve FY24-09NCO Capital Current Transfer (Introduced 10-09-2023).

Seconded by Mayor Owens

Council Comment: None

Voting Yea:

Mayor Owens, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passes

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### 8. CY23-13 Shared Fisheries Business Tax for FY24

Resolution Read by Mayor Owens

Motion made by Council Member Bishop to adopt CY23-13 Shared Fisheries Business Tax for FY24.

Seconded by Council Member M. Taylor

Voting Yea:

Mayor Owens, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

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

Motion made by Council Member Mackovjak to award the contract for the Salmon River Play Equipment Installation to Gustavus Landscaping and Construction pursuant to that company's response to RFQ FY24-04.

Seconded by Council Member M. Taylor

Public Comment: None

Council Comment: Council Member Driscoll

Voting Yea:

Mayor Owens, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed

## **CITY COUNCIL REPORTS**

### 13. Bike Path Update/SS4A Grant

Council Member Mackovjak provided an oral report.

### 14. Beach Wheelchair Update

Council Member Driscoll provided an oral report.

15. Mayor's Report

Mayor Owens provided a written and oral report.

**CITY COUNCIL QUESTIONS AND COMMENTS**

Council Comment: Council Member Driscoll

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

Public Comment: Susan Warner

**EXECUTIVE SESSION**

16. To discuss matters which by law, municipal charter, or ordinance are required to be confidential: To discuss with the City's attorney *Saracco and Etherington v. The City of Gustavus and the State of Alaska*, 1 JU-20-00758, MDL No. 2:18-mn-2873-RMG.

Motion made by Council Member Bishop to convene an executive session to discuss matters which by law, municipal charter, or ordinance are required to be confidential: To discuss with the City's attorney Saracco and Etherington v. The City of Gustavus and the State of Alaska, 1 JU-20- 00758, MDL No. 2:18-mn-2873-RMG."

Seconded by Council Member M. Taylor

Hearing no objections, the motion passed by unanimous consent.

Mayor Owens closed the General Meeting and Opened the Executive Session at 8:31P.M.

At this point the Clerk assigned all city council participants to a breakout room and placed members of the public into a separate breakout room.

Motion made by Council member Bishop to end executive session and reconvene the general meeting.

Seconded by Council Member Patrick

Hearing no objections, the motion passed by unanimous consent.

Mayor Owens closed the Executive Session and opened the General Meeting at 9:05P.M.

Motion made by Council Member M. Taylor to authorize the city attorney to proceed with the current course in: *Saracco and Etherington v. The City of Gustavus and the State of Alaska*, 1 JU-20- 00758, MDL No. 2:18-mn-2873-RMG.

Seconded by Council Member Mackovjak

Voting Yea:

Mayor Owens, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor  
Motion Passed

**ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 9:07P.M.

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\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# Quarterly Staff Report — December 2023

Gustavus Public Library : 907.697.2350

LeAnn Weikle ~ Library Services Director ~ [leann.weikle@gustavus.lib.ak.us](mailto:leann.weikle@gustavus.lib.ak.us)

Melisa Gomb ~ Library Administrative Director ~ [melisa.gomb@gustavus.lib.ak.us](mailto:melisa.gomb@gustavus.lib.ak.us)

## 1. General Library Statistics September 2023-November 2023

	Sept.	Oct.	Nov.
<b>Library Visitors</b>	269	276	264
<b>Books Checked Out</b>	518	627	544
<b>Movies Checked Out</b>	1152	168	138
<b>Interlibrary Loans Checked Out</b>	35	62	47
<b>Digital Materials Checked Out</b>	1050	1067	1084
<b>Other Materials Checked Out</b>	58	67	67
<b>Events Hosted at/by Library</b>	9	19	13



## Past, Current, and Upcoming Programming for Fall/Winter 2023

- Travel at the Library ~ Kicked off with Japan! Thank you to hosts Kim Ney and Wayne Howell
- Lights at the Library – the library will be part of the townwide light celebration on December 16th 4-8 pm. Stop by for a hot drink!
- *Learn Libby with LeAnn* January 12 ~ 6pm or 13 ~ 11am or by appointment
- Plein Aire, Wednesdays 10-12 pm, started in September and continuing throughout the winter
- Pizza, Puzzles & Games, Nov. 1, December 6 and 20 ~ ALL Ages 3:30-6:30 pm



- Halloween, Oct. 31<sup>st</sup> and Treats and our Photo Booth



- Spooky Read, Oct 27<sup>th</sup> a partnership with the Gustavus School



- Card making parties in November
- Art Club, Grades K-2, Oct. 12, 19<sup>th</sup>, 26<sup>th</sup>, and will pick up in December with the Art Club Show on Dec. 15<sup>th</sup>. Grades 3-5 Art Club begins in January.



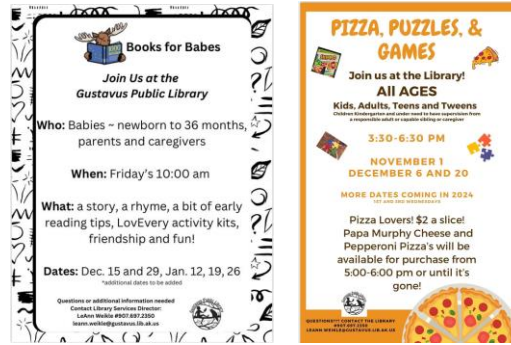
- Harvest Fest a partnership with the Gustavus Community Center
- Virtual Town Hall with Se. Jesse Kiehl and Rep. Andi Story, Nov. 09
- NPS Meeting
- LEGOs with Annie, Fridays, 2:30-4:00 November through January



Legos at the Library with Annie Kindergarten & Up Younger children would need to be accompanied by a parent or caretaker Friday,

November 10 & November 17  
2:30-4:00 PM

- TACO (Teen Advisory Council organization) Meetings (on pause)
- Gustavus Adult Book Club (new books chosen monthly) OPEN TO EVERYONE!
- Everybody Welcome Band, Thursdays at 5:15 and Banjo Classes prior
- Story Walk with new books every month
- Gustavus Preschool and Elementary Class Weekly Visits
- Homeschool Story Time, Tuesdays at 10am
- Books for Babes and 1000 Books Before K



- Test Proctoring (driver's license, EMT, AK STAR)
- Curbside Services 5 days/week
- Custom-made book boxes – please let us know if there are any requests.
- Library Friends and Volunteers Meetings every 2 or 3 months

## 2. Status of Active or Upcoming Grants

In April 2022, our library was awarded a \$10,000 Alaska Community Foundations Grant. This grant has allowed us to host several literacy camps, a Reader's Theater camp, a Book Arts camp, and a Fish and Fishing-themed camp. We will continue to use this money throughout FY24 for *Library Literacy Camps*, the *Books for Babes* program, and *1000 Books before Kindergarten*. The opportunity to reapply for this grant will be in April of 2024.

Each year we apply for the PLA (Public Library Assistance) Grant. We were awarded \$7000 for FY24, which is used for all our materials (books, DVDs, etc.) We purchase approximately 60 books/DVDs per month using funds from this grant. Please let us know if you have a book or DVD request!

We are planning on another attempt at the ILC (Interlibrary Cooperation) Grant which is due April 1. We'd like to submit a new proposal to pay for new patron computers. The current patron computers are over ten years old, and they have constant problems.

### 3. Existing Projects and Programming

Halloween, Spooky Read and Harvest Fest will be detailed further in our full report. We would like to thank Jim Mackovjak, Brittney Cannamore, and Larry Landry for being our Gustavus Library Readers at the Spooky Read!

Pizza, Puzzles, & Games for all ages started off with a big bang on November 1<sup>st</sup>! Come to the library to play games with others and do puzzles together while also eating Papa Murphy's Cheese or Pepperoni Pizza! We even have a puzzle in progress under the couches in the YA area that is on a cork board and is available to work on anytime. We also have lots of brand-new puzzles and games being added to the collection that you can check out for 3 weeks at a time. Two more events are scheduled in December, and we hope to continue this very popular program into the new year.

The Brian Waverly fund, named for a longtime summer resident, friend of the library, and artist which brought about our killer whale skeleton project is being used finally, and we want to thank Gustavus Construction for lending the scaffolding to us to get this project started. Since the whale skeleton was installed in the library, we found that many people (even those living in the community for a long time) didn't realize we had the skeleton because she is lost in front of the white wall, so it was decided to create a mural with an ocean scene that included a killer whale to complement the skeleton. Local artist Jess Mulligan is working on the mural now, and it is already incredible! Please come by to check out her progress! We are planning on a reception in early January.

Learn Libby with LeAnn will be happening in January or by appointment. Please bring all of your questions on the Libby app, the app that lets you log in to your

local library to access ebooks, audiobooks and magazines all for free. Come learn how to take full advantage of this wonderful resource.

Melisa Gomb, our new Library Administrative Director, is working on expanding our resource contracts with new and exciting vendors with some new opportunities to best serve the community of Gustavus.

We are also working with volunteers on shelf reading, to find what titles are in the catalog but not on the shelf. This way we can reorder important missing titles or delete the records of the titles we no longer have. We continue to work on recataloging the Alaska section as many of these records still have no notes, subjects, or other helpful information that would return a search in the catalog. We have accomplished full patron account access to RM online which allows patrons to view their circulation history, request titles, and see a list of their items checked out and request renewals—all online. Our number of holds and renewals have picked up noticeably. We are also about to start collecting statistics on in-house use items such as books read in the library, along with tally's on magazines perused and the readers of the Juneau Empire.

We had the Library's septic pumped when Juneau Septic came to town.

We are still considering how to get and keep the carpet in better condition in the entire library. We have discussed replacing sections of the carpet since the carpet in the library is "carpet tiles" but we do not have enough tiles as of now. We will need to get another quote or seek another solution as there are several areas that are quite worn and dirty.

A volunteer has graciously offered to assemble the 2 bike racks that were purchased for the outdoor shelter that will take up less room. We also have plans for a folding picnic table that is light and resistant to the elements.

We have formed a TACO (Teen Advisory Council) with middle school students in collaboration with the Gustavus Community Center. We are working with middle school students to plan programs, provide support and fun at the Library and/or the Gustavus Community Center for the 5<sup>th</sup>-8<sup>th</sup> grade age group in Gustavus. This is on pause until further direction from the Council.

**We have the best volunteers!** Many of them have projects they are working on while they work their shifts at the library. These projects include organizing historical library photos, helping with the Art Club, taking care of all the plants in the library, mentoring young aspiring librarians, taking ownership of a section of the library, and more. Our Seed Library is well used. We love our volunteers and our library benefits so much from them!

We continue to reach out to the school and offer support and programming. Currently the preschool class comes to the library for weekly visits. We are also collaborating with Megan Bishop to support the TACO group.

#### 4. Past, Current, or Upcoming Trainings

Melisa attended a webinar on September 6<sup>th</sup> called “Introduction to Finding Grants” with Candid Learning, and also a webinar given by the Institute of Museum and Library Services called “Data Can Make the Difference!” On September 14<sup>th</sup>.

LeAnn attended a Library 2.0 Essential Librarian Series Webinar with Dr. Steve Albrecht about “Awkward Conversations and Difficult Situations” on October 19<sup>th</sup>.

LeAnn attended, in October, a *Getting Started with Libby* training to learn how to best support our patrons. Libby is the electronic book and materials app supported by our library. She is offering bi-monthly sessions for Gustavus to attend and will support them in using this great resource.

Finally, Melisa attended a Public Library Association webinar that will be shared with LeAnn called “Super Searchers for Library Workers”. I hope we can have a program here at the library on the topic of thinking critically and evaluating material found online for dis/misinformation.

**Thank you to our City Council!**

**We appreciate all your efforts on behalf of Gustavus.**



**City of Gustavus  
Balance Sheet  
As of December 4, 2023**

	Dec 4, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	167,778.91
AMLIP Capital Improv Long-Term (0630598.2)	746,935.51
AMLIP Repair & Replacement (0630598.3)	377,582.75
AMLIP Road Maint - Unencumbered (0630598.4)	1,074.05
AMLIP Gravel Pit Fund (0630598.8)	24,866.48
AMLIP Reserve (0630598.12)	1,179,178.91
APCM.Endowment Fund	1,415,643.95
FNBA - Checking	518,766.50
FNBA Endowment Fund - Checking	46,258.24
Petty Cash	284.21
<b>Total Checking/Savings</b>	4,478,369.51
<b>Accounts Receivable</b>	18,799.24
<b>Total Current Assets</b>	4,497,168.75
<b>Fixed Assets</b>	-8,199.00
<b>TOTAL ASSETS</b>	<b>4,488,969.75</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Credit Cards	3,928.17
<b>Other Current Liabilities</b>	53,706.56
<b>Total Current Liabilities</b>	57,634.73
<b>Total Liabilities</b>	57,634.73
<b>Equity</b>	4,431,335.02
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,488,969.75</b>

## City of Gustavus Profit & Loss Budget vs. Actual COG Accrual July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	550.00	3,500.00	-2,950.00	15.7%
Donations	350.00	1,000.00	-650.00	35.0%
<b>DRC Income</b>				
C Chest paid at City Hall	195.00			
Community Chest Sales	6,896.50	13,500.00	-6,603.50	51.1%
Landfill Fees paid @ City Hall	30,181.93			
Landfill Fees/Sales	29,700.63	75,000.00	-45,299.37	39.6%
Recyclable Material Sales	297.05	3,600.00	-3,302.95	8.3%
<b>Total DRC Income</b>	67,271.11	92,100.00	-24,828.89	73.0%
<b>Federal Revenue</b>				
ARPA - 22-LGLR	33,904.06	35,987.92	-2,083.86	94.2%
Disaster Assistance (FEMA funds)	5,459.67			
Nat'l Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00	0.0%
Payment In Lieu of Taxes	152,913.58	130,000.00	22,913.58	117.6%
<b>Total Federal Revenue</b>	192,277.31	210,987.92	-18,710.61	91.1%
<b>Fundraising</b>	245.00	600.00	-355.00	40.8%
<b>Grant Income</b>	20,000.00	13,000.00	7,000.00	153.8%
<b>GVFD Income</b>				
Ambulance Billing	-1,034.52	9,000.00	-10,034.52	-11.5%
ASP	160.00	1,500.00	-1,340.00	10.7%
Training	20.00	150.00	-130.00	13.3%
<b>Total GVFD Income</b>	-854.52	10,650.00	-11,504.52	-8.0%
<b>Interest Income</b>	376.65			
<b>Lands Income</b>				
Gravel Pit Gravel Sales	30,576.00	40,000.00	-9,424.00	76.4%
<b>Total Lands Income</b>	30,576.00	40,000.00	-9,424.00	76.4%
<b>Lease Income</b>				
Rent	2,000.00			
Lease Income - Other	7,190.32	16,011.00	-8,820.68	44.9%
<b>Total Lease Income</b>	9,190.32	16,011.00	-6,820.68	57.4%
<b>Library Income</b>	839.00	500.00	339.00	167.8%
<b>Marine Facilities Income</b>				
Facilities Usage Fees				
Landing Craft Use Fee	1,900.00			
Single Use Fee	85.00			

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
 July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Facilities Usage Fees - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total Facilities Usage Fees</b>	<b>1,985.00</b>	<b>2,000.00</b>	<b>-15.00</b>	<b>99.3%</b>
<b>Commercial Vessel Registration</b>				
Kayak Registration	20.00			
Commercial Vessel Registration - Other	0.00	15,000.00	-15,000.00	0.0%
<b>Total Commercial Vessel Registration</b>	<b>20.00</b>	<b>15,000.00</b>	<b>-14,980.00</b>	<b>0.1%</b>
<b>Private Vessel Registration</b>				
Kayak Registration	30.00			
Private Vessel Registration - Other	1,190.00	5,000.00	-3,810.00	23.8%
<b>Total Private Vessel Registration</b>	<b>1,220.00</b>	<b>5,000.00</b>	<b>-3,780.00</b>	<b>24.4%</b>
<b>Storage Area Fee</b>	<b>910.00</b>	<b>2,250.00</b>	<b>-1,340.00</b>	<b>40.4%</b>
<b>Total Marine Facilities Income</b>	<b>4,135.00</b>	<b>24,250.00</b>	<b>-20,115.00</b>	<b>17.1%</b>
<b>State Revenue</b>				
Community Assistance Program	83,489.34	80,000.00	3,489.34	104.4%
Shared Fisheries Business Tax	244.41	632.77	-388.36	38.6%
<b>Total State Revenue</b>	<b>83,733.75</b>	<b>80,632.77</b>	<b>3,100.98</b>	<b>103.8%</b>
<b>Tax Income</b>				
Retail Tax Income	325,486.68	415,000.00	-89,513.32	78.4%
Remote Sellers Retail Tax	52,330.62	56,000.00	-3,669.38	93.4%
Room Tax Income	89,378.35	105,400.00	-16,021.65	84.8%
Fish Box Tax	1,260.00	8,000.00	-6,740.00	15.8%
Penalties & Interest	590.24	1,000.00	-409.76	59.0%
Tax Exempt Cards	30.00	300.00	-270.00	10.0%
<b>Total Tax Income</b>	<b>469,075.89</b>	<b>585,700.00</b>	<b>-116,624.11</b>	<b>80.1%</b>
<b>Total Income</b>	<b>877,765.51</b>	<b>1,078,931.69</b>	<b>-201,166.18</b>	<b>81.4%</b>
<b>Gross Profit</b>	<b>877,765.51</b>	<b>1,078,931.69</b>	<b>-201,166.18</b>	<b>81.4%</b>
<b>Expense</b>				
Administrative Costs	3,143.66	35,000.00	-31,856.34	9.0%
Advertising	0.00	100.00	-100.00	0.0%
Bad Debt	4,332.00	0.00	4,332.00	100.0%
Bank Service Charges	5,176.08	4,750.00	426.08	109.0%
<b>Building</b>				
Insurance	15,336.68	12,658.62	2,678.06	121.2%
Maintenance & Repair	781.49	13,200.00	-12,418.51	5.9%

## City of Gustavus Profit & Loss Budget vs. Actual COG Accrual July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Total Building</b>	16,118.17	25,858.62	-9,740.45	62.3%
<b>Contractual Services</b>				
City Engineer	1,389.60	20,000.00	-18,610.40	6.9%
Ambulance Billing Expense	364.10	1,300.00	-935.90	28.0%
Managed IT Services	10,425.00	25,020.00	-14,595.00	41.7%
Contractual Services - Other	441.23	41,560.00	-41,118.77	1.1%
<b>Total Contractual Services</b>	12,619.93	87,880.00	-75,260.07	14.4%
<b>Dues/Fees</b>	3,654.02	14,707.00	-11,052.98	24.8%
<b>Economic Development Services</b>				
GVA	41,400.00	41,400.00	0.00	100.0%
<b>Total Economic Development Services</b>	41,400.00	41,400.00	0.00	100.0%
<b>Election Expense</b>	77.66	250.00	-172.34	31.1%
<b>Emergency &amp; Disaster</b>	0.00	50,000.00	-50,000.00	0.0%
<b>Equipment</b>				
Equipment Fuel	1,284.11	2,200.00	-915.89	58.4%
Equipment Purchase	10,731.92	12,050.00	-1,318.08	89.1%
Insurance	298.09	278.86	19.23	106.9%
Maintenance & Repair	6,122.47	6,000.00	122.47	102.0%
<b>Total Equipment</b>	18,436.59	20,528.86	-2,092.27	89.8%
<b>Events &amp; Celebrations</b>	120.00	4,400.00	-4,280.00	2.7%
<b>Freight/Shipping</b>	11,485.70	31,000.00	-19,514.30	37.1%
<b>Fundraising Expenses</b>	0.00	500.00	-500.00	0.0%
<b>General Liability</b>				
Public Entity Crime Coverage	122.49			
Cyber Liability	2,817.00			
General Liability - Other	12,574.44	20,700.00	-8,125.56	60.7%
<b>Total General Liability</b>	15,513.93	20,700.00	-5,186.07	74.9%
<b>Gravel Pit Fund</b>	0.00	6,000.00	-6,000.00	0.0%
<b>Library Materials</b>				
Donated/Fundraised	0.00	800.00	-800.00	0.0%
Non-Fiction Add/Replacement	0.00	13,200.00	-13,200.00	0.0%
Library Materials - Other	514.00			
<b>Total Library Materials</b>	514.00	14,000.00	-13,486.00	3.7%
<b>Marine Facilities</b>				
Insurance	5,804.01	2,722.48	3,081.53	213.2%
Maintenance & Repairs	0.00	3,000.00	-3,000.00	0.0%

## City of Gustavus Profit & Loss Budget vs. Actual COG Accrual July through November 2023

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
<b>Total Marine Facilities</b>	5,804.01	5,722.48	81.53	101.4%
<b>Occupational Health</b>	0.00	500.00	-500.00	0.0%
<b>Payroll Expenses</b>				
<b>Wages</b>	169,527.10	444,099.13	-274,572.03	38.2%
<b>Payroll Taxes</b>	17,329.95	39,446.57	-22,116.62	43.9%
<b>Paid Time off</b>	3,657.97			
<b>Sick Leave</b>	3,079.09			
<b>Health Insurance (company paid)</b>	12,217.86	26,493.60	-14,275.74	46.1%
<b>Health Insurance Stipend</b>	2,800.00	9,600.00	-6,800.00	29.2%
<b>457(b) Employer Contribution</b>	7,082.22	29,220.00	-22,137.78	24.2%
<b>Workers Comp Insurance</b>	6,218.05	8,979.10	-2,761.05	69.3%
<b>Payroll Expenses - Other</b>	-10,786.48	230.00	-11,016.48	-4,689.8%
<b>Total Payroll Expenses</b>	211,125.76	558,068.40	-346,942.64	37.8%
<b>Professional Services</b>	577.50	15,000.00	-14,422.50	3.9%
<b>Public Relations</b>	564.24	500.00	64.24	112.8%
<b>Repair &amp; Replacement Fund</b>	0.00	16,595.71	-16,595.71	0.0%
<b>Road Maintenance</b>				
<b>Grading</b>	43,806.56			
<b>Snow Plowing</b>	9,158.40	65,000.00	-55,841.60	14.1%
<b>Road Maintenance - Other</b>	2,415.94	131,000.00	-128,584.06	1.8%
<b>Total Road Maintenance</b>	55,380.90	196,000.00	-140,619.10	28.3%
<b>Stipend</b>	0.00	6,000.00	-6,000.00	0.0%
<b>Supplies</b>				
<b>Donated/Fundraised</b>	500.00	800.00	-300.00	62.5%
<b>Program</b>	56.40	2,975.00	-2,918.60	1.9%
<b>Supplies - Other</b>	7,193.82	20,400.00	-13,206.18	35.3%
<b>Total Supplies</b>	7,750.22	24,175.00	-16,424.78	32.1%
<b>Telecommunications</b>	5,825.62	20,412.00	-14,586.38	28.5%
<b>Training</b>	1,514.00	18,200.00	-16,686.00	8.3%
<b>Travel</b>	8,759.72	23,200.00	-14,440.28	37.8%
<b>Utilities</b>				
<b>Electricity</b>	4,521.10	9,700.00	-5,178.90	46.6%
<b>Fuel Oil</b>	2,702.16	7,900.00	-5,197.84	34.2%
<b>Total Utilities</b>	7,223.26	17,600.00	-10,376.74	41.0%
<b>Vehicle</b>				
<b>Fuel</b>	331.57	1,200.00	-868.43	27.6%
<b>Insurance</b>	3,225.58	3,635.67	-410.09	88.7%
<b>Maintenance &amp; Repair</b>	2,692.40	2,000.00	692.40	134.6%

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
 July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Mileage Reimbursement	682.00	2,150.00	-1,468.00	31.7%
<b>Total Vehicle</b>	<u>6,931.55</u>	<u>8,985.67</u>	<u>-2,054.12</u>	<u>77.1%</u>
<b>Total Expense</b>	<u>444,048.52</u>	<u>1,268,033.74</u>	<u>-823,985.22</u>	<u>35.0%</u>
<b>Net Ordinary Income</b>	433,716.99	-189,102.05	622,819.04	-229.4%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Prior-Year Cash Balance</b>	0.00	184,025.00	-184,025.00	0.0%
<b>Total Other Income</b>	<u>0.00</u>	<u>184,025.00</u>	<u>-184,025.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>184,025.00</u>	<u>-184,025.00</u>	<u>0.0%</u>
<b>Net Income</b>	<u><b>433,716.99</b></u>	<u><b>-5,077.05</b></u>	<u><b>438,794.04</b></u>	<u><b>-8,542.7%</b></u>

0630598.1 AMLIP Capital Project Current - Funds allocated through NCOS for funded Capital Projects				Date and NCO	
		AMLIP	Project	Remaining	
MF	CP18-01 Salmon River Harbor	\$9,856.96		\$9,856.96	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP19-03 Gustavus Beach Improv.	\$5,339.30		\$5,339.30	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$79,443.50		\$79,443.50	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Library	CP19-08 Library Roof/Awning/Shed	\$1,180.78		\$1,180.78	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP21-02 Refurbish Old P.O.	\$6,730.67		\$6,730.67	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$3,665.54		\$3,665.54	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-04 MFC Building at SRBH	\$1,323.29		\$1,323.29	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$1,786.60		\$1,786.60	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-06 Fish Waste Disposal	\$2,560.07		\$2,560.07	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP22-02 Marine Facility Vessel	\$30,000.00		\$30,000.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Beach	CP22-03 Beach Hardened Trail	\$13,000.00		\$13,000.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP22-04 Septage Storage Facility	\$5,608.08		\$5,608.08	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
GVFD	CP23-01 Radio Tower	\$0.00		\$0.00	Closed FY24
Roads	CP23-02 Cul de sac Improvement *	\$5,972.06		\$5,972.06	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
		\$166,466.85	\$0.00	\$166,466.85	

Pending Transfers:

\* Additional funds in checking

<b>Accounts Receivable Detail</b>	
<b>As of 11/30/2023</b>	
\$3,612.00	Delinquent Sales Tax
\$6,058.47	Ambulance Transport Billing - In Progress
\$4,973.33	Fish-Box Tax Deferred Income
\$4,155.44	Net of Other Customer Account Balances
<b>\$18,799.24</b>	<b>Total</b>

<b>FNBA Checking Account - Unrestricted Funds Balance</b>	
<b>As of 11/30/2023</b>	
FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.	
City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.	
FNBA Checking Account Balance:	\$563,659.60
Obligated Funds Currently in Checking Account:	
Roæ CP23-02 Cul de sac Improvement	(\$9,329.14)
Adr CP23-03 SRP Playground Equipment	(\$22,980.00)
Libr FY24 PLA Grant	(\$6,304.61)
Libr SoA OWL Internet Subsidy	(\$2,760.00)
Roæ USFWS Chase Drvwy	(\$251.02)
Unrestricted Funds:	<b>\$522,034.83</b>

Pending Transfers:

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the 35% of the current Fiscal year's operating expenses, with a target of 25%.

FY24 budgeted operating expenses:	\$1,173,108.74
25% =	\$293,277.19
17% =	\$199,428.49
35% =	\$410,588.06





November 21<sup>st</sup>, 2023

Dear Members of the Gustavus City Council:

Thank you for awarding Tidelines Institute a 2023 City of Gustavus Endowment Grant to help us furnish and equip our new educational building. We finally see light at the end of the tunnel on this massive project, and we are looking forward to getting the building outfitted and ready to use in time for our 2024 operating season!

When we first embarked on this project, everyone told us it would take longer and cost more than we anticipated. Turns out everyone was right. In particular, we've continued to be plagued by supply chain issues that have extended the project timeline months longer than we'd hoped. However, all materials are finally either in Gustavus or en route, and we and our contractors are confident about a building completion date of February 28<sup>th</sup>, 2024. We are finally starting to make purchases against the 2023 grant now that we have space in the new building to store furnishings out of the weather.

That said, we do not believe we can spend the entirety of the funds before the December 31 deadline. We therefore respectfully request that the Council permit us an extension on our grant timeline, ideally through May 15th, 2024.

Please do not hesitate to contact me with any further questions regarding this request or the project in general. Thank you for your consideration.

Best regards,

A handwritten signature in black ink, appearing to read "Laura Marcus".

Laura Marcus  
Co-Executive Director  
Tidelines Institute  
laura@tidelinesinstitute.org

11/22/2023

Honorable Mayor Shelly Owen,  
Gustavus City Council

On behalf of the Gustavus Community Center board I would like to formally request an extension of our Endowment Fund Grant for 2023. Our contractor (Gustavus Construction) had quite a busy summer and was unable to begin work until late in the season. Once we were able to meet about the project we determined that there would be a need for more prep work beyond what was needed to pour concrete. We decided to postpone this project with the hope that we could get an extension. While we have other grants that would cover that cost of the prep work needed, they have not released the funding and therefore we cannot complete that work. It is our hope that in coming year we will be successful in receiving those funds and can better prepare for this project.

For your information, the prep work needed is as follows:

- Gutters and downspouts with drains to be buried, and concrete poured over the drains
- D-1 gravel for fill around pads and parking area to provide proper grade
- Bollards and parking stops to protect building and infrastructure

Thank you for your consideration,

Gus Martinez, Board President  
Gustavus Community Center