



CITY OF GUSTAVUS CITY COUNCIL REGULAR WORK SESSION

Monday, February 03, 2025 at 6:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/dda88ayw>

ID: 515 501 9406

PASSCODE: 99826

TEL: 253-215-8782

SUBJECTS INCLUDE:

- i. City Council Training Discussion
- ii. Gravel pit update and discussion
- [iii.](#) FY25-09 Introduction providing amendment of 2.40.150 Committees (Public Hearing 03-10-2025)
- [iv.](#) Review 02-10-2025 Draft General Meeting Agenda

POSTED ON: January 28, 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
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



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

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

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/bdd8ye5a>

ID: 515 501 9406 **PASSCODE:** 99836 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 01-13-2025 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Disposal and Recycling Center Quarterly Report
3. City Treasurer Monthly Report
4. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

5. Approve Policy Committee Appointments
6. FY25-XX NCO Introduction Capital Improvement Lang Term Transfer (Public Hearing 03-20-2025)

ORDINANCE FOR PUBLIC HEARING

7. FY25-07 Providing amendment of 1.03.020 Procedures for resolution (Introduced 01-13-2025)
8. FY25-08 Providing amendment of 2.40.030 Order of business (Introduced 01-13-2025)
9. FY25-10 Providing amendment of 2.50.010 City Clerk and Treasurer, 2.50.050 Internal Control, 2.50.070 City Administrator (Introduced 01-13-2025)
10. FY25-11 Providing amendment of 4.08.010 Annual Financial Statement (Introduced 01-13-2025)
11. FY25-12 Providing amendment of 2.40.140 Telephonic participation (Introduced 01-13-2025)

UNFINISHED BUSINESS

- 12. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public Hearing 03-10-2025)

NEW BUSINESS

- 13. CY25-XX Submission of Capital Projects Submission and Information System (CAPSIS) to the Alaska Legislature
- 14. CY25-XX Clarifying the Role of the City of Gustavus and the Southeast Alaska land trust in the Gustavus Natural Lands Lease Project

CITY COUNCIL REPORTS

- 15. Mayor's Monthly 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

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CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, January 13, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

City Administrator – Kathy Leary
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MINUTES – PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/pdsr57av>

ID: 515 501 9406

PASSCODE: 99862

TEL: 253-215-8782

ROLL CALL

PRESENT

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

**NEW!!! SCAN to watch
on YouTube. All agenda
timestamps are in the
description.**



Reading of the City of Gustavus Mission Statement

Mission Statement read by Council Member Patrick.

APPROVAL OF MINUTES

Motion made by Council Member B. Taylor to approve by unanimous consent the 12-16-2024 Meeting Minutes.

Seconded by Council Member M. Taylor

Public Comment: None

Council Comment: None

Hearing no objections, the 12-16-2024 General Meeting Minutes were approved by unanimous consent.

1. 12-16-2024 General Meeting Minutes

Motion made by Council Member B. Taylor to approve by unanimous consent the 12-16-2024 Meeting Minutes.

Seconded by Council Member M. Taylor

Public Comment: None

Council Comment: None

Hearing no objections, the 12-16-2024 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report

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

Council Clarifying Questions:

Mayor McLaughlin

Council Member Warner

3. City Clerk Quarterly Report

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

Council Clarifying Questions:

Council Member M. Taylor

Council Member B. Taylor

Council Member Warner

4. 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

5. City Administrator Monthly Report

City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.

Clarifying Questions:

Mayor McLaughlin

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

6. FY25-07 Introduction providing amendment of 1.03.020 Procedures for resolution (Public hearing 02-10-2025)
7. FY25-08 Introduction providing amendment 2.40.030 Order of business (Public hearing 02-10-2025)
8. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public hearing 02-10-2025)
9. FY25-10 Introduction providing amendment of 2.50.010 City Clerk and Treasurer, 2.50.050 Internal Control, 2.50.070 City Administrator (Public hearing 02-10- 2025)
10. FY25-11 Introduction providing amendment of 4.08.010 Annual Financial Statement (Public hearing 02-10-2025)
11. FY25-12 Introduction providing amendment of 2.40.140 Telephonic participation (Public hearing 02-10-2025)
12. Approve 2025 city council meeting schedule to reflect changes due to holidays by moving Monday, September 1, 2025 work session meeting to Tuesday, September 2, 2025.
13. 01-08-2025 Certificate of Records Destruction

Community member Artemis BonaDea would like item number 8 removed from the consent agenda.

8. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public hearing 02-10-2025)

Council Member Owens requested the removal of agenda items 6,7,9-11 to be removed from the consent agenda.

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

Motion made by Council Member Beck to adopt the consent agenda by unanimous consent only items number 11 and 12.

Seconded by Council Member Patrick

Hearing no objections, the motion passed.

12. Approve 2025 city council meeting schedule to reflect changes due to holidays by moving Monday, September 1, 2025 work session meeting to Tuesday, September 2, 2025.
13. 01-08-2025 Certificate of Records Destruction

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

8. FY25-07 Introduction providing amendment of 1.03.020 Procedures for resolution (Public hearing 02-10-2025)

Motion made by Vice Mayor Owens to approve introduction of FY25-07 Introduction providing amendment of 1.03.020 Procedures for resolution (Public hearing 02-10-2025).

Seconded by Council Member Warner

Public comment: None

Council Debate:

Council Member B. Taylor

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

7 yea/0 nay

Motion Passed

9. FY25-08 Introduction providing amendment 2.40.030 Order of business (Public hearing 02-10-2025)

Motion made by Council Member B. Taylor to approve the introduction of FY25-08 providing amendment 2.40.030 Order of business (Public hearing 02-10-2025).

Seconded by Vice Mayor Owens

Public Comment: None

Council Debate: None

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

7 yea /0 nay

Motion Passed.

10. FY25-09 Introduction providing amendment of 2.40.150 Committees (Public hearing 02-10-2025)

Motion made by Vice Mayor Owens to postpone until time certain FY25-09.

Seconded by Council Member M. Taylor

Council Debate:

Point of order: Council Member M. Taylor do we get to debate a motion to postpone to time certain- result not taken

*Clerk note we were incorrect at the 12-16-2024 meeting this was acknowledged by the Mayor

Point of information: Council Member B. Taylor does the motion to postpone exclude public comment on the item - answer - yes

Point of information: Council Member B. Taylor if the motion is approved does that mean members of the public can comment on it during the public comment on non-agenda items near the end of the meeting? - answer no because it was still on the agenda. They can provide comment via letter to the clerk to share with council.

- Vice Mayor Owens
- Council Member M. Taylor
- Council Member Beck
- Mayor McLaughlin
- Council Member Warner
- Council Member Patrick
- Clerk Barker
- Council Member B. Taylor
- Council Member Beck
- Council Member Warner
- Council Member M. Taylor

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

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

4 yea/ 3nay

Motion Passed.

- 11. FY25-10 Introduction providing amendment of 2.50.010 City Clerk and Treasurer, 2.50.050 Internal Control, 2.50.070 City Administrator (Public hearing 02-10-2025)

Motion made by Council Member B. Taylor to approve introduction of FY25-10 providing amendment of 2.50.010 City Clerk and Treasurer, 2.50.050 Internal Control, 2.50.070 City Administrator (Public hearing 02-10- 2025)

Seconded by Council Member Beck

Public Comment: None

Council Debate:

Motion made by Vice Mayor Owens to amend FY25-10 section 2.50.050 subsection (2) to read Any and all purchases the treasurer needs to make, for the city, pursuant to an approved budget must be authorized by the mayor, city council, or city administrator and as detailed in policy and procedure.

seconded by Council Member Warner

Council Debate:

Vice Mayor Owens

Council Member B. Taylor

Council Member M. Taylor

City Administrator

Mayor McLaughlin

Vice Mayor Owens

Accepts a friendly amendment of striking the words "city council member" after mayor,

The question: motion to amend FY25-10 section 2.50.050 subsection (2) to read Any and all purchases the treasurer needs to make, for the city, pursuant to an approved budget must be authorized by the mayor, or city administrator and as detailed in policy and procedure.

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

7 yea/ Onay

Motion passed.

Council Debate on main motion continued: None

*Clerk note: A member of the public wanted to speak. Clerk advised chair that public comment had been offered on the item already. Mayor allowed public comment - no one commented.

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

7 yea / 0 nay

Motion Passed.

12. FY25-11 Introduction providing amendment of 4.08.010 Annual Financial Statement (Public hearing 02-10-2025)

Motion made by Council Member B. Taylor to approve the introduction of FY25-11 providing amendment of 4.08.010 Annual Financial Statement (Public hearing 02-10-2025).

Seconded by Council Member M. Taylor

Public Comment: None

Council Debate: None

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

7 yea/ 0 nay

Motion passed.

- 13. FY25-12 Introduction providing amendment of 2.40.140 Telephonic participation (Public hearing 02-10-2025)

Motion made by Vice Mayor Owens approve introduction of FY25-12 providing amendment of 2.40.140 Telephonic participation (Public hearing 02-10-2025).

Seconded by Council Member Warner

Public Comment: None

Council Debate:

Council Member B. Taylor

Council Member Warner

Council Member Beck

Council Member B. Taylor

Council Member M. Taylor

Motion Made by Council Member Beck to amend 2.40.140 section (b) by inserting "unless an exception is approved by the mayor" after at more than two consecutive general meetings.

Second B. Taylor

Council Debate:

Vice Mayor Owens

Council Member Patrick

Vice Mayor Owens

Council Member M. Taylor

Mayor McLaughlin

Council Member B. Taylor

Vice Mayor Owens

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

7 yea/ 0 nay

Motion passed.

Back to main motion as amended

Council Debate Continued: None

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

7 yea/ 0 nay

Motion passed.

14. CY25-01 Establishing a special policy advisory committee

Motion made by Council Member M. Taylor to approve CY25-01 establishing a special policy advisory committee.

Seconded by Council Member Warner

*Clerk note: Recess at 8:47pm and back in session at 8:51pm

Resolution read by Council Member M. Taylor

Public Comment: None

Council Debate:

Council Member B. Taylor

Council Member M. Taylor

Council Member Warner

Council Member Warner moves to amend CY24-01 by adding at the end of the now therefore be it resolved after the sentence ending in The city clerk shall support the committee administratively but need not attend meetings. " All committee members under this chapter shall take an oath of office prior to participation in any meeting."

Seconded by Council Member Beck

Council Debate:

Council Member Warner

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

7 yea/ 0 nay

Motion passed.

Back to main motion council debate:

Vice Mayor Owens

Council Member Patrick

Mayor McLaughlin

Council Member Beck

Public Comment: Sandi Marchbanks

*Clerk note allowed by Mayor

Council Comment:

Council Member M. Taylor

Mayor McLaughlin

Vice Mayor Owens

Motion made by Vice Mayor Owens to amend CY25-01 in the first whereas to strike or code of ordinances and under the scope the third bullet point to read

provide recommendations update City of Gustavus committee policy and procedure and strike City of Gustavus 2.40.150 committees.

Seconded by Council Member Warner

Council Debate:

Council Member Warner

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

7 yea/0 nay

Back to Main Motion

Public Comment:

*Clerk note: with Mayor approval

Michelle Olney

Whitney Rapp

Council Debate:

Council Member M. Taylor

City Administrator

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

7 yea/ 0 nay

Motion Passed.

- 15. CY25-02 Amending policy and procedure for a temporary heat pump incentive program

Motion made by Vice Mayor Owens to approve CY25-02 Amending policy and procedure for a temporary heat pump incentive program

Seconded by Council Member B. Taylor

Resolution read by Vice Mayor Owens

Public Comment: None

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

CITY COUNCIL REPORTS

- 16. AML Conference Update

Council Member Beck submitted a written report and provided an oral summary

17. Mayor's Monthly Report

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

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Warner provided a Conservation Lands Advisory Committee update.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Artemis Bona Dea - community engagement with committees

David Olney - internal controls and duties

Michelle Olney - website navigation difficulties

EXECUTIVE SESSION

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 9:48 PM.

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

ADA NOTICE

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Sally A. McLaughlin, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-XXNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2025**

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 2025, 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
CP18-01 SRH Clean Up <i>Project was completed in FY25. Returning funds to AMLIP Capital Imrov Long-Term account.</i>	\$ 716.86	\$ 0.00	<\$ 716.86 >
CP19-08 Library Bike Shelter <i>Project was completed in FY25. Returning funds to AMLIP Capital Imrov Long-Term account.</i>	\$ 691.91	\$ 0.00	<\$ 691.91 >
CP21-02 Refurbish Old PO <i>Project was completed in FY25. Returning funds to AMLIP Capital Imrov Long-Term account.</i>	\$ 15.43	\$ 0.00	<\$ 15.43 >
CP21-04 MFC Building in SRB <i>Project was completed in FY23. Returning funds to AMLIP Capital Imrov Long-Term account.</i>	\$ 1,323.29	\$ 0.00	<\$ 1,323.29 >
CP21-06 Fish Waste Disposal <i>Project was completed in FY24. Returning funds to AMLIP Capital Imrov Long-Term account.</i>	\$ 2,162.08	\$ 0.00	<\$ 2,162.08 >
CP22-02 Marine Facilities Vessel <i>Project was abandoned in FY25. Returning funds to AMLIP Capital Imrov Long-Term account.</i>	\$ 30,000.00	\$ 0.00	<\$ 30,000.00 >
AMLIP Capital Imrov Long-Term* <i>*Approximate, this is a dynamic value.</i>	\$ 621,634.59	\$ 656,544.16	\$ 34,909.57
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: February 10, 2025

DATE OF PUBLIC HEARING: March 10, 2025

PASSED and **APPROVED** by the Gustavus City Council this ___th day of _____, 2025.

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

DRAFT General Meeting

**CITY OF GUSTAVUS
ORDINANCE FY25-07**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 1, chapter 1.03.020 be amended as follows:

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

TITLE 1 – GENERAL PROVISIONS

Chapter 1.03 - RESOLUTIONS AND TECHNICAL CODES

Section .020 – Procedures for resolution

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

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

Date Introduced: January 13th, 2025
Date of Public Hearing: February 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

**CITY OF GUSTAVUS
ORDINANCE FY25-08**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

TITLE 2 – ADMINISTRATION

Chapter 2.40 – CITY COUNCIL MEETINGS

Section 2.40.030 ORDER OF BUSINESS

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

Attachments: If any

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

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

Date Introduced: January 13th, 2025
Date of Public Hearing: February 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

DRAFT
General Meeting

Attachments: If any

**CITY OF GUSTAVUS
ORDINANCE FY25-10**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 2 Administration, Chapter 2.50, Sections 2.50.010, 2.50.050, 2.50.070

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

TITLE 2 - ADMINISTRATION

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

Section 2.50.010– Appointment and term

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

Section 2.50.050 – Internal Control

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

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

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

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

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

Section 2.50.070 – City Administrator

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

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

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

Date Introduced: January 13th, 2025

Date of Public Hearing: February 10th, 2025

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

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

DRAFT General Meeting

**CITY OF GUSTAVUS
ORDINANCE FY25-11**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 4, Chapter 4.08.010 be amended as follows:

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

TITLE 4 – REVENUE AND FINANCE

Chapter 4.08 – ANNUAL FINANCIAL STATEMENT

Section 4.08.020 – Annual Financial statement

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

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

Date Introduced: January 13th, 2025

Date of Public Hearing: February 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

**CITY OF GUSTAVUS
ORDINANCE FY25-12**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 2, Chapter 2.40.140 be amended as follows:

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

TITLE 2 - ADMINISTRATION

Chapter 2.40 – CITY COUNCIL PROCEDURES

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

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

- (f) The member participating ~~by telephone~~ **virtually** shall make every effort to participate in the entire meeting. From time to time during the meeting the chair shall confirm the connection.
- (g) The member participating ~~by telephone~~ **virtually** may ask to be recognized by the mayor to the same extent as any other member.
- (h) To the extent reasonably practicable, the clerk shall provide backup materials to members participating ~~by telephone~~ **virtually**.
- (i) If the ~~telephone~~ connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the clerk shall attempt to establish or restore the connection, provided that if the member participating ~~by telephone~~ **virtually** is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the ~~telephone~~ connection is established or restored.
- (j) Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating ~~by telephone~~ **virtually**.
- (k) Remarks by members participating ~~by telephone~~ **virtually** shall be transmitted so as to be audible by all members and the public in attendance at the meeting, ~~provided that in executive session the remarks shall be audible only to those included in the executive session.~~ **To assure confidentiality, participants attending virtually will be excluded from executive sessions.**
- (l) As used in this ordinance, "~~telephone~~" **virtual** means **participation by telephone or any system for synchronous two-way voice communication digital video-conferencing platform.**

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

Date Introduced: January 13th, 2025

Date of Public Hearing: February 10th, 2025

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

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY25-09**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 2, Chapter 2.40.150 be amended as follows:

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

TITLE 2 - ADMINISTRATION

Chapter 2.40 – City council procedures

Section 2.40.150 – Committees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Date Introduced: 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

General Meeting

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

**A RESOLUTION APPROVING THE SUBMISSION OF CAPITAL IMPROVEMENT FUNDING
REQUESTS**

WHEREAS, the City of Gustavus owns the sole source of gravel for use on city roads and for private and commercial use. With current extraction methods, available material from the gravel pits could be exhausted in the next few years. This project would extend the usefulness of the existing gravel ponds by implementing an alternative approach to the current gravel extraction procedures, allow for the purchase of additional land, allow for the purchase of gravel from outside the community, and help fund redirecting a creek fish habitat from the existing gravel pits; and,

WHEREAS, Glen's Ditch is the primary drainage route on the west side of Gustavus Airport, Wilson Road and Glen's Ditch Road. It was platted as a State DOT&PF-maintained drainage easement and constructed five decades ago to drain the airport ponds. DOT&PF has declined to clean it from Gustavus Road south claiming the drainage easement has expired. Because Glen's Ditch runs along a City road, it falls to the City of Gustavus to maintain and upgrade it to prevent flooding of critical airport lands and City roads. It is badly restricted by vegetation and requires cleaning and replacement of culverts to accommodate the increasing flow needs from heavier storms occurring. The City proposes to replace two culverts with simple "flat rack" bridges to prevent future restrictions due to isostatic rebound. The project will require engineering design and specifications by a consultant; and,

WHEREAS, the City of Gustavus Disposal & Recycling Center (DRC) balefill is outgrowing its existing footprint. The dwindling existing balefill area has served the community for the last thirty years. Taking into consideration community growth, and accepting waste from the NPS, the proposed expansion should give the DRC approximately twenty years of additional space while continuing to maintain the high standards of waste storage along with exemplary ADEC inspections that has been ongoing since the landfill's inception. Prolonging our balefill capacity keeps disposal local and prevents the City from having to consider the more expensive alternative of having to ship out its solid waste. The project also includes new monitoring wells, which is an ADEC permit requirement; and,

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council approves and prioritizes the following FY25 Capital Improvement Project (CIP) funding requests to the Alaska Legislature in the amounts indicated below and urges the Legislature and Governor to consider them favorably.

- | | |
|---------------------------------------------------|--------------|
| 1. Gravel Extraction Improvement Project | \$500,000.00 |
| 2. Glen's Ditch Cleaning & Culvert Replacement | \$100,000.00 |
| 3. Disposal & Recycling Center Balefill Expansion | \$110,000.00 |

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this ___th day of _____, 2025, and effective upon adoption.

Sally McLaughlin, Mayor

Attest: Liesl Barker, City Clerk

DRAFT
General Meeting

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

**A RESOLUTION BY THE CITY OF GUSTAVUS CLARIFYING THE ROLE OF THE CITY OF
GUSTAVUS AND THE SOUTHEAST ALASKA LAND TRUST IN
THE GUSTAVUS NATURAL LANDS LEASE PROJECT**

WHEREAS, Resolution CY24-12 on May 13, 2024 established the Conservation Lands Advisory Committee (“CLAC”) to provide recommendations, strategies, and supporting documentation to the City on oversight and conservation lands within the City boundaries; and,

WHEREAS, CLAC in partnership with the Southeast Alaska Land Trust (“SEALT”) applied for an Endowment Fund grant for the Gustavus Natural Lands Lease Project (the “Project”) to allow time to investigate, pursue, and obtain funding for a temporary conservation easement on lands privately held by the DeBoer family; and,

WHEREAS, it is intended that SEALT obtain the temporary conservation easement (the “lease”), and manage and enforce its provisions for the benefit of the community of Gustavus; and

WHEREAS, following the submission of the Endowment Fund application, CLAC was advised that because the application was submitted by a City committee, it needed to comply with Resolution CY22-20 requiring advance approval by the City Council of a project scoping plan for grant proposals over \$15,001. Accordingly, CLAC prepared a project scoping document (“PSD”) which was introduced on the agenda for the Dec. 16, 2024 Council meeting in advance of Resolution CY24-19 regarding approval of Endowment Fund Grant awards; and

WHEREAS, there are inconsistencies between the PSD and documents filed supporting the Endowment Fund award, including the Endowment Fund application (Gustavus Natural Lands Project – An Introduction) and a letter from SEALT dated December 9, 2024. This resulted in public concern that the funding was intended for a City project to purchase and manage privately-held lands; and,

WHEREAS, additional clarification is needed to clear up confusion in the roles and responsibilities of SEALT and CLAC, variously described as project manager, partner, consultant and liaison, and in references to project management and unauthorized operational expenditures (attorney fees); and,

WHEREAS, in order to clarify the roles and responsibilities of SEALT and CLAC with regard to the Endowment Funding award for the Gustavus Natural Lands Lease Project, an amendment of the PSD is necessary to align its planning design in accordance with City ordinances and the Endowment Fund grant;

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council adopts the following clarifications for incorporation as an amendment to the PSD as follows:

1. The Gustavus Natural Lands Lease Project is not a project of the City of Gustavus.
2. CLAC serves as advisory partner, consultant and liaison with SEALT and interested parties.
3. The PSD provides planning and guidance on achieving the goal of long-term conservation of high-value natural property to the community of Gustavus, and its visitors, but does not vest the authority or responsibility in the City or CLAC to manage the property or enforce the terms of the easement.

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

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk



Project Planning: Attachment B Project Development Form - Amended

This form is to be used to document project planning and approval to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: Gustavus Natural Lands Leasing Project

Department: [Conservation Lands Advisory Committee](#) Contact: Susan Warner
E-mail: Susan.warner@gustavus-ak.gov Phone: 907-750-7846

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?

- What are its goals and objectives?

Pursuant to City of Gustavus Resolution CY24-12 Establishing a Conservation Lands Committee, this project seeks to secure continuing public recreation and wildlife habitation on beach and upland meadow lands on both sides of Dock Road currently held privately by the DeBoer family.

[Planning for the Gustavus Natural Lands Lease Project \(Project\) envisions two phases: \(1\) a multi-year two-year temporary conservation easement \(CE\) lease of the property will allow the City, SEALT, landowners, and project partners time to investigate, pursue, and obtain funding for an \(up to\) five-year temporary conservation easement \(CE\), while preserving the land's natural character for future conservation plans with the City and landowner\(s\). It will also provide protection from near term development or sale. The temporary CE, sometimes referred to as a lease in this request, will be held by the Southeast Alaska Land Trust \(SEALT\) for the benefit of the community of Gustavus. Once temporary protection is established, a \[phase \\(2\\)\]\(#\) plan can be developed to bring the property under permanent conservation status, should all parties agree, and sufficient funding is obtained.](#)

- Who/what will be aided by this project? Who are the targeted stakeholders/customers? The community of Gustavus will benefit from assured protection of the beach upland tracts on both sides of Dock Road, which the public enjoys for low impact recreational activities through the grace and generosity of the owners, the DeBoer family.
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?

No survey is anticipated but observations of Conservation Lands Committee members indicate that the trails and meadows are used daily by a wide range of hikers, dog walkers, birders and more. The meadows offer remarkable unobstructed open views even from Dock Road of beaches, Icy Passage, nearby islands, the Salmon River, and the Fairweather

Range. The east side meadows and the Fairweather Range beyond are the background to the information kiosk that welcomes visitors arriving by ferry.

- What is NOT covered by this project? What are its boundaries?
This project addresses the undeveloped natural lands tracts on both sides of Dock Road formerly known as the Mount Fairweather Golf Course. On the west side of the road Tracts 8A, D, and E are included. On the east side of the road Lot 36 of Plat 89-18. Not included are the adjacent State-owned Tracts A and B2 under cooperative management with the City of Gustavus as the Gustavus Beach Park. Also excluded is City-owned Bulk Fuel Facility Tract B1.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
Community members enjoy recreational use of the beach meadows properties as an extension of the Gustavus Beach Park but do so only through the grace and generosity of the private owners who receive no return on the value of the property. There is no guarantee the public will continue to enjoy such access indefinitely and there are competing options such as subdivision and leasing for grazing purposes that may preclude future public use. Fortunately, the DeBoer family understands and appreciates the importance of the lands to the Gustavus Community and has entertained discussions with the Southeast Alaska Land Trust (SEALT) regarding conservation options. SEALT assigns high value to the tracts for conservation purposes if they can be held intact. It may take months or a few years to develop options and fair compensation for long-term protection of the tracts. Time is of the essence because competing financial options could impact or eliminate options for conservation of the valuable tracts. Working with SEALT, the City of Gustavus has the opportunity now to assist in efforts to secure the lands in their natural condition for future generations and the Committee believes it should act with all deliberate speed to do so. This project will recognize the value of the tracts to the community and provide some financial compensation for the public use the DeBoer family graciously allows.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
Leasing or establishing a conservation easement for the lands is the first step to retain their superb natural value for Gustavus residents, visitors, and wildlife long into the future.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

The idea was developed by the Conservation Lands Advisory Committee as part of its assigned work.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

The project is part of the larger remit of the Conservation Lands Advisory Committee, which was established by Resolution 24-12 to take more active measures to assure maintenance and protection of natural lands valuable to the community, in accordance with the Gustavus Community Vision Statement.

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DRAFT General Meeting

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5. What is your timeline for project planning?

Planning has begun already. Although Phase 1 is not a City project, the Committee is working ~~with in close collaboration with~~ SEALT Director Margaret Custer ~~in the te-~~ negotiations fore a lease or conservation easement for the tracts involved.

- By when do you hope to implement the project?
We hope to implement the initial lease by early in CY 2025.
- Will the planning or final project occur in phases or stages? See phased implementation described in Part 2. Project Scope paragraph 1. above.
Milestones for the 2024 Endowment Fund Grant for the Conservation Lands Advisory Committee (CLAC) to assist SEALT in ~~initiate~~ ing a lease to the DeBoer property and work toward obtaining a permanent conservation easement (CE) include:
2024-Nov CLAC report to Council, Council EFG Work Group session
2024-Dec EFG Awards announced 12/16, Project start-up work 12/17
2025-Jan Review of ~~Draft~~ SEALT lease agreement with landowners, ~~attorney review~~
2025-Feb SEALT initiates lease agreement, and implements
2025-Mar 1st Quarter CLAC report to Council, 1st lease payment
2025-Apr Assist in developing ~~Begin~~ 5-year temporary CE plan with landowners
2025-May plan summer work
2025-June 2nd quarterly CLAC report to Council
2025-July – October Develop Plan to apply for 5-year temporary CE
2025-Dec 2nd lease payment, final 2024 Endowment Fund Grant report to Council
2026-Jan-July Assist d ~~development of~~ plan to apply for permanent CE

6. What is your budget for the planning process? Will you be using a consultant? See budget outline in item 7, below. The Committee is partnering with and serving as consultant to SEALT, ~~as our consultant.~~

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

\$18,800	2 X \$9,400 lease payments
\$2,310	Legal review
\$3,000	Baseline Documentation Report
\$1,000	Title work, GIS, and project planning
\$4,000	Monitoring, stewardship, and enforcement
\$ 890	Contribution towards property access/use signs
\$30,000	Total

Parts 3 - 6. Project Investigation and Development

Parts 3.—6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4.—6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

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Alternatives would include

- a) do nothing, hope the land remains available to public use but accept that it may not.
- b) Lease land for a limited period to allow further options to be developed and implemented. The lease would be held by SEALT for the benefit of the City for public use, including by visitors.
- c) Agree a legal temporary conservation easement with similar terms to a lease.

2. What solution was chosen as the best and why is it the best?

The Conservation Lands Advisory Committee recommends working with SEALT toward achieving either b) or c) depending on negotiations with the DeBoer family.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
- Is there a matching fund requirement? Please provide details.

The committee proposes ~~to fund~~ the initial phase of the project would be funded through a grant from the Endowment Fund in the amount of \$25,000, plus private donations of at least \$5,000. The committee is aware of potential private local donors who express interest in supporting the project.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change		+	
• Streams/groundwater quality		+	
• Air quality		+	
• Soils/land quality		+	
• Fish/wildlife habitat, populations		+	
• PFAS soil or water contamination	X		
• Plant Resources (timber, firewood, berries, etc)		+	
• Invasive or pest species		+	
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character		+	
• Noise or other environmental impacts		+	
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night			X
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways		+	
• Parks		+	
• Public assembly/activities			X

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Education/training/knowledge & skill development?	X		
Public safety?	X		
Public health?		+	
Medical services?	X		
Emergency response?	X		
Economic performance & sustainability?			
• Employment of residents	X		
o Short-term (i.e. construction)	X		
o Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	X		
• Support for existing businesses			X
• New business opportunities			X
• Economic sustainability			X
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)	X		
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

The project exemplifies the City Vision Statement in that it supports and demonstrates our ability to prosper while and by protecting our natural resources.

3. Are other projects related to or dependent on this project? If yes, describe projects, action or activities specifying phases where appropriate.

It is not dependent on other projects, but coordinates with protection of the Beach Park lands and other goals of the Conservation Lands Advisory Committee.

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4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

The project may eventually require some budget for part time stewardship of City conservation lands. The Committee is in discussions with SEALT regarding such future requirements.

5. What regulatory permits will be required and how will they be obtained?
None

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
Initial cost is approximately \$30,000. Continuing costs, if any, will depend on what future options are developed for the lands.

7. Is an engineering design or construction estimate necessary?
No

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?
The project will enhance Gustavus as a visitor location by retaining the open character of the lands and making them available for visitor use. Recreational opportunities on the beach meadow lands and the Gustavus Beach Park offer visitors opportunities and reasons to extend their stay in Gustavus. We are a visitor economy and more stays generate more business for firms here and more tax revenue for the City.

Part 5. Project Budget

\$18,800	2 X \$9,400 lease payments
\$2,310	Legal review
\$3,000	Baseline Documentation Report
\$1,000	Title work, GIS, and project planning
\$4,000	Monitoring, stewardship, and enforcement
<u>\$ 890</u>	Contribution towards property access/use signs
\$30,000	Total

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Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?

2. How many full-time, permanent jobs will this project create or retain?

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

_____ Create/retain in 1-3 years
 _____ Create/retain in 3-5 years

3. What training is necessary to prepare local residents for jobs on this project?

4. How many local businesses will be affected by this project and how?

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (05/2018) is: http://va-interactive.com/tools/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

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Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of atten- dees
General Meeting	12-16-24	12-11-24	No	Approved 4 yea/3 nay	7 council members

Part 9. Feedback to the Council

City of Gustavus, Alaska
Project Scoping and Development
Project Planning Attachment B - [Amended](#)

Submitted by: Susan Warner Meeting Date: 12-16-2024 Approved Not Approved Page 9 of 9

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