



# CITY OF GUSTAVUS CITY COUNCIL REGULAR WORK SESSION

Monday, January 06, 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](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/5n67kah8>

**ID:** 515 501 9406      **PASSCODE:** 99826      **TEL:** 253-215-8782

### SUBJECTS INCLUDE:

- i. Review draft 01-13-2025 General Meeting agenda
- ii. Capital Improvement Plan (CIP)
- iii. Conservation Lands Advisory Committee Scoping Document
- iv. Public engagement commitment

**POSTED ON:** December 31, 2024 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](mailto: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.*

### VISION STATEMENT

*The City of Gustavus is a distinctive Alaskan City that provides high quality public services in a thoughtful, cost effective and professional manner to sustain a safe, beautiful tolerant environment to live, work, and play with respect for individual freedom and each other.*



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, 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  
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://tinyurl.com/pdsr57av>

**ID:** 515 501 9406    **PASSCODE:** 99862    **TEL:** 253-215-8782

### ROLL CALL

**Reading of the City of Gustavus Mission Statement**

### APPROVAL OF MINUTES

1. 12-16-2024 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report
3. City Clerk Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Monthly Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

6. FY25-XX Amendment of 1.03.020 Procedures for resolution
7. FY25-XX Amendment 2.40.030 Order of business
8. FY25-XX City of Gustavus Ordinance 2.40.150 Committees
9. FY25-XX Amendment of 2.50.010 City Clerk and Treasurer, 2.50.050 Internal Control, 2.50.070 City Administrator
10. FY25-XX Amendment of 4.08.010 Annual Financial Statement
11. FY25-XX Amendment of 2.40.140 Telephonic participation

### ORDINANCE FOR PUBLIC HEARING

### UNFINISHED BUSINESS

### NEW BUSINESS

12. CY25-XX Establishing a special policy advisory committee
13. CY25-XX Amending policy and procedure for a temporary heat pump incentive program

### CITY COUNCIL REPORTS

14. AML Conference Update

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**

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

**VISION STATEMENT**

*We envision a distinctive community:*

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



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, December 16, 2024 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](mailto:clerk@gustavus-ak.gov)

## MINUTES - PENDING

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/3cnhd7t>

**ID:** 515 501 9406

**PASSCODE:** 2451

**TEL:** 253-215-8782

### **ROLL CALL** (38 seconds)

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



### **Reading of the City of Gustavus Mission Statement** (1 minute 08 seconds)

Mission Statement read by Council Member Warner.

### **APPROVAL OF MINUTES** (2 minutes 18 seconds)

- 11-12-2024 General Meeting Minutes

Motion made by Council Member Patrick to approve by unanimous consent the 11-12-2024 Meeting Minutes.

Seconded by Council Member B. Taylor

Public Comment: None

Council Comment: None

Hearing no objections, the 11-12-2024 General Meeting Minutes were approved by unanimous consent.

### **MAYOR'S REQUEST FOR AGENDA CHANGES** (3 minutes 22 seconds)

There were no agenda changes.

Point of Information: Council Member Owens / Clerk Barker

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

### **COMMITTEE / STAFF REPORTS**

2. Library Quarterly Report *(5 minutes 18 seconds)*  
Library Administrative Director, Melisa Gomb, submitted a written report and provided an oral summary.  
Council Clarifying Questions: None
3. Gustavus Visitors Association Quarterly Report *(7 minutes 20 seconds)*  
Gustavus Visitor Association President, Leah Okin submitted a written report and provided an oral summary.  
Council Clarifying Questions:  
Council Member Owens
4. City Treasurer Monthly Report *(12 minutes 30 seconds)*  
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.  
Clarifying Questions:  
Council Member Owens  
Mayor McLaughlin
5. City Administrator Monthly Report *(16 minutes 38 seconds)*  
City of Gustavus City Administrator, Kathy Leary submitted a written report and provided an oral report.  
Clarifying Questions: None

### **PUBLIC COMMENT ON NON-AGENDA ITEMS** *(28 minutes 04 seconds)*

James Kearns - Breakwater for dock and pave Wilson road.

### **CONSENT AGENDA** *(30 minutes 30 seconds)*

6. Approve the appointment of John Tanner Horst to the Conservation Lands Advisory Committee  
Motion made by Council Member B. Taylor to adopt the consent agenda by unanimous consent as presented.  
Second by Council Member M. Taylor  
Hearing no objections, the motion passed.

### **ORDINANCE FOR PUBLIC HEARING** *(31 minutes 50 seconds)*

7. FY25-06NCO Endowment Fund Grant Transfer  
Mayor McLaughlin opened the public hearing at 7:33 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:33 PM.

Motion made by Council Member Beck to approve FY24-06NCO Endowment Fund Grant Transfer.

Seconded by Council Member Warner

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- 8. Medical Director *(34 minutes 22 seconds)*

Thank you to Dr. Rodney Vaught for his volunteer service to our City as the GVFD Medical Director for over a decade.

- 9. Approve Conservation Lands Advisory Committee Project Scoping document - lands lease *(35 minutes 25 seconds)*

Motion made by Council Member Warner to approve Conservation Lands Advisory Committee Project Scoping document- lands lease.”

Seconded by Council Member M. Taylor

Summary provided by Council Member Warner

Public Comment:

Tom Traibush - spoke in support

Clerk read into record written public comments by:

L. Toshua Parker - in opposition

Ben DeBoer - in support

Jessica Mulligan - in support

Sylvia Pederson - in opposition

Sharon Wagruespeck White - in opposition

Krystal Sheakley - in opposition

Michelle Olney - in opposition

Council Debate:

Council Member Warner

Council Member M. Taylor

Council Member Patrick

Council Member Beck

Council Member B. Taylor

Vice Mayor Owens

*\*Point of Clarification by Clerk: Is Vice Mayor Owens making a motion? Answer by Owens, yes.*

*\*Point of Information by Vice Mayor Owens: Are the public comment letters on the website? Answer by Clerk yes, they are under 2024 Correspondence.*

*\*Point of Clarification by Mayor McLaughlin please explain difference between postponing time certain vs. postponing indefinitely. Answer by Clerk postponing time certain is until the next regularly scheduled meeting vs. postponing indefinitely is the easiest way to "kill" a motion.*

*\*Point of information by Council Member Warner: Can we finish the discussion first before motion to postpone? Answer by Mayor McLaughlin - no the motion to postpone can be made at any point in time when a member has the floor.*

Motion made by Vice Mayor Owens to postpone indefinitely item number 9, to approve Conservation Lands Advisory Committee Project Scoping document- lands lease.

Seconded by Council Member Patrick

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Patrick

Voting Nay: Council Member Warner, Council Member B. Taylor, Council Member Beck, Council Member M. Taylor

3 yea/4nay

Motion (to postpone indefinitely) failed.

Council Debate on main motion Continued:

Mayor McLaughlin

*\*Point of clarification by City Administrator Leary - the committee needs to have a scoping document to receive approval from council to seek funding for a project over \$15,000.*

Council Member Warner

Council Member M. Taylor

Council Member Patrick

A motion made by Council Member Patrick to postpone this item, item 9 approving the Conservation Advisory Lands Committee Project Scoping document - lands lease to time certain that would take it and put in on the agenda for next month's meeting.

Seconded by Council Member Beck

*\*Point of order by Council Member B. Taylor, Do we need to have an approved scoping document to assign funds to a project? Answer, Mayor McLaughlin there is no discussion on a motion to postpone.*

*\*Point of Clarification by Clerk, did Council Member B. Taylor mean point of information? If so, that can be interjected at any point in time. Answer- Council Member B. Taylor, yes.*

*\*Point of information question by Council Member B. Taylor  
Do we need to have an approved scoping document to assign funds to project?*

*\*Answer unclear, Clerk requested 5 minutes recess to research answer- recess granted*

*\*Back in session and Final Answer to Point of information by Mayor McLaughlin - for any project proposed to the city in amounts greater than \$15,001 a scoping document must be approved before funding maybe applied for.*

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

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

3 yea/4 nay

Motion (to postpone to time certain) failed.

Council Debate on main motion Continued:

Council Member Patrick

Council Member B. Taylor

Vice Mayor Owens

Mayor McLaughlin

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.

10. CY24-19 Endowment Fund grant awards 2025 *(1 hour 53 minutes 24 seconds)*

Motion made by Council Member Patrick to approve the CY24-19 Endowment Fund grant awards 2025.

Seconded by Vice Mayor Owens

*\*Point of Order by Clerk, resolution needs to be read - well taken*

Resolution read by Council Member Patrick

Public Comment:

Liesabet Barker - thanks for supporting Girl Scouts application

Leland Barker - thanks for supporting Girl Scouts application

Martha Matthews - asking to reconsider awarding more money to GCC

Barb Shienberg - asking to reconsider awarding more money to GCC

Annie Mackovjak- in support of CLAC submission

Artemis Bona Dea - in support of CLAC submission

Toshua Parker- in opposition of CLAC submission



Tom Traibush - in support of CLAC Submission

Whitney Rapp - in support of GCC submission and in opposition of CLAC submission

Larry Landry - in opposition of CLAC submission

Public Comment read into record by city clerk:

Lillian Ruedrich - in support of CLAC submission

Denise Van Der Pol - in opposition to CLAC submission

Sandi Marchbanks- in opposition to CLAC submission

Council Debate:

Council Member Patrick

Council Member M. Taylor

Motion made by Council Member M. Taylor to amend resolution CY24-19 as follows

to change the nine WHEREAS paragraph to read: "WHEREAS, the Conservation Lands Committee's request for funds will be fully funded at \$25,000.00; and,"

And change the tenth WHEREAS paragraph to read:

"WHEREAS, the Friends of Glacier Bay's request for funds will be partially funded at \$5,030.00"

And change the Now therefore be it resolved paragraph to read:

"NOW, THEREFORE, BE IT RESOLVED, that the City of Gustavus grants \$7,621.84 to the Girl Scouts of Alaska Troop 23032, \$4,326.00 to the Gustavus Community Center, \$25,000.00 to the Conservation Lands Advisory Committee for the Conservation Lands Lease Project, and \$5,030.00 to Friends of Glacier Bay for a total allocation of \$41,977.84"

Seconded by Council Member Warner

Council Debate:

Council Member Warner

Council Member B. Taylor

Council Member Patrick

Mayor McLaughlin

Council Member M. Taylor

Council Member M. Taylor made a motion (privilege) to suspend the rules to extend our meeting as needed beyond 10pm.

Seconded by B. Taylor

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

7 yea/0 nay

Motion (to suspend rules) passed.

Council debate continued on the amendment:

Council Member B. Taylor

Council Member Patrick

*\*Point of order by Council Member Patrick: Council members who serve on a committee who submitted an EFG application shouldn't be able to amend the amount of the grant. - Not taken*

Vice Mayor Owens

*\*3 min Recess taken*

Voting Yea: Council Member Warner, Council Member B. Taylor, Council Member M. Taylor

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

3 yea/4 nay

Motion (to amend CLAC/FGB amounts) Failed

Motion made by Vice Mayor Owens to amend Resolution CY24-19 paragraph nine by striking \$4,326.00 and replacing it with \$6,826.00.

And in paragraph ten striking the \$9,400 and replacing it with \$21,036.32.

And in "NOW, THEREFORE, BE IT RESOLVED, that the City of Gustavus grants \$7,621.84 to the Girl Scouts of Alaska Troop 23032, \$6,826.00 to the Gustavus Community Center, \$21,036.32 to the Conservation Lands Advisory Committee for the Conservation Lands Lease Project, and \$6,494.00 to Friends of Glacier Bay for a total allocation of \$41,978.16"

Seconded by Council Member M. Taylor

Council Debate on amendment:

Vice Mayor Owens

Council Member B. Taylor

Council Member M. Taylor

Council Member Partick

Council Member Beck

Mayor McLaughlin

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

Voting Nay: Mayor McLaughlin, Council Member Patrick

5 yea/2 nay

Motion (to amend GCC/CLAC amount) Passed

Back to main motion as amended

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

5 yea/2 nay

Motion (main motion as amended) Passed

- 11. CY24-20 Shared Fisheries Business Tax for FY25 (3 hours 25 minutes 27 seconds)

Motion made by Council Member M. Taylor to approve CY24-20 Shared Fisheries Business tax for FY25.

Seconded by Council Member B. Taylor

Public Comment

Point of Order by Council Member M. Taylor - need to read resolution - well taken

Resolution read by Council Member M. Taylor

Public Comment: None

Council Debate:

Point of Information by Council Member B. Taylor - Should it ready CY24? – Answer CY23 is correct

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

7 yea/0 nay

Motion Passed

- 12. CY24-21 A resolution by the city of Gustavus directing the city administration to file for reconsideration of the Local Boundary Commission’s decision to approve the Xunaa Borough petition (3 hours 32 minutes 03 seconds)

Motion made by Vice Mayor Owens to approve CY24-21 A resolution by the city of Gustavus directing the city administration to file for reconsideration of the Local Boundary Commission’s decision to approve the Xunaa Borough petition.

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

- 13. Review RUBA 's Gustavus trip report (3 hours 38 minutes 00 seconds)

City Clerk submitted Local Government Specialist, Iura Leahu's report about his site visit.

**CITY COUNCIL REPORTS**

- 14. Coffee with Council Update *(3 hours 38 minutes 34 seconds)*

Council Member Patrick submitted a written report and provided an oral summary.

- 15. Mayors Monthly Report *(3 hours 39 minutes 42 seconds)*

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

**CITY COUNCIL QUESTIONS AND COMMENTS** *(3 hours 40 minutes 30 seconds)*

Susan Warner gave a brief update on informational sessions she hosted.

**PUBLIC COMMENT ON NON-AGENDA ITEMS** *(3 hours 41 minutes 42 seconds)*

Jim Kearns - Next year Endowment Fund Grant for wave barrier and pave the road.

**EXECUTIVE SESSION**

None

**ADJOURNMENT** *(3 hours 42 minutes 20 seconds)*

Since there is no further business, the meeting is adjourned. The time is 10:43pm.

**POSTED ON:** December 11, 2024 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.*

**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.*

\_\_\_\_\_  
Sally A. McLaughlin, Mayor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**CITY OF GUSTAVUS  
ORDINANCE FY25-XX**

**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~~ **Resolution which are 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 13<sup>th</sup>, 2025**  
**Date of Public Hearing: February 10<sup>th</sup>, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of XXXX, 2025

\_\_\_\_\_  
Sally A McLaughlin, Mayor

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

**CITY OF GUSTAVUS  
ORDINANCE FY25-XX**

**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:**

- 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 2.40.030 be amended as follows:

**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. 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 13<sup>th</sup>, 2025**  
**Date of Public Hearing: February 10<sup>th</sup>, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of XXXX, 2025

\_\_\_\_\_  
Sally A McLaughlin, Mayor

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

DRAFT General Meeting Agenda and Packet

Attachments: If any



**CITY OF GUSTAVUS  
ORDINANCE FY25-XX**

**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 **and shall serve in an advisory role, without voting privileges.**
- (B) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the mayor and shall be subject to ratification by the city council.

(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. **City council members appointed to the committee shall serve in an advisory role, without voting privileges.**

(e) The 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.

(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.**

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

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

**Date Introduced: January 13<sup>th</sup>, 2025**

**Date of Public Hearing: February 10<sup>th</sup>, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of XXXX, 2025

\_\_\_\_\_  
Sally A McLaughlin, Mayor

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

**CITY OF GUSTAVUS  
ORDINANCE FY25-XX**

**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~~ **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, must be authorized by the mayor or 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, 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**
- (3) **Assists with strategic planning functions of the city**
- (4) **Serves as liaison between City staff, the Mayor and the City Council**
- (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**
- (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 13<sup>th</sup>, 2025**

**Date of Public Hearing: February 10<sup>th</sup>, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Sally A. McLaughlin, Mayor

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

**CITY OF GUSTAVUS  
ORDINANCE FY25-XX**

**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 13<sup>th</sup>, 2025**  
**Date of Public Hearing: February 10<sup>th</sup>, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of XXXX, 2025

\_\_\_\_\_  
Sally A McLaughlin, Mayor

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

**CITY OF GUSTAVUS  
ORDINANCE FY25-XX**

**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 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 anyone (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**. 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 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 13<sup>th</sup>, 2025**

**Date of Public Hearing: February 10<sup>th</sup>, 2025**

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Sally A. McLaughlin, Mayor

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

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

**A RESOLUTION BY THE CITY OF GUSTAVUS  
ESTABLISHING A SPECIAL POLICY ADVISORY COMMITTEE**

**WHEREAS**, the City of Gustavus recognizes the need to revise and update Policy and Procedure or Code of Ordinances as needs arise; and,

**WHEREAS**, recent events have identified policies and procedures that may need to be revised; and,

**WHEREAS**, Gustavus City Council last updated its Endowment Fund Grants policies in 2019, with Resolution CY19-14; and,

**WHEREAS**, currently the City has no ethical guidelines developed regarding formation of and conduct for committees; and,

**WHEREAS**, the Gustavus City Council recognizes the value of including Gustavus residents in policy making procedures; and,

**WHEREAS**, City of Gustavus Code of Ordinances, Section 2.40.150 – Committees provides for the establishment of special committees, which may advise the City Council or complete tasks in support of specific authorized City functions.

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council authorizes establishment of the City of Gustavus Policy Advisory Committee, a special committee, comprising up to six volunteer Gustavus residents nominated by the Mayor and ratified by the City Council. The Mayor shall strive to appoint a diverse selection of members which will include no more than one City Council member to serve in an advisory role. The Mayor shall nominate a committee member as chair subject to ratification by the Council. As an official advisory committee, the Policy Advisory Committee must comply with the requirements of the Alaska Open Meetings Act, CoG 2.40.150, and Resolution CY19-20. The committee shall post a schedule of meetings, achieve a quorum and record minutes. The committee shall regularly present updates to the City Council for review. Per CoG 2.40.150 (b), this special committee will automatically terminate upon completion of the committee’s assignment. The City Clerk shall support the committee administratively but need not attend meetings.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the Gustavus City Council sets forth the following mission, scope, and directives for the Committee:

**Mission:** To improve city policies to increase transparency, fairness, and public engagement with local government.



**Scope:**

- Review city policy and procedures to identify opportunities to improve the Endowment Fund Grant application and allocation processes, taking public comments into consideration.
- Review and develop ethical guidelines specific to the formation, structure and operation of committees.
- Provide recommendations to update CoG 2.40.150-Committees to reflect newly developed ethical guidelines.
- Report progress and recommendations monthly to the Gustavus City Council and public as scheduled by the Mayor, with final proposals due for the May 2024 Work Session.

**PASSED** and **APPROVED** by the Gustavus City Council this xx day of \_\_\_\_\_, 2025, and effective upon adoption.

\_\_\_\_\_  
Sally A. McLaughlin, Mayor

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

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

**A RESOLUTION BY THE CITY OF GUSTAVUS AMENDING POLICY AND PROCEDURE FOR  
A TEMPORARY HEAT PUMP INCENTIVE PROGRAM**

**WHEREAS**, the City of Gustavus City Council on August 12, 2024 approved Resolution CY 24-15 approving a temporary policy and procedure for a heat pump incentive program funded by a \$20,000 grant from the National League of Cities (NLC),and;

**WHEREAS**, the original funding period for the NLC grant was to end January 31, 2025, and;

**WHEREAS**, on December 27, 2024, the NLC has agreed to extend the funding program for the Gustavus grant to May 31, 2025, to enable more residents to install heat pumps during the spring construction season, and;

**WHEREAS**, some residents have asked that heat pump powered water heaters be included in the program, and;

**WHEREAS**, the policy and procedure Temporary Heat Pump Incentive Program approved by Resolution CY24-15 can now be amended to extend the program period and to add heat pump-powered water heaters as qualified for incentive payments.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Gustavus, Alaska amends the Policy and Procedure for Temporary Incentive Program Heat Pump Installations as attached to extend the incentive program period to May 31, 2025, and to qualify heat pump powered water heaters for incentive payments.

**NOW THEREFORE BE IT FURTHER RESOLVED** that the City Council thanks the National League of Cities for extending the grant funding period thereby enhancing its support of our community’s vision and specifically of the City’s responsible efforts to mitigate the challenges of climate change.

**PASSED** and **APPROVED** by the Gustavus City Council this XX<sup>th</sup> day of \_\_\_\_\_ 2025, and effective upon adoption.

\_\_\_\_\_  
Sally McLaughlin, Mayor

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