



# 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)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/3cnhjd7t>

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

### ROLL CALL

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

### APPROVAL OF MINUTES

1. 11-12-2024 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

2. Library Quarterly Report
3. Gustavus Visitors Association Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Monthly Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

6. FY25-06NCO Endowment Fund Grant Transfer

### UNFINISHED BUSINESS

### NEW BUSINESS

7. Approve Conservation Advisory Lands Committee Project Scoping document - lands lease
8. CY24-XX Endowment Fund grant awards 2025
9. CY24-XX Shared Fisheries Business Tax for FY25
10. Review RUBA 's Gustavus trip report

### CITY COUNCIL REPORTS

11. Coffee with Council Update
12. Mayors 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.*

**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 CITY COUNCIL GENERAL MEETING

Tuesday, November 12, 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

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## MINUTES - PENDING

### VIRTUAL MEETING INFORMATION

<https://shorturl.at/fPf3n>

**ID:** 823 4747 8183    **PASSCODE:** 397862    **TEL:** 253-215-8782

### **ROLL CALL** (7 seconds)

#### PRESENT

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

#### ABSENT

Council Member Brian Taylor (unexcused)



### **Reading of the City of Gustavus Vision Statement** (50 seconds)

Vision Statement read by Council Member Beck.

### **APPROVAL OF MINUTES** (1 minute 54 seconds)

1. 10-4-2024 Special Meeting Election Review Committee Minutes
2. 10-07-2024 Special Meeting Minutes
3. 10-14-2024 General Meeting Minutes
4. 10-22-2024 Special Meeting Minutes
5. 11-04-2024 Special Meeting Minutes

Motion made by Council Member M. Taylor to approve by unanimous consent the 10-4-2024 Special Meeting Election Review Committee Minutes, 10-07-2024 Special Meeting Minutes, 10-14-2024 General Meeting Minutes, 10-22-2024 Special Meeting Minutes, 11-04-2024 Special Meeting Minutes.

Seconded by Council Member Warner

Public Comment: None

Council Comment: None

Hearing no objections, the the 10-4-2024 Special Meeting Election Review Committee Minutes, 10-07-2024 Special Meeting Minutes, 10-14-2024 General Meeting Minutes, 10-22-2024 Special Meeting Minutes, 11-04-2024 Special Meeting Minutes were approved by unanimous consent.

**MAYOR'S REQUEST FOR AGENDA CHANGES** *(3 minutes 40 seconds)*

There were no agenda changes.

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

**COMMITTEE / STAFF REPORTS**

6. Disposal and Recycling Center Quarterly Report *(4 minutes 05 seconds)*

Disposal and Recycling Center Manager/Operator, Ian Barrier submitted a written report and provided an oral summary.

Clarifying Questions:

Vice Mayor Owens

Mayor McLaughlin

7. Marine Facilities Quarterly Report *(7 minutes 15 seconds)*

Marine Facilities Coordinator, Kenn Magowan submitted a written report. Treasurer Ben Sadler provided an oral summary.

Clarifying Questions: None

8. Conservation Lands Advisory Committee Quarterly Report *(8 minutes 53 seconds)*

Conservation Lands Advisory Committee chair, Mike Taylor provided a written report and provided an oral summary.

Council Clarifying Questions: None

9. City Treasurer Monthly Report *(14 minutes 23 seconds)*

City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.

Clarifying Questions:

Council Member Owens

10. City Administrator Monthly Report *(18 minutes 40 seconds)*

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

Clarifying Questions: None

**PUBLIC COMMENT ON NON-AGENDA ITEMS** *(25 minutes 30 seconds)*

None

**CONSENT AGENDA** *(26 minutes 12 seconds)*

11. 10-14-2024 Certificate of Records Destruction
12. FY25-06NCO Endowment Fund Grant Transfer

Motion made by Vice Mayor Owens to adopt the consent agenda by unanimous consent.  
Seconded by Council Member Patrick

Hearing no objections, the motion passed.

**ORDINANCE FOR PUBLIC HEARING**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

13. CY24-18 A Resolution Supporting the City of Gustavus' Application for a Safe Streets for All Planning Grant *(28 minutes 15 seconds)*

Motion made by Council Member Warner to approve CY24-18 A Resolution Supporting the City of Gustavus's Application for a Safe Streets for All Planning Grant.

Seconded by Vice Mayor Owens

Resolution read by Council Member Warner

Public comment: None

Council debate: None

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

Motion Passed.

14. Approve postponement of December 2024 General Meeting *(33 minutes 47 seconds)*

Council Member Patrick moved to approve postponement of the December 2024 General Meeting to Monday December 16th at 7pm.

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 Beck, Council Member Taylor

Motion Passed.

15. Medical Director for GVFD- Information on future budget implications and contractual obligations *(35 minutes 20 seconds)*

City Administrator provided a summary of the upcoming change in the City of Gustavus's medical director.

Clarifying Questions:

Susan Warner

16. Approve the appointment of Larry Landry to the Conservation Lands Advisory Committee *(37 minutes 40 seconds)*

Council Member Mike Taylor moved to approve the appointment of Larry Landry to the Conservation Lands Advisory Committee.

Seconded by Council Member Warner

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

Motion Passed.

### **CITY COUNCIL REPORTS**

17. Coffee with Council Update *(39 minutes 27 seconds)*

Council Member Patrick invited everyone to attend Coffee with Council Saturday November 16th, 2024.

18. Mayors Monthly Report *(39 minutes 57 seconds)*

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

Clarifying Questions:

Council Member Warner

### **CITY COUNCIL QUESTIONS AND COMMENTS** *(43 minutes 40 seconds)*

Council Member Warner - Local Boundary Commission approved Xunna Borough Petition.

Council Member M. Taylor - Would like the City of Gustavus to submit a reconsideration of the Local Boundary Commission approval of the Xunna Borough Petition.

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

Lesli Sirstad – Wants to make sure Dr. Vaught is thanked his service to Gustavus.

*(49 minutes 00 seconds)*

Whitney Rapp - One more step in Xunna borough process, Hoonah Community will vote.

*(50 minutes 23 seconds)*

Mayor McLaughlin – list 4 people who have written to council via the clerk with a brief description of each topic. *(50 minutes 40 seconds)*

Kathy Leary - Local Boundary Commission seat opening soon. *(52 minutes 00 seconds)*

**EXECUTIVE SESSION**

None

**ADJOURNMENT** (56 minutes 00 seconds)

With no further business and hearing no objections, the meeting was adjourned at 7:57PM.

**POSTED ON:** November 7, 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.*

**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.*

\_\_\_\_\_ Date

Sally A. McLaughlin, Mayor

\_\_\_\_\_ Date

Attest: Liesl M. Barker, City Clerk



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY25-06NCO**

**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.** In Fiscal Year 2025, the following City held account balance transfers to be made for reasons stated.

**Section 3.** The budget is amended to reflect the changed estimates as follows:

**Amounts**

<b>ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
APCM – Endowment Account <i>2025 Endowment Funds for disbursement through grant application process, per motion on November 12th, 2024 general meeting.</i>	\$ 1,681,646.59	\$ 1,649,668.43	<\$ 31,978.16>
FNBA Endowment Fund Checking account <i>2025 Endowment Fund Grant Checking account for disbursement</i>	\$ 12,935.06	\$ 44,913.22	\$ 31,978.16
<hr/>			
Total Change in 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:** November 12, 2024

**DATE OF PUBLIC HEARING:** December 16, 2024

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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

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

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





## Project Planning: Attachment B Project Development Form

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](mailto: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.

A multi-year lease of the property will allow the City, 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 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 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.

5. What is your timeline for project planning?

Planning has begun already. The Committee is working with SEALT Director Margaret Custer to negotiate 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?  
Milestones for the 2024 Endowment Fund Grant for the Conservation Lands Advisory Committee (CLAC) to initiate 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 Draft lease agreement with landowners, attorney review  
2025-Feb initiate lease agreement, and implement  
2025-Mar 1st Quarter CLAC report to Council, 1st lease payment  
2025-Apr 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 Develop 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 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
<u>\$30,000</u>	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.

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 to 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 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

<b>Will this project affect:</b>	<b>No</b>	<b>Yes (+/-)</b>	<b>Maybe</b>
<b>Environmental quality?</b> (+ = 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
<b>Recreational opportunities?</b>			
• Public land use and access		+	
• Trails/waterways		+	
• Parks		+	
• Public assembly/activities			X

<b>Education/training/knowledge &amp; skill development?</b>	X		
<b>Public safety?</b>	X		
<b>Public health?</b>		+	
<b>Medical services?</b>	X		
<b>Emergency response?</b>	X		
<b>Economic performance &amp; sustainability?</b>			
• 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		+	
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)	X		
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
<b>Transportation?</b>			
• Air	X		
• Water	X		
• Roads	X		
<b>Communications?</b>			
• Internet	X		
• Phone	X		
• TV/radio	X		
<b>Other? (type in)</b>			

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.

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
\$ 890	Contribution towards property access/use signs
<u>\$30,000</u>	Total

**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](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

Submitted by: \_\_\_\_\_ Meeting Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_



**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

**Part 9. Feedback to the Council**

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City of Gustavus, Alaska  
Resolution CYxx-xx  
Project Scoping and Development  
Project Planning Attachment B  
Page 8 of 8

Submitted by: \_\_\_\_\_ Meeting Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_



Data Sources: SEALT.  
 Date and Source of Basemap Imagery: Maxar 05/17/2023.  
 Service Layer Credits: Maxar  
 Map not survey accurate.

- Lot 36D Boundary (COGO from 2023 survey)
- DeBoer Boundary (2018 shapefile)

**DeBoer Property**  
 Gustavus, Alaska

Date prepared: June 20, 2024  
 Prepared by: Dan Hysell



0 225 450 900 Feet



**SOUTHEAST  
 ALASKA  
 LAND TRUST**

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY24-XX**

**A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY25 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FMA 17: NORTHERN SOUTHEAST AREA**

**WHEREAS**, AS 29.60.450 requires that for a municipality to participate in the FY25 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar 2023 from fisheries business activities; and,

**WHEREAS**, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and,

**WHEREAS**, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

**WHEREAS**, the Gustavus City Council proposes to use an alternative allocation method for allocation of FY25 funding available within the FMA 17: Northern Southeast Area in agreement with all other municipalities in this area participating in the FY25 Shared Fisheries Business Tax Program;

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council, by this resolution, certifies that the following alternative allocation method fairly represents the distribution of the significant effects during 2023 of fisheries business activity in FMA 17: Northern Southeast Area:

**All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.**

**PASSED** and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this \_\_\_<sup>th</sup> day of December, 2024.

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

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



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS  
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Monday, November 18, 2024

**Re: Gustavus Trip Report 11/05/2024 - 11/08/2024**

**From: Iura Leahu**

**Purpose of Trip:** The purpose of the trip was to provide onsite training for newly elected officials, visit community sites, and meet with city staff.

**Person Contacted:**

Sally McLaughlin - Mayor  
Kathy Leary - City Administrator  
Liesl Barker - City Clerk  
Ben Sadler - City Treasurer  
Ian Barrier - Manager of Disposal and Recycling Center  
Sol Martinez - Fire Chief

**Observations:** Juneau RUBA staff was invited by the City of Gustavus to provide onsite training for newly elected officials. However, the training was canceled due to several council members being unable to attend.

While in the City of Gustavus, Juneau RUBA staff met with the mayor, city administrator, city treasurer, city clerk, manager of recycle center and fire chief. The discussion with the city treasurer focused on sources of local revenue, a cautious spending approach, and potential departmental budget cuts to preserve the city's existing savings. The discussion with the city administrator were about regional governments, Hunaah petition to incorporate as a borough and pros and cons of joining a regional government by the city.

The discussions with the mayor and city clerk addressed guidelines for communication between city council members outside of public meetings, the challenges of managing city business through email exchanges, and the roles and responsibilities of council members. Additional topics included the need for a human resource hub for small towns, procedures for certifying election results, and challenges associated with enforcing laws in a specific community.

On the second day, RUBA staff met with the city clerk to discuss city business and the pros and cons of using Municode services. In the afternoon, RUBA staff and the mayor visited various public sites in the community, including the recycling center, fire department, cemetery, state ferry and city dock, and several private local businesses.

On the third day, RUBA staff visited the Gustavus Forelands Preserve, Glacier Bay National Park and Preserve, and its facilities. The parks provide full-time employment for several Gustavus residents and play an important role in the local economy. RUBA staff also visited the Huna Tribal House, located within the national park.

**Recommendations:** Based on discussions with elected officials and city staff, Juneau RUBA staff suggests the following steps to enhance city operations:

Refresh the Grievance Procedure

Work together to revise the city's grievance procedure to make it clearer and more consistent for everyone involved.

Review Email Communication Guidelines

Take some time to revisit and update the policies for email communications among council members to ensure they're effective and aligned with best practices.



**Be Mindful with Email Correspondence**

To avoid any confusion or unintended issues, it's a good idea for council members to refrain from discussing city business or sharing personal opinions about it via email.

Item #10.

**Hold Regular Staff Meetings**

The Mayor might consider scheduling regular meetings with staff to improve communication and keep everyone on the same page.

**Focus on Water Quality**

The Council could explore ways to secure dependable water sources for areas facing water quality challenges.

**Clarify Rules for Collaborative Projects**

It would be helpful for the Council to define clear guidelines for how members can work together on projects outside of formal meetings.

**Update Policies on Conflict of Interest and Ex Parte Communication**

Revisiting and refreshing policies around conflict of interest and ex parte communications could help ensure transparency and trust in council operations.

Sincerely,  
Iura Leahu  
Local Government Specialist 3