



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, April 13, 2026 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Members: Renee Patrick,
Justin Marchbanks, Karen Hutten,
Jim Kearns, 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

ID: 515 501 9406

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

1. 03-09-2026 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

ORDINANCE FOR PUBLIC HEARING

6. FY26-14NCO An ordinance providing for the amendment for the City held accounts in Fiscal Year 2026 - Closing Capital Project CP24-01 DRC Expansion (Introduced 03-09-2026)
7. FY26-15NCO An ordinance providing for the amendment of the City Budget and City held accounts in Fiscal Year 2026 - Roa Maintenance (Introduced 03-09-2026)

UNFINISHED BUSINESS

NEW BUSINESS

8. CY26-04 Resolution by the City of Gustavus updating the Benefits Policy and Procedure for Eligible Regular Position Employees
9. CY26-05 A resolution by the City of Gustavus Revising Policy and Procedure for mileage reimbursement for City Employees and City Council Members

- [10.](#) CY26-06 A resolution by the City of Gustavus in support of HB321, redesignating the Dude Creek Critical Habitat Area as a State Wildlife Refuge with Expanded Boundaries
- [11.](#) CY26-07 A Resolution approving a Cost-of-Living Pay Adjustment for the City of Gustavus employees in regular positions
12. Approve City of Gustavus Capital Improvement Plan 2026-2030

CITY COUNCIL REPORTS

13. Mayor Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

14. To discuss subjects that tend to prejudice the reputation and character of a person; City Treasurer performance evaluation

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

Monday, March 09, 2026 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Members: Renee Patrick,
Justin Marchbanks, Karen Hutten,
Jim Kearns, Mike Taylor

CITY HALL

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MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/b3v6w832>

ID: 515 501 9406

PASSCODE: 5589

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Member Renee Patrick
Council Member Karen Hutten
Council Member Mike Taylor
Council Member James Kearns
Council Member Justin Marchbanks



Reading of the City of Gustavus Mission Statement

Mission Statement read by Hutten.

APPROVAL OF MINUTES

1. 02-09-2026 General Meeting Minutes
2. 02-23-2026 Special Meeting Minutes

Motion made by Kearns to approve the 02-09-2026 General Meeting Minutes and the 02-23-2026 Special Meeting Minutes by unanimous consent.

Seconded by Beck

Hearing no objections the 02-09-2026 General Meeting Minutes and the 02-23-2026 Special Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

3. Conservation Lands Advisory Committee Quarterly Report

City of Gustavus, Alaska
City Council General Meeting Minutes - PENDING
March 9, 2026
Page 1 of 7

Lands Committee Chair, Mike Taylor submitted a written report and provided an oral summary.

Clarifying Questions: None

4. Library Quarterly Report

Library Administrative Director, Melisa Gomb submitted a written report and provided an oral summary.

Clarifying Questions: Patrick

5. City Treasurer Monthly Report

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

Clarifying Questions: McLaughlin

6. City Administrator Monthly Report

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

Clarifying Questions:

Hutten

McLaughlin

PUBLIC COMMENT ON NON-AGENDA ITEMS

Susan Warner - Clarification on abbreviation and budget meeting date

CONSENT AGENDA - None

ORDINANCE FOR PUBLIC HEARING

- 7. FY26-13NCO An Ordinance providing for the amendment of the city held accounts in fiscal year 2026 - closing Capital Project CP19-06 DRC Composting Facility (Introduced 02-09-2026)

McLaughlin opened the public hearing at 7:31 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:31 PM.

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion passed

UNFINISHED BUSINESS - None

NEW BUSINESS

- 8. FY26-14NCO An introduction of an ordinance providing for the amendment for the City held accounts in Fiscal Year 2026 - Closing Capital Project CP24-01 DRC Expansion (Public Hearing 04-13-2026)

Motion by Beck to introduce FY26-14NCO An introduction of an ordinance providing for the amendment for the City held accounts in Fiscal Year 2026 - Closing Capital Project CP24-01 DRC Expansion (Public Hearing 04-13-2026).

Seconded by Kearns

Public Comment: None

Council Debate:

Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion passed

- 9. FY26-15NCO An introduction of an ordinance providing for the amendment of the City Budget and City held accounts in Fiscal Year 2026 - Road Maintenance (Public Hearing 04-13-2026)

Motion by Kearns to introduce FY26-15NCO An introduction of an ordinance providing for the amendment of the City Budget and City held accounts in Fiscal Year 2026 - Road Maintenance (Public Hearing 04-13-2026).

Seconded by Patrick

Conflict of interest declared for Council Member Marchbanks- Marchbanks will not participate in debate or voting.

Public Comment: None

Council Debate:

Taylor

McLaughlin

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns

Voting Abstaining: Council Member Marchbanks

6 yea/ 0 nay

Motion Passed

- 10. Approve the proposal to engage with a new city attorney, Megan J. Costello, Foghorn Law Office, LLC

Motion made by Hutten to Approve the proposal to engage with a new city attorney, Megan J. Costello, Foghorn Law Office, LLC

Seconded by Patrick

Public Comment: None

Council Debate: Taylor

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion passed

- 11. Approve Alaska Department of Environmental Conservation (ADEC) Village Safe Water Program to submit Gustavus Septage Management Project as part of their Capital Improvement Plan

Motion made by Patrick to Approve Alaska Department of Environmental Conservation (ADEC) Village Safe Water Program to submit Gustavus Septage Management Project as part of their Capital Improvement Plan

Seconded by Hutten

Public Comment: None

Council Debate:

Hutten

City Administrator Leary

McLaughlin

Taylor

City Administrator Leary

Kearns

Marchbanks

Taylor

City Administrator Leary

McLaughlin

Hutten

Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion passed

- 12. Approve Project Development Short Form for Grant and Projects Master Dashboard and Compliance Tracker

Motion made by Hutten to approve Project Development Short Form for Grant and Projects Master Dashboard and Compliance Tracker

Seconded by Taylor

Public Comment: None

Council Debate:

Taylor

Hutten

City Administrator Leary

Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/0 nay

Motion passed

- 13. Approve Grant Consulting Agreement with Alcyon Consulting Grant writing and Consulting Services in the amount of \$6,500.00

Motion made by Kearns to approve Grant Consulting Agreement with Alcyon Consulting Grant writing and Consulting Services in the amount of \$6,500.00

Seconded by Beck

Public Comment: None

Council Debate:

Beck

Hutten

Kearns

City Administrator Leary

Beck

McLaughlin

City Administrator Leary

Hutten

Motion made by Hutten to amend the agreement with ALCYON to include "Travel Expenses. The Client shall reimburse Consultant for any and all reasonable travel-related expenses incurred by Consultant in connection with Consultant's performance of the Services included in this proposal. All travel expenses must be preapproved by Client before booking. Reimbursable travel expenses shall include main cabin airfare (or similar), airport parking, shuttle, and other reasonable transportation expenses. Lodging and per diem will be calculated based on DoD per diem rates for the community. All travel related to this Professional Services Contract will be considered contractual services and will be subject to 1099 tax reporting."

Seconded Kearns

Council Debate:

Taylor

Patrick

McLaughlin

Kearns

City Administrator Leary

Hutten

0 yea/ 7 nay

Motion failed

Continued Council Debate on the original motion

Patrick

City Administrator Leary

Kearns

Motion made by Kearns to amend the consulting agreement to have the project be completed within 8 weeks of commencement.

Seconded by Patrick

Hutten

City Administrator Leary

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion passed

Back to main motion as amended -no further council debate

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion passed

14. Approve Master Services Agreement with RESPEC Company, LLC

Motion made by Beck to approve Master Services Agreement with RESPEC Company, LLC

Seconded by Hutten

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion passed

CITY COUNCIL REPORTS

15. Mayor Monthly Report

Mayor, Sally McLaughlin provided a written report and provided an oral report.

Clarifying Questions: None

CITY COUNCIL QUESTIONS AND COMMENTS

Beck - encourages public comment on fish box tax policy

Beck - Thanking Mayor McLaughin for her leadership during the winter storm

PUBLIC COMMENT ON NON-AGENDA ITEMS

Whitney Rapp

EXECUTIVE SESSION

None

ADJOURNMENT

Since there is no further business, the meeting is adjourned. The time 8:42pm.

POSTED ON: March 4, 2026 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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Sally A. McLaughlin, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-14NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 –
CLOSING CAPITAL PROJECT CP24-01 DRC EXPANSION**

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 2026, 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
CP24-01 DRC Expansion <i>Transferring funds and closing out CP24-01</i>	\$ 45,944.19 <small>*Approximate, this is a dynamic value</small>	\$ 0.00	\$ 45,944.19
AMLIP Capital Improv Long-Term <i>This transfer will move funds from AMLIP Capital Current to Capital Improvements Long Term.</i>	\$ 694,770.71	\$ 740,714.90	\$ 45,944.19
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: *March 09, 2026*

DATE OF PUBLIC HEARING: *April 13, 2026*

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____, 2026.

Sally A McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-15NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY BUDGET AND CITY HELD ACCOUNTS IN FISCAL YEAR 2026 – ROAD
MAINTENANCE**

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 2026, the following City held account balance transfers are to be made for the reasons stated.
- Section 3.** For the current fiscal year, the City Budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
FNBA Checking/Road Maintenance	\$ 321,796.09	\$ 396,796.09	\$ 75,000.00
<i>Funding to be transferred directly to FNBA Checking in advance of road maintenance costs for immediate use. Budget to be amended from \$215,000 to \$290,000.</i>			
AMLIP Capital Improv Long-Term	\$ 763,773.71	\$ 688,773.71	\$ 75,000.00
Total Change in City Held Account Balances			\$ 0.00

- Section 4.** The City held accounts and Budget are hereby amended as indicated.
- Section 5.** Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *March 9th, 2026*
DATE OF PUBLIC HEARING: *April, 13th 2025*

PASSED and **APPROVED** by the Gustavus City Council this ___th day of _____, 2026.

Sally A McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY26-04**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING THE BENEFITS POLICY AND
PROCEDURE FOR ELIGIBLE REGULAR POSITION EMPLOYEES**

WHEREAS, in 2023, with Resolution CY23-12, the Gustavus City Council updated Policy and Procedure for Eligible Regular Position Employees; and

WHEREAS, in the process of implementing the Policy and Procedure, it became apparent that some clarifications and revisions were necessary; and

WHEREAS, the City of Gustavus recognizes that from time to time these policies need to be updated or amended; and

WHEREAS, the City of Gustavus recognizes that formal action is needed to further clarify procedures under the City of Gustavus Policy and Procedure For Eligible Regular Position Employees.

NOW THEREFORE, BE IT RESOLVED that effective upon adoption, the City of Gustavus updates its Employee Benefits Policy and Procedure for Eligible Regular Position Employees as attached:

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2026.

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

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS
POLICIES AND PROCEDURES

**TITLE: CITY OF GUSTAVUS BENEFITS POLICY AND PROCEDURE FOR ELIGIBLE
REGULAR POSITION EMPLOYEES EFFECTIVE SEPTEMBER 11TH, 2023**

BACKGROUND:

By Ordinance FY2012-13 adopted April 12, 2012, the Gustavus City Council approved a major revision to Title 3, Personnel. Revised Title 3 provides that it is the policy of the City of Gustavus to establish and amend, from time to time, by resolution, a written benefits policy, which describes various non-wage compensations that the City provides to employees in addition to wages or salaries. [CoG 3.05.01]

Consistent with the provisions of revised Title 3, the City Council adopted by Resolution 2018-01 this “City of Gustavus Benefits Policy,” which applies to all eligible Regular Position employees. This updated policy, effective, replaces all previous City of Gustavus benefits and leave policies. [CoG 3.04.01(b) (1)]

I. Health Insurance

The City of Gustavus offers a group health insurance plan to all Regular Exempt and Non-Exempt Position employees. This self-only plan (no spouse or dependent coverage) is offered to all eligible employees, and the City may only exempt those eligible employees who provide proof that they have health insurance offered by other means.

Any qualified employees opting into the City’s healthcare plan will enter at a City/Employee 80%/20% contribution ratio respectively.

For those employees who do not choose to elect the group health insurance plan offered by the City, a \$200.00 monthly stipend is offered. This stipend is similar to a monthly bonus in that it is subject to payroll taxes, is reported as income, does not count toward the accrual of paid time off (PTO), and is not included in the base wages considered for the City match in the Retirement Savings Plan. The stipend is included during the regularly scheduled payroll.

POLICY:

To qualify for participation in this program, the employee must be ~~(1)~~ a Regular Exempt or Non-Exempt Position employee. For employees that elect not to participate in the health insurance program offered by the City, evidence that they are insured via other means is required.

PROCEDURE:

- (A) For those employees NOT selecting City provided insurance:
On a monthly basis, the City Treasurer will add the health insurance stipend to the employee’s paycheck in an amount of \$200 gross wages for all Regular Exempt and non-Exempt employees. All stipend amounts are subject to tax reporting and withholding, and the employee will be paid a net amount. If an employee is on unpaid leave during the month and drops below an average of 20 hours worked per week for

the month, the stipend will be prorated based on the percentage of the actual hours worked divided by 20 hours per week for the month.

Employees declining enrollment because of other health care coverage may in the future enroll if they have involuntarily lost their other coverage and an enrollment application is received by the insurance company within 60 days after their other coverage ends. See the group insurance documentation for details.

(B) For those employees enrolling in City provided insurance:

Employees may enroll during the group health plan renewal period each summer with coverage beginning September 1. For new employees, enrollment is effective on the first of the month following the date of hire, or as prescribed by the Insurance providers policy and procedure. Prior to September 1 each year, the Employees may enroll in the city insurance program, or decline enrollment with proof of other coverage, for the following 12 months. Employees may not cancel insurance or sign up for insurance except during this open enrollment period unless they meet the exceptions provided by the insurance company. See the group insurance documentation for details.

If an employee is on unpaid leave during the month and drops below an average of 20 hours worked per week, the city-paid portion of the premium will be prorated based on the percentage of the actual hours worked divided by 20 hours per week for the month with the employee responsible for paying the city for the remainder of the premium before their next paycheck is issued. For employees with an unpaid furlough, the employee may either pay the full premium cost in advance to the city each month for the months not working or may cancel their enrollment and re-enroll once they begin working again. For employees with an assigned work schedule of less than 20 hours per week for the month (e.g. no unpaid leave is being taken), the city-paid portion will remain at 80%.

II. **Deferred Compensation Program, a 457(b) Retirement Savings Plan**

The City participates in a 457(b)-deferred compensation program with Lincoln Financial Group. A 457(b) plan is a type of tax-advantaged deferred-compensation retirement plan that is available to state or local governments and their agencies. The employer provides the plan and the employee defers compensation into it on a pre-tax basis. Participation is voluntary. The participant contributes a flat amount or percentage of his/her choice each month, which is withdrawn from the monthly paycheck. The City will match the employee's monthly contribution up to a maximum of 7% of the employee's straight time pay, overtime pay, and paid time off pay for the month. Health insurance stipends are not included in the percentage matched. Regular Position employees may contact the City Clerk or Treasurer for more information.

III. **Human Resources – Reporting workplace harassment, discrimination, and misconduct**

The City partners with Work Shield in handling workplace harassment, discrimination, and misconduct issues. If a City employee, Council Member or a volunteer experiences any form of harassment, discrimination or other workplace misconduct – from a co-worker, manager, independent contractor or someone else from work, you can report the incident directly to Work Shield or the incident can be reported to the City Treasurer who can submit a report on the employee's behalf.

To report an incident please visit workshieldportal.com or call 866.946.5558. The Work Shield's Digital ID Card can be downloaded to an Apple Wallet or Google Wallet app for access anytime, anywhere.

All employees and volunteers shall be given a copy of the Employee Welcome Letter, Employer Harassment and Discrimination Protection Plan, link to Work Shield Training Video during employee onboarding. All departments shall display the Work Shield Breakroom Poster in an area that all employees can access.

IV. Paid Holidays [CoG 3.05.02]

The City of Gustavus observes the following ten holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day
3. President's Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veterans Day (November 11)
8. Thanksgiving (fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas (December 25)

- The City will grant an eight-hour day of paid holiday time to all full-time Regular Position employees or a pro-rated amount based on the employee's approved base hours. The Table below is an example of calculating holidays.

Hours of Holiday Pay	Work Schedule
8	full-time employee
7	87.5% (35 hours/week)
6	75% (30 hours/week)
4	50% (20 hours/week)

- Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Paid time off for holidays will not be counted as hours worked for the purpose of determining overtime. Employees will not receive additional compensation when a recognized holiday falls on a day an employee is on Paid Time Off. Employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.
- For city employees whose normal work week is Monday through Friday, if a city-observed holiday falls on a Saturday, the holiday will be observed on the previous Friday, and if a city-observed holiday falls on Sunday, the holiday will be observed the following Monday. For city employees working on Saturday, if the city-observed holiday falls on Saturday, it will be observed on that day. All city workplaces will be closed on Sunday.

V. Sick Leave and Paid Time Off (PTO)

Sick Leave

The City of Gustavus is aware that from time to time employees need to take care of sick family members or need to take time to address an illness. This benefit will be granted to all Regular Position employees in a pro-rated amount based on the employee's approved base hours. The City will grant 40 hours of paid sick leave per fiscal year. The Table below is an example of calculating the benefit.

Hours of Sick Leave	Work Schedule
40	full-time employee
35	87.5% (35 hours/week)
30	75% (30 hours/week)
20	50% (20 hours/week)

This benefit can be used for personal sick time, sick time to care for a family member within the employee's household, and travel to doctor's appointments or care facility. Absence for periods that exceed three (3) working-days may require a doctor's note or other documentation of the requirement for the absence from a professionally recognized care provider.

The following provisions apply to the Sick Leave benefit:

- Sick Leave does not have a cash monetary value and cannot be sold back to the City.
- Sick leave may accrue without restriction.
- Annual sick leave allocation begins July 1 of each year.
- An employee must receive approval from his/her supervisor for Sick Leave. In cases of emergency illness, an employee must let his/her supervisor know about the absence as soon as possible.

PTO

The City of Gustavus recognizes that employees have diverse needs for time off from work. PTO will cover all forms of personal time off and vacation. This benefit will be granted to all Regular Position employees in proportion to the hours worked each month.

Paid Time Off is a provision for time taken off from an employee's regularly scheduled work hours. PTO may not be applied to days and hours the employee is not scheduled to work. With the exception of the permitted 120-hour carry-over of unused PTO hours at the start of a new fiscal year, PTO not taken during regularly scheduled work hours will be forfeited. Unused accrued PTO is cashed out only when an employee terminates.

- An employee's annual PTO benefit accrues in accordance with employment longevity as shown in the table below. Accrual rates for a new longevity category begin on the first day of the month of the employment anniversary.
- Annual PTO benefit accruals begin July 1 of each year and end June 30 of each year.

- A maximum of 120 hours of PTO may be carried over into the next fiscal year, unless under extenuating circumstances as determined by the Mayor, an employee may exceed the maximum 120 hours of PTO and carryover the balance into the next fiscal year.
- Accrued PTO hours beyond 120 at the end of the fiscal year will be forfeited unless extenuating circumstances are approved by the Mayor.
- An employee must receive approval from his/her supervisor for planned PTO. Approval of PTO is contingent upon the needs of the department/facility. Scheduling of PTO will attempt to balance the needs of the individual and the department/facility. In cases of emergency or illness, an employee must let his/her supervisor know about the absence as soon as possible.
- Upon termination an employee shall be paid the value at the time of cash-out of remaining PTO.
- PTO must be used in full before an employee may request unpaid leave.

Longevity Categories

PTO is accrued on an hourly basis and is credited on the monthly paycheck in proportion to the actual hours paid that month. Accruals are based on longevity, that is, the number of years employed in a Regular Position with the City of Gustavus. The following table depicts Annual PTO accrual for a fulltime Regular Position, 2,080 hours/year.

Longevity (calculated from the employee's first day of work, regardless of FTE)	Annual PTO Accrual, Fulltime equivalent (FTE)	Accrual Rate of PTO hours per actual hours paid*
Less than two (2) years	80 hours	0.03833
Two (2) through five (5) years	120 hours	0.05778
Six (6) or greater years	160 hours	0.07694

*"Actual hours paid" means the total paid hours, including holiday hours and used PTO hours, but not including bonuses, stipends, or pay adjustments when correcting a payroll error.

Formula

- The same accrual rate works for any employee in a given Longevity Category. Accrual rate = annual PTO accrual allotment divided by 2080, then rounded to what the QuickBooks payroll software allows.
- Accrued PTO hours on a monthly (or any) paycheck for hourly employees = (number of hours paid) x (accrual rate)

- Accrued PTO hours on a monthly paycheck for salaried employees = (annual hours of PTO accrual from the table above)/ 12 months (prorated if unpaid leave is used that month)

Jury Duty / Jury Leave

In order that city employees may fulfill their civic responsibility as jurors or subpoenaed witnesses, all regular employees are granted leave of absence with pay for these purposes. It is the responsibility of the employee to keep her/his supervisor or department head informed of the anticipated time to be spent away from the job for this purpose. Employees will be compensated for jury duty that occurs on their regularly scheduled workday in the amount listed in their base hour’s agreement.

Any pay received by regular employees from a court system must be promptly submitted by the employee to the city to offset part of the cost of such absences. Temporary employees receive leave without pay and may retain the payment from the court. The Table below is an example of calculating jury duty/jury leave.

Hours of Jury Duty/Leave Pay	Work Schedule
8	full-time employee
7	87.5% (35 hours/week)
6	75% (30 hours/week)
4	50% (20 hours/week)

V. Compensatory Time Off

The City of Gustavus does not offer Compensatory Time Off.

VI. Flexible Work Schedule

The City of Gustavus recognizes that alternative work schedules can foster a positive work/life balance. To this end, regular position employees may be allowed by their supervisor to have a flexible work schedule. Hours worked by each regular position employee may be flexed during the work month as approved by their supervisor, provided core business hours are covered and job duties are being completed. The Mayor and/or City Administrator may designate core hours for each employee. For non-exempt employees, hours worked per week may not exceed 40 hours without prior approval for overtime (Municipal Code 3.06.020).

Signed _____ Mayor of the City of Gustavus _____ Date _____

**CITY OF GUSTAVUS ALASKA
RESOLUTION CY26-05**

**A RESOLUTION BY THE CITY OF GUSTAVUS REVISING POLICY AND
PROCEDURE FOR MILEAGE REIMBURSEMENT FOR CITY EMPLOYEES AND CITY
COUNCIL MEMBERS**

WHEREAS, in 2016, with CY16-13, the Gustavus City Council established policy and procedure for mileage reimbursement; and,

WHEREAS, in the process of implementing the Policy and Procedure, it became apparent that some clarifications and revisions were necessary; and,

WHEREAS, the City of Gustavus recognizes that from time to time policies need to be updated or amended; and,

WHEREAS, the City of Gustavus recognizes that formal action is needed to address revisions necessary to Policy and Procedure.

NOW THEREFORE, BE IT RESOLVED that effective upon adoption, the City of Gustavus updates its Policy and Procedure for Mileage Reimbursement for City Employees and City Council Members as attached:

PASSED and **APPROVED** by the Gustavus City Council this ___ day of _____, 20XX, and effective upon adoption.

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

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
POLICIES AND PROCEDURES**

Policy and Procedure for Policy on mileage reimbursement to City employees and Council Members for personal vehicles used during the performance of their job or City business

POLICY:

City employees and Council members may request mileage reimbursement for personal vehicles used for travel related to City or department business, **either locally or when traveling out of town.**

PROCEDURE:

Mileage logs will be maintained per IRS specification and ~~need to~~ **must** include the date, ~~start and finish odometer readings,~~ destination, purpose for the travel, and total miles driven.

Payment for mileage will be determined by the business mileage rates set forth annually by the IRS.

Mileage logs will be submitted within 10 days of the end of a calendar quarter (March 31, June 30, September 30, and December 31) to the ~~Mayor~~ **Treasurer** for review and approval.

Funds will be disbursed from the employees' or Council Member's respective department budget.

Each department budget will have a line item designated for mileage reimbursement for private vehicles used in the performance of City or department business.

The ~~City Clerk/Treasurer~~ will release the funds after ~~Mayor~~ approval **by the Mayor or designee**, and verifying that the funds are available.

Sally A. McLaughlin, Mayor

Date

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY26-06**

A RESOLUTION BY THE CITY OF GUSTAVUS IN SUPPORT OF HB321, REDESIGNATING THE DUDE CREEK CRITICAL HABITAT AREA AS A STATE WILDLIFE REFUGE WITH EXPANDED BOUNDARIES

WHEREAS, the community of Gustavus has long supported the Dude Creek Critical Habitat Area since its establishment in 1988, to wit: City of Gustavus Resolutions No. 2010-18, CY15-33, CY16-14, and CY18-11; and,

WHEREAS, In 2004, The Nature Conservancy purchased several tracts of land of great conservation value from the Alaska Mental Health Trust, two of which were Tracts A and B of Gustavus Flats, Trust Land Survey No. 26 2004-01, located within Township 40 South, Range 58 East, Copper River 27 Meridian, containing 1,279.09 acres, more or less; and,

WHEREAS, Tracts A and B were conveyed to the Alaska Department of Natural Resources under an agreement that they would be included in the Dude Creek Critical Habitat Area; and,

WHEREAS, the Tract A and B lands represent superb wildlife habitat consistent with that of the original Dude Creek Critical Habitat Area, and worthy of management as a critical habitat area or a State wildlife refuge; and,

WHEREAS, HB321 would redesignate the Dude Creek CHA as the Dude Creek Wildlife Refuge with expanded boundaries incorporating Tracts A and B of the Gustavus Flats.

NOW, THEREFORE BE IT RESOLVED, that the Gustavus City Council supports inclusion of Tracts A and B in a redesignated Dude Creek Wildlife Refuge, and recommends passage of HB321 to those ends.

PASSED and APPROVED by the Gustavus City Council this 13th day of April 2026, and effective upon adoption.

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY26-07**

**A RESOLUTION PROVIDING FOR A COST-OF-LIVING PAY ADJUSTMENT FOR CITY OF
GUSTAVUS EMPLOYEES IN REGULAR POSITIONS**

WHEREAS, the Gustavus City Council adopted an “Employee Payment and Earnings Policy” on June 8, 2006; and

WHEREAS, the Gustavus City Council adopted Resolution 2011-23 on December 8, 2011, which updates the Section of the “Employment Payment and Earnings Policy” entitled “Pay Raises”; and

WHEREAS, the adopted Policy of “Pay Raises” states that the Gustavus City Council may grant, from time to time, by Resolution, periodic adjustments to the City’s pay schedule. The City Council will consider the cumulative change in the Consumer Price Index (Anchorage) since the last such pay adjustment in formulating such adjustments. Such periodic pay adjustments, if any, will apply to all Regular Position employees of the City of Gustavus. A Regular Position is a full-time or part-time year-round position in which the employee generally works the same schedule every week, although actual hours each week may vary with season or with workload; and

WHEREAS, in adopting this policy, the Gustavus City Council has determined that adjusting the pay of its Regular Position employees in an amount equal to the change in the consumer price index (CPI) for Anchorage, the standard measure of CPI for Alaska, is appropriate; and

WHEREAS, the logical time to approve the Cost-of-Living Pay Adjustment is before the Gustavus City Council has adopted the next fiscal year budget; and

WHEREAS, the consumer price index (CPI) for Anchorage rose 1.9% for the calendar year 2025.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council grants a 1.9% Cost-of-Living Pay Adjustment to current hourly rates (nonexempt) and base salary (exempt) for all Regular Position Employees effective July 1, 2026.

PASSED and APPROVED by the Gustavus City Council this ____ day of _____, 2026, and effective upon adoption.

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk