



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

COUNCIL PACKET
April 11, 2013 General Meeting



CITY COUNCIL MEETING AGENDA

GENERAL MEETING

APRIL 11, 2013 - THURSDAY

7:00PM @ CITY HALL

Lou Cacioppo

Mayor

lou.cacioppo@gustavus-ak.gov

Mayor Term Expires 2013

Council Seat Term Expires 2013

Noël Farevaag

Vice Mayor

noel.farevaag@gustavus-ak.gov

Term Expires 2014

Morgan DeBoer

Council Member

morgan.deboer@gustavus-ak.gov

Appointed Until October 2013

Term Expires October 201

Phil Hawley

Council Member

phil.hawley@gustavus-ak.gov

Term Expires 2015

Jim Mackovjak

Council Member

jim.mackovjak@gustavus-ak.gov

Term Expires 2013

Sandi Marchbanks

Council Member

sandi.marchbanks@gustavus-ak.gov

Term Expires 2014

Tim Sunday

Council Member

tim.sunday@gustavus-ak.gov

Term Expires 2015

COUNCIL MEETINGS:

Work Sessions:

1st & 3rd Thursdays

General Meeting:

2nd Thursday

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - A. March 12, 2013 Special Meeting
 - B. March 14, 2013 General Meeting
4. Mayor's Request for Agenda Changes:
5. Committee Reports:
 - A. Lands
6. Public Comment on Non-Agenda Items
7. Consent Agenda:
 - A. Appoint John Savage to Road Committee
 - B. Appoint Brad Rider to Marine Facilities
 - C. Appoint Phillip Hawley to Marine Facilities
 - D. Appoint Phillip Hawley Chairperson Marine Facilities
 - E. Appoint Donald Duke to Marine Facilities
 - F. Appoint Joe Vanderzanden to Marine Facilities
 - G. Appoint Morgan DeBoer to Marine Facilities
 - H. Resolution 2013-10 PILT
 - I. Resolution 2013-11 Certified Financial Statement
 - J. FY13-15NCO—Amending Road Budget— Publish
 - K. FY13-16NCO—Amending DRC Budget-Publish
8. Ordinance for Public Hearing:
 - A. FY13-13NCO-Amending Library Budget
 - B. FY13-14-Amending Title 4.13
9. Unfinished Business:
10. New Business:
 - A. Resolution 2013-12 Endowment Fund Authorized Investments
 - B. ABC License Renewal—Glacier Bay Country Inn
 - C. Approval of Job Description— City Clerk/Treasurer
 - D. Approval of Job Description- Fire Chief (Regular)
11. Staff Reports:
12. City Council Reports
 - A. Mayor's report
 - B. City Clerk report
13. City Council Questions and Comments
14. Public Comments on Non-Agenda Items
15. Executive Session
16. Adjournment

**NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska**

**City Council Special Meeting
March 12, 2013**

1. Call to Order: A Special Meeting of the Gustavus City Council was held on March 12, 2013 at 6:00PM.
Mayor Cacioppo called the meeting to order at 6:00PM.

2. Roll Call:

Comprising a quorum of the Council the following were present:

Mayor Cacioppo
Vice Mayor Farevaag
Council Member DeBoer
Council Member Marchbanks
Council Member Mackovjak

Council Members not in attendance:

Council Member Hawley -Absent
Council Member Sunday -Absent

3. Approval of Minutes: None

4. Mayor's Request For Agenda Changes: None

5. Committee Reports: None

6. Public Comment On Non-Agenda Items: None

7. Consent Agenda: None

8. Ordinances for Public Hearing: None

9. Unfinished Business: None

10. New Business:

A. Approval of Interim Fire Chief Job Description

Public Comment: None

Motion:	Vice Mayor Farevaag moved we approve the interim Fire Chief job description.
Seconded by:	Council Member DeBoer

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Mackovjak

No: Marchbanks

Motion Passes 4/1

B. Interview For Interim Fire Chief—Executive Session

(Clerk's Note: Ray Skaflestad waived the executive session in writing. The Council conducted an interview with Ray Skaflestad.)

Public Comment: None

C. Mayor Appointment & Council Confirmation of Interim Fire Chief

Public Comment: None

Motion:	Vice Mayor Farevaag moved we confirm the Mayor's appointment of Ray Skaflestad as Interim Fire Chief.
---------	---

Seconded by:	Council Member Mackovjak
--------------	--------------------------

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Mackovjak

No: Marchbanks

Motion Passes 4/1

11. Staff Reports: None

12. City Council Reports

A. Mayor's Report: None

B. City Clerk's Report: None

13. City Council Questions & Comments: None

14. Public Comment on Non-Agenda Items: None

15. Executive Session: None

16. Adjournment:

With no further business before the Council the meeting was adjourned at 7:00PM.

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

City Council General Meeting
March 14, 2014

1. Call to Order: A General Meeting of the Gustavus City Council was held on March 14, 2013 at 7:00PM.
Acting Mayor Farevaag called the meeting to order at 7:01PM.

2. Roll Call:

Comprising a quorum of the Council the following were present:

Mayor Cacioppo	-Via Teleconference
Vice Mayor Farevaag	
Council Member DeBoer	
Council Member Hawley	
Council Member Mackovjak	
Council Member Marchbanks	

Council Member(s) not in attendance:

Council Member Sunday	-Absent
-----------------------	---------

3. Approval of Minutes

A. February 14, 2013 General Meeting Minutes

Minutes of the February 14, 2013 meeting were approved by unanimous consent.

4. Mayor's Request For Agenda Changes: None

5. Committee Reports:

- A. DRC Committee no report was given.
- B. Road Committee no report was given.
- C. GVA no report was given.

(Clerk's Note: Council Member DeBoer gave an update several issues concerning the Beach Committee.)

6. Public Comment On Non-Agenda Items: None

7. Consent Agenda:

- A. Gustavus Community Garden Special Land Permit
- B. Appoint Dianne Sullivan To Library Board
- C. Appoint Abigail Calkin To GCN Committee

Motion:	Council Member DeBoer moved to adopt the Consent Agenda.
Seconded by:	Council Member Mackovjak

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Hawley, Mackovjak, Marchbanks
No: None

Motion Passes 6/0

8. Ordinances for Public Hearing:

A. FY13-11NCO Amending The Road Budget

Public Hearing: With no one who wished to be heard the public hearing was closed.

Motion:	Council Member Mackovjak moved to adopt Ordinance number FY13-11NCO.
Seconded by:	Council Member Hawley

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Hawley, Mackovjak, Marchbanks
No: None

Motion Passes 6/0

9. Unfinished Business:

A. Award Gravel Pit Contract—Fairweather

CONFLICT OF INTEREST: Council Member DeBoer stated he may have a conflict of interest due to the fact that he may have a dump truck that he might have for sale. He said that he had not listed it for sale and that so far no discussion had occurred with anyone about purchasing it.

RULING: Acting Mayor Farevaag ruled that there was a conflict of interest.

Motion To Overturn Ruling:	Council Member Mackovjak moved to overrule the ruling.
----------------------------	--

Seconded by:	Mayor Cacioppo
--------------	----------------

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

ROLL CALL VOTE ON MOTION OVERTURN RULING:

Yes: Cacioppo, Farevaag, Hawley, Mackovjak

No: None

Recused: DeBoer, Marchbanks

Motion To Overturn Passes 4/0 With 2 Recused

Motion: Council Member Hawley moved to reconsider.

Seconded by: None – Motion Lacked A Second And Fell To The Floor

Motion: Council Member Hawley moved we accept and award the Fairweather Contract.

Seconded by: Mayor Cacioppo

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Hawley

No: Mackovjak

Recused: Marchbanks

Motion Passes 4/1 With 1 Recused

B. Award Gravel Pit Contract—Glacier Bay Construction

Motion: Council Member Hawley moved we award the contract to Glacier Bay Construction.

Seconded by: Council Member DeBoer

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Hawley

No: Mackovjak

Recused: Marchbanks

Motion Passes 4/1 With 1 Recused

C. Award Gravel Pit Contract—Charles D. Schroth

Motion: Council Member Mackovjak moved we award the contract to Charles D Schroth.

Seconded by: Council Member DeBoer

**NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska**

ROLL CALL VOTE ON MOTION: Yes: Cacioppo, DeBoer, Farevaag, Hawley No: Mackovjak Recused: Marchbanks Motion Passes 4/1 With 1 Recused
--

10. New Business:

A. Snug Harbor ABC License Renewal

Public Comment: None

Motion: None

B. Authorize Mayor To Send Letter To NPS Concerning Whale Display

Public Comment: None

Motion:	Council Member DeBoer moved we authorize the Mayor to send a letter to NPS concerning the whale display.
Seconded by:	Council Member Hawley

ROLL CALL VOTE ON MOTION: Yes: Cacioppo, DeBoer, Farevaag, Hawley, Mackovjak, Marchbanks No: None Motion Passes 6/0
--

C. Authorize Mayor To Sign PLA Grant For Library

Public Comment: None

Motion:	Council Member Hawley moved to authorize the Mayor to sign the PLA Grant.
Seconded by:	Council Member DeBoer

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Hawley, Mackovjak, Marchbanks

No: None

Motion Passes 6/0

D. FY13-13NCO Amending Library Budget—Publish

Public Comment: None

Motion: Council Member Mackovjak moved to publish the amended Library budget.

Seconded by: Council Member Hawley

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Hawley, Mackovjak, Marchbanks

No: None

Motion Passes 6/0

E. FY13-14 Amending Title 4.13—Publish

Motion: Council Member Hawley moved to publish the Title 4.13 change.

Seconded by: Council Member DeBoer

ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, DeBoer, Farevaag, Hawley, Mackovjak, Marchbanks

No: None

Motion Passes 6/0

F. Appoint & Confirm Interim Fire Chief Skaflestad

(Clerk's Note: There was no action or discussion on this agenda item at this meeting. A special meeting had been held previously on March 12, 2013.)

11. Staff Reports: None

12. City Council Reports

A. Mayor's Report

B. City Clerk's Report

13. City Council Questions & Comments

- Council Member Mackovjak discussed the gravel pit.
- Council Member DeBoer spoke on the appointment of the Interim Fire Chief.
- Vice Mayor Farevaag gave comment on the Interim Fire Chief.

14. Public Comment on Non-Agenda Items:

1. Justin Marchbanks

15. Executive Session: None

16. Adjournment:

With no further business before the Council the meeting was adjourned at 7:37PM.



Date Received:

APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO BOARDS & COMMITTEES
CITY OF GUSTAVUS

Board/Committee Name: Road Committee Position: member

Name: Savage John A
Last First MI

Residence Address: 7 SNOW ST

Mailing Address: P.O. Box 283

Home Phone: 907 697 2151

E-Mail Address: JSavage@Live.Com

Can you regularly attend meetings? ☒ YES ☐ NO

(Committee and Board by-laws may have attendance requirements)

Are you currently affiliated with the City in any way? (For example emergency responder, employee)

☐ YES ☒ NO

If yes, please list positions: _____

Have you been a member of this board/committee before? NO

Reason for interest in committee/board membership: Road Committee is looking for help and I am interested in working in that area

Brief background of experience that would qualify you for the position: worked in Road

Construction - SR. Manager of Quality Control @ Continental Airlines 15 years

JSavage John Savage 3-28-2013
Signature Printed Name Date



Date Received:

APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO BOARDS & COMMITTEES
CITY OF GUSTAVUS

Board/Committee Name: Harbor/marine facilities Position: member

Name: Rider Brad N
Last First MI

Residence Address: lot 17 Spruce Way

Mailing Address: PO Box 317 Gustavus AK 99826

Home Phone: 321-1514

E-Mail Address: rider.xip@gmail.com

Can you regularly attend meetings? ☒ YES ☐ NO

(Committee and Board by-laws may have attendance requirements)

Are you currently affiliated with the City in any way? (For example emergency responder, employee)

☐ YES ☒ NO

If yes, please list positions: _____

Have you been a member of this board/committee before? NO

Reason for interest in committee/board membership: would just like to
try & help out

Brief background of experience that would qualify you for the position: Employed by
CBJ Harbor Dept. 18 years

Brad Rider Brad Rider 3-20-13
Signature Printed Name Date



Date Received:

APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO BOARDS & COMMITTEES
CITY OF GUSTAVUS

Board/Committee Name: MARINE Position: MEMBER & CHAIRMAN

Name: HAWLEY A. Phillip
Last First MI

Residence Address: 36 SAME OLD ROAD GUSTAVUS, ALASKA

Mailing Address: P.O. Box 4 99826

Home Phone: 907 209-1167

E-Mail Address: hawley_9989@yahoo.com

Can you regularly attend meetings? ☒ YES ☐ NO

(Committee and Board by-laws may have attendance requirements)

Are you currently affiliated with the City in any way? (For example emergency responder, employee)

☒ YES ☐ NO

If yes, please list positions: Council member

Have you been a member of this board/committee before? no

Reason for interest in committee/board membership: I would like to
FOSTER a voluntary spirit of community service.

Brief background of experience that would qualify you for the position: 50 years of
experience on the ocean, helper for Chuck Paul Dybdahl

A. Phillip Hawley
Signature

A. PHILLIP HAWLEY
Printed Name

21-MAR-2013
Date

Date Received:

APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO BOARDS & COMMITTEES
CITY OF GUSTAVUS

Board/Committee Name: Marine Advisory Committee Position: Member

Name: Duke Donald E
Last First MI

Residence Address: 12 Snow Street Gustavus, AK 99826

Mailing Address: P.O. Box 44 Gustavus, AK 99826

Home Phone: 907-697-2111

E-Mail Address: deduke2000@hotmail.com

Can you regularly attend meetings? X YES _____ NO

(Committee and Board by-laws may have attendance requirements)

Are you currently affiliated with the City in any way? (For example emergency responder, employee)

 YES NO

If yes, please list positions: _____

Have you been a member of this board/committee before? No

Reason for interest in committee/board membership: To see if committee can save
city money from hiring a harbor master.

Brief background of experience that would qualify you for the position: On dock daily (M-F)
during summer for fueling. Know most boats ~~boats~~ / charter boats and capts.

Donald Duke
Signature

Donald Duke
Printed Name

3-20-13
Date



Date Received:

APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO BOARDS & COMMITTEES
CITY OF GUSTAVUS

Board/Committee Name: MARINE FACILITIES Position: MEMBER

Name: VANDERZANDEN JOE
Last First MI

Residence Address: 102 VENETA ST GUSTAVUS

Mailing Address: BOX 122 99826

Home Phone: 697-2402

E-Mail Address: elizabeth5@HOTMAIL.COM

Can you regularly attend meetings? ☒ YES ☐ NO

(Committee and Board by-laws may have attendance requirements)

Are you currently affiliated with the City in any way? (For example emergency responder, employee)
☐ YES ☒ NO

If yes, please list positions: _____

Have you been a member of this board/committee before? NO

Reason for interest in committee/board membership: TO MEET THE NEEDS
OF THE MARINE FACILITIES AND PRESERVING
GUSTAVUS TRADITION.

Brief background of experience that would qualify you for the position: 20 YEARS

IN GUSTAVUS, 40 YEARS IN BOATING

Joe Vanderzanden
Signature

JOE VANDERZANDEN
Printed Name

3-20-13
Date



Date Received:

APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO BOARDS & COMMITTEES
CITY OF GUSTAVUS

Board/Committee Name: Marine Advisory Position: Member

Name: DeBoer Morgan E
Last First MI

Residence Address: 1 mi Dock Road

Mailing Address: Box 51

Home Phone: 697-2214

E-Mail Address: morgandeboer@gmail.com

Can you regularly attend meetings? ☒ YES ☐ NO

(Committee and Board by-laws may have attendance requirements)

Are you currently affiliated with the City in any way? (For example emergency responder, employee)

☒ YES ☐ NO

If yes, please list positions: City Council Member

Have you been a member of this board/committee before? No

Reason for interest in committee/board membership: Need to staff
a committee

Brief background of experience that would qualify you for the position: Boater at
Gustavus for 50 years +

Morgan DeBoer
Signature

MorgandeBoer
Printed Name

3/20/2013
Date

CITY OF GUSTAVUS, ALASKA

RESOLUTION 2013-10

**A RESOLUTION REQUESTING FY14 PAYMENT IN LIEU OF TAXES
FUNDING FROM THE DEPARTMENT OF COMMERCE, COMMUNITY,
AND ECONOMIC DEVELOPMENT**

WHEREAS, 3 AAC 152.100 requires the governing body of a city to adopt a resolution requesting funding from the Payment in Lieu of Taxes Program for cities in the unorganized borough and to submit the resolution to the Department of Commerce, Community, and Economic Development; and

WHEREAS, the city has conducted a regular election during the preceding state fiscal year and has reported the results of the election to the commissioner; and

WHEREAS, regular meetings of the governing body are held in the city and a record of the proceedings is maintained; and

WHEREAS, ordinances adopted by the city have been codified in accordance with AS 29.25.050;

NOW THEREFORE BE IT RESOLVED THAT: The City Council by this resolution hereby requests distribution from the FY14 Payment in Lieu of Taxes Program by the Department of Commerce, Community, and Economic Development on the date required by law.

PASSED AND APPROVED by a duly constituted quorum of the city council this 11th day of April 2013.

Lou Cacioppo, Mayor

Noel Farevaag, Vice Mayor

Jim Mackovjak, Council Member

Sandi Marchbanks, Council Member

Tim Sunday, Council Member

Phil Hawley, Council Member

Morgan DeBoer, Council Member

Attest: Kapryce Manchester, MMC
City Clerk

**CITY OF GUSTAVUS ALASKA
RESOLUTION 2013-11**

**A Resolution Certifying the Annual Certified Financial Statement of
Revenues and Authorized Expenditures for the Year Ending June 30,
2012**

WHEREAS, The City of Gustavus, is a recognized second class city; and

WHEREAS, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2012, to the Department of Commerce, Community, and Economic Development;

AND NOW THEREFORE BE IT RESOLVED that the attached CERTIFIED FINANCIAL STATEMENT of Gustavus, Alaska for the year ending June 30, 2012, and prepared by Kapryce Manchester, MMC, City Clerk, is true and complete to the best of our knowledge.

PASSED and APPROVED by the Gustavus City Council, this 11th day of April 2013.

Lou Cacioppo, Mayor

Noel Farevaag, Vice Mayor

Jim Mackovjak, Council Member

Sandi Marchbanks, Council Member

Tim Sunday, Council Member

Phil Hawley, Council Member

Morgan DeBoer, Council Member

Attest: Kapryce Manchester, MMC
City Clerk

City of Gustavus
Profit & Loss
 July 2011 through June 2012

Jul '11 - Jun 12

Ordinary Income/Expense

Income

Business License Fees	3,325.00
Donations	1,954.00
DRC Income	59,152.08
Facilities Usage Fees	12,110.00
Forest Service Receipt Money	135,835.03
Fundraising	7,497.55
GCN Income	43,204.05
Grant CIP Grant	132,522.28
Grant CIP Grant FY12	28,220.00
Grant RFA/VFA Grant	14,473.00
Grant SEREMS	1,153.85
Grants	35,351.77
Gravel Pit Gravel Sales	15,354.00
GVFD- ARFF Income	22,400.00
Interest Income	253.79
Lease Income	10,615.84
Library Income	1,798.69
Payment In Lieu of Taxes	79,120.12
Public Records Request Fee	264.24
Sales Tax Income	366,504.77
Salmon Habitat Res. Proj Income	42,000.00
State Revenue Sharing	157,299.00
Tax Exempt Cards	80.00
Unrealized Gain/ Endowment Fund	26,490.67

Total Income	1,196,979.73
--------------	--------------

Gross Profit	1,196,979.73
--------------	--------------

Expense

Advertising	594.40
Bank Charges	2,458.13
Capital Expense	72,634.44
Contractual Services	55,096.53
Dues/Fees	3,909.35
Equipment	90,895.06
Fish Box Tax Sticker Printing	812.31
Freight	10,974.73
Fundraising Expenses	4,148.58
Gustavus Community Center	11,521.26
GVA	16,000.00
Insurance	14,862.84
Library Materials	5,920.13
Maintenance & Repairs	5,750.92
Payroll Expenses	274,960.07
Postage & Shipping	2,250.37
Professional Services	50,640.53
Public Works	6,751.47
Road Maintenance	53,602.54
Salmon Habitat Res. Proj. Exp.	81,224.64
Snow Plowing	58,783.50
Supplies - EMS	18,536.27
Supplies - Fire	617.05
Supplies - General	4,201.68
Supplies - Office	4,010.88
Telephone, Internet, Broadband	40,998.36
Training	10,525.39
Travel	14,634.57
Utilities	23,373.92

Total Expense	940,689.92
---------------	------------

Net Ordinary Income	256,289.81
---------------------	------------

Net Income	<u>256,289.81</u>
------------	-------------------

FY12 - Annual Certified Financial
Statement of Revenue and Authorized
Expenditures for the Year Ending

**City of Gustavus, Alaska
Ordinance No. FY13-15NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
ROAD BUDGET FOR FISCAL YEAR 2013**

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 2013 estimated expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Forest Service Receipt Money	\$ 0.00	\$ 118,471.20	+\$118,471.20
EXPENSE			
Encumbered Comm. Funds	\$ 0.00	\$ 118,471.20	+\$118,471.20

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: April 11, 2013

DATE OF PUBLIC HEARING: May 9, 2013

PASSED and APPROVED by the Gustavus City Council this _____ day of _____, 2013.

Lou Cacioppo
Mayor

Attest: Kapryce Manchester, MMC
City Clerk

City of Gustavus, Alaska
Ordinance No. FY13-16NCO

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE DISPOSAL & RECYCLING CENTER (DRC) BUDGET FOR FISCAL YEAR 2013**

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 2013 estimated income and expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
DRC Income	\$ 61,792.00	\$ 63,792.00	+\$ 2,000.00
TOTAL	\$145,950.00	\$147,950.00	+\$ 2,000.00
EXPENSE			
Dues/ Fees	\$ 500.00	\$ 525.00	+\$ 25.00
Freight	\$ 11,000.00	\$ 13,400.00	+\$ 2,400.00
Postage & Shipping	\$ 100.00	\$ 175.00	+\$ 75.00
Training	\$ 500.00	\$ 250.00	-\$ 250.00
Travel	\$ 500.00	\$ 250.00	-\$ 250.00
TOTAL	\$145,950.00	\$147,950.00	+\$ 2,000.00

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: April 11, 2013

DATE OF PUBLIC HEARING: May 9, 2013

PASSED and APPROVED by the Gustavus City Council this ____ day of _____, 2013.

Lou Cacioppo
Mayor

Attest: Kapryce Manchester, MMC
City Clerk

City of Gustavus, Alaska
Ordinance No. FY13-13NCO

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
LIBRARY BUDGET FOR FISCAL YEAR 2013**

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 2013, estimated expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
EXPENSE			
Equipment	\$ 190.00	\$ 60.00	-\$ 130.00
Dues & Fees	\$ 168.00	\$ 345.00	+\$ 177.00
Insurance	\$2,400.00	\$2,353.00	-\$ 47.00

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: March 14, 2013

DATE OF PUBLIC HEARING: April 11, 2013

PASSED and APPROVED by the Gustavus City Council this _____ day of _____, 2013.

Lou Cacioppo
Mayor

Attest: Kapryce Manchester, MMC
City Clerk

**City of Gustavus, Alaska
Ordinance No. FY13-14**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF CITY ORDINANCE MUNICIPAL CODE TITLE 4.13**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. 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, is it enacted by the Gustavus City Council that Title 4.13 be amended, as follows.
Bolded and underlined items are additions, and ~~striketroughs~~ are deletions.

Section 04.13.010 Gustavus Endowment Fund Established

There is established as a separate Fund within the finances of the City of Gustavus, a Fund to be known as the Gustavus Endowment Fund (hereinafter referred to as the Fund).

Section 04.13.020 Purpose

The purpose for establishment of the Fund is to preserve in trust, City assets for the benefit of present and future generations of Gustavus residents.

Section 04.13.030 Deposits To The Fund

- a. The first deposit to the Fund shall be the approximately Nine Hundred Sixty-three Thousand Dollars that the City received from the Gustavus Community Association that received the money from the National Park Service in COMPENSATION FOR THE LOSS OF COMMERCIAL FISHERIES IN GLACIER BAY NATIONAL PARK.

- b. The Council may, from time to time, make deposits to the principal of this Fund in the same manner as it makes other appropriations. Any funds received by the City from any source may be deposited into the Fund.
- c. Donations to the Fund by private individuals and groups will be honored and accepted.
- d. Funds once dedicated are intended to be held in the Fund for perpetuity.
- e. **The Council will seek to attain an appropriate return on the Fund commensurate with the level of risk. The Fund shall not be exposed to risk greater than that expected of a diversified portfolio invested in the authorized asset classes. All participants in the investment process shall ensure that the Fund is invested wisely with due fiduciary care. Investment officials shall avoid any transaction that might impair public confidence in the City of Gustavus.**

Safety of the principal is the foremost investment objective of the Fund. Each investment transaction shall seek to first insure that capital losses are avoided, whether they are from securities defaults or permanent erosion of market value. The Council will seek to attain market rates of return on its investments, consistent with constraints imposed by its safety objectives and cash flow considerations that restrict placement of public funds. All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the City of Gustavus.

Section 04.13.040 Long-term Goal of the Endowment Fund

- a. The long-term goal of the Fund is to achieve a 5% **3% total return plus inflation.** ~~income (return on the fund*) level of earnings plus the average rate of inflation as reported by the Anchorage CPI index plus administrative costs.*PER ORDINANCE 2006.04 AMENDMENT~~
- b. In order to avoid the effect of **market volatility** ~~extreme activities in the market,~~ year-to-year **market values** earnings are to be compared to a five- (5-) year rolling average **plus the** rate of inflation. Until the Fund has been in existence for five (5) years, the **market value** earnings will be expected to meet the average rate of inflation since inception.

Section 04.13.050 Treasury Management

- a. The Fund shall be managed in accordance with the Prudent Expert Rule which requires management with care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and like aims.
- b. ~~The Finance Committee may, with concurrence of the~~ Council may retain a registered investment advisor to manage all or part of the Fund. Such advisor will be bound by all aspects of this chapter. A report of absolute and comparative performance and of compliance with this chapter shall be provided to the City Council quarterly by the investment advisor. In addition, a copy of the Association of Investment Management and Research Report and a completed copy of Part II of Securities and Exchange Commission Form ADV shall be provided to the City Council annually by the investment advisor. These reporting requirements are in addition to any other reporting requirements contained within this chapter. Investment guidelines given to such advisor(s) may be more restrictive than the policies contained herein, but may not be less restrictive.

Section 04.13.060 Asset Allocation and Performance Benchmarks

- a. No more than 5% of the Fund portfolio that is managed by an investment manager may be held in the form of cash equivalents for a period longer than thirty (30) days unless extenuating circumstances exist. Such circumstances should be documented in writing by the investment manager.
- b. The portion of the Fund managed by an investment manager shall be compared to appropriate benchmarks. Asset allocation of the investment portfolio shall hold securities similar to those held in the appropriate benchmarks.
- c. **The Council shall annually review and approve an Asset Allocation Plan for investment of the City's Fund, as well as evaluating performance measuring benchmarks for managing investment of the Fund. The yearly evaluation shall be conducted at the beginning of the fiscal year and shall be amended as necessary by resolution.**

Section 04.13.070 Permissible Investments

- a. The City of Gustavus Endowment Fund may be invested in:
 1. U.S. government treasury, agency, and instrumentality securities;
 2. Notes or bonds issued by the State of Alaska or its political subdivisions, or other states of the United States, maturing within

two years, with a credit rating of A-/A3 or better from two national rating agencies;

3. Federally insured or fully collateralized certificates of deposit of banks and credit unions, maturing within two (2) years;
4. Repurchase agreements collateralized by U.S. Treasury securities and marked-to-market. If purchase agreements are overnight investments or if securities are collateralized in excess of 102%, marked-to-market is not necessary;
5. A state investment pool formed within the State of Alaska and comprised of agencies of the state and/or its political subdivisions;
6. Money market mutual Funds whose portfolios consist entirely of U.S. government securities; or
7. Any of the following:

A. Mortgage-backed and asset-backed obligations denominated in U.S. dollars with a credit rating of A-/A3 or better from two national ratings agencies;

B. Corporate debt obligations of U.S. domiciled corporations denominated in U.S. dollars with a rating of A-/A3 or better from at least two national ratings agencies;

C. Convertible debt obligations of U.S. domiciled corporations denominated in U.S. dollars with a credit rating of A-/A3 or better from two national ratings agencies; or

D. ~~Common and preferred stock of U.S. (and foreign securities of developed economies*) domiciled corporations listed on a national exchange or NASDAQ with a minimum market capitalization of five hundred million dollars or a mutual fund that invests in these stocks.~~ **Domestic equities, which taken as a whole, attempt to mirror the characteristics or replicate the Standard and Poor's 500 Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).**

Domestic equities, which taken as a whole, attempt to replicate the Standard and Poor's 400 Mid-Cap Index or another index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Domestic equities, which taken as a whole, attempt to replicate the Standard and Poor's 600 Small-Cap Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

International equities, which taken as a whole, attempt to replicate the Financial Times Stock Exchange Developed ex North America Index or another index of similar characteristics including both mutual funds and exchange traded funds (ETFs).

Equities, which taken as a whole, attempt to replicate the universe of domestic real estate investment trusts as represented by the Standard & Poor's REIT composite index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Emerging market equities, which taken as a whole, attempt to replicate the Financial Times Stock Exchange Emerging Index or another index of similar characteristics including both mutual funds and exchange traded funds (ETFs).

E. Bond funds to include bonds from foreign developed economies shall have a cumulative rating of A-/a#, or better from a national rating agency, **which taken as a whole, attempt to replicate the Barclays Aggregate Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).**

Bond funds, which taken as a whole, attempt to replicate the Barclays US Treasury Inflation Securities Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Bond funds, which taken as whole, attempt to replicate the Barclays Capital Global Treasury ex-US Capped Bond Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

Section 04.13.080 Income

- a. The **market value** ~~net income~~ of the Fund shall be determined annually as of the last day of the (fund*) fiscal year in accordance with this section and utilizing generally accepted accounting practices.*PER ORDINANCE 2006-04 AMENDMENT
- b. ~~For the purpose of Determining the~~ **market value** ~~net income~~ of the Fund, **shall be calculated by the value reported by the custodian as of the end of the period** ~~net income~~ shall be defined as the total income yielding from investment of the principal of the Fund, less any amounts needed.

1. 1.To offset any depletive effect of inflation on the Fund principal during the fiscal year, using the Anchorage CPI index; and
2. To offset any reduction in Fund principal due to administrative costs.

Section 04.13.090 Distribution of Earnings

~~Income derived from investment of~~ **The average market value of** the Fund principal **over a five year period**, not otherwise reinvested in the Fund as required for inflation proofing and administrative costs, may be appropriated to provide funding for capital outlays, grant matching funds and community projects as provided for in the Gustavus City Endowment Fund Policy and Procedures.

Section 04.13.100 Appropriating Principal

The City Council may appropriate from the principal effective only upon approval by a 2/3 majority of votes cast in a regular ballot election.

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

DATE INTRODUCED: March 14, 2013

DATE OF PUBLIC HEARING: April 11, 2013

PASSED and **APPROVED** by the Gustavus City Council this 11th day of April, 2013.

Lou Cacioppo
Mayor

Attest: Kapryce Manchester, MMC
City Clerk

**City of Gustavus, Alaska
Resolution No. 2013-12**

**A RESOLUTION BY THE CITY OF GUSTAVUS PERTAINING TO THE
AUTHORIZED INVESTMENTS OF, THE INVESTMENT ALLOCATIONS OF, AND
ESTABLISHING APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE
OF THE CITY'S ENDOWMENT FUNDS.**

WHEREAS, pursuant to City of Gustavus Ordinance 04.13.050 (c) The Gustavus City Council shall annually approve an Asset Allocation Plan for investment of the City's Endowment Funds, and;

WHEREAS, pursuant to City of Gustavus Ordinance 04.13.060 (c) permits investment of the Endowment Funds in various asset classes and the Council believes that establishing asset allocation criteria for those various asset classes is in the best interest of the City of Gustavus, and;

WHEREAS, the annually approved Asset Allocation Plan will provide benchmarks to measure investment performance

NOW THEREFORE BE IT RESOLVED that the Council adopts the Asset Allocation Plan for the current FY13 and upcoming FY14 as follows;

**ENDOWMENT FUND ASSET ALLOCATION PLAN AND PERFORMANCE
MEASUREMENT TARGETS**

Section 1. The Asset Allocation Plan and Target weighting with range restrictions are as follows:

<u>ASSET CLASS</u>	<u>TARGET WEIGHTING</u>	<u>RANGE</u>
Cash	10%	0-15%
International Fixed Income	5%	0-10%
U.S. TIPS	10%	0-15%
U.S. Fixed Income	35%	20-50%
Real Estate Investment Trust	5%	0-10%
Emerging Market Equity	2%	0-5%
International Equity	8%	0-15%
U.S. Small Cap Equity	1%	0-5%
U.S. Mid Cap Equity	2%	0-5%
U.S. Large Cap Equity	22%	15-50%

Section 2. The performance of the Fund and investment managers will be measured as follows:

Performance measurement of the Fixed Income allocation will be measured against the Target Weighting, using the Barclay's Capital Aggregate Bond Index for the benchmark.

Performance measurement of the International Equity allocations will be measured against the Target weighting, using the Financial Times Stock Exchange Developed ex North America Index for the benchmark.

Performance measurement of the Large-Cap Domestic Equity allocation will be measured against the Target Weighting, using Standard & Poor's 500 Index for the benchmark.

Performance measurement of the Mid-Cap Equity allocation will be measured against the Target Weighting, using the Standard & Poor's 400 Mid-Cap Index as the benchmark.

Performance measurement of the Small-Cap Equity allocations will be measured against the Target weighting, using the Standard and Poor's 600 Small-Cap Index as the benchmark.

Performance measurement of the International Emerging Markets allocation will be measured against the Target weighting, using the Financial Times Stock Exchange Emerging Index as the benchmark.

Performance measurement of the Real-Estate Equities allocation will be measured against the Target weighting, using the Standard & Poor's US REIT Index as the benchmark.

Performance measurement of the US Treasury Inflation Protected Securities (TIPS) allocation will be measured against the Target weighting, using the Barclays Capital US Treasury Inflation Notes Index.

Performance measurement of the International Fixed Income allocation will be measured against the Target weighting, using the Barclays Global Treasury ex-US Capped Index.

Performance measurement of the Cash allocation will be measured against the Target weighting, using the Citi Group 90 Day T-Bill Index.

PASSED and APPROVED by the Gustavus City Council this 14th day of March, 2013.

Lou Cacioppo, Mayor

Noël Farevaag, Vice Mayor

Jim Mackovjak, Council Member

Sandi Marchbanks, Council Member

Tim Sunday, Council Member

Phil Hawley, Council Member

Morgan DeBoer, Council Member

Attest: Kapryce Manchester, MMC
City Clerk



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

2400 Viking Drive
Anchorage, Alaska 99501
Main: 907.263.5900
Chris Lambert: 907.263.5923
TDD: 907.465.5437
Fax: 907.263.5930

March 13, 2013

Renewal Application Notice

City of Gustavus
Attn: Mayor & City Clerk
VIA EMAIL: clerk@gustavus-ak.gov; mayor@gustavus-ak.gov

DBA	Lic Type	Lic #	Owner	Premise Address
Glacier Bay Country Inn	Restaurant/Eating Place-Seasonal AS 04.11.400(e)	3717	Glacier Bay Country Inn LLC	1 Mile Tong Rd - GUSTAVUS LGB

We have received a renewal application for the above listed licenses (see attached applications) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify us and provide a certified copy of the regulation or ordinance if you have not previously done so.

Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind in responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 13 AAC 104.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 13 AAC 104.335(a)(3), AS 04.11.090(e), and 13 AAC 104.660(e) must be approved by the governing body.

Sincerely,

SHIRLEY A. COTÉ
Director

/s/ Christine C. Lambert

Christine C. Lambert
Records & Licensing Supervisor
269-0359
Christine.lambert@alaska.gov

City of Gustavus

City Clerk Position Description

Title: City Clerk

Regular Full-time Position

The City Clerk position is a regular full-time, hourly position. The Clerk is expected to work 40 hours per week and to attend all City Council work sessions, General Meetings and Special Meetings.

Supervisor: Gustavus City Council

Wage Range: Depending on qualifications and experience

Summary: The City Clerk is the Municipal Clerk and Treasurer for the City of Gustavus, and serves as liaison between the public and Council. This position is appointed by the Council and serves at the pleasure of the Council.

City Clerk Essential Duties and Responsibilities:

- Post notice of Council meetings and ordinance for public hearing
- Attend meetings of the Council, as required, and keep action minutes
- Maintain custody of the official City Seal
- Assure compliance with notice and other requirements for public meetings
- Assure that public records are available for inspection, as required by law
- Manage municipal records, as outlined in ordinance
- Prepare agendas and agenda packets, as required for the Council
- Act as the parliamentarian to the Council
- Maintain an indexed file of all permanent municipal records, and authenticate or certify records, as necessary
- Provide for the codification of ordinances
- Act as the designated election supervisor for the City, administer all municipal elections, and assure municipal compliance with 42 U.S.C. 1971-1974 (Voting Rights Act of 1965, as amended)
- Administer oaths, affirmations and acknowledgements, as necessary
- Maintain commission as a notary public
- Prepare financial statements and reports
- Maintain accounting records of all municipal funds
- Maintain operation of general accounting system and records of assets, liabilities, and financial transactions; reconcile accounts
- Assist in preparation of budget
- Prepare and submit to the Mayor and Council such financial reports and other data, as requested
- Responsible for all Accounts Payable and Accounts Receivable

- Responsible for payroll
- Perform other duties, as specified in Alaska Statutes and Gustavus Municipal Code, or as may be requested by the Council

Required Minimum Qualifications

Education and Experience

- Graduation from high school or GED equivalent. College courses in accounting and public administration preferred.
- Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC)
- Three (3) years experience in accounting, including computer-based accounting
- Five (5) years of secretarial, office management or administrative experience. Municipal experience preferred
- Holds or is able to promptly obtain a valid Alaska driver's license

Knowledge, Skills and Abilities

- Strong organizational skills
- Strong communication skills, including the ability to communicate verbally and in writing, at times regarding confidential and/or sensitive material
- Strong computer skills, with demonstrated proficiency in word processing and spreadsheet programs, including MS-Word, MS-Excel, MS-Publisher, and QuickBooks
- Strong writing skills, including knowledge of grammar, spelling, punctuation, and business-style and government-style writing
- Knowledge of office practices and procedures
- Ability to interpret, apply, consolidate, and prioritize information
- Ability to record and provide to the Council the action minutes of official City Council meetings
- Ability to maintain effective working relationships with and communication with the City Council, City employees, State and Federal officials, and the public
- Knowledge of municipal government operations
- Knowledge of municipal government laws and regulations, preferably in Alaska
- Experience in coordinating with local, state, and federal government agencies
- Ability to sit and use hands to operate a computer keyboard or equipment controls, and to talk and to hear
- Ability to reach with hands and arms
- Ability to occasionally lift and/or move up to twenty-five (25) pounds
- Clear close and distance vision

Notice

CoG 3.04.02 (d) (2)

Employees shall conduct City work only within the City of Gustavus, unless an

employee is on a business or training trip, with written authorization from the Mayor.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.