



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, January 16, 2023 at 7:00 PM
via Zoom

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Janene Driscoll, Jim Mackovjak
Tania Lewis, Shelley Owens, Brian Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk, CMC - Karen Platt
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/82365940000?pwd=aGd6WkVSK3Jzb2x4VVERK1hWYXMxZz09>

ID: 823 6594 0000 **PASSCODE:** 692149 **TEL:** 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 12-12-2022 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 Financials
5. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

6. Certificate of Records Destruction 01-16-2023
7. FY23-13NCO Capital Project Funding 2023 - Library Bike Shed Introduction (Public Hearing 02-13-2023)

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

8. CY23-01 Submission of Capital Projects Submission and Information System (CAPSIS) to the Alaska Legislature
9. Approve Scoping Document for the Salmon River Park Playground Equipment Expansion
10. Approve Scoping Document for the GVFD Radio Repeater Tower Installation
11. Approve Scoping Document for a GVFD Truck and Skid Unit

CITY COUNCIL REPORTS

12. Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: January 11, 2023 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
DECEMBER 12, 2022**

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Tania Lewis
Council Member Jim Mackovjak
Council Member Brian Taylor
Council Member Janene Driscoll
Council Member Shelley Owens

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Brian Taylor.

APPROVAL OF MINUTES

1. 11-14-2022 General Meeting Minutes

Motion made by Council Member Mackovjak to approve by unanimous consent the 11-14-2022 General Meeting Minutes.

Seconded by Council Member Taylor.

Hearing no objections, the 11-14-2022 General Meeting Minutes were adopted by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Public Library Quarterly Report
Gustavus Public Library Administrative Director, Jessie Soder submitted a written report and provided an oral summary.
3. Marine Facilities Coordinator Quarterly Report
Former Marine Facilities Coordinator, Ben Sadler submitted a written quarterly report and provided an oral summary.
4. City Treasurer Monthly Financials
City Treasurer, Ben Sadler submitted written monthly financial reports and provided an oral summary.
5. City Administrator Report
City Administrator, Kathy Leary provided an oral monthly report.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

6. FY23-10NCO Endowment Fund Grant Transfer (Introduced 11-14-2022)
Mayor Taylor opened the Public Hearing at 7:36 PM

Public Testimony: None

Mayor Taylor closed the Public Hearing at 7:36 PM

Motion made by Council Member Owens to adopt Ordinance FY23-10NCO an Ordinance by the City of Gustavus providing for the amendment of the City held accounts in Fiscal Year 2023.

Seconded by Council Member Mackovjak.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

7. FY23-11NCO Departmental Budgets (Introduced 11-14-2022)
Mayor Taylor opened the Public Hearing at 7:39 PM

Public Testimony: None

Mayor Taylor closed the Public Hearing at 7:39 PM

Motion made by Vice Mayor Bishop to adopt Ordinance FY23-11NCO for the City of Gustavus providing for the amendment of Departmental Budgets for FY23.

Seconded by Council Member Lewis.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

8. FY23-12NCO FNBA to AMLIP Transfer 2023 (Introduced 11-14-2022)
Mayor Taylor opened the Public Hearing at 7:42 PM

Public Testimony: None

Mayor Taylor closed the Public Hearing at 7:43 PM

Motion made by Council Member Driscoll to adopt Ordinance FY23-12NCO an ordinance for the City of Gustavus providing for the amended of the City held accounts for FY23.

Seconded by Council Member Mackovjak.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

UNFINISHED BUSINESS

None

NEW BUSINESS

9. Gustavus Historical Archives & Antiquities Endowment Fund Grant Extension
Motion made by Mayor Taylor to approve the request from the Gustavus Historical Archives and Antiquities to extend the Endowment Fund Grant Deadline from December 31, 2022, to September 10, 2023.

Seconded by Council Member Owens.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

10. CY22-24 Endowment Fund Grant Awards for 2023
Motion made by Council Member Owens to approve CY22-24 Endowment Fund Earnings for 2023 awarding the Tidelines Institute in the amount of \$21,617.18, and the Gustavus Community Center in the amount of \$14, 400.00 for a total of \$36,017.18.

Seconded by Vice Mayor Bishop.

Public Comment:

Gus Martinez, Gustavus Community Center Representative

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

11. Approve Amended Scoping Document for the DRC Composting Yard Improvement Project

Motion made by Council Member Lewis approve amendment of the Scoping Document for the DRC Composting Yard Improvement Project.

Seconded by Council Member Taylor.

Public Comment: None

Council Comment:
Council Member Driscoll
Council Member Mackovjak
Council Member Owens

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

12. Approve Amended Scoping Document for the DRC New Main Building Project
Motion made by Vice Mayor Bishop to approve amendment of the Scoping Document for the DRC New Main Building Project.

Seconded by Council Member Taylor.

Public Comment: None

Council Comment:
Vice Mayor Bishop
Mayor Taylor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

13. Approve Project Scoping for the DRC Horizontal Baler Project
Motion made by Council Member Taylor to approve the Scoping for the DRC's Horizontal Baler Project.

Seconded by Vice Mayor Bishop.

Public Comment:
Justin Marchbanks

Council Comment:
Mayor Taylor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

14. CY22-25 Shared Fisheries Business Tax for FY23

Motion made by Council Member Lewis to adopt CY22-25 Adopting an Alternative Allocation Method for the FY23 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: Northing Southeast area.

Seconded by Council Member Taylor.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

CITY COUNCIL REPORTS

15. Mayors Report

Mayor submitted a written report and provided an oral summary.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Lewis - Glacier Bay National Park Marine Management Plan Comment Period.

Council Member Owens - Annual Alaska Municipal League Conference Report, Broadband Service and Digital Equity.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 9:17 PM.

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



GVFD Quarterly Report

October: 0 Calls

November: 1 EMS Call

December: 1 EMS Call

Total Year Count: 40 EMS and Fire calls

Happy New Year everyone. The Gustavus Volunteer Fire Department hopes everyone had a safe and fun holiday season. As a lot of what I am doing is planning for current and future training, I am changing the style of this report. We ended the year with very few calls which is great for our fire department and the community of Gustavus.

As the large part of my job is to look for training opportunities and funding sources for them. I am pleased to have the help from the Juneau Fire Department allowing us to send two volunteers over to their EMT2 class this year. For the ones who do not know, EMT 2 is an additional certification which allows the fire department more ways to stabilize and move patients to the airport and/or clinic.

At the end of each year SEREMS hosts a Code Blue grant which is built to help Alaska fire Department in purchasing emergency medical equipment. The Gustavus Fire Department submitted a request to the Code Blue grant committee to purchase a LUCAS Chest compression device. This would allow the Gustavus fire department team to piece of equipment which would take away most of the physical strain from a cardiac event.

In other events, I have also been working on a training handbook for the first responders. This would be a binder where you will need to have signed off by either the fire chief or a mentor before the volunteer can move on to state accredited classes, like EMT1 and 2. The hope for this handbook is to create a standard of training for the fire department creating a foundation of knowledge for everyone involved in the fire department.

Because it is a new year, I would like to remind folks the 2022 ambulance subscription is now expired. The 2023 Ambulance subscription is now available on the City of Gustavus Website. If you have any questions, feel free to contact the fire chief and we will get your questions answered the best we can.

In the hopes to clarify an announcement that was posted in the last few weeks on how the Gustavus 911 system works. If you were to dial 911 on your land line, you will get the Gustavus 911 Dispatch; however, when you dial 911 on your cell phone, you will get the Alaska State Trooper Dispatch. If you would like to have a more direct number from your cell phone, you can dial 907-697-1000, for emergency EMS and fire help. This is not because of a decision a previous fire chief or city council, this is due to a state or federal regulation that we must follow due to us not having an official dispatch center. I also would like to mention, just because the cell phones get directed to the trooper's dispatch, you will still get help, you will be asked questions, like the town and address you live in, your name and what your emergency you are calling about, they will forward you or the information to us and we will show up to wherever you are. Thank you for the dedicated volunteers who monitor the radios and answer the 911 calls.

I hope everyone had a great start of the new year and wish a happy new year.

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-20 (5yrs)	Committee Files	2004	City Hall	1 File	Recycle
A-2 (3yrs)	Budget Work Papers	2004	City Hall	1 File	Recycle
HR-3 (Until Superseded)	Job Description	2004	City Hall	1 File	Recycle
A-17 (state 6yrs)	Grants	1989-2016	City Hall	100 Files	Recycle
A-18 (2yrs)	Grants (Not Received)	2006, 09, 12, 13, 19	City Hall	4 Files	Recycle
A-17 (fed 3yrs)	Grants	2006, 08, 11, 12, 13, 14, 15, 16, 17, 18, 19	City Hall	23 Files	Recycle
A-17 (CIP 20yrs)	Grants	1997-2001	City Hall	4 Files	Recycle
AD-1 (AN)	General Admin	1991, 94 - 01, 2010, 2015	City Hall	6 Files	Recycle
A-4 (4yrs)	Accounts Payable/Receivable	2006, 07, 15, 16	City Hall	5 Files	Recycle
C-15 (7yrs)	Public Required Notices	2014	City Hall	1 File	Recycle
A-25-(CY+3)	Business Permits	2012-13, 2017, 2019	City Hall	1 Pocket File, 4 Reg Files	Recycle
C-3 (3yrs)	Council Non-Permanent General Correspondence	2018, 29	City Hall	2 Pocket folders	Recycle
PW1 (4yrs)	Procurement Files	2009, 11, 14, 15, 16, 17	City Hall	10 Files	Recycle
PW4 (L+6)	Contracts	2009, 11, 14, 15, 17	City Hall	9 Files	Shred
E2 (Need is met)	Transitory/Misc. Administrative	2014-17, 2019-22	City Hall Network	69 Electronic documents	Delete
F-6 (30 days)	Fire & Rescue Response Dispatch	Jan 2000-November 2023	GVFD	Telephone SID Recorder & SD Card	Delete
A-4 (FY+3yrs)	Accounts Payable/Receivable	2014-15	City Hall Network	8 Electronic documents	Delete
A-25 (4yrs)	Permits/Registration	2016-18	City Hall Network	14 Electronic documents	Delete
AD-1 (Admin Need is met)	General Administration	2014, 2016-20	City Hall Network	31 Electronic documents	Delete
AD-3 (Admin Need is met)	Transitory Information	2014, 15	City Hall Network	6 Electronic documents	Delete
F-7 (3yrs)	Dispatch logs	2014, 2016	City Hall Network	3 Electronic documents	Delete

F-8 (T+6yrs)	Training Files	2015-16	City Hall Network	5 Electronic documents	Delete
F-16 (6yrs)	Fire General	2014-16	City Hall Network	12 Electronic documents	Delete

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____

8. CITY CLERK/TREASURER _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____

DATE _____

DATE _____

DATE _____

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through December 2022

	Jul - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	1,050.00	3,700.00	-2,650.00	28.4%
Donations	1,480.00	1,800.00	-320.00	82.2%
DRC Income	63,966.23	105,550.00	-41,583.77	60.6%
Federal Revenue				
American Rescue Plan Act	65,189.08	65,043.96	145.12	100.2%
ARPA - 22-LGLR	161,525.64	161,525.64	0.00	100.0%
Disaster Assistance (FEMA funds)	0.00	95,000.00	-95,000.00	0.0%
Natl Forest Receipts-Encumbered	0.00	50,000.00	-50,000.00	0.0%
Payment In Lieu of Taxes	130,512.17	130,512.17	0.00	100.0%
Total Federal Revenue	357,226.89	502,081.77	-144,854.88	71.1%
Fundraising	39.00	600.00	-561.00	6.5%
Grant Income	0.00	500.00	-500.00	0.0%
GVFD Income	-26.00	9,750.00	-9,776.00	-0.3%
Interest Income	265.12	350.00	-84.88	75.7%
Lands Income	37,656.00	27,000.00	10,656.00	139.5%
Lease Income	7,190.32	13,753.67	-6,563.35	52.3%
Library Income	351.00	0.00	351.00	100.0%
Marine Facilities Income	5,775.00	19,200.00	-13,425.00	30.1%
State Revenue				
Community Assistance Program	90,577.16	90,577.16	0.00	100.0%
Shared Fisheries Business Tax	484.52	896.00	-411.48	54.1%
Total State Revenue	91,061.68	91,473.16	-411.48	99.6%
Tax Income				
Retail Tax Income	328,741.00	400,000.00	-71,259.00	82.2%
Remote Sellers Retail Tax	38,567.49	35,000.00	3,567.49	110.2%
Room Tax Income	98,365.59	90,000.00	8,365.59	109.3%
Fish Box Tax	8,520.00	7,500.00	1,020.00	113.6%
Penalties & Interest	1,870.77	4,000.00	-2,129.23	46.8%
Tax Exempt Cards	70.00	300.00	-230.00	23.3%
Total Tax Income	476,134.85	536,800.00	-60,665.15	88.7%
Total Income	1,042,170.09	1,312,558.60	-270,388.51	79.4%
Gross Profit	1,042,170.09	1,312,558.60	-270,388.51	79.4%
Expense				
Administrative Costs	676.22	35,000.00	-34,323.78	1.9%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	3,383.54	4,750.00	-1,366.46	71.2%
Building	22,584.75	25,550.90	-2,966.15	88.4%
Contractual Services	31,776.32	108,350.00	-76,573.68	29.3%
Dues/Fees	10,375.16	10,050.00	325.16	103.2%
Economic Development Services	35,600.00	35,600.00	0.00	100.0%
Election Expense	150.99	250.00	-99.01	60.4%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
Equipment	8,064.06	15,942.49	-7,878.43	50.6%
Events & Celebrations	3,683.50	4,100.00	-416.50	89.8%
Freight/Shipping	17,282.17	30,000.00	-12,717.83	57.6%
Fundraising Expenses	0.00	500.00	-500.00	0.0%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through December 2022

	<u>Jul - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
General Liability	19,034.81	19,963.00	-928.19	95.4%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Holiday gift	25.00			
Library Materials	1,751.52	2,700.00	-948.48	64.9%
Marine Facilities	2,578.53	20,368.37	-17,789.84	12.7%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	270,952.06	597,223.62	-326,271.56	45.4%
Professional Services	3,720.00	25,000.00	-21,280.00	14.9%
Public Relations	0.00	1,000.00	-1,000.00	0.0%
Repair & Replacement Fund	0.00	16,545.71	-16,545.71	0.0%
Road Maintenance	72,761.50	150,000.00	-77,238.50	48.5%
Stipend	750.00	10,000.00	-9,250.00	7.5%
Supplies	10,965.59	22,250.00	-11,284.41	49.3%
Telecommunications	13,036.55	21,540.00	-8,503.45	60.5%
Training	4,720.26	8,950.00	-4,229.74	52.7%
Travel	9,208.44	16,000.00	-6,791.56	57.6%
Utilities	14,820.88	23,300.00	-8,479.12	63.6%
Vehicle	4,960.12	8,785.67	-3,825.55	56.5%
Total Expense	<u>568,861.97</u>	<u>1,270,319.76</u>	<u>-701,457.79</u>	<u>44.8%</u>
Net Ordinary Income	473,308.12	42,238.84	431,069.28	1,120.6%
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	300,000.00	-300,000.00	0.0%
Total Other Income	<u>0.00</u>	<u>300,000.00</u>	<u>-300,000.00</u>	<u>0.0%</u>
Net Other Income	0.00	300,000.00	-300,000.00	0.0%
Net Income	<u><u>473,308.12</u></u>	<u><u>342,238.84</u></u>	<u><u>131,069.28</u></u>	<u><u>138.3%</u></u>

City of Gustavus
Balance Sheet
 As of January 11, 2023

	Jan 11, 23
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	30.54
AMLIP Capital Improv Long-Term (0630598.2)	817,776.83
AMLIP Repair & Replacement (0630598.3)	330,243.45
AMLIP Road Maint - Unencumbered (0630598.4)	83,285.28
AMLIP Gravel Pit Fund (0630598.8)	18,101.61
AMLIP Reserve (0630598.12)	337,630.53
APCM.Endowment Fund	1,381,754.99
FNBA - Checking	1,209,096.34
FNBA Endowment Fund - Checking	63,467.12
Petty Cash	351.49
Total Checking/Savings	4,241,738.18
Accounts Receivable	
Accounts Receivable	14,739.76
Total Accounts Receivable	14,739.76
Total Current Assets	4,256,477.94
TOTAL ASSETS	4,256,477.94
LIABILITIES & EQUITY	
Liabilities	14,506.04
Equity	
Fund Balance	2,806,267.16
Opening Bal Equity	1,084,743.57
Net Income	350,961.17
Total Equity	4,241,971.90
TOTAL LIABILITIES & EQUITY	4,256,477.94

CITY ADMINISTRATOR'S REPORT January 2023 General Meeting

- We have started on budget preparations for FY 2024. I'm thankful to have Ben working with on this with Phoebe who is on contract for guidance during the process. Ben will be working with departments to prepare both the operating and capital budgets. He will provide a schedule for the process through June of 2023.
- We are close to the finalizing the Professional Services Agreement for septage holding tank purchase and transport along with septic pumping services with Juneau Septic. There are still a few details to negotiate before we can say with certainty that it will happen. John Barry is working on site drawings for submittal to ADEC for the permit. If all falls into place, we hope to be able to transport the tanks and put out an RFQ for installation this spring.
- Paul Berry and I are working with Solstice grant writer Sharon Boyette who is preparing the SWIFR Grant - Solid Waste Infrastructure for Recycling - for the new compost building at the DRC. There is a lot of information to provide that has to be included in the grant application, much of which Paul and I have already provided. There will be a review process as well, in case any council members wish to help with the review process. The grant is due February 15th. Additionally, Solstice will be preparing a congressionally directed funding request for a comprehensive package for the new recycling facility including a horizontal baler.
- Mayor Taylor, John Barry, and I are consulting with DOT planners and engineers as well as Olivia Pfeifer of Solstice in preparation of the STIP/CTP application for the Good River Bridge Repair and Bank Stabilization project.
- Ben and I will be meeting to update the Marine Facilities Coordinator position description so that we can post the position in early February to be on-board hopefully by the end of March, beginning of April. We are looking at adjusting the position description to include some additional maintenance items for the City.
- Had a discussion with GBC and Fairweather Construction about the future of the gravel pit. Since this is something that affects several community goals, from roads to DRC to private maintenance and development, it is imperative that we have a plan in place to protect and extend its use well into the future. Included in that discussion was that any planning and consideration should be viewed as a return on investment, and that the gravel royalty percentage, not counting the tax revenue, has return potential for the City. In other words, we will have to invest some money to make some money. Barging in material for any purpose is cost prohibitive.
- Worked with Fire Chief Martinez to update scoping documents. One document is for the radio tower/antenna/booster installation at the Fire Hall. The other is the GVFD Truck with Skid Unit for CAPSIS input which is due imminently. We hope to have both approved tonight. We will need to prepare an NCO for the next 2 council meetings for the tower/antenna project and get out an RFQ so that it is ready for spring construction.
- Attended the Town Hall meeting with Representative Story and Senator Kiel. They provided an overview of how the house and senate are shaping up and what they knew of the governor's budget and some expectations moving forward. We were able to ask questions, although it is too early to know potential outcomes on certain issues because the house has yet to organize. The best we can hope for is flat funding for the Community Assistance Program.

Any comments or suggestions?

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-20 (5yrs)	Committee Files	2004	City Hall	1 File	Recycle
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A-17 (CIP 20yrs)	Grants	1997-2001	City Hall	4 Files	Recycle
AD-1 (AN)	General Admin	1991, 94 - 01, 2010, 2015	City Hall	6 Files	Recycle
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C-15 (7yrs)	Public Required Notices	2014	City Hall	1 File	Recycle
A-25-(CY+3)	Business Permits	2012-13, 2017, 2019	City Hall	1 Pocket File, 4 Reg Files	Recycle
C-3 (3yrs)	Council Non-Permanent General Correspondence	2018, 29	City Hall	2 Pocket folders	Recycle
PW1 (4yrs)	Procurement Files	2009, 11, 14, 15, 17	City Hall	9 Files	Recycle
PW4 (L+6)	Contracts	2009, 11, 14, 15, 17	City Hall	9 Files	Shred
E2 (Need is met)	Transitory/Misc. Administrative	2014-17, 2019-22	City Hall Network	69 Electronic documents	Delete
F-6 (30 days)	Fire & Rescue Response Dispatch	Jan 2000-November 2023	GVFD	Telephone SID Recorder & SD Card	Delete
A-4 (FY+3yrs)	Accounts Payable/Receivable	2014-15	City Hall Network	8 Electronic documents	Delete
A-25 (4yrs)	Permits/Registration	2016-18	City Hall Network	14 Electronic documents	Delete
AD-1 (Admin Need is met)	General Administration	2014, 2016-20	City Hall Network	31 Electronic documents	Delete
AD-3 (Admin Need is met)	Transitory Information	2014, 15	City Hall Network	6 Electronic documents	Delete
F-7 (3yrs)	Dispatch logs	2014, 2016	City Hall Network	3 Electronic documents	Delete

F-8 (T+6yrs)	Training Files	2015-16	City Hall Network	5 Electronic documents	Delete
F-16 (6yrs)	Fire General	2014-16	City Hall Network	12 Electronic documents	Delete

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____

8. CITY CLERK/TREASURER _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____

DATE _____

DATE _____

DATE _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-13NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the current fiscal year, the budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP19-08 Lib. Roof/Shed/Awning	\$ 3,755.00	\$ 43,755.00	\$ 40,000.00	
Moving funds for the project management and construction phase of library bike shed.				
AMLIP Capital Improv Long-Term	\$ 817,776.83	\$ 777,776.83	<\$ 40,000.00>	
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: *January 16, 2023*

DATE OF PUBLIC HEARING: *February 13, 2023*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2023.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY23-01**

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

WHEREAS, the GVFD has lost use of its smaller fire truck Engine 27, which is contaminated with PFAS foam. The City of Gustavus is interested in replacing it with a smaller 4x4 1-ton Pick-up truck with a skid unit. This truck benefits the community by adding another vehicle to respond to fires that can reach areas Engine 1 cannot. This truck will have a plow attachment. This will allow the truck to be used to widen areas during the winter when accumulated snow narrows roads and driveways making it harder for the firetrucks and ambulance to access them. It would also include a skid unit allowing it to transport up to 200 gallons of water to wildland fires, and could include a patient basket allowing it to transport patients from areas the City's only ambulance cannot currently access; and,

WHEREAS, the current main DRC building has outgrown its current operating capacity and a new building is necessary to provide adequate space for normal operations that is safe for both the customer and staff. This facility serves as the customer interface for sorting recyclables and dropping off refuse and also houses two balers and a glass pulverizer. With increased use and projected growth, a new building to house upgraded equipment in the future is necessary. This project would construct a new main building of 6,000 square feet with separate, dedicated areas for customer delivery and waste processing equipment. There will be a concrete floor as well as areas of the building that have concrete push walls; and,

WHEREAS, the City of Gustavus owns the sole source of gravel for use on city roads and for private and commercial use. With current extraction methods, available material from the gravel pits could be exhausted in the next few years. This project would extend the usefulness of the existing gravel ponds by implementing an alternative extraction system, such as a drag-line or dredge, along with support equipment, a truck scale, site preparation, and identifying an operation plan, including staffing, training, and storage and selling of gravel; and,

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council approves and prioritizes the following FY23 Capital Improvement Project (CIP) funding requests to the Alaska Legislature in the amounts indicated below and urges the Legislature and Governor to consider them favorably.

1. GVFD Truck and Skid Unit	\$90,000.00
2. Disposal & Recycling Center Main Building Replacement	\$3,832,560.00
3. Gravel Extraction Improvement Project	\$500,000.00

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this __th day of _____, 2023, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, 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: Salmon River Park Playground Equipment Expansion

Department: Administration

Contact: Mike Taylor

E-mail: Mike.Taylor@gustavus-ak.gov

Phone: 697-2451

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?

This project will expand the playground equipment area and add equipment suitable for children up to 12 years of age. It will provide for adult observer seating and a short hardened trail suitable for a wheelchair access to the site.

- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
Users are families with children up to age 12, and adult caregivers who watch over playing children. The project was proposed by school children in Ms Karen McSpadden's classes at the Gustavus School

- Is a preliminary survey necessary to identify the number of potential customers/users?
How will you design and conduct the survey?
No survey is required.

- What is NOT covered by this project? What are its boundaries?
The project boundaries would be about a 40' long westward extension of the existing play equipment area, plus possibly a hardened pathway from the City Hall parking area. The expanded play area would be bounded by a timber frame like the existing area and will be filled with a material suitable for preventing injuries from falls, etc.

Submitted by: _____ Meeting Date: _____ Approved____ Not Approved____

City of Gustavus, Alaska
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Project Scoping and Development
Project Planning Attachment B
Page 1 of 7

2. Why is the project needed?

Project proponents have noted that the existing play equipment is sized for very small children and is not useable by older and larger children. They noted there is no wheelchair access or seating for adults who come to observe children. An expanded play equipment area would be nice improvement for our family park.

- What community problem, need, or opportunity will it address?
As described above.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
Expanded opportunities for outdoor activity for kids are clearly health-beneficial.

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

The recommendation came from Ms Karen McSpadden's classes at Gustavus School. They visited the Mayor at City Hall to outline their suggestions and explain their thinking. They thoughtfully considered the needs of adults who come to watch over the kids playing on the equipment.

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

The project is not part of any existing larger plan, but it would be compatible with a possible expansion of the active area of the Salmon River Park into the wooded area beside and behind City Hall.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
Spring/summer 2023
- Will the planning or final project occur in phases or stages?
No

6. What is your budget for the planning process? Will you be using a consultant?

In house planning and design only.

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.

Estimate budget of \$30,000.

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.

Option 1. Put out an RFP to three manufacturers of such equipment and ask for proposals within an equipment purchase budget of about \$20,000. Chose the proposal that looks to be a best fit for our site and goals. Put out an RFQ for construction of the installation by a local firm. Construction would include the bounding frame and soft material surfacing for the play area.

Option 2. Design the facility including the types of play equipment (swings, slides, climbing structures, etc.) and then put out an RFQ to for purchase and construction as one bid item.

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

Preference is for Option 1. It will make use of manufacturer's experience with various options and types of equipment in specific price points. It would be a simpler approach to manage.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
Project funding would be from City Capital Project funding savings account.
- Is there a matching fund requirement? Please provide details.
No

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

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

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

This project will make a substantial improvement to the City's Salmon River Park, improving the attractiveness of it for family and visitor activities. It adds to the general attractiveness of Gustavus to new families and improves the impression of the community.

3. Are other projects related to or dependent on this project?

Submitted by: _____ Meeting Date: _____ Approved____ Not Approved____

- Is this project dependent on other activities or actions?
No
 - If yes, describe projects, action or activities specifying phases where appropriate.
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?)
No
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 construction about \$25,000. Continuing maintenance will be relatively low, comprising of occasional repairs etc. Service life should be about 30 years
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?
No

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection	\$0	Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$5,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$20,000	Insurance	\$0
Freight	\$1,000	Repair & maintenance	\$200
Contingencies	\$4,000	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$30,000
		Indirect costs	\$0
		Income (fees, taxes)	\$0
		Balance: costs-income	\$30,000

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

Submitted by: _____ Meeting Date: _____ Approved _____ Not Approved _____

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

None

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

___0___ Create/retain in 1-3 years

___0___ Create/retain in 3-5 years

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

None

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

Perhaps one small construction firm for initial construction only.

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

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

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.

Submitted by: _____ Meeting Date: _____ Approved___ Not Approved___



CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and 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: Radio Repeater Tower Installation

City Department: Fire Department

Contact: Sol Martinez

E-mail: sol.martinez@gustavus-ak.gov

Phone: 907-697-2707

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?

The goal is to achieve better radio coverage for both normal radio communication and answering 911 calls. This project fulfills the safety goals of the fire department by allowing us to provide clearer communication through radios in areas where cell service is not an option.

This project would construct a fifty-foot tower next to the fire hall building, replacing the wooden pole which is only approximately twenty feet tall. The new tower would house an approximate 21-foot antenna, and 100 feet of helix cable and 50 feet of lightning cable.

▪ Who/what will be aided by this project? Who are the targeted stakeholders/customers?

The project would benefit the community and our responders since we use the radios during our emergency operations. For our emergency and training operations to be successful we need to have clear communication. Installing a new antenna and a larger tower will provide the clearance to transmit above the

City of Gustavus, Alaska
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Project Scoping and Development
Project Planning Attachment B



trees.

- **Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?**

No survey is planned as the item would be used in all emergency operations and trainings.

- **What is NOT covered by this project? What are its boundaries?**

This project would include digging a pit in which the concrete pad would be constructed. For option A to work (see figure 1), we would need to grind up the driveway pad to dig down and the building would provide support for the tower. However, option B would not require us to destroy any of the driveway, but would be closer to the trees which has the potential to create some maintenance issue in the future.

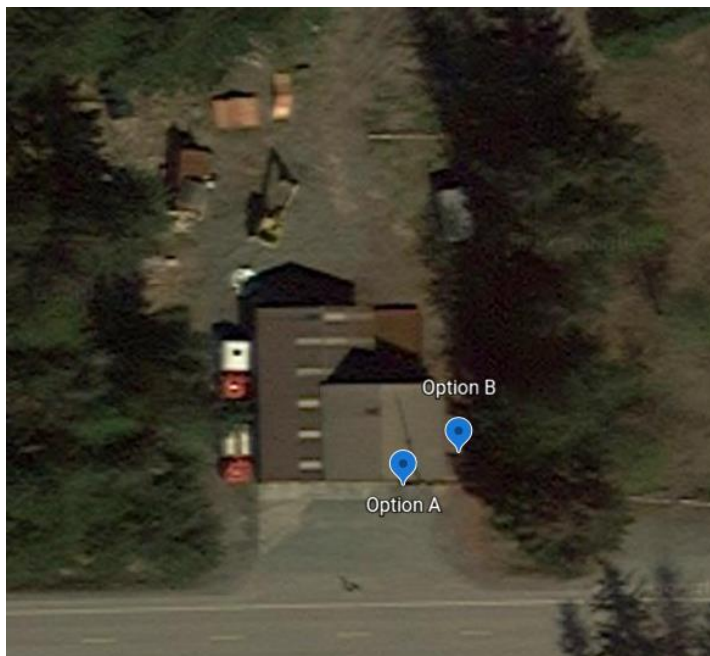


Figure 1 Location options



Figure 2 current tower with antenna

2. Why is the project needed?

- **What community problem, need, or opportunity will it address?**

Our current radio coverage is spotty and unreliable in certain areas. Installing a taller tower would provide better coverage.

- **What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?**



The most significant benefit would be expanding the current radio coverage. Another benefit would be maintenance access. Our current tower does not have safe access without the use of a man lift.

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

The effective radio communication range has been diminishing for the last five years and the antenna has been needed to be replaced, however there was no solid plan in place to replace the antenna. It was brought to my attention that we have a tower sitting at the DRC from a project that was canceled in 2010.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)
no

5. What is your timeline for project planning?

▪ **By when do you hope to implement the project?**

The project would be constructed by the end of summer 2023.

▪ **Will the planning or final project occur in phases or stages?**

No.

6. What is your budget for the planning process? Will you be using a consultant?

- ✓ Plans for tower: \$6,500 **PAID**. Funds for this part of the project were allocated last year and were already paid. The plans are included in this packet.

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.

- ✓ Tower: \$1000 to cover any missing parts - purchased in 2009
- ✓ Tower concrete foundation: \$16,000
- ✓ Tower installation estimate: \$10,000

Total estimated cost: \$33,500

Total estimated cost minus \$6,500: \$27,000

**Parts 3., 4., 5., 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.

It was considered to install the new antenna onto the existing pole, however when talking to contractors around town, no one had a large enough man lift. Another option considered was to place the antenna onto the hydro tower, however for our 911 system to work we would need a phone cable, and the closest connection is about a mile away. Because we already have a tower that was previously purchased, use of this tower will bring down the total costs since we have the majority of, if not all of the parts.

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

The best option would be to use the previously purchased tower and install it at the firehall. This was cheapest option and easier to maintain in the future.

3. Identify your funding source(s).

Funding would come from city funds or other granting sources.

Part 4. Environmental, Social, Financial Impacts**1. Project Impacts Checklist**

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality	X		



• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		-	
• Neighborhood character		-	
• Noise or other environmental impacts	X		
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?	X		
Public safety?		+	
Public health?		+	
Medical services?		+	
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents			
◦ Short-term (i.e. construction)		+	
◦ Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases	X		
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses		-	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		



• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in) Fire/EMS Radio Communication		+	

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

This will expand the distance for our Radio communication with EMS/Fire personnel and Dispatch throughout the town.

3. Are other projects related to or dependent on this project?

- **Is this project dependent on other activities or actions?**

No

- **If yes, describe projects, action or activities specifying phases where appropriate.**

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?)

No

5. What regulatory permits will be required and how will they be obtained?

No.

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

none

7. Is an engineering design or construction estimate necessary?

Yes.

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?

No.



Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$6,500	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$26,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$1000	Insurance	\$0
Freight	\$0	Repair & maintenance	\$0
Contingencies	\$	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$33,500
		Indirect costs	\$00
		Income (fees, taxes)	\$
		Balance: costs-income	\$27,000

Updated Latest Estimate Budget Line Items if Changed Date: _____

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	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$

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Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes)	\$
		Balance: costs-income	\$

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?
 _____ 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.

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 attendees



Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.



Project Scoping GVFD Radio Repeater Tower Installation

This document is to explain the Radio Tower Installation scoping document which was added to the general meeting agenda. The scoping document was first approved on April 11, 2022. I was able to order the antenna and cable for the new antenna, however because of supply and shipping issues we are still waiting for the cable; the antenna is now sitting in Juneau. Last year we were able to order the tower foundation plans and found it needed a 9 by 9 by 4-foot foundation to accommodate the size of the tower and antenna; this required a larger estimated price. Because of these changes, we thought it would be best to resubmit the scoping document to the council to get it approved again. I want to thank the council for allowing me to put in the updated scoping document and considering approving the scoping document for the Gustavus Volunteer Fire Department.



City of Gustavus Capital Improvement Plan Project Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense? YES ☒ NO ☐

Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road, or trail) with an anticipated life of at least two years? YES ☒ NO ☐

Will the project provide broad community benefit? YES ☒ NO ☐

If you were able to answer YES to all three questions, please provide the following additional information:

1. Project title (Suggested heading in CIP): GVFD Truck with Skid Unit

2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

- The goal of the project is to purchase a 1-ton truck and a skid unit for the Gustavus Volunteer Fire Department. The truck will have the capability to tow the wildland fire trailer to and from fire scenes, as well as move water to areas where the fire engine cannot reach.

The truck should have a plow attachment, allowing the fire department to keep the fire department driveway clear before the large equipment gets called out. This will also allow the truck to become a chase vehicle where it could widen the road if the road becomes too narrow for the ambulance to maneuver because of snow conditions. It would also serve to clear other city properties where berms restrict access, particularly at city properties and other areas with safety issues.

The vehicle would need a skid unit. A skid unit is a 150-200-gallon tank with a pump on board which allows firefighters to have a small portable fire pump and water tank to take to a small wildland fire. This would include a 1-inch rubber hose, intake, and a separate discharge valve(s). There also would be a spot where we could attach a patient basket so if the patient is somewhere the ambulance would not be able to reach, we have a vehicle to transport a patient, aiding responders in transporting the patient from the scene to the ambulance. This also would allow us to take the unit off the truck during the winter to store it inside.

This benefits the community of Gustavus by allowing more options for the fire department to respond to fires, allowing the capability to create more space for our rigs on snow packed roads and transport patients who are in tighter areas back to the ambulance.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

- This is the start of the project and there has been no fundraising activity.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$90,000

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$_____ Construction costs = \$_____

5. Timeline: Indicate when you hope to complete each phase of the project.

Please keep in mind that the CIP will not be published until the end of September.

Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

A. For projects that consist of land or equipment purchase only, state when the purchase would be made: _____

For construction projects:

B. Preconstruction phase to be completed by _____.

C. Construction phase to be completed by _____.

6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.



2 photo example for skid unit



1 Pic example

Mayor's Report

General Meeting January 16, 2023 (Drafted for 1/11/23 deadline)

Through the December/January holiday period we focused on keeping basic functions going including progress on several continuing projects and planning of work for spring and summer.

1. Good River Bridge Repairs Project. The Good River Bridge was constructed in 1984 by the State of Alaska and has served the community well for nearly four decades. State inspection reports in 2015 and 2021 identified age-related deterioration of some non-critical structural members such as guard rail posts, abutment timber lagging, and running planks. The approach embankment at the northwest corner of the bridge is also being eroded by a side stream entering Good River at that location. The City's consultant PND Engineers evaluated the bridge and inspection report and generated a list of needed repairs and options for dealing with the slumping embankment. None of the deficiencies are yet critical to the safety of the bridge to carry its design loads but the City intends to maintain the bridge as a responsible owner to serve safely for many more decades.

The City is searching for infrastructure grant funding to accomplish repairs. In the process we met by video link with the Alaska DOT bridge engineers. They have offered to develop a project application for Federal and/or State funding to make structural repairs to the timber bridge. The recommendations of the State bridge engineers differ somewhat from, and appear more costly than, those suggested by PND. However, if the State designs and manages the repairs the city would only need to contribute match funding. Further, the City would not have to manage the construction project. That said it is uncertain whether the project will qualify for State or federal funding because the bridge is still in relatively good condition. City Administrator Kathy Leary and I are meeting with our assigned project manager this week to compare the recommendations of PND and the State and determine whether to ask Dot to develop a project funding application. Kathy also is working with our grant writer to identify other funding sources.

2. SEARHC Clinic MOU. We have not had a formal response from SEARHC Clinic management regarding our proposed Memorandum of Understanding with the Clinic. I contacted Noble Johnston at SEARHC in early January and he has agreed to finish up a review with his management staff and respond. It is not certain that SEARHC will agree to complete an MOU. We continue to urge them to partner with us through the MOU to capture shared opportunities to promote health and medical services and to outline responsibilities for emergency response for the benefit of public health and safety in Gustavus.

3. Chatham School District MOU. The Gustavus Public Library sits on School- District-owned Tract A along with the Gustavus School. The library is owned, staffed, and maintained by the City of Gustavus. The city library also serves as the school library and has long contributed to learning by Gustavus students through innovative programs. It was built years before the City incorporated so there has never been a formal agreement regarding the relationship with the school district. Our Gustavus Librarians are exploring development of an MOU with Chatham School District that would describe the relationship of the Library to the School and identify means of complementing school programs with library resources. I will be working with them in the coming weeks to complete the MOU.

4. DOT MOU. The City of Gustavus has long partnered informally with the Alaska Department of Transportation and Public Facilities, particularly for mutual emergency response. The DOT staff have also assisted the City with some weather-related road maintenance tasks at times, such as road sanding. We value the relationship but have never had an official MOU outlining our relationship. I have begun to work with Airport Manager Jeff Jarvis to develop an MOU, which will form a basis for mutual aid.

5. Library Bike Shelter. PND completed the design work for the Library bike shelter, and I have forwarded the design to the State of Alaska Fire Marshall office for design review as required by State Code. John Barry, PE, is our assigned project manager for the construction project. He will be developing the bid documents to put out late this winter. The Council will introduce this month a non-code ordinance (NCO) to fund the project at \$40,000. Public hearing on the NCO will be scheduled for the February general meeting. We hope to construct the bike shelter during the 2023 construction season.

6. Road Maintenance—Sanding. So far this winter we have enjoyed cold weather with very little snow, so we have plowed city roads only once. However, roads have been very icy at times, especially when weather warmed with rain on the frozen surfaces. We are most grateful to DOT Airport Manager Jeff Jarvis for sanding assistance on key roads and parking areas during the first icy period. Since then, Glacier Bay Construction has acquired a sand spreader and has been sanding critical intersections and parking areas. They have a limited amount of suitable sanding material on hand, so we are trying to use it sparingly. We are thankful to Justin and Ponch Marchbanks for taking the initiative to acquire the sanding equipment and add the service to their maintenance contract work. Our roads and parking areas have been safer as a result.

7. Road Maintenance—other. Under our annual maintenance contract, we routinely order special small road improvement projects. This coming construction season we plan to improve turnarounds at the ends of Porcupine St., Mary's Road, Good River Road, Extratuff Road, and to improve Glen's Ditch Road south of Same Old Road to enable snow plowing service. We also plan to provide some form of bull rails or guard rails over the Mountain View Road ditch at Veneta and Owen to reduce the crossing hazards over those culverts.

We expect to contract larger projects to extend ditches north along Wilson Road and to provide ditches and culverts along portions of Same Old Road to control and prevent flooding of those roads in heavy rain events.

These projects will make permanent improvements to our roads, improving safety and maintainability and reducing flood risk to adjacent residential properties. They will be funded from the City's capital improvement savings.

7. Heat Pump Installation for City Hall. Last year the City Council approved a project to install a heat pump system in City Hall to reduce use of fossil-fuel oil and to demonstrate the effectiveness of electrification of heating. We fortunately have an offer from a major US heat manufacturer, Mr. Cool, in Kentucky to receive for free a 36,000 Btu/hr mini-split system with two discharge units. The manufacturer wants to demonstrate the effectiveness and ease of installation of their product at our City Hall. We owe a big Thank You to Jason Custer, VP of AP&T, for establishing the contract with Mr. Cool that resulted in this kind offer. If the system performs well as we expect the City may wish to purchase more units to electrify heating in other city buildings. The Cold Climate Housing Research

Center in Fairbanks has expressed interest in including our City Hall system in their evaluation of heat pump systems at various locations in Alaska. We are to participate in that research. Finally, once installed, City Hall will qualify for the \$500 heat pump installation incentive payment from AP&T. The Mr. Cool unit is designed for do-it-yourself installation with pre-charged, quick-connect lines. Salmon River Electric will wire power to the heat pump location on the east side of City Hall. Dean Weikle and I plan to do the installation to see how easy it is to do.

8. Softball Field special use permit. The City's permit application for continuing community use of the site on the airport lease lot next to the US Post Office for a softball field is working its way through the DOT&PF approval process. It has been approved by the FAA and our DOT contact expects the permit to be in place by summer.

9. Marine Facilitator hire. We are preparing a job announcement to fill the Marine Facilities Coordinator position with expectation to post the opening in early February. We may make a few changes to the job description to expand work scope as we have used the Coordinator for other city-maintenance tasks, particularly at the Beach and Salmon River Parks.

10. Gravel Pit Operating Model. Gravel is an essential building material for any growing community and the City Gravel Pit resource has been vital for Gustavus. Our existing model relies on permitted contractors to source gravel from assigned pits using excavators. But that method is incapable of excavating the full gravel resources at depth in the ponds. The easily-excavated material is nearing its end and there may be only two years or so of material left by the current method. The City needs to develop a plan to change excavation method to make the full resource on the city-owned pit area available. On January 10, City Administrator Kathy Leary and I met with two of the contractors who draw gravel from the City Gravel Pit to advance a plan for a different operating model. The City will ramp up its effort to find grant funding for either a suction dredge or a crane capable of pulling gravel from depth across the full areas of the ponds. The City will likely need to own and operate the extraction equipment or may contract out the actual operation of city-owned equipment. We have included a request for funding in our annual application to the State Legislature this year.

11. City Park and Building Flower Planting for Summer 2023. Flowers brighten up summer for Alaskan towns and for visitors. Our effort last summer for the Salmon River Park and other City facilities was applauded. I am pleased that Meadow Brook and Ann Wildman have agreed to take leadership again this year for acquiring plants and hanging baskets to dress up the Salmon River Park, City Hall, Library, Community Chest, and welcome signs for this summer. In our work session last week council members indicated support for spending up to \$1500 for the flower bed plantings and hanging baskets at those sites. Meadow and Ann are checking on pricing and availability of the materials. Our intent is to have the beds planted and the baskets in place earlier this year, than last, so they will be in full glory before the Fourth of July. Thank you, Meadow and Ann, for your leadership toward making Gustavus look its best this summer!