



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, August 08, 2022 at 7:00 PM
via Zoom

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Tania Lewis, Joe Vanderzanden
Lewis Sharman, Bella Furr, Jim Mackovjak

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/85795465181?pwd=UTUvOXJnMXpIdFBBCS282OEV3dE9odz09>

ID: 857 9546 5181 **PASSCODE:** 280340 **TEL:** 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 07-18-2022 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Visitors Association Year End Expense/Progress Report
3. Gustavus PFAS Action Coalition Quarterly Report
4. Gustavus Disposal and Recycling Center Quarterly Report
5. City Treasurer Monthly Financials and Quarterly Report
6. City Administrator GENERAL MEETING Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

7. Approve Calculation of Endowment Fund Grant Amount for FY23 Cycle
8. Approve Scoping Document - Gustavus Marine Facilities Work Skiff and Trailer
9. Approve Scoping Document - Gustavus Volunteer Fire Hall Exterior Painting
10. FY23-02NCO Introduction of Capital Project Funding 2023 (Public Hearing 09-19-2022)

ORDINANCE FOR PUBLIC HEARING

11. FY23-01 Ordinance Providing for the Amendment of Title 6 City Departments & Contracted Services Chapter 6.03 Waste Disposal & Recycling, Sections 6.03.040 & 6.03.050 (Introduced 07-18-2022)

UNFINISHED BUSINESS

NEW BUSINESS

- [12.](#) FY23-03 Introduction Providing Amendments to City Ordinance Title 5 Elections, Chapter 5.40 - Absentee Voting, Sections 5.40.100, Chapter 6.60 - Contest of Elections, Sections 5.60.010 and 5.60.020 (Public Hearing 09-19-2022)
- [13.](#) FY23-04 Introduction Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals (Public Hearing 09-19-2022)
- [14.](#) CY22-14 Updating the Policy and Procedures for the Gustavus Public Library
- [15.](#) CY22-15 Updating the Policy and Procedure for Authorized account Signers and Administrative Account Access
- [16.](#) Motion Authorizing Procurement Negotiations with DNR for Harbor Tract B-2

CITY COUNCIL REPORTS

- [17.](#) Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: August 3, 2022 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
JULY 18, 2022**

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Joe Vanderzanden
Council Member Tania Lewis
Council Member Bella Furr
Council Member Jim Mackovjak
Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Vice Mayor Bishop.

APPROVAL OF MINUTES

1. 06-13-2022 General Meeting Minutes
2. 06-21-2022 Special Meeting Minutes

Motion made by Council Member Vanderzanden to approve by unanimous consent the General Meeting Minutes from 06-13-2022 and the Special Meeting Minutes from 06-21-2022.

Seconded by Council Member Mackovjak.

Hearing no objections, the minutes were adopted by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

3. Gustavus Volunteer Fire Department Quarterly Report
Gustavus Volunteer Fire Department Chief, Sol Martinez submitted a written report and provided an oral summary.
4. City Clerk Quarterly Report
City Clerk, Karen Platt submitted a written report and provided an oral summary.
5. Marine Facilities Quarterly Report
Marine Facilities Coordinator, Ben Sadler submitted a written report, provided an oral summary and added that the collar tie repairs on the dock were a temporary solution and the fabrication of new gates are currently being done. The final

repairs should be completed by mid-august. Ben reported that disposal of fish carcasses by charter fishing outfits is no longer happening at the dock itself.

6. City Treasurer Monthly Financials
City Treasurer, Eduarda Loggins submitted monthly financials.
7. City Administrator General Meeting Report
City Administrator, Kathy Leary submitted the monthly report from the 07-11-2022 Work Session. Mayor Taylor provided a summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

SEARHC Clinic Liaison for Gustavus, Dr. Vaught
Gustavus Visitors Association President, Leah Okin
Leslie Sirstad

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

8. Award RFQ FY23-01RM Annual Road Maintenance Contract for FY23

Motion made by Council Member Sharman to award contract for annual road maintenance, snowplowing, emergency response & disaster recovery to Glacier Bay Construction per their response to RFQ FY23-01RM in the amount of \$237,751.20.

Seconded by Council Member Vanderzanden.

Public Comment: None

Council Comment:
Council Member Mackovjak

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

9. Motion to Amend Gustavus Community Center Endowment Fund Grant Budget

Motion made by Council Member Furr to approve amendment of the Gustavus Community Center Endowment Fund Grant Budget by moving funds within the following categories, but not altering the final total of the grant awarded to the Gustavus Community Center.

- 1) To the category of Main Hall Stage from \$7,050 to \$5,690.60

2) To the category of Gallery Lighting from \$2,075 to \$3,682.40

3) To the category of Gallery Moveable Panels from \$250 to \$0

Seconded by Council Member Lewis.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

10. FY23-01 Introduction Providing for the Amendment of Title 6 City Departments & Contracted Services Chapter 6.03 Waste Disposal & Recycling, Sections 6.03.040 & 6.03.050 (Public Hearing 08-08-2022)

Motion made by Council Member Mackovjak to approve introduction of FY23-01 Providing for the Amendment of Title 6 City Departments & Contracted Services Chapter 6.03 Waste Disposal & Recycling, Sections 6.03.040 & 6.03.050 (Public Hearing 08-08-2022).

Seconded by Council Member Vanderzanden.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

11. Approve Gustavus Disposal and Recycling Center (DRC) Operator Position Description

Motion made by Vice Mayor Bishop to approve the Gustavus Disposal and Recycling Center (DRC) Operator Position Description.

Seconded by Mayor Taylor.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

CITY COUNCIL REPORTS

12. Mayor's Report

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

CITY COUNCIL QUESTIONS AND COMMENTS

Joe Vanderzanden - Intertie and Hydro Electric Generator Update

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:32PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



Gustavus Visitors Association Year End & Progress Report August 6, 2022

City Of Gustavus Reports Due:

February- first quarter (Mid Year) , May - second quarter, August- (End of Year) third quarter & November - fourth quarter

This report reflects activities within the Gustavus Visitors Association between August 2021 and August 2022. With projected goals and objectives for 2023.

Packet Includes:

- Progress Report
- Profit & Loss vs Actual July 2021 through June 2022
- Balance Sheet as of June 30, 2022

Gustavus Visitors Association Board of Directors:

Leah Okin– President Leah
 Robynn Jones – Vice
 President Cam Cacioppo -
 Secretary Hillery Lesh-
 Treasurer
 Natalie Vaz – Director Voting Member
 Curtis Lindblom – Director Voting
 Member Open position – Voting
 member at large

Employed positions:

Brian Taylor – Marketing Technician
 Leah Okin – Marketing Coordinator
 Noel Ferevaag – Administrator

Mission Statement

The mission of GVA is to enhance the economies of the City of Gustavus (CoG) through tourism marketing that increases business revenue, tax revenue and creates jobs. Our primary goal is to increase overnight stays of leisure and business travelers, who in turn, support local businesses through spending money – a boost to our economy.

GVA is committed to promoting and elevating Gustavus' position as a world-class destination for leisure travel. GVA further serves to ensure tourism continues to contribute locally on a large scale, thereby enhancing the quality of life for all who live, work and play here.

Organizational Structure

Non-profit corporation

The Gustavus Visitors Association was incorporated as a 501c(3) non-profit corporation in January of 2005. According to GVA By-laws, every fall the Board reviews and adopts a fiscal year budget for the period: July 1 to June 30 of the following year to coincide with the City of Gustavus', fiscal year. The Board submits its request for use of a portion of bed tax revenues to the City, along with the Marketing Plan which must by Ordinance be approved by the City Council.

Funding Source

The Gustavus Visitors Association is funded both by a city bed tax of 4%, of which GVA can receive up to half, and GVA annual membership dues. The visitor industry supports up to 50% of the City's tax revenue in most years.

Completed to task 2022

- Maintained marketing and memberships.
 - Southeast Alaska Tourism Council (SATC)
 - Travel Alaska
 - Alaska Travel Industry Association (ATIA)
 - Travel Juneau
- Distributed 'Gustavus News Bulletin' for community and businesses, answering frequently asked questions in town. 177 subscribers.
- Attended Alaska Travel Industry Association marketing webinars.
- Completed a 3 month social media campaign with Alaska Magazine who have 400,000 followers. March, April & May at a cost of \$3,000 this campaign will direct traffic to the GVA website. The campaign is measurable with tracking to determine the return of investment.
- Proposed relocation of the visitor kiosk at the beach. The GVA obtained written non objection from the Department of Natural Resources, Ben & Donna DeBoer and the Department of Transportation.

- Stickers for advertising Gustavus were made and distributed.



**WHAT'S YOUR HURRY?
YOU'RE ALREADY HERE.**

Gustavus, Alaska

Pop. 655

- Maintaining GVA Events Calendar for both Visitors and the local community.
<https://www.gustavusak.com/local-community/gustavus-events/>
- Map & Brochure completed and printed.
- Updated Poster size maps of Gustavus will be located at- The Dray, the beach kiosk, Alaska Seaplanes
- Mailed out our brochures as requested by visitors planning to come to Gustavus
- The map and brochure is also downloadable and may be printed from our website.
- Maps & Brochures also get mailed to our neighboring communities.
- Submitted an ad for print in Alaska Magazine with tracking integrated in the QR code/URL

Web Updates and Improvements

- Laid out five goals that qualify as “Conversions” on our website
 - Clicks to Business Websites
 - Clicks to Business Phone numbers (Calls)
 - Clicks to Business Emails (Emails)
 - GVA Map Downloads
 - GVA Brochure Downloads
- Integrated Google Tag Manager to begin tracking visitor conversions on the site.
- Corrected broken phone, email, and website links on member business profiles.
- Added more donors to homepage and implemented carousel for easier viewing
- Removed Duplicate data on Member Profiles
- Removed inactive business members from site
- Researched and tested site speed improvements & CDN integration
- Updated Map & Brochure on site to 2022 versions

- Created a YouTube Channel to showcase Gustavus Videos
- The GVA wrote a letter to Aramark requesting that they submit a request from the Glacier Bay National Park Superintendent to display approved rack cards and materials of local businesses and visitor activities based in Gustavus.
- The welcome visitor beach sign was ‘spruced up’ and repainted by Lou Cacioppo

Main bullets per month taken from the monthly meeting minutes.

January

- Emily Herman has stepped down from the Administrator’s position
- Noel Farevaag has stepped up and back into the Administrator’s position
- Brittney Cannamore has stepped down from her position of Marketing Coordinator.
- Leah Okin stepped up and into the Marketing Coordinator position
- Membership drive 48 businesses joined the GVA out of a possible 64 (the 64 count is derived from those that have a business permit)

February

- Began the process of updating the Gustavus Map; which trails should be included, which businesses, which services and which public buildings. Updating the names of roads to coincide with the City of Gustavus updated road names.

March

- After attending a three days virtual Alaska Industry Association symposium a take home message was made clear that there is an increased awareness to recognize and acknowledge the living cultural and heritage home lands of the original Alaskan people.
- GVA moving forward should look at ways to expand the information and respectful acknowledgment of the cultural heritage aspects of Glacier Bay National Park, both on our website and communication with Hoonah Indian Association. Whilst recognizing the history of our homesteader families.

April - No meeting was held

May (last meeting for the summer)

Set the wheels in motion to create a new film to be made about Gustavus. What sets Gustavus apart from any other Alaskan towns: our story, the personalities and characters of those that live here, our art and music

The homesteaders, Strawberry point and interviews with those that have history and those that are willing to share their stories.

A story board of short films will be made in 2023 for use on Social Media, You Tube and other promotional marketing opportunities.

The GVA will utilize the movie and music talents of a Southeast Alaskan born videographer:- Richard Cooper (born and raised in Haines, who’s first passion is music)

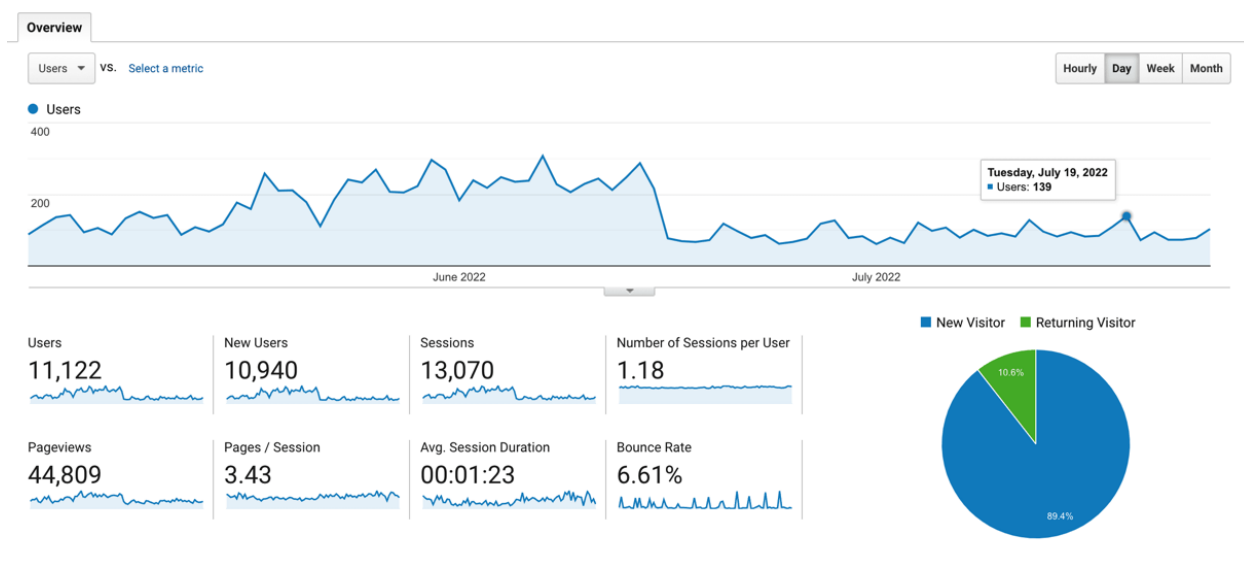
Frostline Studios

<http://www.frostlinestudios.com/>

Google Analytics

Source / Medium ?	Acquisition			Behavior		
	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	11,120 % of Total: 100.00% (11,120)	10,939 % of Total: 100.00% (10,939)	13,069 % of Total: 100.00% (13,069)	6.62% Avg for View: 6.62% (0.00%)	3.43 Avg for View: 3.43 (0.00%)	00:01:23 Avg for View: 00:01:23 (0.00%)
1. fb / feed-display	4,685 (41.61%)	4,680 (42.78%)	4,896 (37.46%)	1.98%	2.21	00:00:06
2. google / organic	3,620 (32.15%)	3,446 (31.50%)	4,771 (36.51%)	0.48%	4.37	00:02:26
3. (direct) / (none)	1,999 (17.76%)	1,990 (18.19%)	2,202 (16.85%)	33.29%	2.99	00:01:11
4. bing / organic	232 (2.06%)	217 (1.98%)	287 (2.20%)	0.35%	5.48	00:02:31
5. nps.gov / referral	209 (1.86%)	175 (1.60%)	259 (1.98%)	1.54%	6.57	00:04:17
6. yahoo / organic	99 (0.88%)	88 (0.80%)	127 (0.97%)	0.00%	4.28	00:01:29
7. travelalaska.com / referral	84 (0.75%)	72 (0.66%)	94 (0.72%)	0.00%	5.96	00:02:51
8. visitglacierbay.com / referral	72 (0.64%)	57 (0.52%)	100 (0.77%)	1.00%	6.23	00:02:45
9. duckduckgo / organic	69 (0.61%)	60 (0.55%)	98 (0.75%)	1.02%	4.84	00:03:16
10. baidu / organic	40 (0.36%)	40 (0.37%)	40 (0.31%)	12.50%	1.88	00:00:03

Page ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?
	44,807 % of Total: 100.00% (44,807)	20,103 % of Total: 100.00% (20,103)	00:00:34 Avg for View: 00:00:34 (0.00%)	13,069 % of Total: 100.00% (13,069)	6.61% Avg for View: 6.61% (0.00%)	29.17% Avg for View: 29.17% (0.00%)
1. /	5,698 (12.72%)	2,453 (12.20%)	00:00:30	2,311 (17.68%)	3.07%	23.97%
2. /places-to-stay/	2,166 (4.83%)	758 (3.77%)	00:00:44	189 (1.45%)	0.53%	14.04%
3. /getting-to-gustavus/ferry-service	1,895 (4.23%)	826 (4.11%)	00:00:52	698 (5.34%)	0.29%	36.94%
4. /plan-your-trip/getting-to-gustavus/	1,372 (3.06%)	597 (2.97%)	00:00:35	377 (2.88%)	0.80%	20.99%
5. /transportation/	1,038 (2.32%)	429 (2.13%)	00:00:35	230 (1.76%)	1.74%	12.81%
6. /brochure-and-map/	968 (2.16%)	425 (2.11%)	00:01:03	91 (0.70%)	2.20%	26.76%
7. /accommodations	933 (2.08%)	320 (1.59%)	00:00:30	240 (1.84%)	0.42%	9.97%
8. /getting-around-gustavus/buds-rent-a-car-sales	670 (1.50%)	302 (1.50%)	00:00:35	237 (1.81%)	0.00%	36.42%
9. /things-to-do/dining/	644 (1.44%)	272 (1.35%)	00:00:44	160 (1.22%)	1.25%	21.74%
10. /accommodations/annie-mae-lodge	565 (1.26%)	237 (1.18%)	00:01:28	54 (0.41%)	0.00%	20.18%



Event name +		↓ Conversions	Total users
		4,138.00	1,256
		100% of total	100% of total
1	business_website_visit	2,480.00	1,107
2	business_phone_call	524.00	237
3	business_email_click	505.00	240
4	gva_map_download	396.00	191
5	gva_brochure_download	233.00	184

Event name	clicked_element	×	↓ Conversions ----- 4,138.00 100% of total	Total users ----- 1,256 100% of total
business_website_visit	http://www.anniemae.com/		201.00	157
gva_map_download	https://www.gustavusak.com/wp-content/uploads/2022/04/GVApoter_2022_final.pdf		177.00	157
business_website_visit	https://www.flyalaskaseaplanes.com/destinations/Gustavus/		142.00	133
business_website_visit	http://www.bluebucketbb.com/		130.00	86
business_website_visit	http://www.beartrackinn.com/		128.00	110
business_website_visit	http://www.cottonwoodlodge.net/		110.00	91
business_website_visit	http://www.glacierbayalaska.com/		96.00	78
business_website_visit	http://www.visitglacierbay.com/		91.00	75
business_website_visit	http://dot.alaska.gov/amhs/		87.00	82
business_website_visit	http://www.blueheronbnb.net/		78.00	69
business_website_visit	https://www.visitglacierbay.com/		76.00	67
business_website_visit	https://www.fairweatheradventures.net/bed-and-breakfast/		65.00	55
business_website_visit	https://chinooklodgealaska.com/		64.00	59
business_website_visit	http://www.glacierbaycottage.com/		58.00	52
business_website_visit	http://glacierbayseakayaks.com/		52.00	45
business_website_visit	http://www.glacierbayfishing.com/		48.00	45
business_website_visit	https://www.fairweatheradventures.net/		46.00	45
business_website_visit	http://www.glacierbaytravel.com/tlctaxi.htm		44.00	42
business_website_visit	http://www.alaskair.com/		43.00	39
business_website_visit	https://taylorchartersfishing.com/		43.00	26
business_website_visit	http://www.beartrackinn.com/en-us/dining-activities		39.00	36
business_website_visit	http://www.taz.gustavus.com/		39.00	36

Goals and objectives for the remainder of 2022.

- Have Elm move the beach sign to the opposite side of the road
- Update the content and signage within the beach sign.
- Green initiatives for Gustavus, sustainability and carbon footprint.
- Continue to seek improved connectivity between Glacier Bay National Park / The Glacier Bay Lodge and Gustavus.
- Communicate with Hoonah Indian Association about their planned activities within Gustavus and inform both City Council and residence of their proposed plans.
- Continue to circulate the Gustavus News Bulletin to inform the community and businesses about activities happening that are not otherwise advertised.
- Monitor and analyze measurable marketing initiatives
- Update the website and optimize speed and organic traffic.

Conclusion

The summer season of 2022 was a challenging season for most. As we pull through the 'endemic' of Covid -19 many businesses felt the effects from lack of staff, current staff getting sick, expensive disrupted supply chains and high fuel prices. Many guests were unwell and as a result accommodation staff were working extra hard to make guests and fellow staff feel comfortable.

The three most common email challenges fielded through the GVA are:

- Inability to make pre season advanced room reservations.
- Food availability for visitors during the season.
- Access to Glacier Bay National Park prior and post the day boat operation dates.

Resolution of these challenges may take some surveys and communication between businesses.

All and all, it was a successful season.

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CityTax Revenue	30,000.00	30,000.00	0.00
Membership	5,050.00	4,300.00	750.00
Total Income	35,050.00	34,300.00	750.00
Gross Profit	35,050.00	34,300.00	750.00
Expense			
Administration			
Postage	231.00	100.00	131.00
Software	1,422.62	200.00	1,222.62
Supplies	18.89	200.00	-181.11
Teleconference	0.00	180.00	-180.00
Total Administration	1,731.22	680.00	1,051.22
Contractor Work			
Administrative	775.00	6,000.00	-5,225.00
Marketing Coordinator	9,712.25	14,400.00	-4,687.75
Total Contractor Work	11,112.25	20,400.00	-9,287.75
Fees/Licenses	1,733.55	200.00	1,533.55
Marketing			
Equipment	0.00	100.00	-100.00
Memberships			
ATIA/Travel Alaska	340.00	140.00	200.00
DTN Travel Juneau	400.00	400.00	0.00
SE AK Tourism Council (SATC)	0.00	1,000.00	-1,000.00
Total Memberships	782.50	1,540.00	-757.50
Online			
GVA Website	502.21	3,000.00	-2,497.79
Social Media	60.54	500.00	-439.46
Total Online	562.75	3,500.00	-2,937.25
Print / Digital Media			
Alaska Airlines Magazine	0.00	1,000.00	-1,000.00
Alaska Magazine ads	2,000.00	1,000.00	1,000.00
Brochure	718.99	1,200.00	-481.01
Milepost	0.00	1,000.00	-1,000.00
Total Print / Digital Media	7,177.99	4,200.00	2,977.99

12:11 PM

07/29/22

Cash Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
July 2021 through June 2022

Item #2.

	Jul '21 - Jun 22	Budget	\$ Over Budget
Travel Shows	300.00	0.00	300.00
Marketing - Other	3,049.68	0.00	3,049.68
Total Marketing	11,872.92	9,340.00	2,532.92
Special Projects			
Community Projects	-200.00	0.00	-200.00
Total Special Projects	-200.00	0.00	-200.00
Total Expense	26,513.51	30,620.00	-4,106.49
Net Ordinary Income	8,536.49	3,680.00	4,856.49
Net Income	8,536.49	3,680.00	4,856.49

Gustavus Visitors Association
Balance Sheet
As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
FNBA	22,663.89
Total Checking/Savings	22,663.89
Accounts Receivable	
Accounts Receivable	-25.00
Total Accounts Receivable	-25.00
Other Current Assets	
Covid Related Expenses	-10,030.00
Total Other Current Assets	-10,030.00
Total Current Assets	12,608.89
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	13,808.87
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	115.30
Total Accounts Payable	115.30
Total Current Liabilities	115.30
Total Liabilities	115.30
Equity	
Opening Bal Equity	5,076.16
Retained Earnings	128.40
Net Income	8,489.01
Total Equity	13,693.57
TOTAL LIABILITIES & EQUITY	13,808.87

Gustavus PFAS Action Coalition (GPAC)
 08/08/2022 Quarterly Report
 Submitted by Sally McLaughlin, GPAC Secretary/Treasurer

We did not submit a report in May, so this report will cover the last six months.

-The Legislature adjourned with neither SB121 or HB171 passing so these will need to be introduced again next year as new legislation, and likely with major edits given EPA's June 15th announcement. Both bills received hearings in their respective finance committees and we did gain bipartisan support by continuing to bring attention to the issue.

-The article on Gustavus residents' blood testing was published in April. For this study, Alaska Community Action on Toxics and Gustavus PFAS Action Coalition collaborated with Indiana University in a study to assess PFAS exposure and potential health effects in Gustavus in 2019. The study found fourteen distinct PFAS in Gustavus water samples and seventeen different PFAS in serum, and also found that contaminated drinking water from private wells and blood serum levels are directly and positively correlated, meaning that PFAS contributes negatively to the overall health of Gustavus residents.

<https://pubmed.ncbi.nlm.nih.gov/35367506/>

National attention is on this issue as well; just a few days ago, an article came out about a report that calls for expanded blood testing and ongoing health monitoring for those with high PFAS exposure.

https://www.nationalacademies.org/news/2022/07/new-report-calls-for-expanded-pfas-testing-for-people-with-history-of-elevated-exposure-offers-advice-for-clinical-treatment?fbclid=IwAR1KceWwRzN7P-HqdY1tEprbe5MHB5JA7CEkeJbmDniaWWI3ai5q_dT2RJo

-Gustavus also made national news in this Guardian article in which the author shows that analysis of water samples are likely missing significant levels of PFAS pollutants. Fortunately, for us, this study shows that our legacy compounds are generally accounted for with the 537.1 method.

<https://www.theguardian.com/us-news/2022/jul/06/us-drinking-water-pfas-toxic-forever-chemicals-epa-tests>

-The biggest news came in June when the EPA issued this report in which they announced the new Lifetime Health Advisories (LHA's) for four PFAS chemicals to below the current detectable levels.

<https://www.epa.gov/newsreleases/epa-announces-new-drinking-water-health-advisories-pfas-chemicals-1-billion-bipartisan>

As you can imagine, these new LHA's will significantly change the State's approach and focus; the state is expected to follow EPA's lead in lowering health and safety levels. Hopefully some of the \$5 billion that the EPA is making available for mitigation will be available to Alaska. While the Plumestop evaluation (based on data supplied by GPAC from the passive flux meters we installed and extracted last winter) was a priority for DOT, it has been sidelined by this recent announcement and another airport with very high levels of PFAS that needs attention. DOT is hopeful that the evaluation will continue this summer. DOT has been awarded an environmental mitigation pilot study federal grant at Fairbanks airport. Aquagga, an emerging PFAS remediation company with roots in Alaska, would use their "pump and treat" technology as part of that study. Aquagga has expressed interest in using their technology at the highly contaminated (20,000 ppt) DOT shop well here in Gustavus as well, should this study prove successful in Fairbanks.

-Evaluation of the Flux Meter data and use of PlumeStop is now out of our hands while DOT and Shannon and Wilson assess the data and the associated costs. We can support these efforts by writing letters and supplying additional data. To that end, GPAC will be asking the City to support our request to shift our available EFG funds from purchasing more FluxMeters to instead purchasing several water test kits for residents whose wells would have previously been considered safe. Further water testing beyond the current areas of known contamination will be demonstrative of Gustavus' urgent need for PlumeStop in light of the new LHA's set by the EPA. With this information mapped, we can show that a much larger portion of Gustavus is affected than previously acknowledged, which in turn could provide more immediate and extensive remediation.

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, August 8th, 2022

My last quarterly report was at the May 9th General Meeting. My next quarterly report is scheduled for the November 14th General Meeting.

General Operations and Management

Labor

Here is a list of who currently makes up the DRC's temporary labor pool (Pool): Ian Barrier is the primary operator of the Pool. In mid May Ida Peters left the Pool to work for Glacier Bay Lodge. In mid-June Jeffery Toms joined the Pool. Jeff has just moved to the community and is still getting settled in. Paul Dzubay is still in the Pool but has other work obligations. So overall, Ian Barrier is the primary operator with assistance from Jeff Toms or myself in Jeff's absence.

This month I plan on posting the position announcement for the DRC Operator position. I hope to work with our City Administrator to form a hiring committee and hopefully have a candidate for the position that the Council can appoint during the September general meeting. Bringing on an operator as a regular position is an important step because it implies commitment to the position – both from the City as the employer and from the individual committing to the position. I also want time to go through as many different aspects of the operation with the new operator as I can during the remaining time I have as the DRC Manager.

Waste stream data and the annual presentation of the rolling 5-year statistics report

While this is a busy summer, it seems slower than last summer. Slower makes it easier for the Operator(s) to keep up with the flow of customers coming to the main building. Based on hard data, what the point-of-sale database tells me, in July of 2021 the DRC collected and processed 55,710 pounds of recyclable and non-recyclable waste. In July of 2022 we collected 50,097 pounds of recyclable and non-recyclable waste, about 10% less than 2021. The waste stream is flowing less this summer. I'm fine with that.

Each August I am pleased to present the first snapshot of the previous fiscal year's waste stream data, this is the attached facility statistics for the previous five years. As I feared, our facilities recycling benchmark, the diversion ratio, has fallen for another year. The diversion ratio is the portion of the waste delivered that is recycled rather than landfilled and in FY22 that ratio has fallen below 50%. Around 2017 we had our peak with a diversion ratio around 70%. The DRC is seeing more waste overall but it is also experiencing a reduction in how much effort the community is taking to separate their recyclable and non-recyclable waste. The good news in this, is that the operator(s) do recover a fair amount of recyclables from the waste that is destined for the mound. We recover most aluminum, metal, glass bottles and food waste before baling so our overall recovery ratio is higher than 50%, but the community is slipping in its effort of sorting their waste before it is brought to us. Some of this is from not being able to recycle all the grades of plastic that we could in 2017 but it is also that some members and businesses in the community are not taking recycling as seriously as they could.

Renewal of the Memorandum of Understanding with the Park

I have been working with the National Park Service to manage Gustavus's waste stream for as long as I have been working at the DRC, 28+ years, and it has been a good working relationship for the most part. The last formal agreement with the Park regarding solid waste predates the city and was between the Park and the Gustavus Community Association – a vastly different epoch. It is time to update this MOU and this is an

opportunity to better describe the mutually beneficial relationship between the City and Park regarding the management of our communities solid waste. An updated MOU will also help the City as we go forward and seek funding of important improvement projects like the new composting facility and new main building.

Second biennial Household Hazardous Waste (HHW) collection event

This HHW collection event was on Sunday May 15th for households and Monday May 16th for businesses. Participation was good with 72 vehicles/ participants on the free, public day and 6 businesses on the not-free, business day. While businesses had to pay on a per pound schedule for the service, I must point out that what the City charged businesses was still less than what the service cost the City on a per pound basis.

Interestingly, the estimated weight of the material collected this year was 12,763 pounds, was very close to what was collected in 2018. With this event there was no “pouring off” of paints. Pouring off is where the contents of paint cans are emptied into a drum and the empty paint can is recycled or landfilled. In this event all containers went into large cardboard boxes “bulk boxes”. Bulk boxes are more expensive overall but not landfilling any “empty” paint containers locally is better for our unlined landfill.

Like in 2018 the City hired Clean Harbors (CH) to provide containers, manage shipping, provide labeling and to help with and oversee packing. I was disappointed with the performance of CH this time around. Like 2018 CH was to supply all the necessary shipping drums, boxes, absorbent materials and pallets to be used in the collection event. In 2018 they brought more than enough drums (we purchased some of the excess). However this time around CH neglected to provide any closed-top drums for the event and unfortunately this was discovered on the first day of the event. Closed-top drums are what is used to collect and ship liquids like old fuels, oils and anti-freeze – a very important item. Chuck Schroth saved us in this regard as he was able to provide a dozen drums for the event on very short notice. Also, the pallets CH provided for shipping were wider the typical 44” wide pallet which meant that all of their pallets had to be modified so that two pallets could fit side by side inside the shipping van. It was a cluster #\$\$@! that we remedied by using a sawzall to cut the pallets to size and in several cases the pallets already had a large cargo box of material sitting on them. Anyway, I no longer have the faith in CH like I did following the 2018 event. A clear benefit of having CH technicians available is that it insure everything is packed and labeled correctly (very important) but in the future I would look at having more training for DRC staff and less dependence of CH staff especially considering that CH’s staff was one of the most expensive components of the event. In 2018 we shipped approximately the same amount of HHW as this year at a cost of \$16,225. The price tag for this year will likely be well over twice the cost, in the neighborhood of \$36,000 - \$38,000. It takes a while for Clean Harbors to process the material and settle their bill.

As a part of this collection event we also offered free collection of lead-acid batteries (battery collection was not one of CH roles during the event). These batteries are typically heavy making them expensive for the consumer. However, they also have a relatively high value to the battery recycler which helps cover their high shipping cost. This makes the free collection of lead-acid close to a wash for the City. I’ve guesstimated that we collected around 6,000 pounds (two pallets, each three layers high) of lead-acid batteries during the event.

Our next HHW collection event is scheduled for 2024.

Zender Group’s Integrated Solid Waste Management in the Field (training utilizing the DRC)

This training started after the arrival of the May 9th ferry and wrapped up with the departure of Thursday’s ferry on May 12th. Eight individuals from places like Pedro Bay, Cheforak, Evansville, Metlakatla, Klawock, Hoonah, Haines, and Wrangell came to Gustavus to learn

about food waste composting, recycling and solid waste management. There were three Zender staff including myself, two representatives from ADEC and two guest speakers – Lisa Daugherty of Juneau Composts! and Jonathan Rubbo of Totemic Solutions (Jonathan has helped Yakutat with their new in-vessel composting project). There were classroom talks where attendees described what their operations and challenges were. We discussed the business of trash, composting and background information and history of the DRC. There was a field trip to the DRC, the Park's Depot, the community garden, the community root cellar and the Community Chest. At each location there was local representative to talk about the history and operation of their facility. All of my time for this training was covered by the Zender Group so there was no cost to the City for hosting this training. I do hope that the City can continue to work with the Zender Group even after I retire as Gustavus has a lot to offer other small communities that are seeking to expand their recycling capabilities.

Community Chest

This is a good summer for sales and the Chest has moved a lot of merchandise. As in many past summers, the Chest is open three days a week.

For July our sales desk volunteers have been: Robynn Jones, Connie Darnell, Midge Bartosovsky, Mary Healy, Annie Mackovjak, Jeanette Dehart, Vicki Bender & Mary Williams. During July sorting, purging, stocking and other site work has been performed by Betty Hansen, Annie, Cheryl Smith, Joyce Lupro, Joyce Gallagher, Paola ?, Deb Johnson, Becky King, Ilana Guttmann, Denise Pratschner, Vikki Garret, Penny Cook, Jean Smith, Rosemarie Gray, Kim Ney and Kelly Vandenberg.

Many thanks to all the individuals who keep the Chest alive – we are all the beneficiary.

Capital Project Summaries

New Composting Facility/ Quonset replacement

Project description:

As described in previous reports, the objective of this project is to replace the failing Quonset structure with a more robust composting facility capable of processing greater amounts of material in a more temperature controlled manner. A better configured facility will make it easier to periodically turn the compost as it goes through its thermophilic phases. These are important qualities which the current facility has never been able to accomplish. Another goal of this project is to pave more of the composting yard with concrete and install concrete push walls behind the piles of stored wood chips, sawdust, overs and curing compost. These are steps which will aid the operator so that it will not take as much time as currently does to run the operation and will improve the quality and quantity of the material we can compost.

Project status:

As stated in my previous reports this project is several years behind schedule.

Unfortunately there is no cheap solution to replacing the Quonset. Walls made out of concrete Eco-blocks don't pass muster for stability when used as a foundation and the facility needs concrete for equipment to push against and to maintain a hard working surface in our very wet environment. Further complications for this project are that cost increases for concrete, construction materials and labor which have pushed the project's budget well beyond the \$106,000 currently available for the project.

I have begun the process of redoing the plans from the 2020 attempt to change the length of the five bays from 10' feet long as called for in the original plans to 20' long. This will more than double the capacity of the facility without necessarily doubling the cost. Unfortunately,

because of the amount of concrete and the high labor costs associated with municipal projects, we can expect this project to probably come in over \$250,000.

Currently this project is in a (re)design phase. As a stop-gap measure for getting another year (or two) out of the Quonset, we have added dirt to the outside of the wall that is currently leaning out in the hope that we can make it stop caving out without caving it in. Composting without the Quonset or any other structure would be difficult and there would be problems with precipitation and birds getting into the material. It is an expensive facility to replace but composting on a community wide scale is very valuable to us in several regards. Having a composting facility allows the City to process 70,000+ of food waste on an annual basis, provide the community with many yards of garden quality compost, a reduction in greenhouse gases, and provide for the conservation of landfill capacity. In other words, it is a good investment.

New main building

Project description:

As mentioned in previous reports the new building will be designed to replace the functionality of the current landfill building. The current landfill building has two critical shortcomings:

- 1 It is too small to be able to properly accommodate the amount of waste throughput on a daily or weekly basis. It is also too small to house the proper equipment needed to process effectively the community's waste stream.
- 2 It was not constructed to allow the full use of powered equipment, such as a small loader or forklift, within the building. Evidence for this is a lack of concrete push walls or metal clad barrier posts beside drive through openings.

Project Status:

If you are interested in learning more about the steps that have taken place up to this point in time, then I suggest reading my earlier reports. Currently I am working with PND Engineering to produce a preliminary building design package and to come up with an accurate estimate for the cost of constructing the new building. Matt Holm, an engineer with PND came to Gustavus on June 3rd to look at the project site and talk in-person. This past Friday, July 29th, I had a teleconference with Mark Sams, also with PND, and we went over his preliminary diagram of the new building and its access. We looked at building layout, workspace sizing for the delivery and equipment work areas, door location and equipment access to the building. Because the new building will be built on the area that includes the existing driveway, and the fact that the public end of the new building will be much closer where the rope gate currently is, we will have to add a new driveway with a large loop that will have to be developed where piles of wood debris, rock and dirt and rock are currently located.

One important factor in this planning process is the future of the existing building. For efficiency, the new building has to be built as close as possible to the in-flow storage yard which puts it right next to the existing building. To do this the existing building will need a roof modification to tie it into the new building – something that adds to the construction cost. However, after construction of the new building, the taller back half of the existing building could be converted to a heatable shop. And the front area of the existing building, where the public sorting area is, could be used for bale storage or as a resale area for merchantable material such as building materials, pipe fittings etc. that are currently stored in various piles around the DRC. The existing building has a good foundation and there is never enough covered space at the DRC. I would like to see PND's design look at ways to join the roof line of the existing building with that of the new building.

As far as a timeline for this phase of the project, I think at best we'd have a basic conceptual

drawing and a rough order of magnitude for cost before the end of the year which will allow the Council ample time to consider the proposal and if the proposal is accepted, for the City to start finding funding sources in the next budget/ funding cycle.

The end, thank you.

Report compiled by paul.berry@gustavus-ak.gov

08/03/22

Gustavus Disposal & Recycling Center
Facility Statistics for
Fiscal Years 2018 – 2022 (July 1st – June 30th)
Five Year Comparison

Item #4.

	FY18	FY19	FY20	FY21	FY22
Waste Stream¹					
Pounds of recyclables ² (<i>materials utilized</i>) % difference from FY18 % diff. from prev FY	184,607 ³ 0% 0%	197,497 +7% +7%	171,173 -7% -13%	163,845 -11% -4%	163,384 -11% -0%
Pounds of non-recyclable trash (<i>the mound</i>) % difference from FY18 % diff. from prev FY	137,262 0% 0%	146,101 +6% +6%	125,919 -8% -14%	136,797 0% +9%	170,812 +24% +25%
Total pounds waste delivered % difference from FY18 % diff. from prev FY	321,869 0% 0%	343,598 +7% +7%	297,092 -8% -14%	300,642 -7% +1%	334,196 +4% +11%
Cu. yards Construction/ Demolition waste (C/D) & ash (<i>uncompressed</i>)	92	102	82	87	66
Operating time					
Number of days receiving waste during reporting period (<i>incl. appointment days</i>)	243	241	233	⁴	⁴
The processing of recyclables⁵					
Number of southbound recycle shipments	5	5	6	3	6
Recyclables baled for export to Seattle <u>in pounds</u>	85,281	84,019	70,027	71,098	85,649
<u>in bales</u>	87	90	76	76	87
Pounds of food waste composted	45,695	66,677	58,481	45,854	74,038
Pounds of glass bottles pulverized	46,920	43,260	33,500	26,400	30,400
Income & expense metrics					
Income (<i>all sources external of the City</i>)	\$95,837	\$102,365	\$91,024	\$84,885	\$115,398
Expense	\$146,669	\$140,786	\$142,932	\$131,917	⁶
Cost per pound average ⁷	\$0.43	\$0.41	\$0.47	\$0.44	⁶

07/31/22 (Version 1) compiled by paul.berry@gustavus-ak.gov

1 The waste delivered to the DRC. Also referred to as “In-flow”.

2 Similar to note 6, this total will differ from the annual reports.

3 Not all the mixed plastic that was landfilled had been deducted. This was corrected on the FY18 Annual Report

4 With the change of point of sale programs from DAPPOSS to Trash Flow this data has changed and I am figuring out how to report this in a consistent manner

5 Baled weights do not include recyclables such as lead-acid batteries, TV's, fluorescent lamps etc. (several thousand pounds in all). The DRC's annual report is a better source of the total weight of all materials recycled.

6 Not all expenses for FY22 have been paid so this value can't be determined yet.

7 Does not include C/D waste in the calculation

August 8, 2022, General Meeting
Treasurer's Report
Eduarda Loggins
8/08/22

Budget:

- FY22 second quarter ended with tax returns due, or post marked by 07/31 or the first business day thereafter, meaning some funds were received 08/01. Looking at the Tax Income 07/01/2022-07/31/2022, however, shows us at 159,472.78 compared to the same last period which was 124,252.34. Given the fact that we are still fighting Covid-19, it's safe to say we had a pretty good year.

Federal Revenue:

- The City of Gustavus has received \$102,543.96 from ARPA (American Rescue Plan Act), and as of August 5th we received an additional 54,096.29 making the total amount of 156,640.25 and 161,525.64 from ARP (Local Government Lost Revenue Relief Program, these revenues will be utilized on New Infrastructure (roads) Health Services and Public safety services. We have also received 130,512.17 from PILT (Payment in Lieu of Taxes). We had budgeted for 121,078.00 and ended up receiving 9,434.17 more than we had projected.

As usual I will be happy to address any questions you may have or anything you may think I can help with. Either by phone, email or at City Hall.

Thank you all. Be safe.

08/07/22

Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

July 2022

	Jul 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	200.00	3,700.00	-3,500.00	5.4%
Donations	1,151.00	1,800.00	-649.00	63.9%
DRC Income	8,699.26	105,550.00	-96,850.74	8.2%
Federal Revenue				
American Rescue Plan Act	0.00	102,543.96	-102,543.96	0.0%
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	121,078.00	9,434.17	107.8%
Total Federal Revenue	292,037.81	530,147.60	-238,109.79	55.1%
Fundraising	0.00	600.00	-600.00	0.0%
Grant Income	0.00	500.00	-500.00	0.0%
GVFD Income	574.17	9,750.00	-9,175.83	5.9%
Interest Income	37.58	350.00	-312.42	10.7%
Lands Income	22,650.00	27,000.00	-4,350.00	83.9%
Lease Income	0.00	13,753.67	-13,753.67	0.0%
Marine Facilities Income	2,295.00	19,200.00	-16,905.00	12.0%
State Revenue				
Community Assistance Program	0.00	77,598.84	-77,598.84	0.0%
Shared Fisheries Business Tax	0.00	896.00	-896.00	0.0%
Total State Revenue	0.00	78,494.84	-78,494.84	0.0%
Tax Income				
Retail Tax Income	110,310.54	400,000.00	-289,689.46	27.6%
Remote Sellers Retail Tax	7,500.67	35,000.00	-27,499.33	21.4%
Room Tax Income	30,598.35	90,000.00	-59,401.65	34.0%
Fish Box Tax	5,990.00	7,500.00	-1,510.00	79.9%
Penalties & Interest	89.88	4,000.00	-3,910.12	2.2%
Tax Exempt Cards	0.00	300.00	-300.00	0.0%
Total Tax Income	154,489.44	536,800.00	-382,310.56	28.8%
Total Income	482,134.26	1,327,646.11	-845,511.85	36.3%
Gross Profit	482,134.26	1,327,646.11	-845,511.85	36.3%
Expense				
Administrative Costs	0.00	35,000.00	-35,000.00	0.0%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	505.41	4,750.00	-4,244.59	10.6%
Building	14,180.92	20,550.90	-6,369.98	69.0%
Contractual Services	5,993.50	108,350.00	-102,356.50	5.5%
Dues/Fees	4,997.31	10,050.00	-5,052.69	49.7%
Economic Development Services				
GVA	35,600.00	35,600.00	0.00	100.0%
Total Economic Development Services	35,600.00	35,600.00	0.00	100.0%
Election Expense	0.00	250.00	-250.00	0.0%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
Equipment	556.72	15,942.49	-15,385.77	3.5%
Events & Celebrations	0.00	4,100.00	-4,100.00	0.0%
Freight/Shipping	571.55	30,000.00	-29,428.45	1.9%

08/07/22

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

Accrual Basis

	Jul 22	Budget	\$ Over Budget	% of Budget
Fundraising Expenses	0.00	500.00	-500.00	0.0%
General Liability	21,265.69	19,963.00	1,302.69	106.5%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	0.00	2,700.00	-2,700.00	0.0%
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	50,083.12	597,223.62	-547,140.50	8.4%
Professional Services	1,182.50	25,000.00	-23,817.50	4.7%
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	9,041.00	150,000.00	-140,959.00	6.0%
Stipend	0.00	10,000.00	-10,000.00	0.0%
Supplies	-3,624.00	22,250.00	-25,874.00	-16.3%
Telecommunications	956.18	21,540.00	-20,583.82	4.4%
Training	245.00	6,950.00	-6,705.00	3.5%
Travel	0.00	8,000.00	-8,000.00	0.0%
Utilities	5,665.26	23,300.00	-17,634.74	24.3%
Vehicle	3,589.43	8,785.67	-5,196.24	40.9%
Total Expense	153,388.12	1,255,319.76	-1,101,931.64	12.2%
Net Ordinary Income	328,746.14	72,326.35	256,419.79	454.5%
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	300,000.00	-300,000.00	0.0%
Total Other Income	0.00	300,000.00	-300,000.00	0.0%
Net Other Income	0.00	300,000.00	-300,000.00	0.0%
Net Income	328,746.14	372,326.35	-43,580.21	88.3%

City of Gustavus
Balance Sheet
As of July 31, 2022

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	5,007.03
AMLIP Capital Improv Long-Term (0630598.2)	339,347.13
AMLIP Repair & Replacement (0630598.3)	327,879.38
AMLIP Road Maint - Unencumbered (0630598.4)	132,331.15
AMLIP Gravel Pit Fund (0630598.8)	12,014.99
AMLIP Reserve (0630598.12)	335,213.56
APCM.Endowment Fund	1,439,813.12
FNBA - Checking	1,551,229.23
FNBA Endowment Fund - Checking	73,014.09
Petty Cash	784.05
Total Checking/Savings	4,216,633.73
Accounts Receivable	
Accounts Receivable	23,482.49
Total Accounts Receivable	23,482.49
Other Current Assets	
Undeposited Funds	71,039.60
Total Other Current Assets	71,039.60
Total Current Assets	4,311,155.82
TOTAL ASSETS	4,311,155.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	-8,073.72
Total Credit Cards	-8,073.72
Other Current Liabilities	
Deferred Income	15,120.00
Payroll Liabilities	
State Unemployment	677.20
Payroll Liabilities - Other	-100.00
Total Payroll Liabilities	577.20
Total Other Current Liabilities	15,697.20
Total Current Liabilities	7,623.48
Total Liabilities	7,623.48
Equity	
Fund Balance	2,897,787.21
Opening Bal Equity	1,084,743.57
Net Income	321,001.56
Total Equity	4,303,532.34
TOTAL LIABILITIES & EQUITY	4,311,155.82

Accounts Receivable Detail**As of 07/31/22**

\$0.00	Airport Screeners Contract -Oct/Nov/Dec/Jan invoice to DHSS paid
\$2,746.48	Delinquent Sales Tax
\$8,630.54	Ambulance Transport Billing - In Progress
\$12,205.07	Fish-Box Tax Deferred Income
(\$99.60)	Net of Other Customer Account Balances
\$23,482.49	Total

15

10

FNBA Checking Account - Unrestricted Funds Balance**As of 07/31/22**

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance: 1,551,229.23

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$9,856.96)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
DRC	CP18-05 DRC Pre-Processing	(\$11,166.43)
DRC	CP18-07 Household Haz Waste Fac.	(\$9,930.34)
Admin	CP19-03 Gustavus Beach Improv.	(\$10,389.89)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$10,000.00)
Admin	CP21-02 Refurbish Old P.O.	(\$10,000.00)
Roads	CP21-03 Good River Bridge Repairs	(\$14,610.00)
MFC	CP21-04 MFC Building at SRBH	(\$1,617.97)
DRC	CP21-05 DRC Main Bldg Replacement: Design	(\$30,000.00)
MF	CP21-06 Fish Waste Disposal	(\$5,000.00)
Roads	ITB FY22-01 RM Granpa's Bridge	(\$501,848.24)
GVFD	CP22-01 Structural Fire Gear	(\$50,000.00)
Library	SoA OWL Internet Subsidy	(\$300.00)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: (\$811,020.85)

Pending Transfers:

Per the Unrestricted Fund Balance Policy (Res. CY18-18), the unrestricted fund balance should be 17-35% of the current fiscal year's operating expenses, with a target of 25%.

FY23 budgeted operating expenses:	\$1,255,319.76
25% =	\$313,829.94
17% =	\$213,404.36
35% =	\$439,361.92

Appendix E: City of Gustavus Fixed Assets and Repair & Replacement Calculations

Name	Model	Manufacturer	Description	Placed in service	New cost	Insured Value (not including bldg. contents)	Useful Life	Function	R&R/year - add to FY22 budget	Total that should be set aside by end of FY22	Amount used since R&R inception		Initial deposits/ allocation in FY19	Interest & FY19 NCOs	R&R accounts at end of FY19
Equipment															
Bobcat	763	Bobcat	Skid steer loader	12/15/08	\$ 17,000	\$ 25,200	20	General Gov	done	\$2,520.00		Misc	\$13,412.70	\$0.00	\$13,412.70
Bobcat	A770	Bobcat	All-wheel steer loader	08/22/16	\$ 58,409	\$ 57,899	20	General Gov	\$292.05	\$1,752.27		Earnings	\$133.25	\$6,242.42	\$6,375.67
Compost screener	Trom 408	Screen USA, Inc	Tan, large, wheeled trommel screener	04/05/05	\$ 33,500	N/A	20	Landfill	\$187.50	\$2,847.50		DRC	\$48,780.45	-\$12,100.00	\$34,680.45
Cram-a-Jot (NPS owns)	DHR-42-LU	JV Manufacturing	Purple, large recycling baler	07/01/03	\$ 10,165	N/A	20	Landfill	\$50.83	\$956.68		GVFO	\$111,534.84	\$0.00	\$111,534.84
GPI baler (NPS owns)	MSDHD	Harmony Enterprises	Yellow baler, principal trash baler	09/01/02	\$ 5,000	N/A	20	Landfill	done	\$500.00		Admin	\$4,779.35	\$0.00	\$4,779.35
Glass Pulverizer	H-100VT	GAME	Grey, conveyor fed glass pulverizer	5/7/2003	\$ 17,475	N/A	20	Landfill	\$87.38	\$1,660.13		Lands	\$0.00	\$0.00	\$0.00
Alligator shear	320	JMC Recycling Systems	Hydraulic metal shear	12/23/08	\$ 13,450	N/A	20	Landfill	\$67.25	\$1,078.00		Library	\$88,616.00	-\$56,500.00	\$32,116.00
Conveyor fed bottle buster		Bell Recycling Equipment	Red, 2 motor bottle buster	2001	\$ 5,000	N/A	20	Landfill	done	\$500.00		Marine Fac.	\$54,972.42	\$0.00	\$54,972.42
Grey baler	?	Compaction Technologies	Original baler	05/01/95	\$ 30,000	N/A	don't replace	Landfill				Roads	\$0.00	\$0.00	\$0.00
Larger blower	MAC 8 100SP	Green Mountain Technology		6/7/05	\$ 5,000	N/A	20	Landfill				Total	\$320,229.01	-\$62,357.58	\$257,871.43
Fuel Tank			at DRC	2012	\$ 5,580	N/A	30	General Gov	\$21.93	\$197.40		Lg blower replace = \$9500			
structural firefighting gear			15 sets	2012	\$ 62,500	N/A	10	Public Safety	done	\$8,250.00		R&R means Repair & Replacement			
911 Radio Equipment Fire Dept		Motorola	911 Upgrades	2015	\$ 21,260	N/A	5	Public Safety		\$0.00					
Monitor/Defibrillator	MRc	Philips	OUT OF SERVICE 2021	6/8/2012	\$ 21,000	N/A	15	Public Safety	done	\$0.00	-\$1,260.00				
Monitor/Defibrillator		Lifepak		1/5/2021	\$ 32,037	N/A	15	Public Safety	\$213.58	\$213.58					
Oxygen Generator															
			state grant at end of Steve Manchester's time - \$50,000?	2013??	\$ 50,000	N/A	20	Public Safety	\$250.00	\$2,000.00			R&R accounts at end of FY19	Interest & FY20 NCOs	R&R accounts at end of FY20
SRP playground equipment		Recreation Today		7/4/2018	\$ 18,541	N/A	30	General Gov				Misc	\$13,412.70		\$13,412.70
Al-Pak SCBA equipment x 10			10 air-paks, 20 cylinders, 10 facemasks	1/4/2019	\$ 73,532	N/A	15	Public Safety	\$490.21	\$980.43		Earnings	\$6,375.67	\$4,093.13	\$10,468.80
Fuel Tank			at Community Chest	2019	\$ 7,959	N/A	30	General Gov	\$26.53	\$55.06		DRC	\$34,680.45	\$2,150.79	\$36,831.24
Total Equipment															
\$ 688,408															
Buildings															
DRC Main Building				1996	\$ 50,000	\$ 291,200	30	Landfill	\$970.67	\$24,266.67		Lands	\$0.00	\$0.00	\$0.00
DRC Office Building			new cost assumed from insured cost	2013	\$ 75,000	\$ 125,000	30	Landfill	\$416.67	\$3,333.33		Library	\$52,116.00	\$10,267.13	\$42,848.13
DRC Quonset				10/8/2004	\$ 11,000	N/A	10	Landfill	done	\$0.00	-\$12,100.00	Marine Fac.	\$54,972.42	\$7,482.27	\$62,454.69
Community Chest Building West				1942	\$ 61,200	N/A	30	General Gov	??	??		Roads	\$0.00	\$0.00	\$0.00
Community Chest Building East				1942	\$ 61,500	N/A	30	General Gov	??	??		Total	\$257,871.43	\$29,447.79	\$287,319.22
Post Office/Preschool building				1942	\$ 28,800	N/A	30	General Gov	??	??					
Tong Fire Hall				1985	\$ 752,300		30	Public Safety							
						\$ 899,230			done	\$89,923.00			R&R accounts at end of FY20	Interest & FY21 net NCOs	R&R accounts as of 12/31/20
Tong Fire Hall Improvements			plumbing, etc.	2011	\$ 101,500		30	Public Safety							
Gustavus City Hall				1960	\$ 88,000	\$ 300,000	30	General Gov	\$1,000.00	\$6,000.00		Misc	\$13,412.70		\$13,412.70
Gustavus City Hall Improvements				6/29/2016	\$ 225,332							Earnings	\$10,468.80	\$50.85	\$10,519.65
Gustavus Public Library				1997	\$ 1,336,600	\$ 1,289,780	30	Library	\$4,299.27	\$45,682.40	-\$55,500.00	DRC	\$36,831.24	\$2,150.79	\$38,982.03
Tank farm			AEA and Denali Commission Project	5/23/2013	\$ 2,003,840	\$ 2,169,000	30	General Gov				GVFO	\$115,689.31	\$8,579.80	\$124,269.11
Generator Building			AEA and Denali Commission Project			Insured by AP&T	General Gov					Admin	\$5,779.35	\$1,000.00	\$6,779.35
Beach waterless restrooms			ROMTEC SST Traditional double restroom	3/7/2014	\$ 72,745	\$ 72,745	30	General Gov	\$242.48	\$1,697.38		Lands	\$0.00	\$0.00	\$0.00
Salmon River Park waterless restrooms			ROMTEC SST Traditional double restroom	10/21/2016	\$ 77,935	\$ 77,935	30	General Gov	\$259.78	\$1,298.92		Library	\$42,383.13	\$4,299.27	\$46,682.40
Total Buildings															
\$ 4,846,762															
Infrastructure															
Salmon River Boat Harbor Ramp Upgrades			Refurbishing of boat ramp and barge ramp	2007	\$ 396,000	N/A	20	Marine Facilities	\$1,980.00	\$27,720.00					
Communications Tower					\$ 15,559	N/A	don't replace	Admin - unused for broadband at Hydro							
Small Harbor Float System Transfer				9/16/2013	\$1,377,485	\$ 1,500,000	30	Marine Facilities	\$5,000.00	\$40,000.00			FY22 budget R&R		
Wilson Rink Culvert				2011	\$ 61,808							DRC	\$2,100.79		
Berry Drive Culvert Improvement				2012	\$ 80,514							GVFO	\$1,663.38		
Lukes driveway bridge				7/25/2016	\$ 126,605							Admin	\$1,000.00		
Chase driveway bridge				7/6/2016	\$ 146,552							Lands	\$0.00		
Dickey Drive Bridge				8/3/2016	\$ 202,340							Library	\$4,299.27		
Tong Road Bridge				9/16/2015	\$ 161,078							Marine Fac.	\$7,482.27		
Spruce Lane Bridge				9/22/2014	\$ 173,417							Roads	\$0.00		
Good River Bridge				8/13/2015	\$ 239,211							Total	\$16,545.71		
Rink Creek Bridge			built by State of Alaska and turned over to City of Gustavus	2019											
Total Infrastructure															
\$ 2,880,688															
Vehicles															
Fire Engine #1	4400	International	Year: 2003	8/22/2017	\$ 113,800	\$ 113,800	30	Public Safety	\$379.33	\$6,828.00					For replacement of items with a life expectancy of more than one year but not more than 10 years, the city should set aside 100% of the replacement value in order to purchase the item when needed. To calculate the amount to set aside each year, divide the replacement cost by its life expectancy.
Ambulance	F450	Ford	Year: 2003; new cost assumed from insured cost	2/4/2003	\$ 70,000	\$ 70,000	30	Public Safety	\$233.33	\$4,200.00					For replacement of items with a life expectancy of more than 10 years, the city should set aside 10% of the replacement value of each item. To determine how much to set aside each year, multiply the estimated replacement cost by 10%, then divide that by the life expectancy of the asset. These are typically larger assets that the city would be seeking outside funding for, and the R&R savings could then be used as a down payment for a loan, a match for a grant, etc.
Fire Truck #27 ARFF	S Series 1854	International	Year: 1983	1/12/2012	\$ 5,000	N/A		Public Safety							
Wildland Fire Response Trailer		Wells Cargo	purchased from Signal Trailer	6/29/2007	\$ 7,369		30	Public Safety	\$96.92	\$387.68					
Tank Truck - Tanker 1 - Princess?	S Series 1955	International	Year: 1987 - purchased from Affordable Equip.	6/8/2011	\$ 14,350	\$ 120,000	30	Public Safety							
Fuel Truck - Tanker 2		International	Year: 1981				30	Public Safety	done	\$12,000.00					
\$ 210,418															
\$ 710															
Non Depreciable Land															
Salmon River Park/Firehall/City Hall/Restrooms	1.81 Acres	ADL 108131 Lot 8A	DNR Div. of Mining, Land, & Water	2019				General Gov							
Lot north of City Hall	2.33 Acres	ADL 108131 Lot 8B	Municipal Entitlement	2019				General Gov							
Salmon River Boat Harbor	8.75 Acres		Fish and Wildlife	2007	\$ 41,000			Marine Facilities							
DRC 810 Conveyance	11.9 Acres		DRC	2004	\$ 100,000			Landfill							
Community Chest	5.8 Acres		Municipal Entitlement	2004	\$ 50,000			General Gov							
Marchbanks' Building	13.99 Acres		Municipal Entitlement	2004	\$ 125,000			General Gov							
Tank Farm 810 Conveyance	1.3 Acres		Municipal Entitlement	2004	\$ 25,000			General Gov							
Gravel Pit	40.47 Acres		Municipal Entitlement-Full of ponds	2004	\$ 30,000			General Gov							
Bailey Property	5 Acres		Gifted property	2005	\$ 50,000			General Gov							
Total Land															
\$ 421,000															

For replacement of items with a life expectancy of more than one year but not more than 10 years, the city should set aside 100% of the replacement value in order to purchase the item when needed. To calculate the amount to set aside each year, divide the replacement cost by its life expectancy.

For replacement of items with a life expectancy of more than 10 years, the city should set aside 10% of the replacement value of each item. To determine how much to set aside each year, multiply the estimated replacement cost by 10%, then divide that by the life expectancy of the asset. These are typically larger assets that the city would be seeking outside funding for, and the R&R savings could then be used as a down payment for a loan, a match for a grant, etc.

CITY ADMINISTRATOR'S REPORT JULY General Meeting

While I was away for part of July, per our initial hiring agreement, I continued to work on some ongoing issues that needed timely answers toward resolution.

- Communicated with the Fire Chief in providing counselor availability regarding the 4th of July incident as well as other GVFD matters.
- Matters involving the fire department, PFAS, and the library are still ongoing. These concerns either require consultation with our attorney or are confidential, albeit time consuming. If you would like more general details, please see me or the mayor.
- Reviewed and provided feedback to librarians on updating the Gustavus Public Library Policies, which you have before you tonight. Additionally, the library plans to hire a temporary teenage intern to help support the summer literacy camp from August 15-18. This will be funded through a Community Foundation Grant received by the library.
- Worked with the treasurer to confirm and clarify insurance limitations covering damaged equipment related to the library's laptop.
- Continued communications with individuals, businesses, and agencies on the lack of phone service issues in Gustavus. This whole problem continues to be an extremely long and involved process. I hope to find out more from our congressional delegation who have been providing information on funding for infrastructure but most of it is broadband related. AT&T has told us that their engineers did an analysis, and a RF propagation study indicates the location at the Y would not provide the coverage needed. The external communications person we have been interacting with plans to send a couple of maps that provide the information once he gets back to the states from being out of country. Personally, I feel like we should have a professional opinion outside of that company. We'll look at their study first and see. IMO, they are not interested in investing anything that they believe won't pencil out. I plan to bring up this issue at the AML meeting in Sitka. I welcome any other suggestions from council members.
- We need to update an expiring, pre-city MOU with the NPS for solid waste. Besides operational language and rate structuring, I would like to include language that could assist with capital project funding down the road. Language that might include federal requirements, referencing of director's orders, etc., could prove helpful with funding requests. We think an ad hoc group should be formed to convene this fall so we can get a jump start on a new and helpful MOU.
- Comments or suggestions from council members?

Calculation of Endowment Fund Grant Amount for 2022 Award Cycle
Per CITY OF GUSTAVUS, ALASKA RESOLUTION CY19-14
A RESOLUTION REVISING POLICY AND PROCEDURE
FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS

TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS
FROM THE ENDOWMENT FUND EARNINGS

APPLICABLE PROCEDURE (EXCERPT FROM FULL DOCUMENT):

The following steps shall be followed by the City Mayor or his/her designee:

1. Inflation-Adjusted Principal Value determination. By July 31st of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:

a) Determine the latest CPI index for Anchorage from the posted table.

New link: <http://live.laborstats.alaska.gov/cpi/index.cfm>

Latest CPI is 241.698 for second half of 2021 for Urban Alaska (formerly Municipality of Anchorage).

b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004). $241.698 / 165.6 = 1.46$

c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b. $\$963,000 \times 1.46 = \$1,405,980.00$

d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

2. Present Market Value determination. Determine the present market value of the Fund as reported by the Fund manager for June 30 of the present year.

The present market value of the fund for June 30, 2022 was \$1,441,997.18

3. Excess earnings determination. Calculate the excess earnings in the Fund, from which distributions may be made, by subtracting the inflation adjusted principal from the present market value of the Fund.

The excess earnings available as of June 30, 2022 were:

$\$1,441,997.18 - \$1,405,980.00 = \$36,017.18$

4. Available funding for fiscal year. Calculate the funding available as 3% of the average market value of the Fund at June 30 of the last five years.

Three percent of the average annual market value for five years through June 30, 2022 is calculated as:

June 2022:	\$1,441,997.18
June 2021:	\$1,637,337.02
June 2020:	\$1,473,942.38
June 2019:	\$1,466,213.91
June 2018:	\$1,438,854.93
Average:	\$1,491,669.08
3% of Average:	\$44,750.07

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value *or* the present year Excess Earnings, whichever is less. Un-awarded/unexpended grant funds from previous years over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.

Three percent of the five-year Average Market Value is \$44,750.07. The Excess Earnings amount is \$36,017.18. The lesser of the two is \$36,017.18. Unused grant funds remain from previous years for an additional \$0, so \$36,017.18 may be made available.

6. Announcement of grant application period. The City Council may, on September 1 of each year, or as early thereafter as possible, post an announcement to the Gustavus public of the availability of Endowment Fund Grants with the total amount available. The announcement shall include criteria for selection, an application procedure, project scoping document, and a deadline of October 31.



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):

Gustavus Marine Facilities Work Skiff and Trailer.

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.

Buying a work skiff for the marine facilities department will benefit the community financially in a number of ways. Currently the City is Paying \$5000 to transport the Steel float from the Gustavus Dock to Bullmoose Cove and \$5000 to move it back each year. The City also pays approximately \$3000 to move the wooden floats each year. By purchasing a work skiff with enough power to move the Steel float we can alleviate the need to hire outside businesses to do work we are capable of doing ourselves and would also allow us to do the work on our schedule. In the future this would allow us to leave the float in place longer or allow us to put it out earlier. It would also allow us to move debris etc., from the Boat Harbor.

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.

I was able to locate a seine skiff in Washington that runs and has been stored by the owner (both indoors and outdoors) for the last six years. Originally listed at \$25,000, it is currently listed at \$14,000.

I also found another in Kodiak for \$28,000 (the second listing in section 6.

Both have been sold.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$30,000

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

Preconstruction costs = \$_____

Construction costs = \$_____

Item #8.

4. 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:

As soon as possible.

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.

Details

Overview

- 1976 Al-Fab Industries built
- Location: Washington
- 17'6" x 9'

Power

- Engine: Detroit 4-53, 110 hp diesel
- Engine hours: 3,300
- Reduction gear: Borg Warner
- Propeller: Bronze, 3 blade, 24"
- Fuel tank: Aluminum, 90 gallons
- Engine alarms and gauges - oil pressure and temperature
- Keel cooled
- Bilge pumps: 2, Rule

Structural

- Hull: Aluminum



Seine Skiff

Stock # NA4623

18'

\$28,000(USD)

USA Registered. 18' seine skiff in good condition.

Specs

Overview

1990 Seine Skiff

18' length

Power

Honda 115 hp gas outboard

Fuel consumption: 15 gallons per day

Fuel tanks: 1, aluminum, 50 gallons

Structural

Hull: Aluminum

Item #8.



7. Date and name of person submitting form.

Ben Sadler, Marine Facilities Coordinator. 07/12/2022

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: Gustavus Volunteer Fire Hall Exterior Painting

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 of this project is to paint the exterior of the Gustavus Volunteer Fire Department building. This will help maintain the value of the building. Due to the building not being painted for several years, the paint is starting to fade and there are spots of peeling paint to either damage or the type of paint. There is also a drip edge on the roof which was not put in place causing the water to miss the gutter and causing possible rot to the eaves.
 - Who/what will be aided by this project? Who are the targeted stakeholders/customers?
 - The Gustavus Volunteer Fire Department will be aided by this project by maintaining the value of the building and the raising the moral of the employees and volunteers of the City of Gustavus.
 - Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
 - No.
 - What is NOT covered by this project? What are its boundaries?
 - We will not be expanding the building the building with this project. If there is major rot in places where we need to replace the siding or window siding, we may need to replace pieces of the boards.

2. Why is the project needed?
 - What community problem, need, or opportunity will it address?
 - This will provide a more professional look for the community and will better maintain our building allowing our Fire Hall last longer and looking good.
 - What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
 - The only problem this address is an economic need. Putting a fresh coat of paint on the exterior of the building will prevent future rot and help maintain the value of the building.
3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)
 - This project originated from a request from Mayor Mike Taylor. The Fire Hall has been neglected for several years and has needed a fresh coat of paint.
4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)
 - This project is only for maintaining our current buildings
5. What is your timeline for project planning?
 - By when do you hope to implement the project?

The hope is to finish the painting of the building by the end of summer 2022 if weather allows. However, with the time getting close to the end of painting weather, this may be pushed to the summer of 2023. This also depends on the availability of the qualified painters in town.
 - 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?

Under the recommendations of Vanpool painting, a building painting company in Juneau, the recommend money to be set aside for painting the Fire Hall building is \$18,000.
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.

Total Cost: \$18,000

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.
 - a. While there is no alternative for paint, it could be a possibility to ask for volunteers to paint the building. This may create varying levels of quality and the need to rent out equipment.
2. What solution was chosen as the best and why is it the best?
 - a. The best solution would be to contract out painters to have the building painted professionally. This would require the workers to have the equipment needed to paint the high places of the building.
3. Identify your funding source(s).
 - a. Potential funding sources would be through City funds. There could be a mini grant but due to majority of the grants are not made for general maintenance.

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?	X		
Public health?	X		
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		+	
• 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	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)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
The project enhances the look of the Fire Hall allowing more of a professional look and a general upkeep of City buildings.

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?
There will be no need to receive a permit to paint the Fire Hall building
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
Painting Building should happen every five years to protect the integrity and value of the building.
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		Equipment	\$0
Site work	\$	Contractual	\$0
Construction	\$18,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$	Insurance	\$0
Freight	\$	Repair & maintenance	\$0
Contingencies	\$	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$18,000
		Indirect costs	\$00
		Income (fees, taxes)	\$

		Balance: costs-income	\$18,000
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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	\$
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.

There are a number of good Internet sites that will assist you in developing a business plan.

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 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.

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-02NCO**

**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			
CP-22-01 Marine Facility Vessel	\$ 00	\$ 30,000.00	\$ 30,000.00	
AMLIP Capital Improv Long-Term	\$ 339,097.12	\$ 309,097.12	\$ 30,000.00	
CP-19-08 Library Roof Repair/Shed/Awning	\$10,000.00	\$ 15,000.00	\$ 5,000.00	
Additional 5,000.00 to fund engineer's design work				
FNBA Checking account	\$ 1,462,718.01	\$ 1,457,718.01	\$ 5,000.00	
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: August 8, 2022

DATE OF PUBLIC HEARING: September 19, 2022

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

Mike Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-01**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
CITY ORDINANCE TITLE 6 CITY DEPARTMENTS AND CONTRACTED SERVICES
CHAPTER 6.03 WASTE DISPOSAL AND RECYCLING, SECTIONS 6.03.040 AND 6.03.050**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that the following sections of Chapter 6.03, section 6.03.050 & section 6.03.040 are to be amended as follows:

Bold and Underlined items are additions. ~~Strikethrough~~ items are deletions.

Chapter 6.03.

Section 6.03.040 - Services provided.

- (7) Resale of reusable items within the community with proceeds to support DRC operation or to fund special community humanitarian needs as approved by the DRC ~~advisory committee~~ **manager**;

Section 6.03.050 – Staff

(a) The DRC paid staff shall consist of:

- (1) ~~DRC manager/operator, serves as the department head and is responsible for administration, planning, budgeting, public relations, agency contacts, permitting, regulatory compliance, supervision of DRC employees and volunteers and general operation of DRC facilities. Operating duties shall include labor and activities to provide DRC services and to maintain the DRC facilities and equipment. The DRC manager/operator shall be supervised by the mayor or chief administrative officer.~~
- (2) ~~One (1) or more part time DRC assistant operators, supervised by the DRC manager/operator, whose duties shall include labor and activities to provide DRC services and to maintain DRC facilities and equipment.~~
- (1) **A department head/ (DRC) manager responsible for administration, planning, budgeting, public relations, agency contacts, permitting, regulatory compliance, supervision of DRC employees and volunteers and general operation of DRC facilities. The department head/ manager shall be supervised by the mayor or chief administrative officer.**

- (2) **A (DRC) operator responsible for all duties and activities to provide DRC services and to maintain the DRC facilities and equipment. The manager and operator duties may be combined into one regular position or divided between two regular positions. If the positions are divided between two individuals, the manager is the supervisor for the operator.**
- (3) **One (1) or more temporary DRC assistant operators, whose duties shall include labor and activities to support the DRC Operator. The temporary DRC assistant operator(s) are supervised by the DRC Operator.**

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

Date Introduced: July 18, 2022

Date of Public Hearing: August 8, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-03**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR AMENDMENT OF CITY
ORDINANCE TITLE 5 ELECTIONS, CHAPTER 5.40 – ABSENTEE VOTING, SECTIONS
5.40.100 AND THE REPEAL AND REPLACEMENT OF, CHAPTER 5.60 – CONTEST OF
ELECTION, SECTIONS 5.60.010, 5.60.020**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 5 Elections, Chapter 5.40 – Absentee Voting, Sections 5.40.100, and Chapter 5.60 – Contest of Election, Sections 5.60.010, 5.60.020 be amended, repealed, and replaced as follows:

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

Title 5 – ELECTIONS

Chapter 5.40.100 – ~~Reserved~~ **Personal-representative voting**

Section 5.40.110 – Personal-representative voting; eligible persons

A qualified voter who, due to age, illness, or disability, is unable to go to a polling place to vote may vote with the assistance of a personal representative.

Section 5.40.120 – Personal-representative voting; requests

The voter, or the voter's personal representative, may request a ballot from:

- (a) An election official at an early voting location designated by the Clerk at a time when the voting location is in operation; or**
- (b) An election official at a polling place on election day.**

Section 5.40.130 – Personal-representative voting; ballot and envelope form

The ballot provided to personal representative voters shall be identical to the ballots prepared for regular voters and used on election day. The ballot secrecy sleeve and the oath of affidavit envelope shall be smaller than the return envelope so they may be easily enclosed in the return envelope. The ballot secrecy sleeve shall be marked "Ballot Envelope" and have no other marks upon it. The oath of affidavit envelope shall have printed upon it the oath and affidavit. The ballot envelope and the return envelope shall be of heavy opaque paper.

Section 5.40.140 – Personal-representative voting; procedures

(a) The clerk shall provide each eligible personal representative voter with an official ballot prepared in accordance with Section [5.20].040 of Chapter 5.20 together with a ballot envelope, an oath of affidavit envelope, and a return envelope.

(b) Upon issuing a personal representative ballot to a voter, the clerk shall enter in the blank register the following information:

- (1) The number of the ballot issued;**
- (2) The name of the voter to whom it was issued;**
- (3) And the date on which the ballot was issued.**

(c) The personal representative shall deliver the ballot and other voting materials to the voter as soon as practicable.

(d) The voter shall mark the ballot in secret, place the ballot in a secrecy sleeve, and place the secrecy sleeve in the envelope provided.

(e) The voter shall enter the voter's name and the name of the personal representative on the envelope and shall sign the voter's certificate in the presence of the personal representative.

(f) The personal representative shall witness the voter's signature, and sign and date the personal representative's certificate, as provided on the envelope.

(g) Before the opening of the polls on election day, the clerk shall deliver to the election officials a list of the voters who have requested to vote by personal representative.

(h) To be counted, a personal representative voter's ballot must be received by the clerk no later than closing of the polls on election day.

(i) No city official may charge for any services rendered to any voter under the provisions of this chapter.

(j) If a voter's disability precludes the voter from performing any of the requirements of subsection (d) of this section, the personal representative may perform those requirements, except making the voting decision and signing the certificate on the ballot envelope on the voter's behalf.

(k) The Clerk shall deliver the voted special needs ballot to the Canvass Board for canvassing.

(l) The following materials are used to conduct personal representative voting:

- (1) Personal representative register (sign-in-sheet)**
- (2) Personal representative oath and affidavit for voter (printed on the outside of the personal representative ballot envelope)**

(3) Personal representative oath and affidavit for representative (printed on the outside of the personal representative ballot envelope)

(4) Ballot

(5) Secrecy sleeve

(6) Outer envelope for personal representative voting

(m) No person who is a candidate for office at the election, an immediate family member of the candidate, the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union may act as a personal representative for a voter.

Section 5.60.010—Contest of election; contestant.—

~~(a) Any qualified voter may contest the election of any person and the approval or rejection of any question or proposition.~~

~~(b) Any qualified voter who believes that prohibited practices occurred at an election may contest the election by:~~

~~(1) Filing a written affidavit with the city clerk specifying with particularity the provisions of the law which the voter believes were violated and the specific acts he believes to be misconduct;~~

~~(2) This affidavit must be filed with the city clerk before or during the first meeting of the election review committee on the Friday following the election. The city clerk shall acknowledge the date and time the affidavit is received on its face and make a photocopy of the affidavit which shall be given the contestant.~~

~~(Ord. No. FY21-15, § 3, 2-8-2021)~~

Section 5.60.020—Contest of election; council.

~~The city council may order an investigation or a recount of the ballots or, declare the election invalid and order a new election, or declare the affidavit of election contest without merit and certify the results of the election.~~

Section 5.60.010 Contest of election.

(a) Any candidate or qualified voter may contest the election of any person and the approval or rejection of any question or proposition by filing a notice of election contest with the election official before noon prior to certification of the election.

(b) The notice of election contest shall state the following grounds of the contest in detail and shall be signed under oath by the candidate or each of the voters filing it:

(1) Misconduct, fraud, or corruption on the part of an election official, sufficient to change the result of the election.

(2) The person certified as elected or nominated is not qualified as required by law;

(3) Any corrupt practice as defined by law, sufficient to change the results of the election.

Section 5.60.020 Notice of contest and procedure.

(a) The candidate or voters who seek to contest an election shall submit a written notice of contest, which shall conform to the requirements of subsection (b) of this section, to the Clerk before noon prior to certification of the election.

(b) The notice of contest shall be filed in person and shall contain:

- (1) A statement identifying the election being contested;**
- (2) A summary of the grounds for the contest;**
- (3) The legal name, residence address, contact information, and notarized signature of each candidate or City voter bringing the contest; and**
- (4) The contact information for a representative designated by the applicants to receive communications from the City regarding the contest.**

(c) Upon receipt of a valid notice of contest, the Clerk shall submit the contest to the Council. The Clerk and City Attorney shall investigate the grounds of the contest and submit a report of findings to the Council. The Clerk may request that the Canvass Board or additional personnel assist with the investigation as necessary. The Council shall defer the certification of the contested election results pending receipt of the report but shall proceed with certification of all election results that are not contested.

(d) If the Council determines that the grounds of the contest are valid and would change the results of the election, the Council shall proceed in a manner that is consistent with its determination. If the Council finds that the grounds for contest are not sufficient to change the election results, it shall declare the election valid and certify the contested election results.

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

Date Introduced: August 8, 2022

Date of Public Hearing: September 19, 2022

PASSED and APPROVED by the Gustavus City Council this __th day of September 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-04**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF CITY ORDINANCE TITLE 4 REVENUE AND FINANCE, CHAPTER 4.12 –
MANAGEMENT OF FUNDS, SECTION 4.12.020 – DEPOSITS AND WITHDRAWALS.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 4, Chapter 4.12.020 be amended as follows:

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

TITLE 4 - REVENUE AND FINANCE

Chapter 4.12 – Management of funds

Section 04.12.020 – Deposits and withdrawals

(a) The city ~~clerk~~ **treasurer** is authorized to deposit city funds in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. All such deposits shall be held in the name of the City of Gustavus. All council members are authorized signatories on such accounts.

(b) All checks written on city funds shall be prepared by the city ~~clerk~~ **treasurer**, or mayor, and signed by (2) city council members **or (1) council member and city administrator.**

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

Date Introduced: August 8, 2022

Date of Public Hearing: September 19, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-14**

**A RESOLUTION BY THE CITY OF GUSTAVUS UPDATING
THE GUSTAVUS PUBLIC LIBRARY POLICIES**

WHEREAS, the Gustavus Public Library policies require updating to comply with state and federal regulations regarding confidentiality and other issues; and,

WHEREAS, the Gustavus Public Library policies require updating to meet the current needs of the current state of the library; and,

WHEREAS, the Gustavus Public Library policies require updating to ensure all staff, volunteers, and patrons are aware of current library policies and are able to access them easily; and,

WHEREAS, formal action is needed to address the revisions necessary to the Gustavus Public Library policies,

NOW THEREFORE, BE IT RESOLVED that the City of Gustavus updates its Gustavus Public Library Policies as attached.

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk



GUSTAVUS PUBLIC LIBRARY

PO BOX 279 GUSTAVUS, ALASKA 99826-0279

PHONE (907) 697-2350 FAX (907) 697-2249

e-mail librarian@gustavus.lib.ak.us

Mission Statement

The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials, and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

Photography and Videos:

The Gustavus Public Library reserves the right to take photographs and video of events, public programs, and patrons utilizing the library space. These photographs and videos may be used for publicity purposes in printed materials and online. All library patrons consent to the use of photos or videos taken at the library and/or during library events unless they provide staff with a written objection to such use prior to the program or event.

Children's Use Policy:

The Gustavus Public Library welcomes children to use its facilities and services. The following are rules regarding the use of the library by children:

- Library staff and volunteers are not responsible for the supervision, safety and well-being, or behavior management of children in the library and on library property. This includes during regular library hours, special events, and when the library is closed.
- All patrons, including children, are expected to behave appropriately in the library and will be asked to leave if they are unable to follow library expectations.
- Children must be appropriately supervised while using the library or attending library programs.
- All patrons, including children, are free to enter and leave the library at will, and library staff and volunteers will not supervise or monitor children who are entering and leaving the library building. If a parent/guardian is uncomfortable with their child leaving the library unattended, then the parent/guardian needs to be present and supervising the child at all times while their child is in the library, or assign another appropriate caregiver to supervise the child in their stead. A library staff member or volunteer is never an appropriate person to supervise an unattended child and will not be allowed to act as such, and if asked will decline to do so.

- All patrons, including unattended children, will be asked to leave promptly when the library closes, and it is up to parents or guardians to ensure that children are supervised and transported home when leaving the library.
- ~~Library staff and volunteers will not be responsible for contacting parents or guardians if a child is asked to leave the library due to behavior or library closing.~~
- Library staff and volunteers are under no circumstances responsible for transporting children away from the library.
- **Library staff and volunteers may assume responsibility for the supervision, safety, and well-being or behavior management of children, with written guardian consent, for a special posted event, for a specific timeframe (e.g. day camp).**
- **If a child has unacceptable behavior, or is asked to leave the library due to behavior issues, an attempt will be made by library staff to contact the guardians, but if attempts are unsuccessful, library staff may contact other appropriate authorities if deemed necessary.**
- **In the event of the library closing and unattended children are present, an attempt will be made to contact the guardians if circumstances warrant the need (e.g. darkness, unsafe weather). If attempts are unsuccessful, library staff may contact other appropriate authorities if deemed necessary.**
- Library staff and volunteers are not responsible for monitoring or restricting children's access to content via materials or internet. It is solely the responsibility of the parent/guardian to ensure that children are accessing appropriate content while in the library as well as the content of materials borrowed from the library.
- In accordance with Alaska Statute 40.25.140, the Gustavus Public Library is unable to disclose personally identifying information about any of our patrons, including children, **who have used materials made available to the public by a library**, except under court order. If a parent/guardian would like to access information about their child (including a list of materials checked out under the child's name), the child must be present to consent to this information being disclosed.

Library Use Policy

The Gustavus Public Library encourages all residents and visitors of Gustavus to utilize and enjoy the library. All patrons, regardless of their library account status, are welcome in the library to use computers, attend programs, and access materials while in the library. We expect all library users to comply with the following:

- All patrons must engage in acceptable and legal behavior while using the library. Persons engaging in unacceptable behavior, as determined by library staff and volunteers, will be asked to leave.
- Patrons are expected to behave in a way that respects other patrons' privacy, does not impede others' ability to use and enjoy the library, and which does not interfere with the ability of the staff/volunteers to perform their duties.

- Patrons, staff, and volunteers are expected to communicate with others in a way that is respectful. Verbally abusive language, threatening behavior, discriminatory behavior, and/or harassment of any sort will not be tolerated in the library, and those engaging in these behaviors will be asked to leave the library.
- Patrons are asked to remove outdoor footwear before entering the library.
- Patrons are expected to help preserve the cleanliness and integrity of library materials and property.
- Patrons are only allowed to consume foods in designated areas of the library or under special circumstances as approved by library staff. Beverages should have a secure lid.
- Cell phone conversations and other loud conversation should be limited, when possible, to the front entry or the meeting room so as not to disturb other library patrons.
- Animals, apart from service animals, must remain outside the library unless pre-approved by library staff. Animals which interfere with patrons' safety, comfort, or ability to access the library must be kept off library property.
- Library staff and volunteers are not responsible for the supervision of minors in the library (see Children's Use Policy).
- The Library assumes no responsibility for lost or stolen property. After 30 days all items left in the library will be donated or disposed of.
- Patrons and group members may only store items at the library as approved by Library Directors. Directors will make reasonable attempts to return items which are stored at the library without approval. Items not claimed after 30 days will be donated or disposed of. The City of Gustavus is not responsible for lost or damaged items left at the library.
- A person who has concerns related to unacceptable patron behavior may fill out a Comment Form, available at the Front Desk. Comment forms will be reviewed by the Library Directors and/or City Council.
- Failure to follow the Library Use Policy will result in immediate and/or future services being refused. If necessary, the Gustavus City Council and/or law enforcement may be called upon to assist in non-compliance of the Library Use Policy.
- The library does not allow solicitation on the library property, including for religious, political, or business purposes. Visitors soliciting others for these purposes will be asked to cease the behavior or leave the property.
- **In the event a patron violates Gustavus Public Library Policies and Procedures, a course of restitution and/or a 30-day suspension of library privileges may be imposed.**

Circulation Policy

- Patrons may check out up to 20 books and 10 DVDs/other resources at a time on a single account.
- Patrons may check out books for up to 21 days at a time, and DVDs/other resources for up to 7 days at a time.
- The library does not charge fees for overdue items. However, patrons are expected to return or renew materials in a timely manner. Overdue notices will

be emailed **or mailed** until the issue is resolved, or the item is marked as “LOST”.

- Items that are 90 days or more overdue will be marked as “LOST”. Patrons will be charged for the replacement value of these items at that time.
- Patrons that lose or damage library items will be charged for the replacement value of those items.
- Patrons will be restricted to one check-out at a time until fines are resolved.

Confidentiality Policy

In accordance with Alaska Statute 40.25.140, the Gustavus Public Library will keep confidential the names, addresses, and other personally identifying information of people who have used materials except under court order.

Computer Use Policy

The Gustavus Public Library offers free access to computers and internet to all community members and visitors. Computer and internet users are expected to comply with the following:

- Public computers are available on a first-come, first-served basis.
- Public computer use should be limited to 30 minutes. If after 30 minutes there are no other patrons waiting to use a computer, a patron may continue to use the computer for another 30 minutes or until another patron requests a computer.
- Files may not be saved to public computers. Computer users should save their files using another method.
- Computer users may not modify library computers, their software, or the internal network to which they are connected in any way.
- Although efforts are made to maintain the confidentiality and privacy of library patrons, the library cannot guarantee confidentiality or privacy on public computers.
- Internet and computer use must comply with State and Federal law.
- Material viewed in the library must be appropriate for a public space, and must not compromise other patrons’ safety, wellbeing, or ability to access the library.
- Parents and guardians are solely responsible for monitoring the computer and internet use of their children.
- Any person found in violation of the Computer Use Policy may have their immediate and/or future computer use privileges revoked.

Printing Policy

- Printing and copying are available for public use during library hours at a cost of 25 cents per page for black and white text, 50 cents a page for colored text, and \$1 per page for color images or graphics.
- The library fax is available for public use at a rate of \$1 per fax, regardless of the number of pages being faxed.

- Scanning to email or USB is free of charge.
- Patrons are expected to pay for their printing, copying, and fax fees immediately unless they have made prior arrangements with a Library Director.
- Patrons may print up to 4 pages of government/legal documents (for example tax forms, rental agreement) free of charge. All other materials (including tax instruction booklets and fishing licenses) will be charged as written above.

Library Account Policy:

- Any individual currently residing in Gustavus may obtain a library account if their identification can be verified, and they have no outstanding charges with the Gustavus Public Library.
- A resident qualifies for a card if they can claim one of the following:
 - currently owns property in Gustavus or;
 - has resided in Gustavus for a minimum of the past 6 consecutive months or;
 - has recently moved to Gustavus and can demonstrate permanent employment, intent to establish permanent residence in Gustavus or;
 - any person who holds a current official government issued photo ID with Gustavus, Alaska listed as the official address, such as an Alaskan Driver's License, Alaska State ID card, or Merchant Marine ID card or a Gustavus Voter Registration card.
- A temporary/seasonal resident may obtain a library account if they provide:
 - A \$20 fee. This is a one-time fee, not to be refunded and,
 - A current official government issued Identification card and,
 - A valid permanent forwarding address and,
 - The name of their current employer in Gustavus and/or local place of residence
- To ensure patrons' confidentiality, all accounts will be removed from the library system after 5 years of inactivity, unless a patron request otherwise. If a patron requests an account after 5 years of inactivity will be considered a new patron.
- All new patrons must provide a signature agreeing to the Library's policies.

Educator Library Accounts

Current educators in Gustavus may set up a teacher account at the Gustavus Public Library. Educator accounts may be used to check out materials for educators and their students, and these accounts do not have a limit on number of materials checked out. Educators are defined as teachers, support staff at the school or preschool, adults homeschooling children, tutors, childcare providers, and afterschool program leaders.

- It is the account holder's responsibility to monitor materials checked out under this account and ensure they are appropriate for their learning environment.
- **Educators with this account may check out items in accordance with the library's Circulation Policy.**

- It is up to the account holder to decide whether materials checked out under these accounts are for in-the-classroom use only, or for students to take home.
- Account holders are responsible for ensuring that materials are renewed or returned by their due date and are returned in good condition. ~~However, no fines will be charged to a teacher in an event that materials are lost or damaged. All library materials checked out by a public school student or teacher during school hours will be checked out on an educator account. If a teacher does not wish to be responsible for materials checked out by their students, teachers should advise their students to check out these items on their personal accounts outside of school hours. The front desk can hold materials for students to check out outside of school hours.~~

Children's Library Accounts

The Gustavus Public Library allows patrons of any age to obtain a library card. We do not require a parent or guardian signature for children under the age of 18. If a parent or guardian does not wish for their child to obtain a library card, that parent or guardian should supervise the child at the library.

- Children under the age of 18 do not require identification to receive a library card.
- Patrons under the age of 18 may check out items in accordance with the library's Circulation Policy.
- Parents or guardians are solely responsible for ensuring content is appropriate for children under the age of 18.
- If a patron under the age of 18 loses or damages library material, they are responsible for covering the cost of that material. If a patron under the age of 18 is unable to pay for a lost or damaged item, they have the option of volunteering at the library at a rate of \$10/volunteer hour until the full cost of the item is covered. The patron will be limited to checking out one item until the full cost of the item has been covered through payment or volunteer hours.

Collection Development Policy

Due to the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection and weeding of materials and serves to acquaint the public with the principles of selection.

1. Criteria considered in the development of the Gustavus Public Library's collection:

- physical format is suitable for library usage **and space is available**
- materials are important to the development of the general collection
- materials have cultural, historical, **educational**, or social importance in our community
- materials are relevant to the interests of our patrons and community
- the materials are current and up to date

- the materials accurately represent themselves and provides accurate information
- the availability of materials elsewhere
- materials have received attention from critics and reviewers
- materials have been requested by patrons
- materials fill a gap in the library's collection
- ~~the popularity of similar materials~~
- materials need replacement or updating
- materials represent a wide range of groups, interests, and viewpoints
- the cost and accessibility of materials
- **the amount of anticipated use of the item**

2. Criteria considered in the weeding of the Gustavus Public Library's collection:

- format, condition, and visual appeal of materials
- whether the materials are up to date
- accuracy of information in the materials
- relevance of the materials to patrons
- availability of materials elsewhere, or similar resources available in our collection
- popularity and current interest of material to our patrons
- whether the material holds significance in our community
- availability of physical space in the library
- Librarians will follow current weeding best practices

3. Challenged materials

In our efforts to offer a collection of materials representing a variety of interests and viewpoints, it is likely that some patrons may find some of the library's materials to be objectionable or offensive. If a patron has concerns about the presence of a material or resource in the library's collection, they may follow the procedure below:

- Inform the staff or volunteer on duty that they wish to contest a material.
- **Library staff or volunteer will provide a copy of the Gustavus Library Collection Policies and a Request for Reconsideration of Library Materials Form.**
- Fill out a Request for **Reconsideration of Library Materials** form.
- Library staff **and volunteers** will review the request **and will read, view, or listen to the items being challenged. The item will be reevaluated using the Gustavus Library's Collection Development criteria and the Library's Mission Statement.**
- ~~If requested,~~ Library staff will provide the patron with a written response within 30 days. **After the decision no further appeals will be heard. No other reconsideration of this material will be addressed.**

Donations Policy

- Monetary donations go toward the **Gustavus Public Library** operating budget unless specified by the patron. Patrons wishing to see specific items or resources

added to the library may purchase those materials independently and donate them to the library. These items will be used in accordance with the Collection Development Policy.

- Donated materials: once an item is donated to the library, the Library Directors will have full authority to decide whether and how that item is used in the library. Donated items may be added to the collection if they meet the Collection Development Criteria, sold to raise funds for the library, given away as prizes or incentives, or disposed of based on the current needs of the library.

Meeting Room/Group Use Policy

- The library Meeting Room is available for reservation on a first-come, first-served basis. Reservations must be made to a Library Director.
- The Library Directors reserve the right to review all applications and may deny use of the meeting room due to inadequate staff availability or overbooking.
- The fee for the use of the Meeting Room is \$15 for an hour or \$60 for the entire day, for private use or meetings which are not open to the public.
- For-profit events open to the public are asked to donate 10% of profits to the library to cover the use of the space.
- Library sponsored events, programs and meetings open to the public, and non-profit or educational use, are free of charge but must be limited to no more than three hours per week.
- Any person or entity organizing a public event or meeting at the library is responsible for creating promotional materials to advertise the event and providing these materials in a JPEG format to the Library Directors at least one week in advance for digital distribution to library patrons. All advertising outside of library channels is the responsibility of the person or entity organizing the event. The advertising information must clearly indicate the event is not a library or City sponsored event.
- The library will provide a sandwich board for the event organizer to design and use in front of the library upon request.
- The person or entity reserving the Meeting Room space is responsible for communicating in writing the number of attendees of the event or meeting to the Library Directors within one week of holding the event.
- Any person reserving the Meeting Room is responsible for coordinating the setup and cleanup of the space and must leave the space in the condition they found it in.
- All use of the Meeting Room must comply with State and Federal Laws and must be in line with all other Library Policies.
- Large groups (10 or more individuals) and/or organized children's groups wishing to visit the library should call ahead to inform staff or volunteers of their visit.
- Groups requesting a tour of the library must contact the Library Directors at least one week in advance to schedule this.
- Large groups visiting the library during library open hours are expected to comply with the Library Use Policy.

Interlibrary Loan Policy

- Interlibrary loans (ILLs) are available to library patrons who are in good standing with the library
- If a material is unavailable at the Gustavus Public Library, patrons may request this item in writing either by filling out the Interlibrary Loan Request Form at the front desk or library website, or by emailing the Library Directors with the patron name, name of the material requested, author's first and last name, and ISBN number.
- Patrons who utilize the Interlibrary Loan system are responsible for all fees associated with the item they borrowed, in accordance with the policies of the lending library.
- Interlibrary Loan materials (ILLs) will be treated in accordance with the policies of the lending library they were sent from, and patrons will be responsible for any fines associated with these items. If an item is lost or damaged, the patron will be responsible for associated costs. If the loaning library charges late fees, the patron will be responsible for associated costs. Any patron with an outstanding ILL fee will be restricted from requesting ILLs and restricted to checking out one item from the local collection until the fee has been settled.

Volunteer Policy

- Community members interested in volunteering should fill out a Volunteer Application form, which will be reviewed by the Library Directors, who have final discretion over volunteer positions.
- Every effort will be made by the Library to provide the type of assignment requested by the volunteer and that best matches their skills. However, Library Directors will prioritize volunteer tasks based on the current needs of the library.
- All volunteers will be oriented and expected to comply with all library policies and procedures.
- Volunteers will be required to sign and comply with a Volunteer Agreement.
- Volunteers are under the supervision of the Library Directors.
- **In the event a volunteer violates Gustavus Public Library Policies or the Gustavus Public Library Volunteer Agreement an effort will be made to resolve the issue among library staff and volunteers. If resolution is not achieved, then the** Library reserves the right to discontinue a volunteer's service.
- Necessary training and information shall be provided to all volunteers to ensure they are equipped to perform their volunteer duties.

Public Notice Posting Policy

- Those wishing to hang a flyer at the library must first receive approval from a Library Director **and get their flyer stamped with the date/library stamp.**
- Library staff and volunteers will remove all public notices in a timely manner after the event advertised has happened, or one month after posting, unless an extended posting has been approved by Library Directors.

- Notices that include abusive language, threatening behavior, discriminatory behavior, or harassment of any sort will not be tolerated and will be removed immediately in the sole discretion of library staff. Anyone attempting to post materials with this content will be given a verbal warning and will lose the ability to post notices at the library should they repeat this behavior.

Additional Policies

- Additional policies may be enacted at the library due to special circumstances, including pandemics, emergencies, etc.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-15**

**A RESOLUTION UPDATING POLICY AND PROCEDURES FOR AUTHORIZED
ADMINISTRATIVE ACCOUNT ACCESS FOR VISA CARDHOLDERS FOR THE CITY OF
GUSTAVUS ACCOUNT**

WHEREAS, Policy and procedure for authorized account signers and administrative account access states VISA cardholders include the Treasurer, Fire Chief, Administrative Librarian, Disposal & Recycling Center Manager, and;

WHEREAS, This resolution is to update the Policy and Procedure for Authorized Account Signers and Administrative Account Access VISA Cardholders to include the Marine Facilities Coordinator.

WHEREAS, Formal action is needed to amend policy and procedure for City of Gustavus VISA cardholders account.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council adopts the document entitled "POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND ADMINISTRATIVE ACCOUNT ACCESS", as presented by this Resolution.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __th day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS, ALASKA

POLICIES AND PROCEDURES

TITLE: POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND ADMINISTRATIVE ACCOUNT ACCESS

BACKGROUND:

With staff turnover and City Council annual elections, maintaining a limited, up-to-date pool of authorized signers and persons with administrative account access is critical.

POLICY:

In compliance with its fiduciary responsibility as established in State Statute and City code, the City of Gustavus adopts a policy to annually update all current council members as authorized signatories for city funds held in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. In addition, the current City Hall staff, as specified below, are granted administrative account access as outlined below to implement decisions made by the City Council and conduct City of Gustavus business.

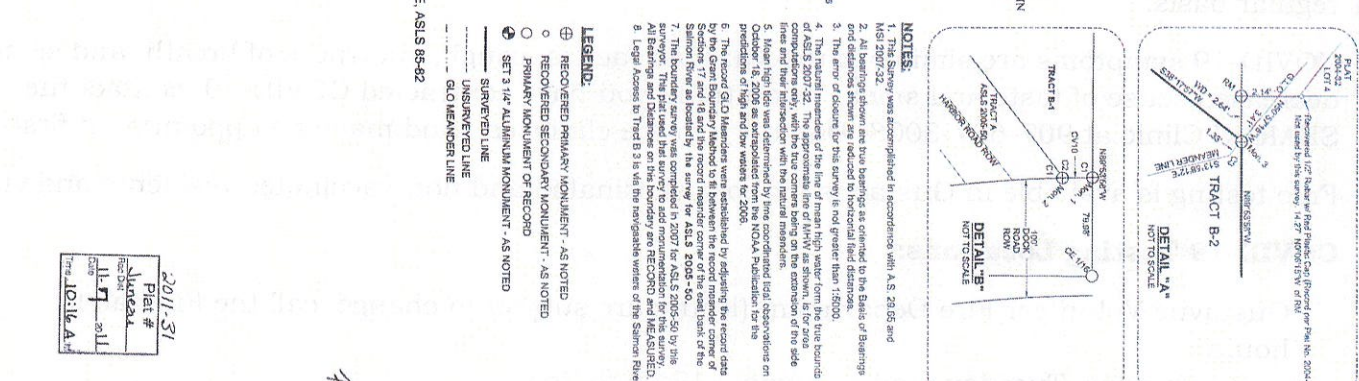
PROCEDURE:

After the Municipal Election results are certified each October, the City Treasurer shall contact the following account holders to follow the process for ensuring all current City Council members are listed as authorized signers and all previous City Council members are revoked as authorized signers.

- First National Bank Alaska (FNBA)
 - checking, Endowment Fund Grant checking, savings
- Mitsubishi UFJ Financial Group – FNBA collateralized account
- Alaska Municipal League Investment Pool (AMLIP)
 - accounts held through Key Bank

After a new Mayor is elected or a new City Administrator, City Clerk, or City Treasurer is hired, the following accounts shall be updated to grant the new employee or Mayor administrative account access and to revoke all previous authorized users.

- Alaska Permanent Capital Management (APCM) – Endowment Fund held through Charles Schwab
 - City Administrator, City Treasurer, Mayor, Vice-Mayor
- Lincoln Financial Group
 - City Administrator, City Treasurer, Mayor
- Alaska Communications (ACS)
 - City Administrator, City Treasurer, City Clerk
- Bank of America
 - City Administrator, City Treasurer
 - VISA cardholders include the Treasurer, Fire Chief, Administrative Librarian, Disposal & Recycling Center Manager, Marine Facilities Coordinator
- City of Gustavus Health Insurance Provider: Premera Blue Cross/Blue Shield of AK
 - City Administrator, City Treasurer
- Alaska Medicaid
 - City Administrator, City Treasurer, Systems Design West (billing contractor)
- Medicare
 - City Administrator, City Treasurer, Fire Chief, Systems Design West



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Mayor's Report for August 8, 2022 General Meeting

(Drafted for deadline 8/3/22)

Mike Taylor

It's been a busy summer month in Gustavus. City Administrator Kathy Leary was away some of the month on a pre-scheduled family trip but stayed in touch by email and phone to keep up on key activities. I oversaw staff during her time away and am relieved to have her back and once again energetically involved in City Hall. Welcome back, Kathy!

Healthy You in 22. Summer's a great time to work on family health and fitness. Let's make the most of it! The DHSS Healthy You in 22 webpages have healthy ideas for families:

<https://health.alaska.gov/healthyyou/default.aspx>.

Join your friends and make new ones at fun classes offered at the Gustavus Community Center every week in yoga and movement. Or sign up for the fitness center.

Nothing beats healthy outdoor activity. Try the wonderful trails from Dock Road into the upland meadows and the Beach Park, the Nagoonberry trail, and for a bit more workout there are the Hydro Road and trails from that road up into the Yellowlegs Savannah.

Much of our work in July kept projects going:

1. Library Bike Shelter. We issued a notice to proceed for design to 20% and a PO to PND Engineering. They submitted their 20% design for our review on August 1. The funding for the design originated from budget remaining from the Library roof repair job but was not enough to meet the cost of the full design for the Bike Shelter. The Council August agenda includes introduction of a Non-Code Ordinance to provide \$5000 more to complete the design to 100% and cover the cost of the required Fire Marshall review. Once we have full funding for the design in place we will issue a PO and NTP for design to 100%. That may be in September. We plan to issue a Request for Quotation for construction per the design and specifications during the fall for construction when conditions allow in spring.

2. Library Story Trail. Congratulations to our Library team and volunteers for completing the story trail and posting the first story—Looking for Moose. Great job! Check it out!

3. Good River Bridge. The Road Maintenance team is evaluating the options provided by PND engineering for repairs to the Good River Bridge. This winter we will be searching for grant funds to make the repairs both to the bridge railings and deck and corrective action for the slumping embankment at the northwest corner of the bridge.

4. Wilson Road Drainage Rehabilitation Project—Eastside Ditch Extension. This has been a major project for the Road Team this month. Thanks to Glacier Bay Construction for a nice job. The FEMA-funded project is 95% complete but awaits work by ByteNet to move two internet junction posts that were in the ditch alignment. ByteNet has submitted a civil work permit application for that work, which the City approved. Glacier Bay Construction will re-mobilize to finish we hope before the end of August.

5. Tong Road Project. The Road Team decided to reconfigure the drainage ditch on the east end of Tong Road and do it as a separate project in the future. The FEMA-funded work to replace a culvert at the west end under the Country Inn driveway is scheduled for immediately after the Inn closes for the season. We got a start on east end project however, by removing a few trees along the north edge.

That space will also provide room for moving snow off the road during winter, alleviating last winter's problem. Logs from the site now outline a parking area at the beach park where the Gustavus Visitors Association will relocate the "Welcome to Gustavus" kiosk.

6. Road Cul-de-sac turnarounds. We are working with neighbors to improve turnaround spaces at the ends of Jensen Rd, Spruce Lane, and pleasant Ave. The first improvement will be Jensen Rd, in August.

7. Grandpa's Farm Road Bridge. The bridge package is still in manufacturing at the Western Wood Structures plant in Oregon with shipment expected before the end of August. We hope to get this major construction project, which is funded by the US Fish and Wildlife Service, finished by early September.

8. Heat Pumps for City Buildings. Dean Weikle and I met by Zoom with Jason Custer of AP&T to discuss heat pump installations in City facilities. The council approved a project to install a system in City Hall, only. Jason offered to reach out to manufacturer's reps to identify support for installations in city buildings, starting with City Hall. Dean and I will continue to work on developing a project this fall.

During the discussion I had the opportunity to raise my concern that the AP&T web page that reports percentage of electric generation being met by non-fossil fuel hydroelectric generation seemed to malfunction. It sometimes indicated 0% hydrogeneration when the diesels were not running at all. Jason asked their engineers to investigate. They identified the problem and corrected it on August 2. I appreciate their prompt action to provide Gustavus residents with accurate information on Falls Creek hydro generation. We are working with AP&T to add more helpful information on load patterns in the future.

9. Old Post office building renovation. I met with Kenn Magowan at the site, and we discussed what renovations would be needed to make the building rentable for a bike repair shop. I continue to seek tradespeople to complete some basic repairs. Glacier Bay Construction will be finishing up grounds improvements including hydroseeding in August.

10. Beach Park CRMA. The City received approval of our proposed Development Plan (the management plan portion of the CRMA) so has the authority to continue to make improvements such as identifying and posting a designated camping area on the east side of Dock Road. Final signoff on the updated CRMA awaits action, likely later in the fall, by DNR. We will continue to monitor that process and appreciate the assistance of Ben White and Megan Hillgartner of the DNR Southeast Office.

11. SEARHC Meeting. On August 2, City Administrator Kathy Leary and I met with visiting SEARHC executives Noble Johnston and Martin Benning at City Hall. Dr. Rod Vaught, the SEARHC-Gustavus Liaison joined us by phone. We discussed how the City can partner with the SEARHC clinic to support better public health and medical services in Gustavus. We are enthusiastic about the construction of the new SEARHC medical clinic. SEARHC continues to recruit for a full-time provider. We discussed expanding medical programs once the facility is completed and fully staffed. The City team of Fire Chief, City Administrator and Mayor will be meeting with Dr. Vaught in the coming weeks to begin a new Memorandum of Understanding outlining the relationship between the City, particularly the GVFD, which provides emergency medical service here, and the independent SEARHC clinic, which provides family medical care. We anticipate partnering with SEARHC and the DHSS Public Health Nurse to offer health promotion programs to benefit the community.

12. 77 Same Old Road PFAS Suit. City Administrator Kathy Leary and I met confidentially by zoom with City Attorney Bob Blasco and Megan Costello of his staff and Kyle Hardin of Alaska Public Entity Insurance for an update on the PFAS-related suit.

13. Tongass Federal Credit Union (TFCU) executives contacted me. TFCU is headquartered in Ketchikan, serves several communities Southeast Alaska, including Hoonah and Haines, and is interested in opening a micro branch in Gustavus, possibly hosted by Hoonah Indian Association at the Gustavus Inn. I will meet with CEO Helen Mickel and VP of Operations Garcia O'Connell to discuss opportunities on August 11. While the City has no authority to offer financial services, we encourage others who wish to do so as a benefit to our community.

14. Congressional Candidate Mary Portola plans to visit Gustavus on August 8 and Kathy Leary and I will meet with her that afternoon briefly to give her an introduction to Gustavus and our local government. We are pleased that she is interested in Gustavus.

15. Thanks to Jim Lesh for mowing the Salmon River Park grass on August 3!

16. Thanks, also, to the NPS and AP&T for working hard to achieve an agreement to get the intertie started. Jake Ohlson reported to me on August 3 that most of the issues are resolved and that the City's resolution restating the City position has allowed them to break through toward final agreement and startup of the Intertie!