



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, September 21, 2020 at 7:00 PM  
VIA Zoom

## COUNCIL MEMBERS

Mayor Calvin Casipit  
Vice Mayor Brittney Cannamore  
Council Members: Joe Clark, Joe Vanderzanden,  
Mike Taylor, Shelley Owens, Susan Warner

## CITY HALL

City Administrator - Tom Williams Ph.D.  
City Clerk, CMC - Karen Platt  
City Treasurer - Phoebe Vanselow  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

**MEETING LINK:** <https://us02web.zoom.us/j/82182012802>  
**MEETING ID:** 821 8201 2802 **PHONE NUMBER:** 253-215-8782

### ROLL CALL

Reading of the City of Gustavus Vision Statement

### APPROVAL OF MINUTES

- [1.](#) 08-10-2020 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

- [2.](#) GVFD-COVID-19 Update
- [3.](#) City Clerk Quarterly Report
- [4.](#) Marine Facilities Coordinator Quarterly Report
- [5.](#) Marine Facilities Advisory Committee Quarterly Report
- [6.](#) Treasurer Monthly Financials
- [7.](#) City Administrator General Meeting Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

- [8.](#) Approve Project Scoping for Salmon River Small Boat Harbor Boat Launch Repairs
- [9.](#) Approve Project Scoping for Salmon River Small Boat Harbor Barge Ramp Improvement
- [10.](#) Appoint Election Judges and Clerks

### ORDINANCE FOR PUBLIC HEARING

- [11.](#) FY21-04NCO Amendment of Departmental Budgets for FY21 (Introduced 08-10-2020)
- [12.](#) FY21-05NCO Transfer from AMLIP CARES Act Account (Introduced 08-10-2020)
- [13.](#) FY21-06NCO Engine 27 Property Sale (Introduced 08-10-2020)
- [14.](#) FY21-07NCO Capital Projects Funding (Introduced 08-10-2020)
- [15.](#) FY21-08 Proposed Changes to Section 4.13.070 - Endowment Fund Grant Permissible Investments (Introduced 08-10-2020)

**UNFINISHED BUSINESS**

**NEW BUSINESS**

- [16.](#) Amend Gustavus PFAS Action Coalition Endowment Fund Grant Budget
- [17.](#) Award Library Roof/Building Repair RFP
- [18.](#) CY20-22 The Wearing of Cloth Face Masks or Face Shields

**CITY COUNCIL REPORTS**

- [19.](#) Mayor Casipit Quarterly Report
- [20.](#) COVID-19 Economic Stabilization Task Force Presented by Council Member Susan Warner

**CITY COUNCIL QUESTIONS AND COMMENTS**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**POSTED ON:** September 16, 2020 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.*

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
August 10, 2020**

**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on August 10, 2020 at 7:00pm by Mayor Casipit. There are eighteen (18) members of the public in attendance at via Zoom.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following are present:

Mayor Casipit  
Vice Mayor Cannamore  
Council Member Clark  
Council Member Vanderzanden  
Council Member Warner  
Council Member Taylor  
Council Member Owens

There are 7 members present, and a quorum exists

***City of Gustavus Vision Statement was ready by Vice Mayor Cannamore***

**3. APPROVAL OF MINUTES:**

**A. 07-13-2020 General Meeting**

MOTION: Council Member Clark moved to approve by unanimous consent the General Meeting Minutes from 07-13-2020.

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

*Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 07-13-2020 approved by unanimous consent*

**4. MAYOR'S REQUEST FOR AGENDA CHANGES:**

*Hearing no objections, Mayor Casipit announced the agenda as set*

**5. COMMITTEE REPORTS/STAFF REPORTS:**

**A. GVFD-COVID-19 Update**-Fire Chief/EOC provided a COVID-19 update

**B. Disposal and Recycling Center**-DRC Manager, Paul Berry provided a written report and oral summary

**C. Gustavus Children's Enhancement Program YE Expense/Progress Report**-CEO, Erin Ohlson provided a written report and oral summary

**D. Gustavus Visitors Association YE Expense/Progress Report**-GVA President, Leah Okin provided a written report and oral summary

**E. Treasurer/Financial** City Treasurer, Phoebe Vanselow provided monthly financials

**F. City Administrator**-City Administrator, Tom Williams provided a written report and oral summary. In addition, Jake Ohlson GBNP Chief of Maintenance provided an intertie update.

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

1) Justin Marchbanks

**7. CONSENT AGENDA:**

**A. FY21-04NCO Introduction Providing for the Amendment of Departmental Budgets for FY21** (Public Hearing 09-21-2020)

**B. FY21-05NCO Introduction for Transfer from AMLIP CARES Act account** (Public Hearing 09-21-2020)

**C. FY21-06NCO Introduction of Engine 27 Property Sale** (Public Hearing 09-21-2020)

**D. Approve Calculation of Endowment Fund Grant Amount for 2021 Award Cycle**

**E. Approve Amended Project Scoping for Library Roof/Building Repair**

**F. Approve Issuance of Library Roof/Building Repair RFP**

MOTION: Council Member Vanderzanden moved to adopt the consent agenda as presented by unanimous consent

SECONDED BY: Vice Mayor Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

*Hearing no objections, the Consent Agenda is passed by unanimous consent*

**8. ORDINANCE FOR PUBLIC HEARING:**

**A. FY21-01NCO Return FY20 Road Maintenance Funds** (Introduced 07-13-2020)

*Mayor Casipit provided a summary and opened the Public Hearing at 8:00 pm*

PUBLIC HEARING: None

*Mayor Casipit closed the Public Hearing at 8:00 pm*

MOTION: Council Member Warner moved to approve adoption of FY21-01NCO Return FY20 Road Maintenance Funds (Introduced 07-13-2020)

SECONDED BY: Council Member Taylor

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Warner, Owens, Taylor, Vanderzanden, Casipit, Cannamore, Clark

NO: 0

MOTION **PASSES**/FAILS 7/0

**B. FY21-02NCO Transfer FY21 Road Maintenance Funds** (Introduced 07-13-2020)

*Mayor Casipit provided a summary and opened the Public Hearing at 8:02 pm*

PUBLIC HEARING: None

*Mayor Casipit closed the Public Hearing at 8:03 pm*

MOTION: Council Member Taylor moved to approve adoption of FY21-02NCO Transfer FY21 Road Maintenance Funds (Introduced 07-13-2020)

SECONDED BY: Council Member Warner

COUNCIL COMMENT:

1) Casipit

ROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Warner, Casipit, Cannamore, Taylor, Owens, Clark

NO: 0

MOTION **PASSES**/FAILS 7/0**C. FY21-03NCO AMLIP FY21 Repair & Replacement Contribution** (Introduced 07-13-2020)*Mayor Casipit provided a summary and opened the Public Hearing at 8:06 pm*PUBLIC HEARING: None*Mayor Casipit closed the Public Hearing at 8:06 pm*MOTION: Council Member Clark moved to approve adoption of FY21-03NCO AMLIP FY21 Repair & Replacement Contribution (Introduced 07-13-2020)SECONDED BY: Vice Mayor CannamoreCOUNCIL COMMENT:

- 1) Taylor
- 2) Vanderzanden
- 3) Warner

ROLL CALL VOTE ON MOTION:

YES: Owens, Casipit, Warner, Taylor, Vanderzanden, Clark, Cannamore

NO: 0

MOTION **PASSES**/FAILS 7/09. UNFINISHED BUSINESS:10. **NEW BUSINESS:****A. FY21-07NCO Introduction of Capital Projects Funding** (Public Hearing 09-21-2020)MOTION: Vice Mayor Cannamore moved to approve Introduction of FY21-07NCO Capital Projects Funding (Public Hearing 09-21-2020)SECONDED BY: Council Member ClarkPUBLIC COMMENT: NoneCOUNCIL COMMENT: NoneROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Casipit, Cannamore, Warner, Owens, Clark, Taylor

NO: 0

MOTION **PASSES**/FAILS 7/0**B. FY21-08 Introduction of Proposed Changes to Section 4.13.070 – Endowment Fund Permissible Investments** (Public Hearing 09-21-2020)MOTION: Council Member Warner moved to approve FY21-08 Introduction of Proposed Changes to Section 4.13.070 – Endowment Fund Permissible Investments (Public Hearing 09-21-2020)SECONDED BY: Council Member ClarkPUBLIC COMMENT: NoneCOUNCIL COMMENT:

- 1) Taylor
- 2) Casipit

ROLL CALL VOTE ON MOTION:

YES: Cannamore, Clark, Owens, Casipit, Vanderzanden, Taylor, Warner

NO: 0

MOTION **PASSES**/FAILS 7/0**C. Motion to change the September 7th Work Session and September 14th General Meeting to the following respective weeks in honor of the Labor Day holiday.**MOTION: Council Member Vanderzanden moved to change the September 7th Work Session and September 14th General Meeting to the following respective weeks in honor of the Labor Day holiday.SECONDED BY: Council Member ClarkPUBLIC COMMENT: NoneCOUNCIL COMMENT: NoneROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Casipit, Warner, Taylor, Owens, Cannamore, Clark

NO: 0

MOTION **PASSES**/FAILS 7/0**11. CITY COUNCIL REPORTS:****A. Economic Stabilization Task Force-Council Member Warner****12. CITY COUNCIL QUESTIONS AND COMMENTS:****A.** Mayor Casipit-National Geographic Veterinary Reality Show, ARCS Television Reception**B.** Council Member Taylor-Gustavus Beach CRMA Update**13. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

14. EXECUTIVE SESSION

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 8:55 pm.

**CLERK'S REPORT**  
**SEPTEMBER 21, 2020**  
Submitted by Karen Platt

Council ATTENDANCE SHEET is attached

**Training**

- ✓ Municode Meeting Management Program

Launched tonight for the first time in its entirety is our new Municode Meeting Management Program. I have been busy since the last week of August learning this exciting new program and will continue learning for the coming months all that this program has to offer.

Up until now, we have been creating our meetings, managing and uploading documents in a super archaic way. This program is integrated with our entire website and I will be able to do the following and more as I learn.

Create meeting notices, agenda's, packets and minutes that are all tied together. Once I have all the documents, I can create a packet in one click of a button that has page numbers, links and bookmarks. Before, these were all separate steps.

The clerk can control other users and what they can do within the program such as

- Upload documents to meetings
- Council/Staff may have the ability to edit draft documents within the program and it will organize all versions.
- I can route documents directly to our attorney for review.

**Elections**

- ✓ For 2 weeks in August, absentee in person voting for the primary took place at City Hall as usual. This year we had over thirty early voters.
- ✓ Absentee in person voting for the Municipal Election will begin September 21st thru October 5<sup>th</sup>.
  - There are 3 seats open. Seat G is a 3-year term with 1 year left to serve in that term. Seats C & D are both 3-year terms.
  - The polling place for the municipal election is the Gustavus Community Center from 7:30am-8:00pm
  - A candidate forum is scheduled for October 1<sup>st</sup> at 7:00pm via Zoom
- ✓ November General Election absentee in person voting will begin October 19<sup>th</sup> at City Hall

**Around the Office**

- ✓ With the use of CARES Act funds, I have been busy readying City Hall to be COVID-19 safe, making purchases so that we can do in person business and have in person council meetings for the city council.
- ✓ I am working with our Local Government Specialist for council member training following the elections on October 6<sup>th</sup>.

**CLERK'S REPORT**  
**SEPTEMBER 21, 2020**  
Submitted by Karen Platt

Item #3.



	Special Meeting/ Work Session Teleconference Participation (will include)	<b>City Council Attendance</b>			CoG 2.40.140 no limit at Special/Emergency Meetings		
	General Meeting Teleconference Participation	<b>October 2014 - September 2015</b>			CoG 2.40.140 limit of 3 telephonic participations at General Meet		Item #3.
	Absent (excused)						
	Not a council member at time of meeting						
	Unexcused				CoG 2.20.100 seat is declared vacant after 5 unexcused absences from		
					General mtgs, Special mtgs, and Work Sessions		



## **Marine Facilities Coordinator (MFC) Quarterly Staff Report**

**Ben Sadler, Marine Facilities Coordinator / Harbormaster**

**Monday, September 21<sup>st</sup>, 2020**

My last quarterly report was at the June 8 General Meeting, and my next report will be at the December 14th General Meeting.

### **General Day to Day**

As in all my quarterly reports, I will be separating the Harbormaster position from the MFC portion for clarity on the specific tasks performed.

### **Harbormaster**

In my role as Harbormaster, I have spent my time monitoring activities at both the dock and the Salmon River Boat Harbor. This summer I have performed this task differently than in the past due to COVID-19. I have not spent the same amount of time speaking with charter fisherman and their guests that I did in the past. This has had the effect of limiting the amount of information I have received from these sources in previous years. I have however been able to maintain the floats in the same manner as I have in previous years, as well as keeping the beach and Boat Harbor clean and free of debris.

This summer we saw on average 17 boats moored out front, compared to 31 last year. In addition to less boats in the water, we also saw boats going out with less guests on board. This summer we had 24 commercial vessels and 92 private vessels register, compared to 29 commercial vessels and 102 private vessels last year.

I was also able to maintain both restrooms at the beach and Salmon River Park with little effort. This year, I saw much less household trash and recyclables being deposited at the beach receptacles than in past years. I equate this to less seasonal residents and the closure of Glacier Bay Lodge. This year, I removed 363 #'s of trash and 82 #'s of recyclables, compared to 662 #'s of trash and 342 #'s of recyclables last year at this point. Unfortunately, there were still some community members who did use the recyclable container to dispose of their recyclables.

Due to this, and the amount of trash removed over the winter months last year, I have been asked by the Mayor and the City Administrator to lock the trash and recyclable containers before ending my year in December. The restrooms will remain open and be serviced throughout the winter by the Treasurer.

With the new configuration of the float system this summer, I have seen and heard much about the new problems we now have down there. The steel float does not move in the water with the boats that are tied to it, causing vessels to batter the float, damaging the vessels in the process. The wooden floats are now further out and less protected than they were in the past. And having less protection under the dock has led to less protection for the entire length of the float. We are currently trying to figure out how we are going to move the float to its mooring in Bull Moose Cove by Pleasant Island and how we are going to safely secure the gangway for the winter. It is my opinion that the only way we are going to fix all these problems is with some form of breakwater, whether that is in the form of sheet piling, rock, or something else. Until we address the real problem, the lack of a breakwater, we are going to continue to face these issues season after season.

We did experience a small amount of graffiti in the Boat Harbor and a couple of acts of vandalism, and these acts are being looked into.

### **Marine Facilities Coordinator**

In my role as Marine Facilities Coordinator, I have worked towards getting funding from the City Council to repair the base of the Salmon River boat launch. I have also submitted a request to have the barge ramp in the Boat Harbor transformed into a ramp that can be used for landing craft-style boats. The current set up is mostly useless as no barges use our river to import goods into or out of Gustavus, and this summer we saw almost two deliveries a week by landing craft. I have also been working to make use of the floats left over from the dock in the Boat Harbor. It is my intention to turn them and use them in conjunction with the new Landing Craft ramp if that project is approved by the City Council. I have continued to work toward getting a Fish Waste Disposal Station set up in the Boat Harbor. Currently this project is waiting for the DRC to complete the new Composting Facility before moving forward.

I have purchased amenities at both the Boat Harbor and the Dock Facility to help ease patrons using our Marine Facilities, including a kayak cart at the kayak rack in the Boat Harbor, a wheelbarrow at the beach to move firewood, etc., to and from the firepit and bench, and a cart at the top of the gangway leading to the floats to assist moving gear to and from vessels.

I put in the Gustavus Beach sign for the Beach Committee at the beginning of the summer season and have continued to add signs as they have requested, including no camping signs and no cars signs. Also in my role as Marine Facilities Coordinator, I have continued to do projects for other City departments including building carrels and reflooring the bathroom for the Library, putting up Plexiglass at City Hall, posting COVID-19 information around town, and other projects as requested by department heads and authorized by the City Administrator.

No additional work has been done on the “Salmon River Boat Harbor Clean-up Project” this season. I am currently waiting for direction from the Marine Facilities Advisory Committee on how to proceed. The bulk of the work listed in the original scoping document was completed last year.

Thank you.                      Report Completed by BPS on 09/11/20

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through August 2020**

	<u>Jul - Aug ...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	425.00	3,000.00	-2,575.00	14.2%
Donations	14.00	1,000.00	-986.00	1.4%
DRC Income	16,670.50	58,600.00	-41,929.50	28.4%
Federal Revenue				
Payment In Lieu of Taxes	113,760.06	115,000.00	-1,239.94	98.9%
<b>Total Federal Revenue</b>	<b>113,760.06</b>	<b>115,000.00</b>	<b>-1,239.94</b>	<b>98.9%</b>
Fundraising	0.00	800.00	-800.00	0.0%
GVFD Income	35.00	9,750.00	-9,715.00	0.4%
Interest Income	38.35	350.00	-311.65	11.0%
Lands Income	7,140.00	22,000.00	-14,860.00	32.5%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	200.00	500.00	-300.00	40.0%
Marine Facilities Income	4,835.00	10,200.00	-5,365.00	47.4%
State Revenue				
Community Assistance Progr...	75,000.00	55,506.42	19,493.58	135.1%
Shared Fisheries Business Tax	0.00	1,700.00	-1,700.00	0.0%
<b>Total State Revenue</b>	<b>75,000.00</b>	<b>57,206.42</b>	<b>17,793.58</b>	<b>131.1%</b>
Tax Income				
Retail Tax Income	52,468.76	185,000.00	-132,531.24	28.4%
Remote Sellers Retail Tax	534.89	20,000.00	-19,465.11	2.7%
Room Tax Income	1,987.09	4,500.00	-2,512.91	44.2%
Fish Box Tax	320.00	0.00	320.00	100.0%
Penalties & Interest	58.72	0.00	58.72	100.0%
Tax Exempt Cards	40.00	300.00	-260.00	13.3%
<b>Total Tax Income</b>	<b>55,409.46</b>	<b>209,800.00</b>	<b>-154,390.54</b>	<b>26.4%</b>
<b>Total Income</b>	<b>280,089.69</b>	<b>500,926.77</b>	<b>-220,837.08</b>	<b>55.9%</b>
<b>Gross Profit</b>	<b>280,089.69</b>	<b>500,926.77</b>	<b>-220,837.08</b>	<b>55.9%</b>
<b>Expense</b>				
Administrative Costs	1,050.00	2,000.00	-950.00	52.5%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	554.75	2,275.00	-1,720.25	24.4%
Building	11,051.48	20,650.90	-9,599.42	53.5%
Contractual Services	4,477.75	72,400.00	-67,922.25	6.2%
Dues/Fees	507.00	8,300.00	-7,793.00	6.1%
Election Expense	0.00	250.00	-250.00	0.0%
Equipment	625.08	9,672.49	-9,047.41	6.5%
Events & Celebrations	51.00	3,925.00	-3,874.00	1.3%
Freight/Shipping	196.88	20,950.00	-20,753.12	0.9%
Fundraising Expenses	0.00	800.00	-800.00	0.0%
General Liability	11,705.94	11,317.32	388.62	103.4%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	570.23	600.00	-29.77	95.0%
Marine Facilities	2,458.39	3,368.37	-909.98	73.0%
Payroll Expenses	47,162.43	448,469.36	-401,306.93	10.5%
Professional Services	0.00	10,000.00	-10,000.00	0.0%
Public Relations	0.00	500.00	-500.00	0.0%

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through August 2020**

	<u>Jul - Aug ...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
<b>Repair &amp; Replacement Fund</b>	24,772.13	24,772.13	0.00	100.0%
<b>Road Maintenance</b>	22,223.50	100,000.00	-77,776.50	22.2%
<b>Stipend</b>	0.00	3,000.00	-3,000.00	0.0%
<b>Supplies</b>	21,498.38	11,600.00	9,898.38	185.3%
<b>Telecommunications</b>	2,263.72	20,790.00	-18,526.28	10.9%
<b>Training</b>	0.00	5,250.00	-5,250.00	0.0%
<b>Travel</b>	0.00	7,000.00	-7,000.00	0.0%
<b>Utilities</b>	5,124.80	15,800.00	-10,675.20	32.4%
<b>Vehicle</b>	4,024.16	8,035.67	-4,011.51	50.1%
<b>Total Expense</b>	<u>160,317.62</u>	<u>817,826.24</u>	<u>-657,508.62</u>	<u>19.6%</u>
<b>Net Ordinary Income</b>	119,772.07	-316,899.47	436,671.54	-37.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	37,877.92	100,000.00	-62,122.08	37.9%
<b>Prior-Year Cash Balance</b>	0.00	217,000.00	-217,000.00	0.0%
<b>Total Other Income</b>	<u>37,877.92</u>	<u>317,000.00</u>	<u>-279,122.08</u>	<u>11.9%</u>
<b>Net Other Income</b>	<u>37,877.92</u>	<u>317,000.00</u>	<u>-279,122.08</u>	<u>11.9%</u>
<b>Net Income</b>	<u><b>157,649.99</b></u>	<u><b>100.53</b></u>	<u><b>157,549.46</b></u>	<u><b>156,818.9%</b></u>

City of Gustavus  
Balance Sheet  
As of August 31, 2020

	<u>Aug 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,354.07
AMLIP Capital Improv Long-Term (0630598.2)	486,640.22
AMLIP Repair & Replacement (0630598.3)	312,130.73
AMLIP Road Maint - Unencumbered (06305...	259,254.02
AMLIP Road Maint - Encumbered (0630598.8)	2.96
AMLIP Reserve (0630598.12)	884,349.06
AMLIP CARES Act Relief Funds (0630598.13)	381,145.06
APCM.Endowment Fund	1,539,879.43
FNBA - Checking	498,029.12
FNBA Endowment Fund - Checking	12,313.94
Petty Cash	541.38
Total Checking/Savings	<u>4,423,639.99</u>
Accounts Receivable	
Accounts Receivable	<u>50,103.28</u>
Total Accounts Receivable	<u>50,103.28</u>
Total Current Assets	<u>4,473,743.27</u>
<b>TOTAL ASSETS</b>	<u><b>4,473,743.27</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>44.08</u>
Total Accounts Payable	44.08
Credit Cards	
Bank of America Alaska Air Visa	<u>2,818.69</u>
Total Credit Cards	2,818.69
Other Current Liabilities	
Deferred Income	5,900.00
Payroll Liabilities	
State Unemployment	<u>1,420.85</u>
Total Payroll Liabilities	<u>1,420.85</u>
Total Other Current Liabilities	<u>7,320.85</u>
Total Current Liabilities	<u>10,183.62</u>
Total Liabilities	10,183.62
Equity	
Fund Balance	3,292,398.57
Opening Bal Equity	1,084,743.57
Net Income	<u>86,417.51</u>
Total Equity	<u>4,463,559.65</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>4,473,743.27</b></u>

**Accounts Receivable Detail**

**As of 8/31/20**

\$18,560.00	Airport Screeners Contract - July invoice to DHSS
\$19,102.00	Airport Screeners Contract - August invoice to DHSS
\$4,345.62	Delinquent Sales Tax
\$2,225.08	Ambulance Transport Billing - In Progress
\$5,900.00	Fish-Box Tax Deferred Income
<b>(\$29.42)</b>	<b>Net of Other Customer Account Balances</b>
<hr/>	
\$50,103.28	Total

**FNBA Checking Account - Unrestricted Funds Balance**

**As of 8/31/20**

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:		\$498,029.12
Obligated Funds Currently in Checking Account:		
MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$6,771.40)
DRC	CP18-05 DRC Pre-Processing	(\$25,092.70)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
DRC	CP19-02 Community Chest Maint.	(\$502.02)
Admin	CP19-03 Gustavus Beach Improv.	(\$30,949.14)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
Library	FY21 PLA Grant	(\$7,000.00)
Library	SoA OWL Internet Subsidy	(\$1,250.00)
Roads	Encumbered road money	(\$4,785.58)
Roads	USFWS Chase Drvwy	(\$251.02)
Unrestricted Funds:		\$176,070.30

**Pending Transfers:**

FY21-05NCO	Transfer from AMLIP CARES Act Account	\$33,963.95	for March, April, May expenses
FY21-07NCO	Transfer from AMLIP for Capital Projects	\$118,850.10	for library roof and AED/monitor
	CARES Act expenditures - June 2020	\$30,153.49	submitted for approval 7/28/20
	CARES Act expenditures - July 2020	\$81,386.01	submitted for approval 8/25/20
	CARES Act expenditures - August 2020	\$51,186.23	pending

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%.

FY21 budgeted operating expenses:	\$817,826.24
25% =	\$204,456.56
17% =	\$139,030.46
35% =	\$286,239.18

## Capital Projects 2020-2025

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Propos Source
<b>Ongoing, funded for 2018:</b>											
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		2020	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
<b>Ongoing, funded for 2019:</b>											
Library Roof Repair	\$ 50,000.00	\$ 50,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19; revised 8/10/20	8/12/2019; pending 9/21/20	NCO pending for add'l funds	in progress	AMLIP R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP
<b>Funded for 2020:</b>											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020		awaiting grant award; NCO pending for city funds	in progress	Code Blue & CIP or AMLIP
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or AMLIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	2/10/2020			Near-term	CIP
Fire Hall Rain Cistern System	up to \$25,000			GVFD						Near-term	
City Hall Copier/Printer/Scanner/Fax	\$ 5,500.00			Admin						Near-term	
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads					plus \$40K from Wilson Rd. Cf	Near-term	
Library Bike Shelter/Shed	\$ 25,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.										Mid-range	
Baler Purchase	\$ 166,630.00			DRC	N/A					Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC						Mid-range	
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Mid-range	AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD						Mid-range	
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC						Mid-range	
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018					Mid-range	
Landscape Design consulting				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000.00			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC						Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Styrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPSSIS 2018 submission											
CAPSSIS 2019 submission											
CAPSSIS 2020 submission											

**Incoming Grants/Scholarships to City of Gustavus FY21**

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Telecommunications	N/A	\$18,900.00	---	N/A	N/A	USAC E-Rate federal internet subsidy paid directly to library internet vendor through monthly billings
	Reading with Rachel	8/3/2020	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Programs	8/12/2020	\$393.59	---	\$393.59	\$0.00	Alaska SLICE outreach program reimbursement
	Telecommunications	8/20/2020	\$1,500.00	SoA OWL Internet Subsidy	\$250.00	\$1,250.00	Alaska OWL monthly internet subsidy
	Library Materials	8/25/2020	\$7,000.00	FY21 PLA Grant	\$0.00	\$7,000.00	State of AK Public Library Assistance (PLA) grant
GVFD	GVFD Equipment	CY2020	\$36,000.00	Tsunami Siren Grant CY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	fall 2020	\$15,000.00	---	\$0.00	\$15,000.00	SEREMS Code Blue Grant 2020 - GVFD pays at least 10% match

\$79,347.59

**Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)**

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY19-21	Gustavus PFAS Action Coalition	12/9/2019	\$21,250.00	2020 EFG - GPAC	\$9,061.62	\$12,188.38	grant ends 12/10/20

# CITY ADMINISTRATOR'S REPORT SEPTEMBER GENERAL MEETING

## CARES ACT SMALL BUSINESS/NONPROFIT GRANT FUNDING

The application review committee reviewed the following grant applications and forwarded them to the Mayor for approval; the following is a result of the review.

### SMALL BUSINESS/NON-PROFIT NAME

Wild Alaska	Glacier Bay Sea Kayaks
Gustavus Taxi	Arete Project
Sea Wolf Adventures	Fireweed Gallery
Gustavus Inn	Blue Heron Bed & Breakfast
Byte Networking	Steller Botanical Health
Gustavus Historical Archives & Antiquities	Fairweather Adventures
Strawberry Point Taxi & Tours	The Peddler's Pack
Sean Neilson Media	Fairweather Cabins
Gustavus Community Center	Sacred Fire Body Balancing
Aimee's Guest House	Gustavus Volunteer Fire Dept. Assoc.
Gustavus Construction	Berry's Specialty Contracting
James Proctor	Inian Islands Institute
Clove Hitch Café	Gustavus Tea Company
	Glacier Bay Sportfishing
Gusty Graphics	Glacier Bay Cottage
Cloud 11	Cloud 11 --- appeal
Fairweather Construction	Wren & Raven Botanicals
Bud's Rent-a-Car & Sales	Gustavus Tea Company
Bear Track Inn	Glacier Bay Sportfishing



### CARES ACT FUNDS

The Council has received several comments and ideas for the use of the remaining CARES Act funds. Since the funds must be spent by December 31, 2020 consideration to time left to implement and spend the funds should be discussed. At the September work session, the Council directed staff to develop a cash stimulus program – it is in development and should have a draft application ready early the week of the 21<sup>st</sup>

Staff has received some recent proposals for use of the funds, they are attached to this report.

In addition, staff has received feedback from the state on the report submissions on the City's expenditures. From the state's review, the City had no rejections or other questions. However, the state has not yet received any feedback from the U.S. Treasury, the agency that does the final review and approval/rejection of expenditures.

The RFQ FY21 snowplowing contract solicitation has been.

 **NEW AMHS FEE FOR GUSTAVUS**

There has been community conversation concerning a fee charged to patrons of the ferry here in Gustavus. The following is a response from Deputy Commissioner Carpenter:

*Hello again Tom. To clarify, the minimal fee is being implemented where AMHS incurs costs unique to dock in that port. Gustavus is unique in that AMHS requires the assistance of another party to dock there (e.g. - line handling, a security sweep, etc.). The Gustavus dock configuration does not allow for vessel self-docking which does occur at many of the village docks. In other ports, we are charged by the city for these services. In yet others we are charged w/o any services provided. And as mentioned, if there isn't a cost to dock, and the vessels can dock and tie up without assistance, the additional fee is not included in the fare.*

*Hope that helps.*

*Rob*

 **OPENING OF CITY FACILITIES**

I have met with staff and the Mayor in order to present a proposal for operating City facilities and functions during the COVID-19 pandemic. The following proposal would extend until the December Council meeting to determine operations for the next period. At the September work session, the Council directed staff to continue City facilities operation as is until the new Council is seated in October at such time the Council directs to new procedures.

The proposal discussed is set by department and is proposed for consideration when the Council takes up the subject in October. The proposal is somewhat fluid as conditions change. The proposal is a starting point, developed from discussions with volunteers, patrons, and experience with their facility.

**ALL CITY OFFICES – workplace, routine duties, contingencies**

**CITY HALL**

Council Meetings. With up to 3 new members joining the Council on October 12, staff recommends that the Council meet at City Hall. By doing so, the new Council members will be able to interact with the experienced members and staff, assisting them as needed. The meeting would be available on Zoom and be conducted as usual otherwise.

Also, staff recommends that the new Council members be briefed on the topics for the General Meeting of October 12<sup>th</sup>, so they are prepared for discussion and actions. The briefing could be done by either staff or the outgoing member whose seat that new member is filling.

Workplace. There are two alternatives for where staff would conduct work: minimal risk and moderate risk.

Moderate Risk – City Hall would operate as it is currently.

Minimal Risk - City Hall would modify operations to encourage appointments, isolated meetings, and implementing practices that could limit exposure of other staff and occupants.

## **LIBRARY**

The Librarians recommend that the library continues providing services to the public, but with some minor changes. The following outline represents proposed operations reflecting input received from patrons and others. The outline is being further developed and will reflect direction from the Council during the September work session.

Currently the Library is operating in Phase 1, where the building is closed, and we are providing curbside services. Phase 2 is dependent upon no community spread and includes the following:

- Library will continue to provide curbside services Monday through Friday between 1:30-4:30
- The library will be open by appointment Monday, Wednesday, and Friday from 8:30- 12:00
  - Each appointment will be for 30 minutes, with 30 minutes in-between
  - Appointments can be made by a household, a single adult, or a caregiver/child unit
    - At this time those under 18 must be accompanied by an adult
  - Patrons are encouraged to utilize the hand sanitizer and use sanitizer wipes during their visit on surfaces they touch.
  - Patrons, volunteers, and staff must wear a mask when they are in the library. If unable to wear a mask, patrons can utilize curbside pickup.
- Test proctoring will be available depending on staff availability
- A deep clean will be completed before the library opens for appointments
- Operation will be reevaluated after one month of services
- Services are subject to change in relation to COVID changes in the community

In order to implement this plan, Library staff will need adequate time to install furniture and equipment purchased through CARES funding, as well as write volunteer and patron COVID specific policies.

## **DRC/COMMUNITY CHEST**

The DRC would continue to operate as it is currently. The DRC Manager is looking at making minor adjustments to maximize efficiency while continuing to provide excellent service. The pandemic has resulted in reduced waste flow and allows a deliberate use of staff and processing.

The Community Chest is working to open with minimal activity. The plan is still in development, but the intent is to conduct shopping with limited circulation of patrons by setting a number of patrons at any one time. However, the Chest is looking to begin limited services by the end of September – folks are encouraged to contact City Hall or swing by the Chest to see the most current information posted.

## **MARINE FACILITIES**

Marine Facilities will continue to operate as it is now. The Marine Facilities Coordinator typically does not work during the winter, so the hours would be limited for this period.

## **FIRE DEPARTMENT**

The Fire Chief would continue to operate the volunteer fire department in a manner that maintains readiness. However, the amount of public interaction would be limited to the required and necessary activities. The Fire Chief would follow the workplace direction for the City, following either the status quo or direction for workplace staffing.

# Gustavus Fibre Alaska Fiber Internet Expansion

Improving internet connectivity in Gustavus has been an important interest of the City of Gustavus and in fact was included as one of the most important tasks included in the City's 2005 strategic plan ,

and later 2017 Community Survey report from Jan 9<sup>th</sup> indicated that :

One consistent theme through both the open-ended and numerical data was a desire for an improvement in the Internet services in the Gustavus region. When asked what infrastructure projects the City should address, access to Internet services was rated by 68.9% of participants as "Very Important." Participants noted that this service would be "a requirement for economic growth and education," and although it may "currently not be feasible, [the City should] keep an eye on options" in the future as it could significantly improve the economic conditions of the City and offer residents access information, entertainment, education, etc.

When asked about potential infrastructure projects, respondents perceived "Improving internet service" the highest with an average rating of 2.60 out of 3.0, followed by "Improve Health Care Clinic with an average rating of 2.40. "Develop public water system" has the lowest average rating of 1.46.

When asked about participating in future council actions: respondents are most likely to "Attend City Council meetings directed at special issues" (2.73) and least likely to "Listen to City Council meetings broadcast via Internet" (1.91).

The Coronavirus Pandemic has made it clear that the importance of internet service has only (tremendously) grown!

High-speed broadband brings competition to the area and builds a communications infrastructure in town, allows citizens to attend school and work from home. Recently we connected several people who were able to obtain jobs only because that kind of high-quality internet service is available in Gustavus. Earlier this week we connected people who live and run a business deep in the woods in Gustavus, where there is no cell phone reception, and too many trees to get even a second-rate satellite connection. Today, they have a wireless home router installed and are getting work done on multiple devices, all from deep in Gustavus's woods, using Fibre internet.

During Covid-19, people without an internet connection are excluded from all conducted online City Council meetings and it is difficult or impossible for them to work from home.

Grant could also pay for internet service to the City, as the current internet that City is using makes it very hard for the people who are connected, to listen to the city council meetings due to the delays caused by the satellite service. Fibre Alaska is perfectly posed to fulfill all those requests from the Gustavus Residents.

Fibre's pilot/test program to test the feasibility of providing internet has been a success. The response from the community has been astounding, with more people requesting to sign up than Fibre had ever planned to connect. As we speak, happy customers are surfing the web, getting work done, and enjoying entertainment in parts of town such as the Owen Subdivision, Rink Creek and others, which never had a chance to see high-speed internet before Fibre Alaska. In fact, they could barely get ANY internet at all since GCN stopped providing dial-up access. Many had to drive into town to do work or continue education ever since dial-up was disconnected.

We have come a long way since then and are improving continuously to keep up with the ever-changing demand. The current developments stress- tested our network even further with additional people working and educating from home.

Because of Covid-19 we decided to take on a humongous task to go as far as Rink Creek so no one will be left behind. It is not an economically feasible plan, but one that was created in response to the emergency and very important for our community to accomplish. We need more funds to continue connecting more people in a timely manner. Today, Fibre Alaska is preparing for the future, building state of the art fiberoptic network. Most of our customers forgot about the old times, and everybody takes surfing, streaming, and unlimited usage for granted. That kind of no data caps-service is not even offered in most of the Juneau area.

Now, during the Coronavirus Pandemic internet has become a necessity, and everyone deserves to have access.

Fibre Alaska recognized the need and is subsidizing most of the cost of customer installations.

We are on a great path to be the first in Alaska town with the entire network build-up with fiber optic to the living room! That high-performance endpoint has an enormous headroom for future upgrades. Once we have everyone who wants to be on fiber connected, we will be in an ideal strategic situation, and will be ready to welcome the new century.

Thanks for Fibre Alaska efforts Gustavus is becoming have it all great place to live. We can continue our way of life in the wilderness and enjoy the best connectivity to the world whether for education, healthcare delivery, communication, or entertainment.

For a small town like Gustavus, having high-speed Internet can be a critical factor in growth and prosperity. Studies have shown that increased Internet access has a positive effect on employment and economic growth in rural townships.

Justification for the Cares Act Funds Grant :

This project complies with the criteria of responding directly to the emergency such as addressing public health emergencies by allowing more people to work, shop, do school and telemedicine directly from their homes.

This project also complies with the criteria for Necessary Expenditures related to economic recovery and response for small business interruption, economic stimulus by the hiring of 8 local workers and 1 local contractor. Internet at home allows countless people to keep their jobs and some even obtained new employment that they could not

have without Fibre internet. Reliable internet lets small businesses to continue operations and allows work on promotional activities for the future.

Once the high up-front cost of laying fiber is paid, the incremental cost for upgrades is predominantly per-subscriber, not per-passing. In return for the high initial investment comes a measure of future-proofing, as the same fiber can provide decades of useful service. It will raise the value of Gustavus properties.

Without the help, Fibre will need to take a break and wait for a profit to be generated by the current customers. We are looking into other grant options to help us as well.

High-speed broadband brings competition to the area and builds a communications infrastructure in town, allows people to attend school and work from home.

In the past, Fibre Alaska asked for \$250,000 in grant money to design a similar system. The city chose to award the contract to a company thousands of miles away and did not get a plan that works for and is tailored for Gustavus, with its unique circumstances and challenges.

Fibre took the matter in our own hands used our design for free proving that indeed Gustavus can have the fast internet as it deserves. We want to remind the city that we are a LOCAL group, and the money spent will stay in the community. We would also like to point out that a massive amount of private matching funds has already been committed to making the pilot test project happen.

We are requesting \$250,000 or the maximum amount available to connect the next 50 residents or more to the fiber-optic network.

Grant money is needed to cover the cost of necessary expansion and upgrades of the service, to withstand the additional usage created by the Coronavirus Pandemic. It will also make the internet available to everyone who needs and wants to be connected promptly.

Justin Smith  
PO Box 27  
Gustavus  
907-723-9560  
[skidmorebay@hotmail.com](mailto:skidmorebay@hotmail.com)

Dear Council Members,  
Thank you for considering this proposal for use of CARES act funding.

I encourage you to consider directing 100% of available funding towards direct support of residents. My proposal does not include infrastructure spending such as road improvements, trails, etc.

We can make no assumptions that the summer of 2021 will be any better than 2020 in terms of seasonal revenue from tourism. Even if a corner is turned in the effort against coronavirus, it will take a while for people to feel comfortable traveling in the numbers that they used to. Should a vaccine be achieved, the entire world will be waiting in line for it. We cannot assume that local residents and potential travelers will be among those who would receive a vaccine before next summer. Health care and emergency workers along with the hardest hit populations will necessarily be served first.

Gustavus residents who lost income in 2020, but were able to weather the situation, are likely to go into debt over the winter. With reduced opportunities next summer followed by the prospect of another winter with no income at all, their situation may become untenable and Gustavus will lose residents that have to seek work elsewhere.

I think direct support of Gustavus residents in need would be the most effective way to preserve our community. This should be in the form of direct payments, heating assistance, rent assistance, food assistance and assistance with cell phone, internet, and other requirements of living and working, as detailed below.

I think that a hypothetical expenditure of \$100,000 would be more effective in supporting the goal of preserving our community if it is in the form of (again, hypothetically) \$1,000 granted to one hundred residents versus something like \$75,000 to a contractor and \$25,000 for a small handful of people to receive temporary employment. You can't assume that the able-bodied people who are able to compete for one of these jobs are among the people that need the support the most. You also cannot assume that their income will be spent locally and thereby assist other residents.

The infrastructure projects already proposed are real needs, but funding them is part of the ongoing challenge of running the City. I'm afraid that the urgency of addressing these projects could outweigh the needs of residents - simply because they are a more pressing issue in the minds of decision makers who are tasked with both decisions (CARES act funding and infrastructure concerns). But the fact is that the community can survive with the roads we have

and we already have no lack of recreational opportunities like those a new trail would provide. But when families have to leave find better opportunities the town will change.

### **Direct Support**

I propose the methods below for direct support of residents. Some of this may not be feasible as written (of course I don't have direct experience with all of the fields this touches on), but the overall philosophy is finding ways to use CARES act funding to help people to keep living in Gustavus.

### **Heating Assistance**

Heating oil is among the most significant expenses for residents. Since CARES funding must be expended by the end of the year, money should be obligated for this in the form of a purchase of heating oil or "heating oil credits" as soon as possible. After an analysis of how much heating oil is typically delivered in the winter, payment for an appropriate percentage of this number can be made to Gustavus Dray and/or Sea Level Transport. But keep in mind that if a competitive price for the heating oil cannot be negotiated, the City can buy oil itself and store it in the State-owned tank farm, to be delivered by a contractor who has competed for the opportunity to deliver it.

Many residents heat with firewood. The city can also fund production of firewood from state lands where this is allowed. This will create a few jobs for locals as well as help residents heat their homes and reduce reliance on expensive oil. Production of firewood would actually have a great return on investment because the raw material is free and available locally. Every BTU generated this way means less money spent on oil, most of the cost of which goes to people far from Gustavus. Each dollar saved can be spent on other living expenses.

### **Utilities Assistance**

Electricity is probably the second highest expense for residents. The bulk purchase "electricity credits" from AP&T may allow the City to negotiate a lower rate per kilowatt hour. If this is not feasible then a direct payment to residents is also appropriate.

Keep in mind that many businesses that lost tourism revenue in 2020 pay commercial electric rates at their properties. Using whatever leverage the City has via CARES act funding to reduce the commercial rate will have a direct effect on the bottom line for local businesses.

### **Food Assistance**

This could be in the form of direct payments, purchase of non-perishable food for a local food bank, or a subsidy of shipping expenses for food from Juneau.

### **Cell Phone and Internet**

These things are not options in the modern economy. A direct payment to residents would be the only way to help people pay for phone service. The City can negotiate for subsidy of internet service with Fibre Alaska, the local provider.

### **Health Care**

The City should be in talks with SEARCH about funding their “sliding scale” fee structure so that more residents can seek health care locally. (This also effects our exposure to coronavirus by reducing travel to Juneau, which is experiencing community spread of the virus.) Since money must be obligated this year, this could be in the form of a bulk payment to SEARCH, to be spent over the next 12 months specifically the Gustavus Clinic to fund treatment of residents. This should allow SEARCH to lower the threshold for sliding scale fees, thereby making health care affordable to more residents.

### **Implementation**

The biggest questions facing the City will be 1) Whether to distribute financial assistance to all residents, or to create a matrix for determining who needs it the most. (Not all residents have seen a reduction in income this year), 2) determining who will qualify as a resident for these purposes, 3) allocation of funding to the various programs and 4) explaining these decisions to the public.

If the program is to be need-based, then the City will need to create a way for residents to apply for assistance if they desire it.

### **In Conclusion**

If Gustavus is faced with another disastrous tourist season next year, I think we will be far more distressed at how it effects the well-being of our neighbors and how many people have had to move away than we will be distressed about how we are going to fund the upgrade of a road or a bridge. While infrastructure projects have obvious benefit to the community, the actual concept of “community” resides in the people themselves. Helping residents to remain here would be the best way to protect the things we are trying to protect with this effort.

Thank You,  
Justin Smith

Warner Sept 14, 2020

### **Web Site Development**

A proposal for spending the remaining funds allocated to local business & non-profits for recovery from economic injury caused by COVID-19 (approximately \$100,000)

To address the economic injury and provide assistance for economic recovery to small businesses in Gustavus, the City will create a program for local businesses & non-profits to apply for a \$1,200 check to help pay an approved Web Designer to update and re-direct their business web site to specifically target their services to one or more of the 5 following segments of independent travelers to Gustavus, Alaska:

- New & returning independent travelers
- Artist independent travelers
- Families travelling independently
- Independent adventure travelers
- Science & Eco-oriented travelers

These segments for direct marketing were identified through the Gustavus Visitor Association's strategic planning work with the CEDAR Marketing group in Juneau and through the five community meetings of the COVID-19 Economic Stabilization Task Force group in Spring 2020.

As with the CARES business assistance grants, there will be an application review team consisting of the City Administrator, City Treasurer, and two City Council members, which will meet weekly. Recipients will provide a plan of intended expenses to be reimbursed (up to \$1,200) and report expenditures monthly to the City Treasurer. A small business or non-profit that received a City small business/non-profit grant with a substantially same needs to clearly identify how this project is different that the project funded through the small business grant program. This can be accomplished by providing a brief narrative to each line item that demonstrates that the work under each grant is unique. All funds must be expended by December 1<sup>st</sup>.

This is an infrastructure building program to address the economic injury caused by the pandemic. Qualified expenditures must be directed to create, improve, or refine an open access, non-exclusive platform available without membership requirements or other impediments to common web searches (i.e. browser based). Grant funds are intended to support an openly accessible business portal on the web for the widest range of potential new customers to find business services and make contact.

Development work on blogs, FaceBook pages, and other social media sites with transitory content will not be qualified for this funding but can be linked to the portal site through RSS feeds, direct click-through mechanics, and other strategies.

Gustavus council members. We have been thinking about how the CARES money made available can best help our community. Reading Kate Boesser's ideas about that subject we agree with <sup>most</sup> everything she had to say. Anything designated by the council should directly help all residents monetarily weather this storm.

Don Pratschner

Dennis Pratschner

45 Good River Rd  
PO Box 141  
Gustavus, AK 99826  
697-2265

- ① Counseling (on-site)
- ② trail
- ③ \$1000. to each household
- ④ paying utilities (per proposal) for all residents
- ⑤ Help support the Rookery

We are not in favor of raising + ditching of Dolly Varden Road. ~~How~~

Thank you all very much for your service!

Copy of KATE'S (B) Letter

Item #7.

I'm very interested in seeing CARES \$ spent for:

1) on site counselling for community members, by contract, seeing adults and children, also being present at the school one day a week for talking with students and teachers and staff.

If this is only partly possible, if we could have a visiting practitioner come on a regular basis, that would be next best.

We had these services in the 1990s with Lauren Champagne coming, also MaryLou Follett from Wellspring, on a regular basis for the community and for the school. It worked out very well.

Community members housed the practitioner, which could happen again, for very cut fee.

2) on a trail, but not bike-worthy, just walking, and not in the Good River area (cranes too close, neighbors not willing), but Not Dicky Rd. firming up the existing trail down the end of the runway to the south, along the existing 4-wheel long-time hunting trail that loops around to Retoot on the dock side and would connect with Nagoonberry; and connects with the newly upgraded ditch road that goes south from the SE corner of the runway. This already exists, is not bringing loads of cars to a neighborhood, and just needs ditching and covering.

3) paying winter taxes and utilities for all residents, as Hoonah and other communities have done with CARES funds.

4) Give each household \$1000 to help rejuvenate the local economy.

5) Support the Rookery (now handling daycare -- preschool has finally been taken over by Chatham School District.)

Daycare program with subsidies for parents during this covid year, which will help pay for daycare professionals.

~~6) While tearing off and rebuilding the Library roof, put on the addition which was originally designed for the existing library on its east side, to be the new Rookery for professional daycare in Gustavus.~~

☆ I am not in favor of fixing, raising and ditching Dolly Varden Road. This is always in the sites, but is not part of relieving people of the pressures of covid. Plus in 2021 -- a few months off -- SEARRC said it was beginning to build our new clinic on the Dock Road site.

We should be supporting the people, not the road builders. It is a stretch to believe that Dolly Varden fits covid relief. The piece to the clinic is short, and the clinic is only there temporarily now.

Thank you for posting the proposals you have so far. Will there be a vote on the proposals? If so, we'll indeed need budgets for each. Are you posting more? I know that Susan Warner is working on at least one other, and I thank you for that, Susan.

James Mackovjak  
P.O. Box 63  
Gustavus, AK 99826  
907-308-4038  
lituya@gmail.com

TO: Gustavus City Council, [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)



THIS IS SAFE??? ESPECIALLY FOR OUR KIDS, WE MUST DO BETTER.

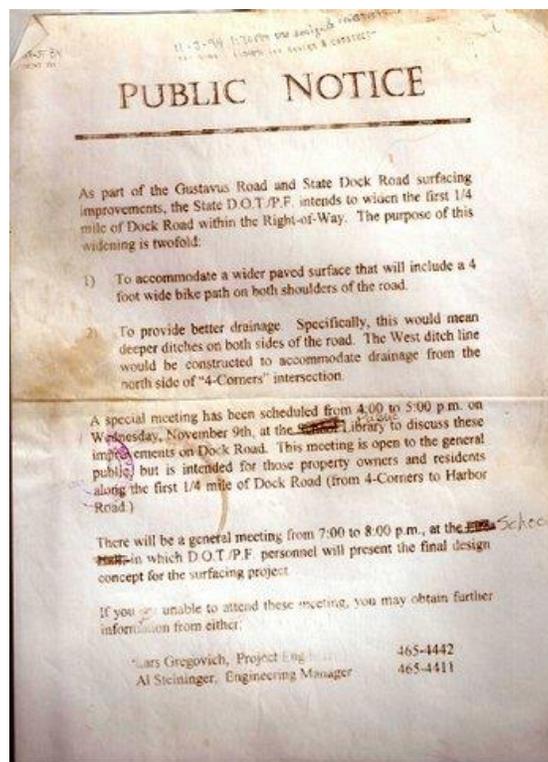
I don't at all support the proposal for Dolly Varden Road improvements. And while the Dickey Drive beach trail is a nice idea, the need for it pales in comparison to the need in our community for people—especially children—to safely walk and bicycle along our road system.

I spend a lot of time walking and bicycling, and this year people have been driving faster than ever before. If I had a school-age child, I would be

reluctant to let them bicycle to school, especially if I lived north of Good River Road corner, where the only option is to ride on the road.

I'm not sure how far the approximately \$500,000 that some would spend on improving Dolly Varden and building a trail from Dickey Road would go toward adding pedestrian/bicycle lanes along Mountain View Road north of the Good River Road and/or along Dock Road, but if we're concerned about safety, especially the safety of our children, we need to get serious and start work. Moreover, bicycle/pedestrian lanes would enhance visitor opportunities in Gustavus, and the Gustavus Visitor Association should be in total support. Funding pedestrian/bicycle lanes would be the best use of CARES Act monies.

Be reminded that the Alaska Department of Transportation 25 years ago intended to put a pedestrian/bicycle along Dock Road.



Thank you for your consideration,

Jim Mackovjak

Dear City of Gustavus:

I would like to propose a use for some of the CARES Act funds for our community. Repairing the dock at the Small Boat Harbor would be a great use of these funds. The dock is important for community members to access their boats for subsistence hunting and fishing, the current condition of the dock is a safety hazard, and local labor and supplies could be used to complete the project.

The main reason that this is a great use of CARES funds is because many people in this community use the dock for subsistence fishing and hunting to fill their freezers for the winter. I know that food security is an issue of great importance in times of limited travel, limited ferries and freight, and tough economic times due to COVID-19. We have an abundance of protein in our surrounding waters and islands in the form of salmon, halibut, deer, and black bears. With limited hunting opportunities in the City limits of Gustavus, it is necessary to take a boat elsewhere to hunt. I am concerned that the new dock at the ferry terminal will be fully removed in the winter, which limits water access even more than it was limited before, which makes the Small Boat Harbor even more essential.

The Small Boat Harbor is a safe place to keep small personal-use boats, but is currently in a terrible condition for use by everyone. The dock that most small boats tie up to is falling apart. To get onto the dock from the road you have to climb up a plank, walk across uneven segments of old platforms, and cross two more planks before you get to the dock on the water. Then once you are down there you have to navigate the large gaps and loose boards to get to your boat. It is a huge safety hazard, and it excludes use by anyone with mobility or stability issues. Those without mobility or stability issues also have difficulty on the dock if they have to carry gear, fish, or deer. If the dock was repaired so that you can get onto and off of it safely and walk across it safely, then more people would be able to use it to tie up their boats that they use for hunting, fishing, and recreating.

Rebuilding the dock platforms does not require experts to do the work, and would not require a huge amount of money. Local people could be hired to remove the old dock, build new platforms, and put them back in place. Lumber and most supplies could be purchased from local vendors. People that have been affected by reduced job opportunities could benefit from being hired as laborers for building the docks. Local businesses could benefit from the purchase of materials or hiring them for assistance with the labor (i.e. if heavy equipment or a barge is needed). There may be a need to drive new pilings, and I don't know if any local business does that, but that is the only part of the project that may need to be completed by non-Gustavus people or businesses.

Budgeting for this type of work is not in my skill set, but I believe it would cost less than or similar to the amount needed for the proposed trail. And in comparison to the proposed trail, it would benefit local food security by increasing access to local subsistence resources, in addition to promoting local mental health by allowing safer and easier access to recreation on the water. I think that this project would benefit the community more than the proposed trail, while still providing the labor jobs and buying supplies from local vendors.

I have included a few photos of the dock I am referring to, and to show how big of a safety hazard this dock is in its current condition.

Thank you for reading my proposal.

Amy Hemenway

Small Harbor dock that needs repair. Photos taken 9/5/2020.





# City of Gustavus Capital Improvement Plan Item #8. 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): **Salmon River Boat Launch Repair**
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. **Adding rock to the base of the Boat Launch to extend the area to its original state.**
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. **The base of the Boat Launch has eroded over time. Each year money is set aside for this as this is the expected result of continuous use. Permits from ADF&G and USACE are required.**
4. Project cost:
  - A. TOTAL COST (including funds already secured) = **\$3000.00**
  - B. For construction projects, break out preconstruction costs (feasibility/design/permitting):  
  
 Preconstruction costs = \$ \_\_\_\_\_ Construction costs = **\$3000.00**  
**The City owns the rock. 30 yards would be transported to the site and compacted.**
5. Timeline: Indicate when you hope to complete each phase of the project.  
Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding. **Prior to the 2021 Summer season.**
  - A. For projects that consist of land or equipment purchase only, state when the purchase would be made: N/A  
  
For construction projects:
    - B. Preconstruction phase to be completed by **12/01/20 (Permitting)**
    - C. Construction phase to be completed by **05/01/21**
6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.
7. Date and name of person submitting form. **Ben Sadler MFC 07/16/20**

**CITY OF GUSTAVUS, ALASKA  
PROJECT SCOPING and DEVELOPMENT FORM**

This form is to be used to document project planning and approval in order 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: Barge Ramp Improvement

City Department: Marine Facilities                      Contact: Ben Sadler

E-mail: Ben.sadler@gustavus-ak.gov              Phone: 907-602-8201

**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? To turn the original barge landing into a usable space for landing crafts and other vessels.
  - Who/what will be aided by this project? Who are the targeted stakeholders/customers? All of Gustavus will benefit from this reconfiguration. Freight operators bringing goods into Gustavus will no longer have to use the boat launch to drop off supplies coming into town.
  - 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? This project would only concern the Barge Ramp, not any other part of the SRSBH. (Although it could be done in conjunction with the Salmon River Boat Launch Repair project also being requested at this time.)
2. Why is the project needed?
  - What community problem, need, or opportunity will it address? The City currently has a barge landing in an area that no barge owners use. It is placed in an inconvenient place located in a tidally influenced river. Local (SE Alaska based) barge owners have said they would not use it in the future, and barges now use the landing located at the Gustavus Multi-Modal Dock facility. This project would turn it into a useable space for landing craft operators or small boats wishing to unload freight in the SRSBH, who are

currently using the boat launch because the configuration of the barge landing does not conform to the needs of a landing craft.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address? Stated in the previous paragraph.

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

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?) This would be part of the larger plan to clean up and improve the facilities at the Salmon River Boat Harbor.

5. What is your timeline for project planning?

- By when do you hope to implement the project? 05/01/21
- Will the planning or final project occur in phases or stages? The planning phase could begin immediately. The construction phase could begin as soon as the Council approves and funds the project.

6. What is your budget for the planning process? Will you be using a consultant? A consultant wouldn't be necessary. The Contractor will submit a plan to the Council for approval before starting the construction phase.

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. Rough estimate \$10,000: \$3000 large rock purchase, \$7000 building rock wall and filling with City owned rock.

### **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.

The first alternative is to do nothing. By doing nothing we neither improve the infrastructure at the SRSBH nor do we use the space the City paid for when the barge ramp was originally created. The second alternative is to turn the space into a useable ramp for landing crafts and other small vessels. By doing this we improve the infrastructure in the SRSBH and get use out of the space the City paid for when the barge ramp was originally created.

#### **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.

Both alternatives were considered. In the end the second alternative was chosen because it would improve the SRSBH facility while adding value to the property itself and increasing value to the citizens of Gustavus who rely on SRSBH to transport goods in and out of Gustavus. The environmental impact should be low as the only thing being added to the boat harbor and the river would be more rock.

2. What solution was chosen as the best and why is it the best? The second alternative was chosen because it improves the infrastructure within the SRSBH by creating a useable ramp within the boat harbor, while freeing up the heavily used boat launch currently being used for the unloading of landing crafts at high tide (the only time the ramp is available to anyone).

- 3. Identify your funding source(s).
  - How will the project be funded initially, and for its operating life?
  - Is there a matching fund requirement? Please provide details.

The funds being requested would come from the AMLIP Repair and Replacement Fund.

**Part 4. Environmental, Social, Financial Impacts**

1. Project Impacts Checklist

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

<b>Medical services?</b>	x		
<b>Emergency response?</b>	x		
<b>Economic performance &amp; sustainability?</b>			
• Employment of residents		x	
o Short-term (i.e. construction)		x	
o Long-term (operating and maintenance)			
• Cost of living reduction	x		
• Return on investment		x	
• Visitor opportunities/impressions/stays/purchases	x		
• Competitive business environment		x	
• Support for existing businesses		x	
• New business opportunities		x	
• Economic sustainability		x	
• Attractiveness of City to new residents/businesses		x	
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)		x	
• Existing services		x	
• New services		x	
• Cost of City services		x	
• Tax income to City		x	
<b>Transportation?</b>			
• Air	x		
• Water		x	
• Roads	x		
<b>Communications?</b>			
• Internet	x		
• Phone	x		
• TV/radio	x		
<b>Other? (type in)</b>			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.) This project could lower the cost of goods coming into Gustavus by attracting more freight operators who currently do not find our facilities adequate for bringing their vessels into our Boat Harbor. It also would cause less wear and tear on our boat launch by diverting larger vessels to the new ramp. It would also free up both sides of the existing boat launch while landing crafts are off loading during peak times of the year.

3. Are other projects related to or dependent on this project? Currently the Marine Facilities Department is working on getting funding for repairing the Boat Launch as well as the ongoing Salmon River Harbor cleanup project to eliminate derelict vessels, trash, and other debris from the City owned facility.

- 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? Yes. Permits will be required from ADF&G and USACE. My hope is that we can use the same permits required for repairing the Boat Launch (it is in the same area and the same type of work will be involved.)
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? After construction there will be no additional costs.
7. Is an engineering design or construction estimate necessary? An engineer design will not be necessary. The contractor would create the final design for approval by the City Council.
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? It is possible that more vessels could register as commercial vessels if they had a way of bringing in freight into the SRSBH or that existing businesses bringing freight in could use the facilities more often. Fees would be collected as they are currently being collected.

**Part 5. Project Budget**

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection	?	Equipment	\$
Site work	\$	Contractual	\$
Construction	\$ 7000.00	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list) Large Rock	\$ 3000.00	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

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? The Marine Facilities Coordinator would maintain the area as part of his normal responsibilities.

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? None

4. How many local businesses will be affected by this project and how? All local businesses rely on freight coming into Gustavus, mostly by water. Even with the Alaska State Ferry system (currently running twice a week every other week) Gustavus is still receiving multiple landing crafts a week to bring in goods.

#### **Part 7. Business Plan (Upon Council request)**

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

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

One example (12/2010): is [http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business\\_plan.html](http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html)

Basic components of a business plan:

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

**Part 8. Record of Project Planning and Development Meetings**

1. Please document the manner in which public input was received.
  - Public comment on agenda item at committee or Council meeting
  - Special public hearing
  - Dates and attendance for the above.
  - Written comment from the public (please attach)
  
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

**Meeting Record**

Event (Meeting of committee, Council report, public hearing, etc.	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of 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.

Election Judge Chair – Jake Ohlson

Other Election Judges

Kim Ney

Ellie Sharman

Election Clerks

Bre Ohlson

Elizabeth Hooge

Kathy Hocker

Jane Button

Sylvia Martinez

Leslie Sirstad

Amy Hemenway

Debbie Hemenway

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY21-04NCO  
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
DEPARTMENT BUDGETS FOR FISCAL YEAR 2021**

**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 2021 estimated expenditures have changed from the estimates in the approved budget.

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

<b>Budget Category</b>	<b>Amounts</b>		
	Original Budget	Amended Budget	Change
<b>INCOME</b>			
Federal Revenue: Payment in Lieu of Taxes	\$ 115,000.00	\$ 113,760.06	<\$ 1,239.94>
State Revenue: Community Assist. Program	\$ 55,506.42	\$ 75,000.00	\$ 19,493.58
Other Income: Prior-Year Cash Balance	\$ 217,000.00	\$ 153,175.75	<\$ 63,824.25 >
Total Change in Income			<\$ 45,570.61>

<b>EXPENSE</b>	Original Budget			Amended Budget			Change
GVFD: Payroll	\$ 93,144.65	\$ 47,574.04	<\$ 45,570.61>				
<i>The Fire Chief's payroll expenses July 1 – December 31, 2020 will instead be paid through CARES Act funds.</i>							
Total Change in Expense							<\$ 45,570.61>

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

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

**DATE INTRODUCED:** August 10, 2020  
**DATE OF PUBLIC HEARING:** September 21, 2020

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY21-05NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2021**

**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 2021, 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		
	Account Balance*	Amended Balance	Change
AMLIP CARES Act Relief Fund	\$ 381,144.53	\$ 347,180.58	<\$ 33,963.95>
FNBA Checking Account	\$ 557,665.49	\$ 591,629.44	\$ 33,963.95
<i>This amount is the approved reimbursement for CARES Act eligible expenses incurred March 2020 (\$11,771.12), April 2020 (\$11,640.97), and May 2020 (\$10,551.86).</i>			

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Total Change in City Held Account Balances	\$	0.00
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**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 10, 2020

**DATE OF PUBLIC HEARING:** September 21, 2020

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, CMC City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY21-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR  
THE SALE OF FIRE ENGINE #27**

**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 2021, the City of Gustavus is disposing of the real property of “Fire Engine 27” by sealed bid auction.

**Section 3.** Per ordinance 10.06.020, the real property disposal is explained as follows:

1. Fire Engine 27 is fully functional and is no longer necessary for municipal purposes.
2. Fire Engine 27 is a 1983 International, Model 1854 4x4, VIN # 1HTAR1853DHA14357.
3. This vehicle is owned by the City of Gustavus.
4. The purpose of the disposal is disposal of real property that is no longer needed by the City of Gustavus.
5. The method of disposal as defined in 10.06.03 is competitive disposal - sealed bid auction.
6. An estimated value of the interest in property is \$10-15,000, but it is functionally valued less than this due to the cost of shipping to transport it out of Gustavus. It cannot be transported on the Alaska Marine Highway System and instead would have to be shipped via landing craft.
7. The procedure for conducting the disposal and the time, place, and manner in which the proposed disposal shall occur are attached as a Fire Engine Sale Notice.

**Section 4.** The City of Gustavus fixed asset accounts will be amended following a successful sealed bid auction and property disposal.

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

**DATE INTRODUCED:** *August 10, 2020*

**DATE OF PUBLIC HEARING:** *September 21, 2020*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_th day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt CMC, City Clerk



## City of Gustavus Fire Engine Sale Notice

**Notice Date:** September 22, 2020  
**Bids Due Date:** October 6, 2020, 2:00 PM ADT, at City Hall

The City of Gustavus offers for sale the following vehicle that has been removed from service. This vehicle is being disposed of in accordance with City of Gustavus (CoG) ordinance 10.06.020 and non-code ordinance FY21-06. The vehicle is available for inspection at any time at the Gustavus Firehall throughout the bid period.

**Vehicle: Engine #27 VIN:** 1HTAR1853DHA14357 See photos attached.

Location: City of Gustavus, Firehall Property, 1806 Gustavus Road

Date, time, and place of sale: October 6, 2020, 2:00 PM, Gustavus City Hall

Fees, interest, and costs assessed: \$0.00

Minimum Bid: \$1.

Bid Terms: See below

**Disclaimer:** Engine #27 deployed Aqueous Film Forming Foam (AFFF) containing Perfluorooctanesulfonic acid (PFOS) in a firefighting event. The tanks containing the foam have been removed. The purchaser of the vehicle agrees to defend, indemnify and hold-harmless the City of Gustavus for all future use of the vehicle.

**Bid terms:** Bidders are encouraged to inspect the vehicle at the Gustavus Firehall prior to submitting bids. Bids may be made on the attached form (available from the City Treasurer ([treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov)) or at City Hall) or may be made on a reasonable facsimile with the same information. Sealed bids may be mailed to City Treasurer, City of Gustavus, PO Box 1, Gustavus, Alaska, 99826, or may be hand delivered to the Gustavus City Hall. Bids must be received at the City PO Box or at City Hall by the bid due date and time at the top of this notice. Bids received after this time will not be considered. Bids must be signed and sealed in an envelope clearly marked on the outside as "Fire Engine Sale Bid". Bid modifications are allowed if received before the bid due date and time. Bid modifications must be in a sealed envelope clearly marked "Fire Engine Sale Bid Modification". In the case of modified bids, only the latest bid modification submitted will be considered. Bids will not be opened before the bid due date and time.

**Sale Terms:** The fire engine will be sold to the highest bidder. This vehicle is sold "as-is, where-is" and without warranty. Payment by postal money order, cash, or credit card is due and must be received by the City Treasurer within 14 days of sale. Upon receipt of payment, the City of Gustavus will issue a bill of sale to the successful bidder and the purchaser may take possession of the vehicle. Within 30 days of the sale date Purchasers are responsible for removing the vehicle from the City of Gustavus Firehall property. If payment is not made within 14 days of sale, or it is not removed within the 30-day time limit, the sale will be voided by the City and payment not refunded unless other prior arrangements have been made with the City. The City may then offer the fire engine to the next highest bidder, or re-post it for sale.

**Additional Bidding Information:** Please contact the City of Gustavus Treasurer, Phoebe Vanselow, at 907-697-2451, or by email to [Treasurer@gustavus-ak.gov](mailto:Treasurer@gustavus-ak.gov), or call City Hall during normal business hours Monday through Thursday, 9:00am-4:00pm.

Signed,  
 Calvin Casipit  
 Mayor, City of Gustavus





**City of Gustavus**  
**Fire Engine Sale Bid Form**

Vehicle Identification Number: 1HTAR1853DHA14357

Date of Bid: \_\_\_\_\_

Bid Amount: \$\_\_\_\_\_

This is (circle one):    an original bid        a bid modification

Bidder Identification:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (if available): \_\_\_\_\_

Statement: I have read and agree to the terms of the sale offer notice for this vehicle. I understand the fire engine is sold “as-is, where-is” and without warranty. If my bid is accepted, I agree to make payment of the bid amount to the City of Gustavus by mail or in person at City Hall within 14 days of the sale date. I understand the City of Gustavus will issue a bill of sale upon receipt of payment. I agree to remove the vehicle from the firehall property within 30 days.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY21-07NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2021**

**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 2021, 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		
	Account Balance*	Amended Balance	Change
CP-19-08 Library Roof Repair/Shed/Awning <i>Additional funds transfer to support the roof repair RFP process. \$10,000 of the original account balance is earmarked for a bike/storage shed.</i>	\$ 60,000.00	\$ 160,000.00	\$ 100,000.00
CP-20-01 Replacement AED/Monitor <i>As approved in the Capital Improvement Plan 2020-2025 on May 11, 2020. AED/Monitor is \$33,850.10, partially funded by Code Blue Grant of \$15,000.</i>	\$ 0.00	\$ 18,850.10	\$ 18,850.10
AMLIP Capital Improv Long-Term	\$ 486,619.50	\$ 369,029.40	<\$ 117,590.10>
AMLIP Repair & Replacement <i>Funds that had been saved for asset replacement for the current Monitor/Defibrillator.</i>	\$ 287,346.38	\$ 286,086.38	<\$ 1,260.00>
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 10, 2020  
**DATE OF PUBLIC HEARING:** September 21, 2020

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS  
ORDINANCE FY21-08**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE  
AMENDMENT OF CITY ORDINANCE TITLE 4 REVENUE AND FINANCE CHAPTER  
4.13 GUSTAVUS ENDOWMENT FUND, SECTION 4.13.070**

**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 Revenue and Finance Chapter 4.13, Section 4.13.070 be amended as follows:

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

**Chapter 4.13 GUSTAVUS ENDOWMENT FUND**

**Section 4.13.070 - Permissible investments.**

- (a) The City of Gustavus Endowment Fund may be invested in:
- (1) U.S. government treasury, agency, and instrumentality securities;
  - (2) Notes or bonds issued by the State of Alaska or its political subdivisions, or other states of the United States, maturing within two (2) years, with a credit rating of A-/A3 or better from two (2) national rating agencies;
  - (3) Federally insured or fully collateralized certificates of deposit of banks and credit unions, maturing within two (2) years;
  - (4) Repurchase agreements collateralized by U.S. Treasury securities and marked-to-market. If purchase agreements are overnight investments or if securities are collateralized in excess of one hundred two (102) percent, marked-to-market is not necessary;
  - (5) A state investment pool formed within the State of Alaska and comprised of agencies of the state and/or its political subdivisions;
  - (6) Money market mutual funds whose portfolios consist entirely of U.S. government securities; or
  - (7) Any of the following:
    - (A) Mortgage-backed and asset-backed obligations denominated in U.S. dollars with a credit rating of A-/A3 or better from two (2) national ratings agencies;

- (B) Corporate debt obligations of U.S. domiciled corporations denominated in U.S. dollars with a rating of A-/A3 or better from at least two (2) national ratings agencies;
- (C) Convertible debt obligations of U.S. domiciled corporations denominated in U.S. dollars with a credit rating of A-/A3 or better from two (2) national ratings agencies; or
- (D) Domestic equities, which taken as a whole, attempt to mirror the characteristics or replicate the Standard and Poor's 500 Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).

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

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

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

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

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

Global infrastructure equities, which taken as a whole, attempt to replicate the STOXX Global Broad Infrastructure Index, or a substantially similar index, including both mutual funds and exchange traded funds (ETFs).

**Alternative beta funds, which taken as a whole, attempt to provide systematic exposure to trading strategies that emphasize return sources not found in traditional stock and bond portfolios, including both mutual funds and exchange traded funds (ETFs).**

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

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

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

**Bond funds, which taken as a whole, attempt to replicate the Bloomberg Barclays US Gov/Credit 1-5 Year Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).**

**Bond funds, which taken as a whole, attempt to replicate the Bloomberg Barclays US High Yield Very Liquid Index or another index of similar characteristics, including both mutual funds and exchange traded funds (ETFs).**

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

**Date Introduced: August 10, 2020**  
**Date of Public Hearing: September 21, 2020**

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Karen Platt CMC, City Clerk

## **Motion to Amend Gustavus PFAS Action Coalition Endowment Fund Grant Budget**

Gustavus PFAS Action Coalition (GPAC) requests a grant modification for their current endowment fund grant that ends 12/10/20. Per Resolution CY19-14, if the modification request is greater than five percent of the granted amount, Council action is necessary. GPAC requests moving \$4374.63 from 2 cost categories to 2 others, which is 21% of the granted amount of \$21,250.00.

### **Cost Category: Travel -- change from \$6000.00 to \$1660.37**

Justification: Due to COVID-19 travel precautions, GPAC will be doing no additional travel and would like to request the transfer of \$4339.63 from the Travel budget line to the Collaboration and Testing budget lines.

### **Cost Category: Collaboration -- change from \$3000.00 to \$5000.00**

Justification: GPAC has a McDowell group proposal to complete a summary of GPAC's creation, actions, and progress. This document is intended for a broad audience and will facilitate collaboration with other stakeholders including the numerous additional Alaska communities affected by PFAS contamination.

### **Cost Category: Testing -- change from \$7631.05 to \$10,005.68**

Justification: Testing is very expensive, and GPAC can put additional funds to use to finish initial testing of chicken tissue, fish tissue, and wild harvest foods.

### **Cost Category: Summit -- change from \$2000.00 to \$1965.00**

Justification: No additional funds will be spent in this category. Funds paid to Annie Mae earlier this year for a planned on-site fall summit will be held by Annie Mae until COVID-19 circumstances allow an on-site summit to occur. The remaining \$35.00 in this category would be transferred to the Testing budget line.



Gustavus Construction LLC  
PO Box 93  
Gustavus AK 99826

Primary Contact; Sean Patrick, owner  
Sean Patrick cell 907-957-2172

[gustavusconstruction@gmail.com](mailto:gustavusconstruction@gmail.com)



Gustavus Public Library Roof/Building Repair

*NB: This is a proposed Time and Materials estimate.*

Proposal submitted to the City of Gustavus on 9/8/2020

Submitted by:

Sean Patrick, Owner



• Personnel – LABOR*	\$ 63,000
*All Construction workers billed at Davis Bacon Wages - \$100/hour	
Accounting billable wage: \$35/hour	\$ 1,925
• Fringe Benefits	none anticipated
• Travel	none anticipated
• Supplies – MATERIALS	\$ 25,200
• Sub Contractual	none anticipated
• Other - FREIGHT	\$ 4,500
Other – Equipment time	\$ 4,400
• Overhead	\$ 9902.50
<b>Total Projected Cost:</b>	<b>\$ 108927.50</b>



Solution:

- Provide all labor, tools, and equipment.
- Provide temporary protection/tarp covering the roof during time of exposure.
- Remove existing metal roof panels on both sides of main building.
- Remove plywood horizontal skip sheathing.
- Remove underlayment to expose the OSB/sip panel.
- Inspect structural elements of all the panels to determine repairs to structural elements as needed.
- Remove rot or damaged structural elements and replace with new.
- Re-support sip panels will be necessary by notching cutting in 2 x 12 support rafters or supporting from structural walls from under side or a combination.
- Once the panels are repaired, install new layer of 30# felt underlayment, Install 2 x 3in rafters / sleepers on edge 2ft on center from Eve to Ridge to allow for airflow.
- Re- sheet with 5/8 CDX over new sleepers.
- Add another layer of 30# felt underlayment over new roof deck.
- Install new metal panels and metal trim around eaves and Gables.
- Install vented ridge.
- Install new vent flashing kits. Also install screens to prevent insect and rodent intrusion.
- Seal interior sip panel edges/seams with adhesive sealant to the best of our ability from under side of sip panel.
- Dispose of all damaged materials and waste garbage.
- Coordinate and arrange all materials purchase and deliveries.
- Keep a clean and safe work site.

Features:

- Contractor will provide the following materials needed to complete the scope of work.
  - Skyline roofing 40 16in panels
  - Custom flashing gable end Eve and ridge
  - 5/8 CDX sheathing
  - 2x3x12 HMF over framing
  - 2x12 HMF structural framing
  - 2x6 HMF framing
  - 30lb felt
  - Adhesives and sealants
  - Structural Fasteners
  - Screen
  - Plastic drop cloths
  - Cleaning supplies

**Benefits:**

Hiring a local company that has firsthand experience with SIP Panel construction, the Library building and working with City Staff. All employees are local community members. The company is always current with City Sales tax submissions, licensing and supports other local businesses in the process.

**Uniqueness:**

See above.

**Ability to complete the project in a timely manner:**

- Gustavus construction would need to coordinate with city staff on a sensible work schedule. We will also need to coordinate work specific to the inside for access to bottom side of sip panels for new support and air seal.

Accommodations may need to be made to schedule for weather or freight setbacks, as well as Public notice prior to start of work.

- Key milestones, check points and other decision points:
  - If structural damage exceeds 20% of total roof structure it will increase costs. As the Contractor, Gustavus Construction will communicate and inform the project manager or appropriate City officials before proceeding.

**Information/resource requirements from the City:**

- The Contractor assumes there will be no DRC fees for this project.

**Team that will be assigned to this account:**

- Sean Patrick, Project Superintendent – certifications listed on Qualifications page
- Shane Patrick, Project Manager
- Aaron Patrick, Jobsite Foreman
- Dmitry Pittard, Carpenter
- Simeon Rear, Carpenter
- Ian Barrier, Laborer
- Noël Farevaag, bookkeeper

**How we plan to interact with the City:**

- Email or text with assigned City contact so that written communication is logged for all parties.
- Contractor will communicate with Library staff to ensure scheduling is appropriate for all parties.
- Contractor will log visual findings with photos, as well as keep weekly reports and safety meeting forms.

**When and how services will be provided on site:**

- As noted above, Contractor will work the Library staff to ensure scheduling is coordinated.
- As noted above under “Solutions”, “Features”, “Team”, and “How we plan to interact with the City”.

**Third-party providers that may provide services to the City:**

- We use local vendors whenever possible.



## Qualifications

Sean Patrick, Owner/Project Superintendent

- AK General Contractor with Residential Contractor Endorsement – License #CONE39749, expires 12/31/20
- AK Residential Contractor Endorsement - License #123697, expires 12/31/20
  - See attached sheet for copies of State endorsements

Shane Patrick, Owner/Project Manager

Aaron Patrick, Jobsite Foreman

Dmitry Pittard, Carpenter

Simeon Rear, Carpenter

Ian Barrier, Laborer

References for similar jobs:

Fred Knowles, Orion Pacific. 907-738-3888

(3) roofing jobs in Sitka. Sitka Medical Center, residential/small office building reroof, residential home.

Seth Koch, Peak Construction. 907-321-7792

Numerous residential and commercial projects completed together.

Jim Delabrier – (Vandenberg’s current house).

SIP Panel roof with engineered design fix, approx. 2010

License #: 123697  
Effective: 01/22/2020  
Expires: 12/31/2020

Item #17.

# STATE OF ALASKA

Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

## Regulation of Construction Contractors and Home Inspectors

Licensee: **SEAN W PATRICK**

License Type: **Residential Contractor Endorsement**

Status: **Active**

Commissioner: Julie Anderson

License #: CONE39749  
Effective: 01/22/2019  
Expires: 12/31/2020

# STATE OF ALASKA

Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

## Regulation of Construction Contractors and Home Inspectors

Licensee: **GUSTAVUS CONSTRUCTION LLC**

License Type: **General Contractor With Residential Contractor Endorsement**

Status: **Active**

Doing Business As: **GUSTAVUS CONSTRUCTION**

Note: CONTRACTOR HAS PREVIOUS LICENSE CONE35800

Commissioner: Julie Anderson

*Bid Opening for RFP FY21-COG01*

Date of opening: 09/08/2020 Place: Gustavus City Hall Time: 3:00pm

1. Bid Envelope received on 9/8/20 2:48pm  
Gustavus Construction, LLC

Total bid: \$ 108,927.50

- Proposal
- Budget
- Contractor License #

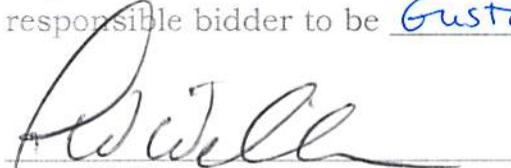
2. Bid Envelope received on \_\_\_\_\_

Total bid: \$ \_\_\_\_\_

*No other bidders*

- Proposal
- Budget
- Contractor License #

City Administrator Tom Williams and City Treasurer Phoebe Vanselow verified the lowest responsible bidder to be Gustavus Construction, LLC.

  
 \_\_\_\_\_  
 Tom Williams, Ph.D.  
 City Administrator

  
 \_\_\_\_\_  
 Phoebe Vanselow, City Treasurer

**CITY OF GUSTAVUS, ALASKA**  
**RESOLUTION CY20-22**  
**A RESOLUTION BY THE CITY OF GUSTAVUS REQUIRING**  
**THE WEARING OF CLOTH FACE MASKS OR FACE SHIELDS**

**WHEREAS**, the Gustavus City Council adopted Resolution CY20-20 mandating the wearing of cloth face masks that expires October 1, 2020; and

**WHEREAS**, the Gustavus City Council adopted Resolution CY20-11 declaring a local emergency in response to the COVID-19 pandemic, requesting state and federal assistance; and

**WHEREAS**, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-CoV-2 virus ("virus"), a new strain of coronavirus that has not been previously identified in humans and is easily transmittable person to person; and

**WHEREAS**, the State of Alaska has mandated testing or self-quarantining of travelers into Alaska from out of state, and other measures to counter the spread of the virus; and

**WHEREAS**, visitor and retail businesses in Gustavus are implementing protective plans and measures in accordance with the State of Alaska mandates and public health recommendations to reduce the risk of introducing the virus into the community; and

**WHEREAS**, the virus is primarily transmitted from person to person via exhaled respiratory droplets during speaking, coughing, sneezing, yelling, singing, and even breathing, that are then inhaled by another person nearby; and

**WHEREAS**, cloth facemasks have proven effective in blocking or reducing transmission of virus-containing respiratory droplets from infected persons to susceptible persons nearby, especially in indoor spaces but also in outdoor spaces where people cannot maintain adequate social distancing; and

**WHEREAS**, State of Alaska and national public health scientists and officials strongly recommend wearing of face coverings as an essential means of controlling the COVID-19 pandemic; and

**WHEREAS**, states and municipalities nationwide, including municipalities in Alaska, are mandating wearing of facemasks in public areas where social distancing cannot be relied upon to block transmission; and

**WHEREAS**, rigorous application of social distancing, mask-wearing, and hand washing by people in Gustavus, may preclude the need for stricter or more economically and socially disruptive measures, such as travel controls.

**NOW THEREFORE, BE IT RESOLVED:**

1. All individuals within the City of Gustavus are required to wear cloth face coverings or face shields over their noses and mouths when they are indoors in public settings or in communal spaces outside the home, and when outdoors in public spaces where they may be within 6 feet of other members of the public outside their immediate family. Masks are not required when the only direct contact is between members of the same household or when employees are not near others (within six feet).

2. This Resolution includes settings included, but are not limited to, the public and communal spaces within the following:
  - A. Grocery stores and all other retail stores.
  - B. Restaurants, cafes, carry-out food operations with or without delivery. Limited exception for customers while they are eating or drinking in one of these settings.
  - C. Buses, taxis, vessels, aircraft and other forms of public or visitor transportation when passengers are present.
  - D. Personal care facilities.
  - E. Childcare facilities.
  - F. Communal areas of offices where people from multiple households are present.
  - G. Indoor communal spaces in other buildings including the City of Gustavus buildings.
  - H. Churches.
  - I. Outdoor areas such as docks and floats, small vessels, crowded areas in parks, or other outdoor areas where six feet social distancing may not be possible, and where members of the public other than one's immediate family may be encountered at close quarters.
3. Employers are responsible to make sure employees who are present in the workplace have access to, and wear, masks or cloth face coverings when in direct contact with customers, members of the public, or other employees.
4. This mandate does not apply to the following categories of people or activities:
  - A. Any child under the age of 2 years. These very young children should not wear a face covering because of the risk of suffocation;
  - B. Any child under the age of 12 years unless a parent or caregiver supervises the use of face coverings by the child to avoid misuse;
  - C. Any individual for whom wearing a mask or cloth face covering would be contrary to his or her health or safety because of a medical condition or mental health condition, and any individual unable to tolerate a mask due to a physical or mental disability;
  - D. Individuals who are speech impaired, deaf, or hard of hearing, or individuals communicating with someone who is deaf or hard of hearing, where facial or mouth movements are an integral part of communication;
  - E. Any individual who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
  - F. Individuals who are exercising, if mask wearing would interfere with their breathing and are maintaining at least six feet distance from any other person.
5. If a person declines to wear a mask or face covering because of a medical condition or disability as described above, this mandate does not require them to produce medical documentation verifying the stated condition or disability. Businesses may wish to consider accommodating such individuals through curbside or delivery service or by allowing the individual inside without a mask if doing so will not place others at risk.
6. The City of Gustavus respectfully requests the public's cooperation with the provisions of this mandate for the benefit of all citizens and visitors.
7. This resolution shall be effective on Council approval and shall terminate on January 1, 2021 unless extended or repealed prior to this date.

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of September 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Attest: Karen Platt, CMC City Clerk

**Mayors Report  
City of Gustavus  
Sept 21, 2020**

**Calvin Casipit**

**June 2020**

Much of June was spent with CARES Act implementation and developing plans for execution. I also participated in some remote Zoom filming for national mass media company's covering local issues and people. Participated on AML zoom conferences for AMHS and CARES Act funds

**July 2020**

Continued conversations with AML on AMHS and Cares Act. Participated in a Zoom conference about potential small cruise boat operations in August.

**August 2020**

Continued conversations with AML on AMHS and Cares Act. Assisted a national Media company with a potential filming of a Veterinary Show in town. To improve television reception, I worked with a community member to identify and remove trees and brush from the ARCS satellite dish.

**September 2020**

Removed several improperly dumped partially decomposed salmon and halibut carcasses from the Dolly Varden ditch totaling 3 – 5 gallon buckets and hauled them out in my boat and dumped them near the green can off the mouth of the Salmon River.

**Correspondence**

In the past I have listed in this spot Mayoral correspondence. Karen has done a superb job of posting Mayoral Correspondence on the City's website. Folks who are interested are directed there for a complete listing and copies of correspondence.

**Final Words**

It has been a privilege to serve as a City Council Member and Mayor over the past 3 plus years. It is time for me to pass on the torch to the next person. I will not be running for reelection in October. I would like to thank our Staff and Employees for their exemplary work, the job of Mayor is much easier with such dedicated and professional staff. Also, thanks to our City Attorney Robert Blasco, he has been invaluable to me in almost every major issue the City has had to deal with. As a community of our size, we are lucky to have such professional City staff.

# COVID-19 ECONOMIC STABILIZATION TEAM

## Meeting Minutes

---

**Date:** August 20, 2020      **Location:** Online ZOOM      **Time:** 7:00 – 8:15 pm

**Participants:** 6 Total      (Meeting open to the public)

**City Council Members:**

Susan Warner, Joe Clark

**General Participants:**

Leah Okin, Jane Olney, Whitney Rapp, Aimee Youmans,

**Introduction:** This was the fifth and last in a series of informal conversations among Gustavus Community members on stabilizing our local economy and providing for a long-term recovery from the financial impacts of the COVID-19 virus.

**Agenda:** The CARES Act Federal subsidies to address the public health and negative financial impacts of the COVID 19 virus expire on December 31<sup>st</sup>, 2020. So, what then? There might be another round, continuing to inflate our record levels of National debt. Or, there might not. We're fine for this year, not to panic, but what about next year? And the year after that?

How can the community inspire and energize the City Government to pivot away from dependence on Federal and State handouts (with any gaps to be deficit-funded from previous year savings) and move toward a more sustainable and well balanced operating budget which *"shall take a measured approach to expand City services only when population growth and revenue growth, or other savings, can sustain these services in the long term"*, as asserted in the City Resolution CY19-16, passed last September.

Let's discuss any ideas you might have for a future path.

**Discussion:**

The Gustavus Visitors Association recently hired Cedar Group Marketing consultants of Juneau to work up a strategic plan "Blueprint" for their next marketing efforts for tourism recovery. *(The report is available in the packet for the City Council General Meeting of August 10<sup>th</sup> page 53 or see the "View Details" link for this August 20<sup>th</sup> Task Force meeting on the City's "Meetings" page).* A key finding of that report was that Gustavus should focus marketing efforts on independent travelers, specifically 4 audiences: return travelers, the independent family, independent artists, and independent adventure travelers.

Leah said her big take-away from Cedar Group was that Gustavus needed to clarify a "Gustavus Story", unique from Glacier Bay National Park, and replicate that story across

multiple web sites, different Gustavus business approaches to how they advertise their services, and multiple channels of appeal to the target audiences.

Council member Clark offered various content suggestions for building that “Gustavus Story”:

- Developing and distributing packets of reasons to visit and stay (longer) in Gustavus
- Producing a video of things to do, places to go, places to see, stories from history (such as plane crash, WWII), famous people who have visited, etc. and then offer local screenings as an activity

Leah stated that a short (5 minute) Gustavus promotional video was currently in production

Jane Olney re-mentioned festivals as an attraction for travelers, recalled the “Year of the Bear” event of a previous year. Jane also mentioned an idea that was considered in the past for a fish hatchery at Falls Creek or Good River.

There was quite a bit of interest in working up a proposal for Council consideration of dedicating some to the current CARES Act funding to support local businesses to providing assistance for individual business owners to get a discount for purchasing web developer assistance to re-align their present web sites to incorporate elements of this “Gustavus Story” and fine tune their social media and site’s appeal to the four targeted audiences. Council members Warner and Clark will work on developing this idea for Council consideration.

Council member Warner then mentioned a large scale, privately funded project to create a world-class experiential science exhibit out at the Park was just getting organized to start up. Stay tuned for future developments on that.

That project will require next generation Internet Broadband (a globally deployed service) to be available in Gustavus as well, so connecting to that will constitute a parallel project for the next few years. Stay tuned on that as well.

Council member Warner mentioned a current USDA grant opportunity to gain planning and technical assistance that could help build capacity for rural broadband expansion, with a 15% match. Very short timeline, with applications due by Sept 15<sup>th</sup> (*see the “View Details” link for this August 20<sup>th</sup> meeting on the City “Meetings” page*). It’s likely that Gustavus is not ready to take advantage of this particular opportunity at this time.

This concludes the efforts of the COVID-19 Economic Stabilization Task Force work group, at least in this configuration of Council members. The new Council, elected in six weeks, may decide to re-charge and continue such an informal and conversational work group, create a formal Finance Special Committee of the Council, or take some other approach to reckoning the future funding for City Government of Gustavus, particularly in recovering from negative financial impacts of the virus.