



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, July 19, 2021 at 7:00 PM  
via Zoom

### COUNCIL MEMBERS

Mayor Brittney Cannamore  
Vice Mayor Joe Vanderzanden  
Council Members: Joe Clark, Tania Lewis,  
Mike Taylor, John Buchheit, Sally McLaughlin

### 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

### DRAFT GM AGENDA AND PACKET

### VIRTUAL MEETING INFORMATION

**PASSCODE:** XXXXXXXX

**PHONE NUMBER:** 253-215-8782

### ROLL CALL

Reading of the City of Gustavus Vision Statement

### APPROVAL OF MINUTES

1. 06-14-2021 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report
3. City of Gustavus Marine Facilities Coordinator Quarterly Report
4. City of Gustavus Clerk Quarterly Report
5. City of Gustavus, City Treasurer monthly financials
6. City of Gustavus, City Administrator WORK SESSION Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

7. Approve Gustavus Volunteer Fire Department Chief Position Description
8. Confirm Appointment of Library Administrative Director, Jessie Soder and Library Services Director, LeAnn Weikle
9. Approve Calculation of Endowment Fund Grant Amount for 2022 Award Cycle
10. Tidelines Institute (Formerly Arete Project) Request to extend Endowment Fund Grant Timeline to July 31st, 2022
11. FY22-xxNCO AMLIP FY22 R&R (Public Hearing 08-09-2021)
12. FY22-xxNCO AMLIP Road Maint - FY22 transfer (Public Hearing 08-09-2021)

### ORDINANCE FOR PUBLIC HEARING

### UNFINISHED BUSINESS

### NEW BUSINESS

13. CY21-09 A Resolution Acceptance of Coronavirus Local Fiscal Recovery Funds
14. Approve Short Form Scoping Document - Good River Bridge Repairs, Phase 1

- [15.](#) Approve Short Form Scoping Document - Refurbish Old Preschool/Post Office Building
- [16.](#) Approve Short Form Scoping Document - Marine Facilities Coordinator Building at Salmon River Harbor
- [17.](#) Approve Short Form Scoping Document - Tsunami Siren Power Installation
- [18.](#) FY22-xxNCO Capital Project Funding 2021 (Public Hearing 08-09-2021)

#### **CITY COUNCIL REPORTS**

#### **CITY COUNCIL QUESTIONS AND COMMENTS**

#### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

#### **EXECUTIVE SESSION**

#### **ADJOURNMENT**

**POSTED ON:** Month Day, 202X at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

#### **ADA NOTICE**

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

#### **VISION STATEMENT**

*We envision a distinctive community:*

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

**CITY OF GUSTAVUS**  
**CITY COUNCIL GENERAL MEETING**  
**JUNE 14, 2021**

Item #1.

**MINUTES - PENDING**

**ROLL CALL**

**PRESENT**

Mayor Brittney Cannamore  
Vice Mayor Joe Vanderzanden  
Council Member Joe Clark  
Council Member Mike Taylor  
Council Member Tania Lewis  
Council Member Sally McLaughlin

**ABSENT**

Council Member John Buchheit

**Reading of the City of Gustavus Vision Statement**

The City of Gustavus Vision Statement was read by Council Member Lewis

**Certificates of Appreciation**

Mayor Cannamore presented a Certificate of Appreciation to Gustavus Public Library Administrative Director, Michelle Snowden and Gustavus Volunteer Fire Dept. Chief, Travis Miller.

**APPROVAL OF MINUTES**

1. 05-10-2021 Special Meeting Minutes
2. 05-10-2021 General Meeting Minutes
3. 05-24-2021 Special Meeting Minutes

Motion made by Council Member Clark to approve by unanimous consent the 05-10-2021 Special Meeting Minutes, the 05-10-2021 General Meeting Minutes and the 05-24-2021 Special Meeting Minutes.

Seconded by Vice Mayor Vanderzanden.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Lewis, Council Member McLaughlin

**MAYOR'S REQUEST FOR AGENDA CHANGES**

There were no agenda changes.

**COMMITTEE / STAFF REPORTS**

4. EOC COVID-19 General Meeting Report  
No report was provided.
5. Marine Facilities Advisory Committee Quarterly Report

Marine Facilities Advisory Committee Chair, Mike Halbert submitted a written report. Council Member/Marine Facilities Advisory Committee Member, Joe Vanderzanden provided a summary.

6. Gustavus Public Library Quarterly Report  
Library Administrative Director, Michelle Snowden submitted a written report.
7. City Treasurer Monthly Financials  
City Treasurer, Phoebe Vanselow submitted monthly financials and was available to answer questions.
8. City Administrator General Meeting Report  
City Administrator, Tom Williams submitted a written General Meeting report and an oral summary.

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

## **CONSENT AGENDA**

Agenda #10 Provide One-Time Forgiveness of Ambulance Transport Fees of \$2598.10 for Uncollectible Summer 2019 Transports due to Pandemic-Related Collection Delays was removed from the consent agenda by Mayor Cannamore, Seconded by Council Member Lewis and added to the first agenda item under New Business.

Motion made by Council Member Taylor to adopt the Consent Agenda as presented less item #10 as removed earlier.

Seconded by Council Member Clark.

Hearing no objections, Mayor Cannamore announced the Consent Agenda as passed by unanimous Consent.

9. City of Gustavus Waives the Right to File a Protest of the Snug Harbor Liquor License Renewal
11. L3Harris Airport Land Lease Agreement

## **ORDINANCE FOR PUBLIC HEARING**

12. FY21-21NCO FY22 Budget (Introduced 05-10-2021)

Mayor Cannamore opened the Public Hearing at 7:30 PM

Public Testimony: There was non Public Testimony

Mayor Cannamore closed the Public Hearing at 7:31 PM

Motion made by Council Member McLaughlin to adopt FY21-21NCO for Fiscal Year 22 Budget which was introduced on 05-10-2021.

Seconded by Vice Mayor Vanderzanden.

Council Comment: There was no Council Comment.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Lewis, Council Member McLaughlin



13. FY21-23NCO Providing for the Amendment of Department Budgets for FY21  
(Introduced 05-10-2021)

Item #1.

Mayor Cannamore opened the Public Hearing open 7:34 PM  
Public Testimony: There was no Public Testimony  
Mayor Cannamore closed the Public Hearing closed at 7:35 PM

Motion made by Council Member McLaughlin to adopt FY21-23NCO Providing for the Amendment of Department Budgets for Fiscal Year 21 which was Introduced 05-10-2021.

Seconded by Council Member Clark

Council Comment: There was no Council Comment.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Lewis, Council Member McLaughlin

**UNFINISHED BUSINESS**

No Unfinished Business

**NEW BUSINESS**

10. Provide One-Time Forgiveness of Ambulance Transport Fees of \$2598.10 for Uncollectible Summer 2019 Transports due to Pandemic-Related Collection Delays.

Motion made by Council Member Clark to Provide One-Time Forgiveness of Ambulance Transport Fees of \$2598.10 for Uncollectible Summer 2019 Transports due to Pandemic-Related Collection Delays.

Seconded by Council Member McLaughlin

Public Comment: None  
Council Comment: None

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Lewis, Council Member McLaughlin

14. CY21-08 A Resolution by the City of Gustavus Pertaining to the Authorized Investments of, the Investment Allocations of, and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment Funds

Motion made by Vice Mayor Vanderzanden to adopt CY21-08 A Resolution by the City of Gustavus Pertaining to the Authorized Investments of, the Investment Allocations of, and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment Funds.

Seconded by Council Member Clark.

Public Comment: None  
Council Comment: None

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Lewis, Council Member McLaughlin

15. Award RFP FY22-COG02 Managed IT Services for FY22

Motion made by Council Member Clark award the contract for Management IT Services for FY22 to Alaska Technical Solutions per their response to RFP FY22-COG02.

Seconded by Vice Mayor Vanderzanden.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Lewis, Council Member McLaughlin

16. Award RFQ FY22-01RM Road Maintenance for FY22

Motion made by Council Member Taylor to award the contract for annual road maintenance for Fiscal Year 22 to Glacier Bay Construction per their response to RFQ FY22-01RM, and accepting their recommended edits to specifications as negotiated with the Road Maintenance Team.

Seconded by Council Member Lewis.

Public Comment: None

Council Comment:  
Council Member Taylor

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Clark, Council Member Taylor, Council Member Lewis, Council Member McLaughlin

17. Rescind CY20-23 A Resolution Declaring a Second Local Emergency in Response to COVID-19 and a Request for State and Federal Assistance

Motion made by Council Member Clark to rescind CY20-23 A Resolution Declaring a Second Local Emergency in Response to COVID-19 and a Request for State and Federal Assistance.

Seconded by Vice Mayor Vanderzanden.

Public Comment: None

Council Comment:  
Council Member McLaughlin  
Council Member Lewis  
Council Member Taylor

Mayor Cannamore

Voting Yea: Vice Mayor Vanderzanden, Council Member Clark, Council Member McLaughlin  
Voting Nay: Mayor Cannamore, Council Member Taylor, Council Member Lewis

### **CITY COUNCIL REPORTS**

18. Mayor Quarterly Report  
Mayor Cannamore submitted a written report.

### **CITY COUNCIL QUESTIONS AND COMMENTS**

Mayor Cannamore - Salmon River Park clean-up by City Council Members and Church of Jesus Christ of Latter-day Saints. GPAC, ADOT, FAA, DEC, Earth Justice meeting concerning Airport Project with regard to PFAS. July Work Session is July 12 and the July General Meeting is July 19th. DRC is short staffed, requesting Council Members to reach out to Paul to help. GVFD needs an additional dispatcher.

Council Member Lewis - Extended a thank you to Council Members and City Staff for their work.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

No Public Comment

### **EXECUTIVE SESSION**

No Executive Session

### **ADJOURNMENT**

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

\_\_\_\_\_  
Brittney Cannamore, Mayor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Profit &amp; Loss Budget vs. Actual COG Accrual

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	4,150.00	3,000.00	1,150.00	138.3%
Donation - Inter-library Loans	20.00			
Donations	384.00	300.00	84.00	128.0%
DRC Income	84,884.57	67,400.00	17,484.57	125.9%
<b>Federal Revenue</b>				
Disaster Assistance (FEMA funds)	0.00	55,095.84	-55,095.84	0.0%
Natl Forest Receipts-Encumbered	38,572.14	38,572.14	0.00	100.0%
Payment In Lieu of Taxes	113,760.06	113,760.06	0.00	100.0%
<b>Total Federal Revenue</b>	152,332.20	207,428.04	-55,095.84	73.4%
Fundraising	960.00	960.00	0.00	100.0%
GVFD Income	8,232.57	10,250.00	-2,017.43	80.3%
Interest Income	189.43	350.00	-160.57	54.1%
Lands Income	27,354.00	26,750.00	604.00	102.3%
Lease Income	13,125.67	12,720.35	405.32	103.2%
Library Income	521.50	500.00	21.50	104.3%
Marine Facilities Income	28,240.00	22,200.00	6,040.00	127.2%
<b>State Revenue</b>				
Community Assistance Program	75,180.66	75,000.00	180.66	100.2%
Shared Fisheries Business Tax	1,045.27	1,700.00	-654.73	61.5%
<b>Total State Revenue</b>	76,225.93	76,700.00	-474.07	99.4%
<b>Tax Income</b>				
Retail Tax Income	245,447.52	235,000.00	10,447.52	104.4%
Remote Sellers Retail Tax	17,803.44	20,000.00	-2,196.56	89.0%
Room Tax Income	25,034.88	20,000.00	5,034.88	125.2%
Fish Box Tax	8,560.00	6,000.00	2,560.00	142.7%
Penalties & Interest	2,080.38	0.00	2,080.38	100.0%
Tax Exempt Cards	290.00	300.00	-10.00	96.7%
<b>Total Tax Income</b>	299,216.22	281,300.00	17,916.22	106.4%
<b>Total Income</b>	695,836.09	709,858.39	-14,022.30	98.0%
<b>Gross Profit</b>	695,836.09	709,858.39	-14,022.30	98.0%
<b>Expense</b>				
Administrative Costs	2,133.70	3,033.75	-900.05	70.3%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	3,901.08	3,900.00	1.08	100.0%
Building	15,945.76	19,650.90	-3,705.14	81.1%
Contractual Services	46,656.55	65,000.00	-18,343.45	71.8%
Dues/Fees	7,875.38	8,500.00	-624.62	92.7%
<b>Economic Development Services</b>				
GVA	17,000.00	17,000.00	0.00	100.0%
<b>Total Economic Development Services</b>	17,000.00	17,000.00	0.00	100.0%
Election Expense	87.34	90.00	-2.66	97.0%
Equipment	13,647.51	16,456.07	-2,808.56	82.9%
Events & Celebrations	3,587.70	3,750.00	-162.30	95.7%
Freight/Shipping	14,620.51	21,200.00	-6,579.49	69.0%
Fundraising Expenses	418.97	800.00	-381.03	52.4%
General Liability	11,575.44	11,317.32	258.12	102.3%

07/06/21

# City of Gustavus

## Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials	598.71	600.00	-1.29	99.8%
Marine Facilities	6,155.70	6,368.37	-212.67	96.7%
Payroll Expenses	357,637.88	385,292.18	-27,654.30	92.8%
Professional Services	12,989.15	13,000.00	-10.85	99.9%
Public Relations	314.86	500.00	-185.14	63.0%
Repair & Replacement Fund	24,772.13	24,772.13	0.00	100.0%
Road Maintenance	174,815.44	175,000.00	-184.56	99.9%
Stipend	3,000.53	3,000.00	0.53	100.0%
Supplies	12,445.58	13,675.00	-1,229.42	91.0%
Telecommunications	17,136.62	18,940.00	-1,803.38	90.5%
Training	1,971.00	4,750.00	-2,779.00	41.5%
Travel	0.00	1,000.00	-1,000.00	0.0%
Utilities	16,261.26	15,516.42	744.84	104.8%
Vehicle	5,959.65	8,285.67	-2,326.02	71.9%
<b>Total Expense</b>	<b>777,508.45</b>	<b>847,497.81</b>	<b>-69,989.36</b>	<b>91.7%</b>
<b>Net Ordinary Income</b>	<b>-81,672.36</b>	<b>-137,639.42</b>	<b>55,967.06</b>	<b>59.3%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>				
Other Savings for Road Maint	62,118.87	43,450.89	18,667.98	143.0%
Encumbered Funds - Other	37,881.13	37,881.13	0.00	100.0%
<b>Total Encumbered Funds</b>	<b>100,000.00</b>	<b>81,332.02</b>	<b>18,667.98</b>	<b>123.0%</b>
<b>Prior-Year Cash Balance</b>	<b>0.00</b>	<b>58,282.73</b>	<b>-58,282.73</b>	<b>0.0%</b>
<b>Total Other Income</b>	<b>100,000.00</b>	<b>139,614.75</b>	<b>-39,614.75</b>	<b>71.6%</b>
<b>Net Other Income</b>	<b>100,000.00</b>	<b>139,614.75</b>	<b>-39,614.75</b>	<b>71.6%</b>
<b>Net Income</b>	<b>18,327.64</b>	<b>1,975.33</b>	<b>16,352.31</b>	<b>927.8%</b>

City of Gustavus  
Balance Sheet  
As of June 30, 2021

	Jun 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,357.27
AMLIP Capital Improv Long-Term (0630598.2)	500,903.64
AMLIP Repair & Replacement (0630598.3)	310,898.58
AMLIP Road Maint - Unencumbered (0630598.4)	197,153.73
AMLIP Gravel Pit Fund (0630598.8)	6,000.00
AMLIP Reserve (0630598.12)	884,424.19
APCM.Endowment Fund	1,637,337.00
FNBA - Checking	515,319.66
FNBA Endowment Fund - Checking	38,935.43
Petty Cash	92.08
Total Checking/Savings	4,140,421.58
Accounts Receivable	
Accounts Receivable	42,344.72
Total Accounts Receivable	42,344.72
Other Current Assets	
Prepaid fuel oil	4,554.85
Total Other Current Assets	4,554.85
Total Current Assets	4,187,321.15
<b>TOTAL ASSETS</b>	<b>4,187,321.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	624.58
Total Credit Cards	624.58
Other Current Liabilities	
Accrued Leave	10,848.22
Deferred Income	10,260.00
Total Other Current Liabilities	21,108.22
Total Current Liabilities	21,732.80
Total Liabilities	21,732.80
Equity	
Fund Balance	3,294,164.86
Opening Bal Equity	1,084,743.57
Net Income	-213,320.08
Total Equity	4,165,588.35
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,187,321.15</b>

## CITY ADMINISTRATOR'S REPORT JULY WORK SESSION

### SALMON RIVER PARK CLEANUP & MAINTENANCE

Thanks to Mayor Cannamore and Council members Vanderzanden and McLaughlin for the cleanup work for the Park. Also, thanks to the Church of Jesus Christ of Latter-day Saints for getting the Park ready for the Independence Day celebration.

### BEACH IMPROVEMENTS

Thanks to Ben for installing the Doggy Potti stations at the beach and CLEARLY identifying which garbage can to make the deposit. **NICE JOB BEN!**



### RAC

The Lynn Canal Icy Strait Resource Advisory Committee Designated Federal Official is calling for project proposals. Funding is available and project proposals are being accepted under the Secure Rural Schools and Community Self Determination Act. Project funds may be used for protection, restoration, and enhancement of fish and wildlife habitat, and other resource objectives consistent with the purposes of this Act on Federal land and on non-Federal land where projects would benefit the resources on Federal land – the application deadline is August 6, 2021.

A good project to apply for funding for is the Grandpas Farm Harry Hall Creek culvert replacement. It would be another timber bridge, but about 80' long. The culvert there is getting more perched every year. Fish passage improvements are among the qualifying project types. The proposal would emphasize that Harry Hall Creek and Mountain View stream are significantly important coho-rearing streams benefitting resources on the Tongass. There is an existing completed project scoping document and there is a completed design estimated at \$250,000 and it would be prudent to add 10% for inflation. **We would have to match 20%.** However, the state may cover the match from the new capital funding that is supposed to be available soon.

Is the Council interested in submitting an application?

#### **NEW LIBRARIANS TAKE THE REINS**

A **BIG** welcome to our 2 new librarians. Jessie Soder is the new Administrative Library Director and LeAnn Weikle is the new Library Services Director. Also, Bre Ohlsen has been doing an outstanding job running the library and training up our new Director's – **THANKS** Bre!

#### **GPAC REQUESTS \$10K FOR MONITORING WELLS**

GPAC has received permission from ADOT to install FluxMeters that provide data that would assist in developing a PlumeStop program at the airport. GPAC is requesting \$10,000 (\$2,500 each) for the purchase 4 monitoring wells that would create useful data for the prospective injection of PlumeStop. According to Kelly McLaughlin of GPAC, 2 wells could provide the necessary data but feels 4 would be better. According to Kelly, the Flux Meters measure the speed and direction of the flow of groundwater as well as the saturation and fluctuation of PFAS in the water in order to pinpoint accurate application of PlumeStop. **Would the Council like to hear from GPAC on this proposal?**



**City of Gustavus**  
Gustavus Volunteer Fire Department (GVFD)  
Position Description

**Title: Fire Chief**

**Exempt Regular Full-time Position**

The Fire Chief position is a non-exempt, full-time position. The Chief is expected to work approximately 40 hours per week, but with flexible hours to provide emergency response.

**Supervisor:** City Administrator

**Supervises:** Volunteer Assistant Chief, Fire Captain, Lead Dispatcher, and department volunteer responders.

**Summary:** The Fire Chief shall manage, lead, and command the Gustavus Volunteer Fire Department. EMS response is the majority of calls.

**Essential Duties and Responsibilities:** The Fire Chief is accountable for the following essential duties, but the Chief may delegate duties to department volunteers.

1. Plans, coordinates, supervises and evaluates all department operations. Serves as an effective leader of the department volunteer responders developing with them a shared understanding of the role of the GVFD and its volunteers as an essential function within the City of Gustavus. Manages department administrative functions including inventories, maintenance records, training records, agency reporting, run sheets, ambulance billing, and HIPAA compliance assurance.
2. Responds to emergency calls: Coordinates department resources for a proper and timely response. Is prepared to take the role of incident commander at major incidents.
3. Assigns equipment and personnel for response to calls for outside aid where mutual aid agreements are in force and in other cases only when the absence of such equipment and personnel will not compromise the City's ability to provide fire protection and emergency medical services within the City of Gustavus.
4. Conducts or coordinates maintenance of response vehicles, equipment, and station facilities to assure response readiness within approved budget. Maintains data for maintenance logs.
5. Supervises all department responders, as well as temporary workers hired for special projects or tasks.
6. Plans departmental operation with respect to equipment, apparatus, EMS supplies, company assignments, personnel, and safety requirements. Supervises the implementation of such plans.
7. Develops, maintains, and enforces department operating procedures governing discipline, training, maintenance, and operation of the GVFD.
8. Acts as primary training officer, organizing and or leading regular Fire and EMS drills or training sessions at least three times per month. Coordinates with private, state, and federal training officers for the additional training of department personnel. Maintains training records for GVFD responders.
9. Prepares, in consultation with the City Administrator, City Treasurer and City of Gustavus

- Mayor, the draft GVFD annual budget, including operational and capital requirements. Plans and oversees fire facility improvements within budget approved by City Council and makes recommendations for new or replacement facilities and equipment.
10. Serves as GVFD purchasing agent. Controls departmental expenditures within Council-approved budget appropriations, in accordance with the City's purchasing policies and procedures and direction from the City Treasurer.
  11. Maintains necessary records and other controls over all response gear such as inventories, maintenance records, maps etc.
  12. Responsible for maintaining fire department facilities and equipment in clean, organized, safe, and ready condition.
  13. Conducts community outreach for fire prevention, emergency preparedness, pre-fire planning, fire extinguisher, first aid, and CPR training.
  14. Serves as the City representative with the National Park Service at Bartlett Cove regarding Fire and EMS protection and response.
  15. Arranges for the services of a medical director and coordinates with the medical director to provide for safety, effectiveness, and legal compliance in responses to medical emergencies.
  16. Prepares and submits a quarterly report of GVFD activities to the City Council. Prepares and submits other reports as requested by the Council, regarding the department's activities.
  17. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public regarding GVFD activities.
  18. Assists the State Fire Marshal and other authorities in the investigation of the cause and origin of fires within City limits.
  19. Enforces applicable State fire protection and prevention regulations within the City as directed by the State Fire Marshal and as authorized by State law.
  20. As approved by the Mayor, attends training, conferences and meetings to keep abreast of current regulations, standards, and best practices.
  21. Develops and submits grant applications, in compliance with City policies and procedures, to support departmental operations, facility improvements and equipment purchases.
  22. Other job-related duties as assigned and agreed.

## **Qualifications**

### **Education and Experience**

1. Graduation from high school or GED equivalent. Advanced college-level training and degree desirable.
2. Specialized training in fire department administration (desired).
3. Prior work experience of a progressively responsible nature providing and managing firefighting and prevention, and/or emergency medical services, and/or hazardous material response including supervisory duties.
4. Prior work experience recruiting, training, and supervising volunteers necessary to meet community needs for firefighting and prevention, and/or emergency medical services and/or hazardous material response (desired).
5. General work experience involving leading, managing, training, and supervising workers or volunteers.

### **Knowledge, Skills and Abilities**

Position requires familiarity with municipal government structure, roles, and processes, plus knowledge, skills, and abilities in:

1. Modern fire suppression and prevention and emergency medical services principles, including procedures, techniques, and equipment.
2. Identifying and applying laws, ordinances, departmental standard operating procedures and regulations necessary and appropriate to the provision of fire suppression and prevention and emergency medical services.
3. Recruiting, training, and leading volunteer fire fighters and EMS responders in a small-town department (desired).
4. Using tools and equipment needed for operation and maintenance of GVFD response equipment.
5. Training and supervising subordinate personnel.
6. Performing work requiring good physical condition.
7. Communicating effectively orally and in writing.
8. Exercising sound judgment in evaluating situations and in making decisions.
9. Establishing and maintaining effective working relationships with Department volunteers, other City employees, the Council, supervisors and the public.

### **Certifications/Licenses**

1. EMT-2 Certification; Advanced EMS certifications (desired).
2. Fire Fighter I Certification (desired). Advanced Firefighter and Fire Officer certifications (desired).
3. Possess or be able to obtain within one month of hire, a valid State of Alaska Driver's License.

### **Other**

1. Eighteen years of age or older at time of hire.
2. Ability to meet physical demands of emergency response activities in the Southeastern Alaskan environment.

### **Work Conditions**

#### **Tools and Equipment Used**

Emergency medical vehicles and equipment, EMS supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, emergency medical equipment, radio, pager, 911 communication system, computers, e-mail, phone, and facsimile.

#### **Physical Demands**

The physical demands described here are representative of those the Fire Chief is expected to encounter.

1. The Chief must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.
2. Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

3. The Chief must hear well enough to discern oral and radio communications in a noisy emergency response environment.
4. The Chief will be required to don, and perform work in, personal protective equipment including fire turn-out gear, self-contained breathing apparatus, air-purifying respirator, eye protection, and hearing protection.

### **Work Environment**

The work environment conditions described here are representative of those the Chief is expected to encounter while performing the essential job functions. The Chief's work is performed in the fire hall office, in public meetings, on the apparatus floor, in vehicles, and in outdoor settings, under all weather conditions, including temperature extremes, during day and night, and in emergency and stressful situations.

The Chief may also be exposed to the following work conditions and hazards:

1. Cold and/or wet weather.
2. Fire and explosion hazards.
3. Airborne inhalation hazards including toxic smoke, gasses, vapors, dusts, mists, and fumes.
4. Hazardous liquids such as petroleum products and toxic household or light industrial materials.
5. Hazardous physical agents such as electric shock, noise (which may exceed 100 dBA for brief periods), whole body vibration, and heavy work in ergonomically awkward positions.
6. Hazardous biological agents such as blood-borne pathogens

### **Notice**

CoG 3.04.02 (d) (2) Employees shall conduct City work only within the City of Gustavus, unless authorized by the Mayor or City Administrator

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

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

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

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

**APPLICABLE PROCEDURE (EXCERPT FROM FULL DOCUMENT):**

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

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

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

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

Latest CPI is 227.258 for second half of 2020 for Urban Alaska (formerly Municipality of Anchorage). **Waiting for first half of 2021 to be announced; calculations here will then be updated.**

b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004).  $227.258 / 165.6 = 1.372$

c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b.  $\$963,000 \times 1.372 = \$1,321,554.67$

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

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

**The present market value of the fund for June 30, 2021 was \$1,637,337. Waiting for monthly statement to be issued that includes dollars and cents.**

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

**The excess earnings available as of June 30, 2021 were:  
 $\$1,637,337 - \$1,321,554.67 = \$315,782.33$**

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

**Three percent of the average annual market value for five years through June 30, 2021 is calculated as:**

June 2021:	\$1,637,337.00
June 2020:	\$1,473,942.38
June 2019:	\$1,466,213.91
June 2018:	\$1,438,854.93
June 2017:	\$1,429,287.74
Average:	\$1,489,127.19
3% of Average:	\$44,673.82

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

Three percent of the five-year Average Market Value is \$44,673.82. The Excess Earnings amount is \$315,782.33. The lesser of the two is \$44,673.82. Unused grant funds remain from previous years for an additional \$0, so \$44,673.82 may be made available.

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

July 7<sup>th</sup>, 2021

Dear Members of the Gustavus City Council:

Thank you once again for awarding Tidelines Institute (formerly the Arete Project) a City of Gustavus Endowment Grant in 2020. We are grateful to have the city's support for our work, and we look forward to serving the Gustavus community for many years to come.

As you are no doubt aware, this has been a challenging year for Tidelines. Though buoyed by many good things – the merger with Inian Islands Institute, our new gap year program, an emerging partnership with the GCC – the fire at the former Good River B&B has been a major setback. With staff bandwidth diverted towards that rebuild project, we are now planning to postpone construction on our new educational building – for which we were awarded the Endowment Grant – until spring 2022.

We therefore respectfully request that the Council permit us an extension on our grant timeline, ideally through July 31<sup>st</sup>, 2022. Not only will this give us the chance to complete the rebuild project and dedicate full attention to the new building, but it hopefully will also allow the price of building materials to normalize.

Please do not hesitate to contact me with any further questions regarding this request or the project in general. Thank you for your consideration.

Best regards,



Laura Marcus  
Co-Executive Director  
Tidelines Institute  
laura@tidelinesinstitute.org

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY22-xxNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2022**

**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 2022, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2022, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
	<i>*Approximate, this is a dynamic value.</i>		
FBNA Checking account	\$515,319.66	\$498,773.95	<\$ 16,545.71>
AMLIP – Repair & Replacement	\$310,898.58	\$327,444.29	\$ 16,545.71
<i>FY22 budgeted expenses for contributions to a Repair and Replacement Fund for every department.</i>			

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Total Change in Account Balances	\$ 0.00
----------------------------------	---------

**Section 4.** The FY22 City held accounts are 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:** July 19, 2021

**DATE OF PUBLIC HEARING:** August 9, 2021

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_th day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Brittney Cannamore, Mayor

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

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



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY22-xxNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2022**

**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 2022, the following City held account balance transfers are to be made for the reasons stated.
- Section 3.** For the current fiscal year, the City held accounts are amended to reflect the changed estimates as follows:

<b>Amounts</b>			
<b>ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
	<small>*Approximate, this is a dynamic value</small>		
AMLIP – Road Maint -Unencumbered	\$ 197,153.73	\$ 132,153.73	<\$ 65,000.00>
FBNA Checking account	\$ 515,319.66	\$ 580,319.66	\$ 65,000.00
<small>Road maintenance funds transferred for FY22 Road Maintenance, per FY21-21NCO adopting the FY22 budget.</small>			
<hr/>			
Total Change in City Held Account Balances		\$	0.00

- Section 4.** The FY22 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:** *July 19, 2021*

**DATE OF PUBLIC HEARING:** *August 9, 2021*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of \_\_\_\_\_, 2021.

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

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

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

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY21-09**

**A RESOLUTION BY THE CITY OF GUSTAVUS (HEREINAFTER “MUNICIPALITY”) FOR  
ACCEPTANCE OF CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS AWARD TO NON-  
ENTITLEMENT UNITS OF LOCAL GOVERNMENT (NEUS) ACCEPTING CORONAVIRUS  
STATE AND LOCAL FISCAL RECOVER FUNDS AWARD TO NEU’S FROM THE ALASKA  
DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
(HEREINAFTER “DEPARTMENT”).**

**WHEREAS**, the municipality wishes to provide the above described funds for the community of Gustavus; and

**WHEREAS**, the municipality total operating budget revenue in effect as of January 27, 2020 was \$885,881.75; and

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council has read and agrees to the federal guidance pertaining to the Recovery Funds, and accepts the Recovery Funds from the Department, and BE IT HEREBY RESOLVED that the Mayor, City Administrator, or City Treasurer is hereby authorized to negotiate and execute any and all documents required for issuing and managing funds on behalf of this municipality. The Mayor, City Administrator, or City Treasurer is also authorized to execute subsequent amendments to said agreement, based upon the needs of the project.

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2021, and effective upon adoption.

\_\_\_\_\_  
Brittney Cannamore, Mayor

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



# City of Gustavus Capital Improvement Plan

## Project Nomination Short Form

Item #14.

### Project eligibility

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

Will the project provide broad community benefit? Yes 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): Good River Bridge Repairs, Phase 1

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

The Good River Bridge on Good River Road was built in the 1980s and has had very few repairs over the decades. Every two years the ADOT&PF inspects the bridge. Our inspections of 2015, 2017 and 2019 identified the need for repairs to the bridge. Of particular concern are the need to replace rotting guard rail supports and to replace eroded embankment fill where a side stream enters the Good River at the northwest corner of the bridge.

This scope covers the engineering of the repairs and will determine costs. Engineering is likely going to be required for permitting.

This project has been ignored too long and needs to be addressed before the bridge fails.

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.

Repairs will accomplish all the deficiencies indicated in the attached 2019 inspection report.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$15,000

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

Preconstruction costs = \$15,000 \_\_\_\_\_ Construction costs = \_\_\_\_\_  
Preconstruction will be for engineering of the repairs.

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

Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

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

N/A

For construction projects:

B. Preconstruction phase to be completed by **November 30, 2021**.

Item #14.

C. Construction phase to be completed by **June 30, 2022**.

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

**See 2019 Inspection report**

7. Date and name of person submitting form.

Tom Williams/Mike Taylor 7/19/21

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

# Routine Inspection Report

Date: 5/17/2019

Br No 445 GOOD RIVER

Cloudy 60 F

INSPECTOR: Mary McRae

ASSISTANT: Nicholas Murray

Initials llInitials NWM

N.E. Gustavus From

Left

F.E. Deadend To

Right

Flow

North Direction

Apprh Rdwy Width (ft) 15.00

Est Camber (inch) 0.00

Bridge Length (ft) 76

Bridge Width O-O (ft) 15.30

CDS Route 295316

CDS Mile 0.1

Left						
Type	BRIDGE RAIL	Ht (in)	Curb Height (in)	Transition Type	Ht (in)	Approach Type/Post
W-Beam/Side Mount/Bull 7.5 x 7.5		<u>45.00</u>	<u>11.00</u>	W- Beam	<u>27.00</u>	W-Beam
Right						
Type	BRIDGE RAIL	Ht (in)	Curb Height (in)	Transition Type	Ht (in)	Approach Type/Post
W- Beam/Side Mount/Bull 7.5 x 7.5		<u>45.00</u>	<u>11.00</u>	W Beam	<u>27.00</u>	W-Beam

Near End		SIGNS		Far End	
Lt.	Rt.	Lt.	Rt.	Lt.	Rt.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Object Markers		Object Markers		Object Markers	
<input type="checkbox"/> Restricted Width		<input type="checkbox"/> Restricted Width		<input type="checkbox"/> Restricted Width	
<input type="checkbox"/> Vertical Clear		<input type="checkbox"/> Vertical Clear		<input type="checkbox"/> Vertical Clear	
<input type="checkbox"/> Load Limit		<input type="checkbox"/> Load Limit		<input type="checkbox"/> Load Limit	
<input checked="" type="checkbox"/> Name Place		<input type="checkbox"/> Name Place		<input type="checkbox"/> Name Place	
Load Limit Wording or Other Sign		Load Limit Wording or Other Sign		Load Limit Wording or Other Sign	

Deck Material Thk(Inches)

Timber 3.50

Location Measured

Edge of Deck

Wear Surface Thk (Inches)

Timber Run Pl 1.50

Wear Location

Midspan

Drive Condition

Good

Locality

Gustavus

Route

GOOD RIVER ROAD

## Utilities

Kind	Size	Location	Owner
Electric	3" Diameter Metal	First US Bay	
Electric	2 2-1/2" Dia PVC	Attached to DS Rail Posts	

## Bridge No. 0445, GOOD RIVER

Item #14.

### Work Candidates

Inspected on: 05/17/2019

Priority	Description	Quantity	Work Needed
High	Bridge Rail-Replace	24	FE US bull rail: Replace last 24 feet. DS: Replace posts 7 and 10.
High	Approach Railing (EA)	5	NE US: Repair 1 W-beam lapped in wrong direction and loose end treatment cable. NE DS: Replace 1 rotted post. FE DS: Replace 1 post rotted. FE DS: Repair damaged end treatment and tighten cable. FE US: Replace 6 rotted posts and 2 damaged spacers.
High	Misc-Install Sign (EA)	3	Install FE name place sign and one lane bridge sign at FE.
High	Channel-Repair Washouts / Erosion	1	Place material behind FE US soldier pile wall. Fill erosion hole with riprap at FE US embankment
Medium	Substructure-Repair (EA)	1	Replace rotten and loose lagging.

# Bridge No. 0445, GOOD RIVER

Item #14.

## Element Inspection

Inspected on: 05/17/2019

Element	Description	Observations
31	Timber Deck	Sand and gravel accumulated between planks, depth of running planks on most of deck. Approximately 25% of deck planks split at ends full depth. Bottom of deck water stained with isolated areas of minor section loss.
> 510	Wearing Surfaces	Typical: Running planks split and gouged. Nail heads are starting to protrude. Rot initiating at some of the splits. NE: 1 board rotted for 5 feet.
111	Timber Open Girder/Beam	Beam 1 S3: 6 inch x 1 inch deep split at 2/3 height. Beam 3 S1: 7 foot long x 1 inch deep x 3 inch wide split at bottom. Minor section loss (1 inch or less) to bottom corners on approximately 5 percent of beams.
206	Timber Column	The pier piles sound a little soft near the water level. Lower ends of diagonal braces are starting to rot. P2 Center Pile: Split at NE bottom third with 1/2 inch probe penetration. P2 DS Pile: Old pile immediately adjacent to current pile. P3 US Pile: Split NE and below cross bracing.
216	Timber Abutment	NE US: Non-intersecting vertical and horizontal splits in end of cap. NE DS: Pile 1 split with 4 inches penetration with probe. NE DS: Cap split full height. NE DS: Pile rotted at top with 1/2 inch geopick penetration and split. FE US: Wingwall lagging rotated and undermined by flow from secondary channel. FE US: Void under abutment US bay 1 to 1.5 feet deep. FE DS Wingwall: Minor section loss in lagging. Pile split, shakes at top. Over 4 inches probe penetration. FE: All piles have loss of bearing: P1 & 2, over 50%, P3, 10%. Pile 3 split at bottom bolt with 1/4 inch section loss. Cap split full length.
235	Timber Pier Cap	Horizontal splits at mid-height typical on both piers. P2: Bottom face, split full length.
330	Metal Bridge Railing	NE US bull rail: Split 6 feet between posts 3 and 4. FE US bull rail: Last 24 feet is split and starting to rot. FE DS: Last 3 feet has impact damage but still appears functional. DS: Posts 7 and 10 have full height vertical splits.
> 515	Steel Protective Coating	
600	Signs Smart Flag	Name place sign missing at FE. No One Lane Bridge Sign at either end.

## Bridge No. 0445, GOOD RIVER

Item #14.

602	Approach Rail Smart Flag	<p>DS: 6 inch berm at bottom of W-beam. NE US: 1 W-beam lapped in wrong direction and end treatment cable loose. NE DS: 1 rotted post. End treatment 16.5 inches at top. FE DS: 1 post rotted. FE DS: End treatment damaged and cable loose. Retaining wall piles all rotten at top with approx. 2 inches remaining section of a 12 inch diameter pile. FE US: 6 rotted posts and 2 damaged spacers.</p>
606	Approach Fill Erosion Smart Flag	<p>FE US embankment erosion and settlement behind wingwall. It appears an attempt was made to place some material in the erosion area; however, the material looks to be susceptible to further erosion. Riprap appears to be needed at this location. Retaining wall and soldier pile retaining wall lagging displaced and losing fill. Vegetation growing from cracks and piles rotting at top. 15 feet x 8 feet of erosion behind US soldier pile retaining wall with tie backs. Some planks show deterioration, vegetation and moss growth on and between planks.</p>



<b>Br No 445</b>	<b>GOOD RIVER</b>	Date: 5/17/2019	ID	09 Odd 2019 445
INSPECTOR: Mary McRae		ASSISTANT: Nicholas Murray		Weather Cloudy
				Temperature 60 F

## HYDRAULICS REPORT

Inspection To Mudline At All Piers and Abuts? <input checked="" type="checkbox"/> Yes	Apparent HW <input checked="" type="checkbox"/> No	Stream Bottom Material
	AHW Comments <input type="text"/>	
	Bank Erosion <input checked="" type="checkbox"/> Yes	<input type="text"/> Sand
	Erosion Comments <input type="text"/>	<input type="text"/> Silt
	NE and FE banks cut and sloughing, extending far US and DS. Secondary channel at FE DS has undercut the FE US wingwall.	
Activities <input type="text"/> None.	Drift Comments <input type="text"/>	
Drift <input type="text"/> None		
Riprap Condition <input type="text"/> None visible.	Other Hydraulic Comments <input type="text"/>	
	Losing fill at FE US from wingwall to Pile 2; lagging is undermined. FE approaches have retaining walls; FE US wall has erosion ~ 15 feet x 8 feet; the lagging is split, separated, and vegetated.	

## SOUNDINGS Measured At Surface ☒ Top Rail Location ☒ Upstream

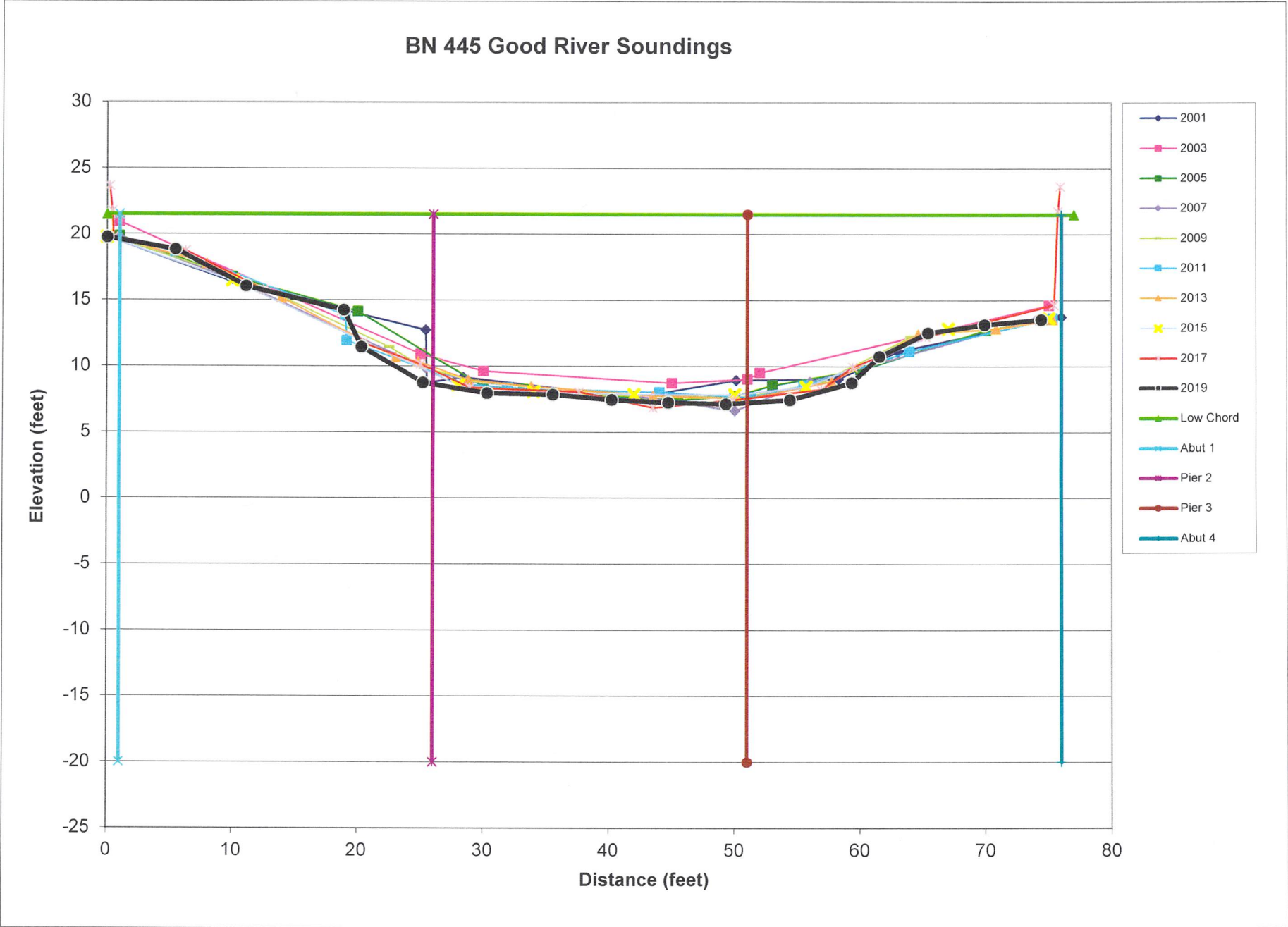
Soundings Report				
All measurements in feet				
09 Odd 2019 445				
Horiz Dist from NE	Substr Unit No.	Vert Dist to Water Surface	Vert Dist to Stream Bottom	Remarks
0.00	1	0.0	6.0	Begin Bridge
5.50	1	0.0	6.9	
11.10	1	0.0	9.7	
18.90	1	0.0	11.5	
20.30	1	0.0	14.3	
25.20	1	0.0	17.0	P2 EOW
30.30	1	0.0	17.8	
35.50	1	0.0	17.9	
40.20	1	0.0	18.3	
44.70	1	0.0	18.5	
49.30	1	0.0	18.6	P3
54.40	1	0.0	18.3	
59.30	1	0.0	17.0	EOW
61.50	1	0.0	15.0	
65.40	1	0.0	13.2	
69.90	1	0.0	12.6	
74.40	1	0.0	12.2	End Bridge

**Abbreviations:** FE=Far End, NE=Near End, DS= Downstream, US=Upstream, LT=Left, RT=Right, P=Pier, FB=Floorbeam, G=Girder, S=Span

## Structure Inventory and Appraisal Sheet (English Units)

Bridge Key: 0445	Agency ID: 0445	SR: 75.9	SD/FO: ND
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<p style="text-align: center;"><b>IDENTIFICATION</b></p> <p>State 1: 02 Alaska      Struc Number 8: 0445</p> <p>Facility Carried 7: GOOD RIVER ROAD      Location 9: MILE POINT 0.1</p> <p>Rte.(On/Under)5A: Route On Structure      Rte Signing Prefix 5B: 8</p> <p>Level of Service 5C: 0      Rte. Number 5D: NSP00</p> <p>Directional Suffix 5E: 0 N/A (NBI)      % Responsibility:</p> <p>SHD District 2: 03 Southcoast      County Code 3: Hoonah-Angoon Census</p> <p>Place Code 4: Gustavus      Mile Post 11: 0.039 mi</p> <p>Feature Intersected 6: GOOD RIVER</p> <p>Latitude 16: 58d 24' 45.0 "      Longitude 17: 135d 46' 19.6 "</p> <p>Border Bridge Code 98: Unknown (P)</p> <p>Border Bridge No. 99: NA</p>	<p style="text-align: center;"><b>INSPECTION</b></p> <p>Frequency 91: 24 months      Inspection Date 90: 05/17/2019      Next Inspection: 05/17/2021</p> <p>FC Freq. 92A: NA      FC Insp. Date 93A: NA      Next FC Inspection: NA</p> <p>UW Freq. 92B: NA      UW Insp. Date 93B: NA      Next UW Inspection: NA</p> <p>SI Freq. 92C: NA      SI Date 93C: NA      Next SI: NA</p>
<p style="text-align: center;"><b>STRUCTURE TYPE AND MATERIALS</b></p> <p>Number of Approach Spans 46: 0      Number of Spans Main Unit 45: 3</p> <p>Main Span 43A/B:</p> <p style="padding-left: 40px;">7 Wood or Timber      2 Stringer/Girder</p> <p>Appr Span 44A/B:</p> <p style="padding-left: 40px;">0 Other      00 Other</p> <p>Deck Type 107: 8 Wood or Timber</p> <p>Wearing Surface 108A: 7 Wood or Timber</p> <p>Membrane 108B: 0 None</p> <p>Deck Protection 108C: 0 None</p>	<p style="text-align: center;"><b>CLASSIFICATION</b></p> <p>Defense Highway 100: 0 Not a STRAHNET hwy      Parallel Structure 101: No    bridge exists</p> <p>Traffic Direction 102: 3 1-lane Br for 2-way      Temporary Structure 103: Unknown (NBI)</p> <p>Highway System 104: 0 Not on NHS      NBIS Length 112: Long Enough</p> <p>Toll Facility 20: 3 On free road      Functional Class 26: 09</p> <p>Natl. Network 110: 0 Not on truck network      Historical Sig. 37: 5 Not eligible for NRHP</p> <p>Owner 22: City or Municipal Highway Agency</p> <p>Custodian 21: City or Municipal Highway Agency</p>
<p style="text-align: center;"><b>AGE AND SERVICE</b></p> <p>Year Built 27: 1984      Year Reconstructed 106:</p> <p>Type of Service on 42A: 5 Highway-pedestrian</p> <p>Type of Service under 42B: 5 Waterway</p> <p>Lanes on 28A: 1      Lanes under 28B: 0      Detour Length 19: 124 mi</p> <p>ADT 29: 10      Truck ADT 109: 1%      Year of ADT 30: 2017</p>	<p style="text-align: center;"><b>CONDITION</b></p> <p>Deck 58: 6 Satisfactory      Super 59: 6 Satisfactory      Sub 60: 6 Satisfactory</p> <p>Channel/Ch. Protection 61: 5 Eroding      Culvert 62: N N/A (NBI)</p>
<p style="text-align: center;"><b>GEOMETRIC DATA</b></p> <p>Length Max Span 48: 25 ft      Structure Length 49: 77 ft</p> <p>Curb/Sdwk Width L 50A: 0.0 ft      Curb/Sidewalk Width R 50B: 0.0 ft</p> <p>Width Curb to Curb 51: 14.1 ft      Width Out to Out 52: 15.3 ft</p> <p>Approach Roadway Width 32: (w/ shoulders) 16 ft      Median 33: 0 No median</p> <p>Deck Area: 1,175.6 sq ft</p> <p>Skew 34: 0      Structure Flared 35: 0 No flare</p> <p>Vertical Clearance 10: 99.99 ft      Horizontal Clearance 47: 14.10 ft</p> <p>Minimum Vertical Clearance Over Bridge 53: 100.0 ft</p> <p>Minimum Vertical Underclearance 54A: N Feature not hwy or RR</p> <p>Minimum Vertical Underclearance 54B: 0.0 ft</p> <p>Minimum Lateral Underclearance 55A: N Feature not hwy or RR</p> <p>Minimum Lateral Underclearance R 55A: 99.9 ft</p> <p>Minimum Lateral Underclearance L 56: 0.0 ft</p>	<p style="text-align: center;"><b>LOAD RATING AND POSTING</b></p> <p>Inventory Method 65: 1 LF Load Factor      Operating Method 63: 1 LF Load Factor</p> <p>Inventory Rating 66: HS 21      Operating Rating 64: HS 28</p> <p>Design Load 31: 5 MS 18 (HS 20)      Posting 70: 5 At/Above legal loads</p> <p>Posting Status 41: A Open, no restriction</p>
	<p style="text-align: center;"><b>APPRAISAL</b></p> <p>Bridge Rail 36A: 0 Substandard      Approach Rail 36C: 1 Meets Standards</p> <p>Transition 36B: 0 Substandard      Approach Rail Ends 36D: 0 Substandard</p> <p>Str Evaluation 67: 6 Equal Min Criteria      Deck Geometry 68: 6 Equal Min Criteria</p> <p>Underclearance, Vertical and Horizontal 69: N Not applicable (NBI)</p> <p>Waterway Adequacy 71: 7 Better than Min      Approach Alignment 72: 4</p> <p>Scour Critical 113: 6</p>
	<p style="text-align: center;"><b>PROPOSED IMPROVEMENTS</b></p> <p>Bridge Cost 94: \$0      Type of Work 75: Unknown (P)</p> <p>Roadway Cost 95: \$0      Length of Improvement 76: 0.0 ft</p> <p>Total Cost 96: \$0      Future ADT 114: 12</p> <p>Year of Cost Estimate 97: Unknown      Year of Future ADT 115: 2035</p>
	<p style="text-align: center;"><b>NAVIGATION DATA</b></p> <p>Navigation Control 38: 0 Permit Not Required</p> <p>Vertical Clearance 39: 0.0 ft      Horizontal Clearance 40: 0.0 ft</p> <p>Pier Protection 111: 1 Not required      Lift Bridge Vertical Clearance 116: 0.0 ft</p>



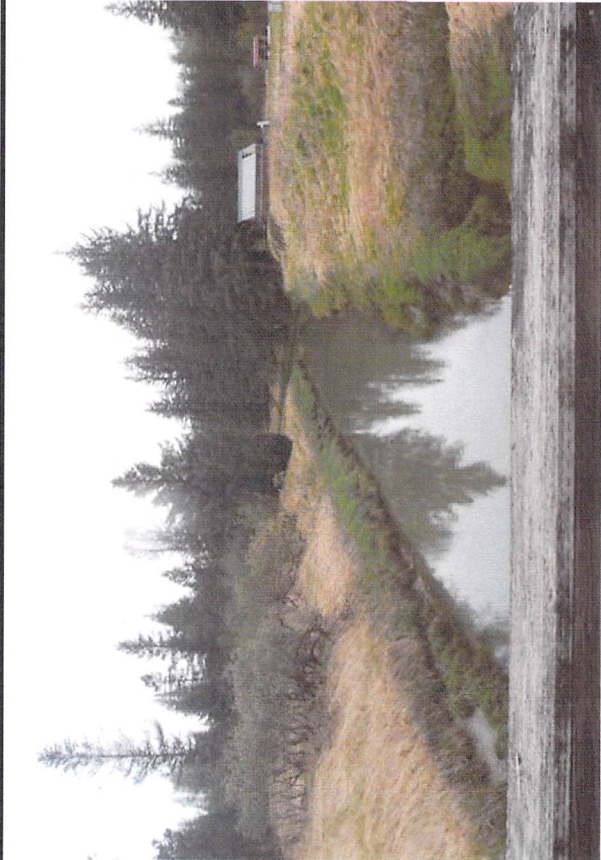




Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	1
		Ahead at Bridge		File	P5170602.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	2
		Back at bridge		File	P5170609.JPG

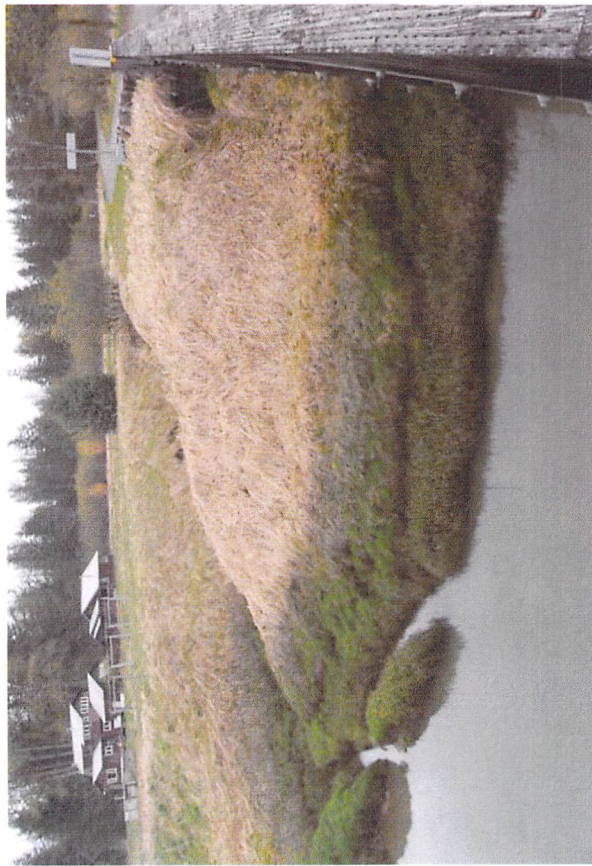


Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	3
		Looking US		File	P5170605.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	4
		Looking DS		File	P5170606.JPG





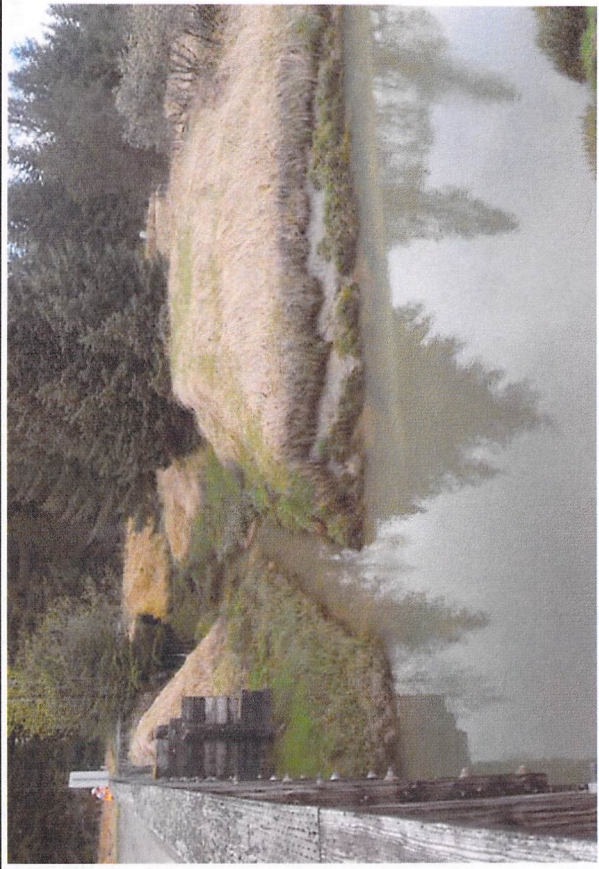
Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector	NE US bank	McRae / Murray		Frame	5
				File	P5170607.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector	NE DS bank	McRae / Murray		Frame	6
				File	P5170608.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector	FE DS bank	McRae / Murray		Frame	7
				File	P5170604.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector	FE US bank	McRae / Murray		Frame	8
				File	P5170603.JPG





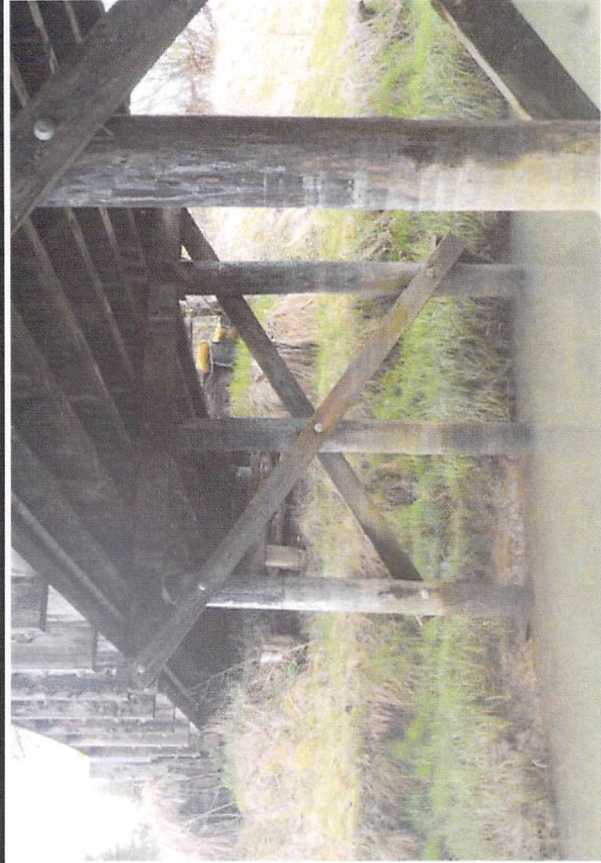
Bridge No. 0445 Br. Name Good River  
Inspector McRae / Murray Date 05/17/19  
Abutment 1 Frame File P5170616.JPG



Bridge No. 0445 Br. Name Good River  
Inspector McRae / Murray Date 05/17/19  
Abutment 4 Frame File P5170611.JPG



Bridge No. 0445 Br. Name Good River  
Inspector McRae / Murray Date 05/17/19  
P2, P3 NE face Frame File P5170618.JPG



Bridge No. 0445 Br. Name Good River  
Inspector McRae / Murray Date 05/17/19  
P2 FE face Frame File P5170614.JPG

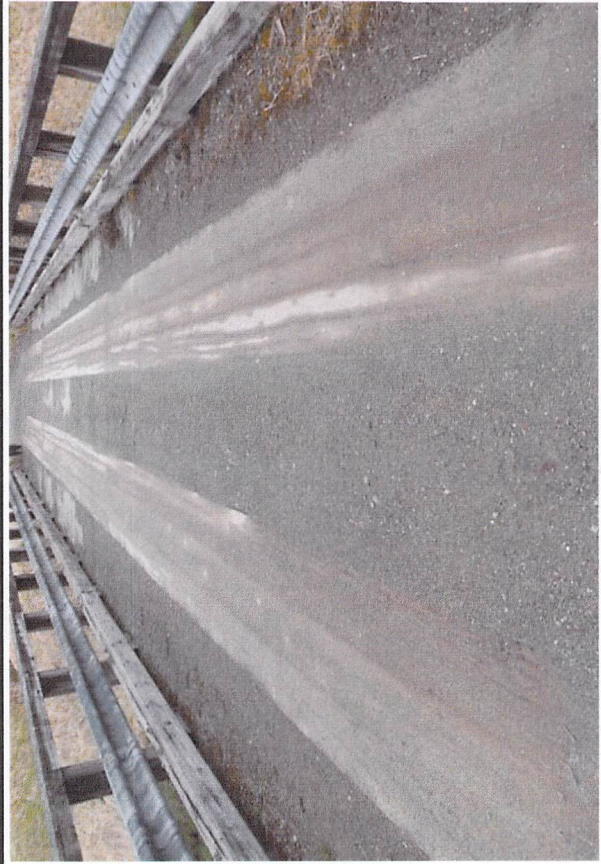




Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	13
	P3 FE face			File	P5170612.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	14
	NE approach			File	P5170621.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	15
	Wearing surface, typ.			File	P5170610.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	16
	NE US approach railing post, typ.			File	P5170622.JPG





Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	17
	FE DS wingwall pile			File	P5170623.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	18
	Span 1 beam 3			File	P5170619.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	19
	FE US backwall			File	P5170613.JPG



Bridge No.	0445	Br. Name	Good River	Date	05/17/19
Inspector		McRae / Murray		Frame	20
	Beam condition, typ.			File	P5170617.JPG





Bridge No. 0445 Br. Name Good River Date 05/17/19  
 Inspector McRae / Murray Frame 21  
 FE DS split in beam File P5170624.JPG



Bridge No. 0445 Br. Name Good River Date 05/17/19  
 Inspector McRae / Murray Frame 22  
 P3 DS pile vertical splits File P5170625.JPG



Bridge No. 0445 Br. Name Good River Date 05/17/19  
 Inspector McRae / Murray Frame 23  
 FE US retaining wall File P5170626.JPG



Bridge No. 0445 Br. Name Good River Date 05/17/19  
 Inspector McRae / Murray Frame 24  
 Elevation looking US File P5170620.JPG





# City of Gustavus Capital Improvement Plan

## Project Nomination Short Form

Item #15.

### 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): **Refurbish Old Preschool/Post Office Building**
2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

The old Post Office is in disrepair and needs work to keep it from collapse. A request has been submitted to use the building for a Bike Repair Shop that would be seasonal and work to incorporate a vocational program with Gustavus School. The project could provide a needed service (i.e. bike repair shop) for the community; repair and renovate the building so that it is useful and restored; potentially provide students with practical knowledge about bike repair furthering the use of alternate means of transportation in the community. Regardless of the use, the building needs to be repaired to prevent further dilapidation.

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.

An initial inspection of the building by the city administrator and an interested party have identified some needed improvements. However, it would be prudent to have a professional building inspection conducted to ensure there are no structural or other safety issues. The following is a list of proposed repairs and suggested improvements:

#### Exterior:

- Rear alcove either taken down or rebuilt
- Front alcove either taken down or rebuilt
- Rear left corner shingles needs some replacement; could use some from one of the alcoves.
- Power-wash and paint entire exterior and trim
- Replace windows that are broken.
- Remove large tree in front and on sides
- Check if buried oil tank is usable, or replace

#### Interior

- Rebuild bathroom, add another wash station to adjoining bathroom wall, check plumbing
- Check to see if monitor heater works
- Paint entire inside
- Remove ceiling panels, either replace or leave opened.
- Fix doors and replace locks
- Remove the rug and put a durable floor in.
- Lighting improvements

4. Project cost:

A. TOTAL COST (including funds already secured) = \$10,000

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

Preconstruction costs = \$None Construction costs = \$1,000 (windows). Additional costs likely, dependent on volunteer labor from occupant.

If approved, a professional assessment would be conducted, and the improvement projects would be priced out to determine project cost. If an interested party would provide labor and make additional improvements upon approval, a formal agreement should be in place.

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

Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

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

\_\_\_\_\_

For construction projects:

B. Preconstruction phase to be completed by \_\_\_\_\_.

C. Construction phase to be completed by December 1, 2021 (earlier if weather permits).

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.

Tom Williams July 6, 2021



# City of Gustavus Capital Improvement Plan

## Project Nomination Short Form

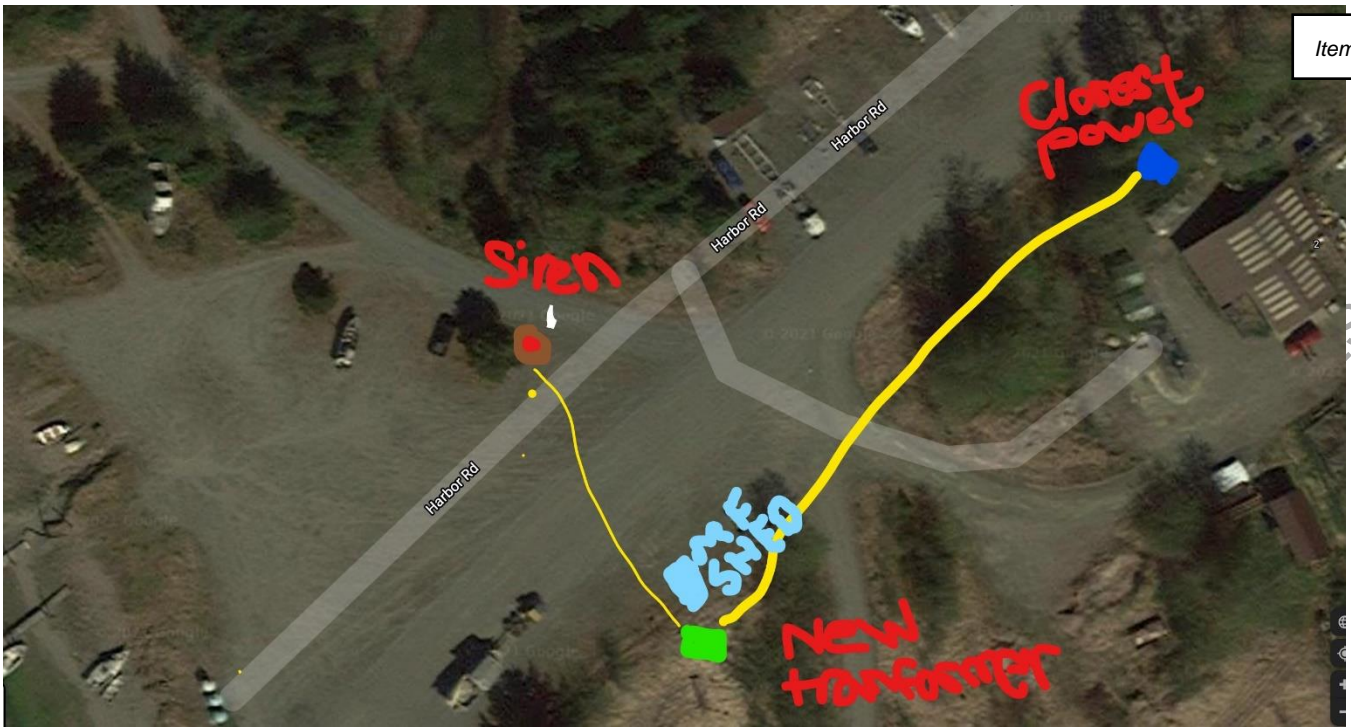
Item #16.

### 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:*

- Project title (Suggested heading in CIP): **Marine Facilities Coordinator Bldg at Salmon River**
- Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community. **The purchase and updating of a small building with electricity, an accessory covered area, and outside workspace for the MFC to have a sheltered space for work and storage.**
- 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 purchase of a small 8X12 wood building from a local business, placement of the building at the Salmon River Boat Launch, power connection, and construction of a covered shelter and outdoor work area.**
- Project cost:
  - TOTAL COST (including funds already secured) = **\$8000.00**
  - For construction projects, break out preconstruction costs (feasibility/design/permitting):  
  
Preconstruction costs = \$ \_\_\_\_\_ Construction costs = **\$4,000.00**  
**The building is already constructed and will cost \$4,000. Additional construction would be the covered work area, site preparation, and power run from the Tsunami tower to the building.**
- 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. **As soon as possible.**
  - For projects that consist of land or equipment purchase only, state when the purchase would be made: N/A
  - For construction projects:
    - Preconstruction phase to be completed by **None**
    - Construction phase to be completed by **08/01/21**
- Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.
- Date and name of person submitting form. **Ben Sadler MFC 06/26/21**





# City of Gustavus Capital Improvement Plan

## Project Nomination Short Form

Item #17.

### 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): **Tsunami Siren Power Installation**
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.

This project would fund the installation of electric power to the Salmon River Boat Harbor for use at the tsunami siren that is being installed by the State of Alaska. The installation of a tsunami siren at the Salmon River Boat Harbor has been funded by a State of Alaska Division of Homeland Security and Emergency Management grant through the National Tsunami Hazard Mitigation Program in the amount of \$36,000. The installation of power to the site is the responsibility of the City of Gustavus. A Line Extension Agreement has been created by Alaska Power Company with the net cost of \$4112.45. This power installation will also benefit the Marine Facilities Coordinator building proposed to be installed in the harbor.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date. The installation of the tsunami siren is imminent, after being postponed during the height of the COVID-19 pandemic. A line extension agreement from Alaska Power Company is in hand, pending funding.

4. Project cost:

A. TOTAL COST (including funds already secured) = **\$4112.45**

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

Preconstruction costs = \$ \_\_\_\_\_ Construction costs = \$ \_\_\_\_\_

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

Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding. **As soon as possible.**

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

For construction projects:

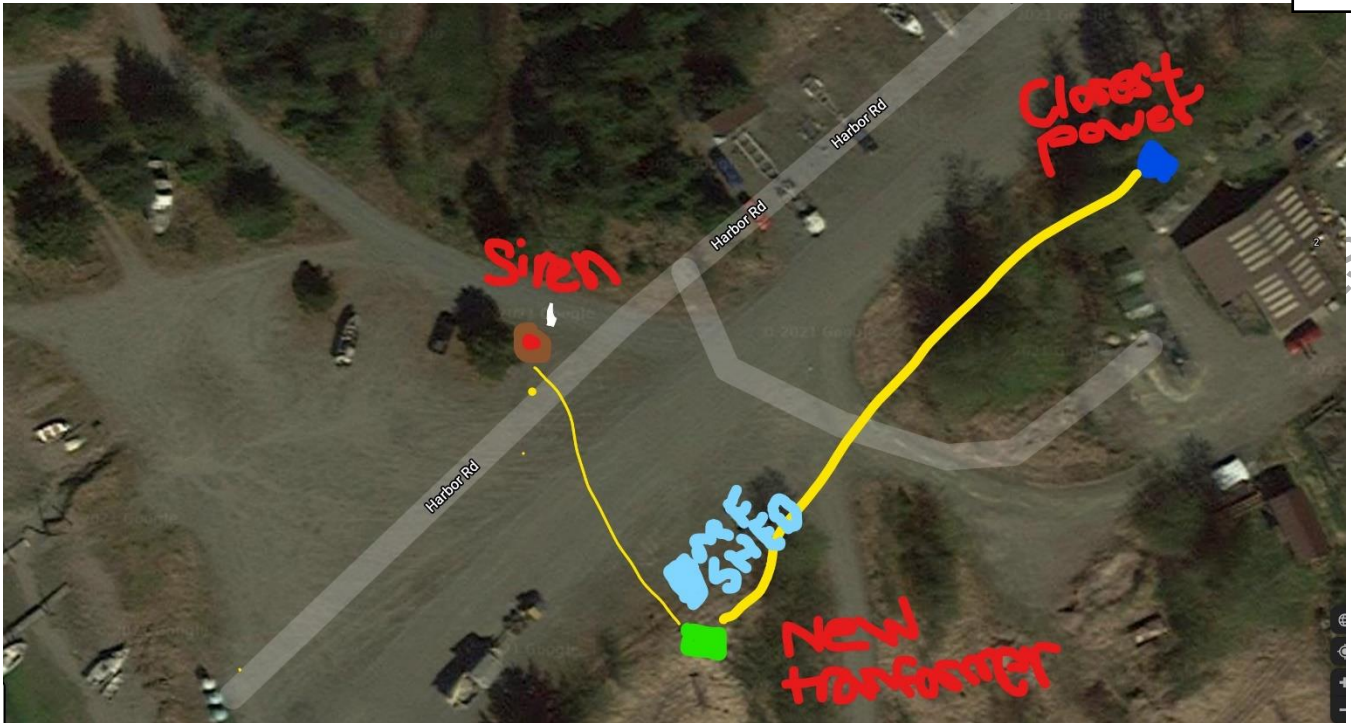
- B. Preconstruction phase to be completed by **Unsure on tsunami siren installation dates**

- C. Construction phase to be completed by **Once funding is approved, APC would be contacted to proceed with power installation.**

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. **Phoebe Vanselow 7/6/21**





**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY22-xxNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2022**

**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 2022, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change	
	Account Balance*				
	*Approximate, this is a dynamic value				
CP-21-01 Tsunami Siren Power Inst. \$	0.00	\$	4,112.45	\$	4,112.45
<i>Installation of a tsunami siren at the Salmon River Boat Harbor has been funded by a State of Alaska Division of Homeland Security and Emergency Management grant through the National Tsunami Hazard Mitigation Program. The City of Gustavus is responsible for the cost of power installation to the site.</i>					
CP-21-02 Refurbish Old Post Office \$	0.00	\$	10,000.00	\$	10,000.00
CP-21-03 Good River Bridge Phase 1 \$	0.00	\$	15,000.00	\$	15,000.00
CP-21-04 MFC Building at SRBH \$	0.00	\$	8,000.00	\$	8,000.00
AMLIP Capital Improv Long-Term \$	500,903.64	\$	463,791.19	<\$	37,112.45>
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:** July 19, 2021

**DATE OF PUBLIC HEARING:** August 9, 2021

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Brittney Cannamore, Mayor

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

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