



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, October 12, 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

AGENDA

VIRTUAL MEETING INFORMATION

MEETING LINK: <https://us02web.zoom.us/j/84798016313>

MEETING ID: 847 9801 6313 **PASSCODE:** 078501 **PHONE NUMBER:** 1 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 09-21-2020 General Meeting Minutes
- [2.](#) 10-09-2020 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [3.](#) Gustavus Volunteer Fire Department COVID-19 Update & Quarterly Report
- [4.](#) Gustavus Public Library Quarterly Report
- [5.](#) Treasurer Monthly Reports
- [6.](#) City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

- [7.](#) Award RFQ FY21-02RM for FY21 Snowplowing

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

8. In accordance with the City Code of Ordinance, Section 2.30.060(b)(5) - Executive Session, the City will hold an Executive Session to discuss Saracco and Etherington v. State of Alaska and City of Gustavus, 1JU-20-00758

ADJOURNMENT

POSTED ON: October 7, 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.*

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
SEPTEMBER 21, 2020**

Item #1.

MINUTES

ROLL CALL

Mayor Casipit called the meeting to order at 7:00 PM There are seventeen member of the public in attendance.

PRESENT - 7:00 PM

Mayor Calvin Casipit

Vice-Mayor Brittney Cannamore

Council Member Joe Clark

Council Member Mike Taylor

Council Member Joe Vanderzanden

Council Member Susan Warner

ABSENT

Council Member Shelley Owens (joined at 7:27 PM)

There are six council members present and a quorum exists.

Reading of the City of Gustavus Vision Statement

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

Vice Mayor Cannamore recognized Mayor Casipit and Council Member Warner for their time served as council members.

APPROVAL OF MINUTES

1. 08-10-2020 General Meeting Minutes

Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 08-10-2020 approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

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

COMMITTEE / STAFF REPORTS

2. GVFD-COVID-19 Update

Fire Chief/EOC, Travis Miller provided a Gustavus COVID-19 update.

3. City Clerk Quarterly Report

City Clerk, Karen Platt provided a written quarterly report and oral summary.

4. Marine Facilities Coordinator Quarterly Report

Marine Facilities Coordinator, Ben Sadler provided a written report and oral summary.

5. Marine Facilities Advisory Committee Quarterly Report

Marine Facility Advisory Committee Chair, Mike Halbert provided an update on committee activities.

6. Treasurer Monthly Financials
7. City Administrator General Meeting Report

City Administrator, Tom Williams provided a written report and provided an oral summary.

PRESENT

Mayor Calvin Casipit

Vice-Mayor Brittney Cannamore

Council Member Joe Clark

Council Member Shelley Owens - 7:27 PM

Council Member Mike Taylor

Council Member Joe Vanderzanden

Council Member Susan Warner

PUBLIC COMMENT ON NON-AGENDA ITEMS

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CONSENT AGENDA

Council Member Owens requested that Item 8. Approved Project Scoping for Salmon River Small Boat Harbor Boat Launch Repairs and Item 9. Approve Project Scoping for Salmon River Small Boat Harbor Barge Ramp Improvement be removed from the Consent Agenda and moved to New Business.

Hearing no objections, the Consent Agenda is adopted with items 8. and 9. removed by unanimous consent and place to New Business.

8. Appoint Election Judges and Clerks

ORDINANCE FOR PUBLIC HEARING

9. FY21-04NCO Amendment of Departmental Budgets for FY21 (Introduced 08-10-2020)

Mayor Casipit provided a summary and opened the Public Hearing at 7:43 PM

There was no public comment

Mayor Casipit closed the Public Hearing at 7:44 PM

Motion made by Council Member Vanderzanden, Seconded by Council Member Warner.

There was no council comment

Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark, Council Member Owens, Council Member Taylor, Council Member Vanderzanden, Council Member Warner

10. FY21-05NCO Transfer from AMLIP CARES Act Account (Introduced 08-10-2020)

Mayor Casipit provided a summary and opened the Public Hearing at 7:46 PM

There was no public comment

Mayor Casipit closed the Public Hearing at 7:47 PM

Motion made by Council Member Taylor, Seconded by Vice-Mayor Cannamore.

There was no council comment

Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark,
Council Member Owens, Council Member Taylor, Council Member Vanderzanden,
Council Member Warner

11. FY21-06NCO Engine 27 Property Sale (Introduced 08-10-2020)

Mayor Casipit provided a summary and opened the Public Hearing at 7:50 PM

There was no public comment

Mayor Casipit closed the Public Hearing at 7:50 PM

Motion made by Council Member Clark, Seconded by Vice-Mayor Cannamore.

There was no council comment

Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark,
Council Member Owens, Council Member Taylor, Council Member Vanderzanden,
Council Member Warner

12. FY21-07NCO Capital Projects Funding (Introduced 08-10-2020)

Mayor Casipit provided a summary and opened the Public Hearing at 7:53 PM

There was no public comment

Mayor Casipit closed the Public Hearing at 7:54 PM

Motion made by Vice-Mayor Cannamore, Seconded by Council Member
Vanderzanden.

There was no council comment

Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark,
Council Member Owens, Council Member Taylor, Council Member Vanderzanden,
Council Member Warner

13. FY21-08 Proposed Changes to Section 4.13.070 - Endowment Fund Grant
Permissible Investments (Introduced 08-10-2020)

Mayor Casipit provided a summary and opened the Public Hearing at 7:57 PM

There was no public comment

Mayor Casipit closed the Public Hearing at 7:58 PM

Motion made by Council Member Warner, Seconded by Council Member Taylor.

There was no council comment

Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark,
Council Member Owens, Council Member Taylor, Council Member Vanderzanden,
Council Member Warner

UNFINISHED BUSINESS**NEW BUSINESS**

14. Approve Project Scoping for Salmon River Small Boat Harbor Boat Launch Repairs
 Motion made by Mayor Casipit, Seconded by Council Member Vanderzanden.
 Public Comment: No members of the public provided comment
 Council Comment: Owens, Taylor, Warner, Casipit, Vanderzanden
 Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark,
 Council Member Owens, Council Member Taylor, Council Member Vanderzanden,
 Council Member Warner

15. Approve Project Scoping for Salmon River Small Boat Harbor Barge Ramp Improvement
 Motion made by Council Member Owens, Seconded by Council Member Vanderzanden.
 Public Comment: No members of the public provided comment
 Council Comment: Vanderzanden, Taylor,
 Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark,
 Council Member Owens, Council Member Taylor, Council Member Vanderzanden
 Voting Nay: Council Member Warner

16. Amend Gustavus PFAS Action Coalition Endowment Fund Grant Budget
 Motion made by Council Member Vanderzanden, Seconded by Vice-Mayor Cannamore.
 Public Comment: No members of the public provided comment
 Council Comment: No members of the council provided comment
 Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark,
 Council Member Owens, Council Member Taylor, Council Member Vanderzanden,
 Council Member Warner

17. Award Library Roof/Building Repair RFP
 Motion made by Vice-Mayor Cannamore, Seconded by Mayor Casipit.
 Public Comment: No members of the public provided comment
 Council Comment: Taylor
 Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Clark,
 Council Member Owens, Council Member Taylor, Council Member Vanderzanden,
 Council Member Warner

18. CY20-22 The Wearing of Cloth Face Masks or Face Shields
 Motion made by Council Member Taylor, Seconded by Vice-Mayor Cannamore.

Public Comment: Annie Mackovjak

Council Comment: Clark, Taylor, Owens, Warner

Voting Yea: Mayor Casipit, Vice-Mayor Cannamore, Council Member Owens,
Council Member Taylor, Council Member Vanderzanden, Council Member Warner
Voting Nay: Council Member Clark

CITY COUNCIL REPORTS

19. Mayor Casipit Quarterly Report

Mayor Casipit provided a written quarterly report and an oral summary

20. COVID-19 Economic Stabilization Task Force Presented by Council Member Susan Warner

Council Member Warner provided written update and an oral summary.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Clark, Council Member Vanderzanden

PUBLIC COMMENT ON NON-AGENDA ITEMS

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EXECUTIVE SESSION

ADJOURNMENT

Hearing no objections, Mayor Casipit adjourned the meeting at 9:03 PM

Calvin Casipit, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS
CITY COUNCIL SPECIAL MEETING
OCTOBER 09, 2020**

Item #2.

MINUTES

ROLL CALL

Mayor Casipit call the meeting to order at 5:30 PM. There are three members of the public in attendance.

PRESENT

Mayor Calvin Casipit
Vice Mayor Brittney Cannamore
Council Member Joe Clark
Council Member Shelley Owens
Council Member Mike Taylor
Council Member Joe Vanderzanden

ABSENT

Council Member Susan Warner

There are six members present and a quorum exists.

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was ready by Mayor Casipit.

APPROVAL OF MINUTES

MAYORS REQUEST FOR CHANGES

There were no requests for changes.

COMMITTEE / STAFF REPORTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

1. Canvass Absentee, Questioned, Defective and Spoiled Ballots Cast in the October 6, 2020 General Election

Motion made by Vice Mayor Cannamore, Seconded by Council Member Clark.
That the Election Review Board reject questioned ballots 1 and 2 that were not eligible to vote in the City of Gustavus.

Voting Yea: Mayor Casipit, Vice Mayor Cannamore, Council Member Clark,
Council Member Owens, Council Member Taylor, Council Member Vanderzanden

Motion made by Council Member Clark, Seconded by Vice Mayor Cannamore.
That the Election Review Board accept absentee ballots lettered A-R that have
been properly cast by voters registered to vote in the City of Gustavus.

Voting Yea: Mayor Casipit, Vice Mayor Cannamore, Council Member Clark,
Council Member Owens, Council Member Taylor, Council Member Vanderzanden

2. Certify Report of Election Results

Motion made by Mayor Casipit, Seconded by Council Member Clark.
That the Election Review Board accept the tally of ballots as tallied and certify the
Report of Election Results.

Voting Yea: Mayor Casipit, Vice Mayor Cannamore, Council Member Clark,
Council Member Owens, Council Member Taylor, Council Member Vanderzanden

3. Signing of Certificates of Election by Mayor and City Clerk

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

Hearing no objections, Mayor Casipit adjourned the meeting at 6:30 PM.

Calvin Casipit, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

QUARTERLY STAFF REPORT – OCTOBER 2020

Gustavus Public Library

1. General Library Statistics July-September 2020

	July	August	September
Books Checked out:	572	475	595
Movies Checked out:	130	145	185
Virtual Events and Programs	5	3	4

Fall 2020 Activities/Programs:

- Curbside Services 5 days/week
- Virtual Assistance via phone and email
- Increased social media presence
- Enhanced Internship program
- Grab and Go Activity Kits
- Virtual Book Reviews
- Support for school and at-home learners
- Custom-made book boxes
- Virtual Book Club

Highlights:

- Retained intern into fall. This allowed us to keep up with our curbside services, check-in and sanitizing procedures, and continue Grab & Go Activity kits into the fall.
- Grab & Go Kits: 122 total kits distributed; 7 unique kits made
- We received approximately 77 new book/movie requests from patrons during this quarter excluding items that were accessed through Interlibrary Loan Services.
- Approximately 184 items were accessed for patrons through Interlibrary Loan services. This service enables us to meet patrons' needs without having to purchase every single item a patron requests. We can use this service to borrow items that may not circulate beyond a single patron, items which are older or rare, and items which are too expensive for our library to purchase.

- Completed SLICE Implementation project (photo contest winners printed on bookmarks and posters, funded through the Alaska State Library)

Upcoming:

- We hope to enter reopening phase 2: appointments in Nov
- continued curbside services
- Halloween- creepy haiku contest, drive-thru trick or treat, and Halloween activity kits
- We hope to apply for the Endowment Grant this year

Status of Active or Upcoming Grants:

- PLA Grant Report turned in

Status of Active or Upcoming Contracts/Projects:

- The Custodial Contract has been filled. Sylvia has started providing custodial services at the library. We are so glad to have her!
- Roof project RFQ passed

Past, Current & Upcoming Trainings:

- Jen and Michelle have attended relevant webinars and online trainings as time has allowed. As per the FY21 budget, we have no planned upcoming trainings.

Thank you all for being such a great Council - we all appreciate your work!

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

	Jul - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	500.00	3,000.00	-2,500.00	16.7%
Donations	14.00	1,000.00	-986.00	1.4%
DRC Income	22,963.68	58,600.00	-35,636.32	39.2%
Federal Revenue				
Payment in Lieu of Taxes	113,760.06	113,760.06	0.00	100.0%
Total Federal Revenue	113,760.06	113,760.06	0.00	100.0%
Fundraising	0.00	800.00	-800.00	0.0%
GVFD Income	35.00	9,750.00	-9,715.00	0.4%
Interest Income	50.54	350.00	-299.46	14.4%
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	5,335.00	10,200.00	-4,865.00	52.3%
State Revenue				
Community Assistance Program	75,000.00	75,000.00	0.00	100.0%
Shared Fisheries Business Tax	0.00	1,700.00	-1,700.00	0.0%
Total State Revenue	75,000.00	76,700.00	-1,700.00	97.8%
Tax Income				
Retail Tax Income	57,838.76	185,000.00	-127,161.24	31.3%
Remote Sellers Retail Tax	3,084.69	20,000.00	-16,915.31	15.4%
Room Tax Income	3,699.76	4,500.00	-800.24	82.2%
Fish Box Tax	320.00	0.00	320.00	100.0%
Penalties & Interest	273.43	0.00	273.43	100.0%
Tax Exempt Cards	50.00	300.00	-250.00	16.7%
Total Tax Income	65,266.64	209,800.00	-144,533.36	31.1%
Total Income	296,827.24	519,180.41	-222,353.17	57.2%
Gross Profit	296,827.24	519,180.41	-222,353.17	57.2%
Expense				
Administrative Costs	1,050.00	2,000.00	-950.00	52.5%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	732.34	2,275.00	-1,542.66	32.2%
Building	11,075.46	20,650.90	-9,575.44	53.6%
Contractual Services	9,387.75	72,400.00	-63,012.25	13.0%
Dues/Fees	567.00	8,300.00	-7,733.00	6.8%
Election Expense	0.00	250.00	-250.00	0.0%
Equipment	2,763.68	9,672.49	-6,908.81	28.6%
Events & Celebrations	51.00	3,925.00	-3,874.00	1.3%
Freight/Shipping	4,080.22	20,950.00	-16,869.78	19.5%
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	580.22	600.00	-19.78	96.7%
Marine Facilities	2,458.39	3,368.37	-909.98	73.0%
Payroll Expenses	71,538.30	402,898.75	-331,360.45	17.8%
Professional Services	315.00	10,000.00	-9,685.00	3.2%
Public Relations	0.00	500.00	-500.00	0.0%

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

	<u>Jul - Sep 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Repair & Replacement Fund	24,772.13	24,772.13	0.00	100.0%
Road Maintenance	35,649.00	100,000.00	-64,351.00	35.6%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	22,071.69	11,600.00	10,471.69	190.3%
Telecommunications	3,391.07	20,790.00	-17,398.93	16.3%
Training	0.00	5,250.00	-5,250.00	0.0%
Travel	0.00	7,000.00	-7,000.00	0.0%
Utilities	5,753.61	15,800.00	-10,046.39	36.4%
Vehicle	4,091.71	8,035.67	-3,943.96	50.9%
Total Expense	<u>212,034.51</u>	<u>772,255.63</u>	<u>-560,221.12</u>	<u>27.5%</u>
Net Ordinary Income	84,792.73	-253,075.22	337,867.95	-33.5%
Other Income/Expense				
Other Income				
Encumbered Funds	37,877.92	100,000.00	-62,122.08	37.9%
Prior-Year Cash Balance	0.00	153,175.75	-153,175.75	0.0%
Total Other Income	<u>37,877.92</u>	<u>253,175.75</u>	<u>-215,297.83</u>	<u>15.0%</u>
Net Other Income	<u>37,877.92</u>	<u>253,175.75</u>	<u>-215,297.83</u>	<u>15.0%</u>
Net Income	<u>122,670.65</u>	<u>100.53</u>	<u>122,570.12</u>	<u>122,023.9%</u>

City of Gustavus
Balance Sheet
As of September 30, 2020

	Sep 30, 20
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,354.54
AMLIP Capital Improv Long-Term (0630598.2)	486,645.48
AMLIP Repair & Replacement (0630598.3)	312,134.01
AMLIP Road Maint - Unencumbered (0630598.4)	259,256.83
AMLIP Road Maint - Encumbered (0630598.8)	3.21
AMLIP Reserve (0630598.12)	884,358.67
AMLIP CARES Act Relief Funds (0630598.13)	381,149.14
APCM.Endowment Fund	1,539,879.43
FNBA - Checking	361,718.77
FNBA Endowment Fund - Checking	12,118.39
Petty Cash	541.38
Total Checking/Savings	4,287,159.85
Accounts Receivable	
Accounts Receivable	60,012.71
Total Accounts Receivable	60,012.71
Total Current Assets	4,347,172.56
TOTAL ASSETS	4,347,172.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	2,234.63
Total Credit Cards	2,234.63
Other Current Liabilities	
Deferred Income	7,400.00
Total Other Current Liabilities	7,400.00
Total Current Liabilities	9,634.63
Total Liabilities	9,634.63
Equity	
Fund Balance	3,291,930.00
Opening Bal Equity	1,084,743.57
Net Income	-39,135.64
Total Equity	4,337,537.93
TOTAL LIABILITIES & EQUITY	4,347,172.56

Accounts Receivable Detail**As of 9/30/20**

\$18,560.00	Airport Screeners Contract - July invoice to DHSS
\$19,102.00	Airport Screeners Contract - August invoice to DHSS
\$8,910.00	Airport Screeners Contract - September invoice to DHSS
\$4,345.62	Delinquent Sales Tax
\$2,137.24	Ambulance Transport Billing - In Progress
\$7,400.00	Fish-Box Tax Deferred Income
(\$468.57)	retail tax credit applied 10/1 to customer's 2nd quarter filing
\$26.42	Net of Other Customer Account Balances
<hr/>	
\$60,012.71	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 9/30/20**

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: **\$361,718.77**

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	(\$20,719.87)
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	(\$5,789.11)
Library	SoA OWL Internet Subsidy	(\$1,125.00)
Roads	Encumbered road money	\$0.00
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: **\$50,254.25**

Pending Transfers:

FY21-07NCO	Transfer from AMLIP for Capital Projects	\$118,850.10	for library roof and AED/monitor
FY21-05NCO	Transfer from AMLIP CARES Act Account	\$33,963.95	for March, April, May expenses; still awaiting approval
	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	submitted for approval 9/24/20
	CARES Act expenditures - September 2020	\$84,680.39	pending
<hr/>		Total CARES Act funds awaiting approval: \$281,370.07	

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 #5.

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	Proposed F Source
Ongoing, funded for 2018:											
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
Ongoing, funded for 2019:											
Library Roof Repair	\$ 50,000.00	\$ 150,000.00	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; 9/21/20		in progress	AMLIP CP and 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
Funded for 2020:											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020	9/21/2020	purchase in progress	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	
Salmon River Boat Harbor Boat Launch Repair				MF	9/2/2020	N/A	9/21/2020			Near-term	AMLIP R&R
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Near-term	AMLIP R&R
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 Sytrofoam 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	
CAPIS 2018 submission											
CAPIS 2019 submission											
CAPIS 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	\$375.00	\$1,125.00	Alaska OWL monthly internet subsidy
	Library Materials	8/25/2020	\$7,000.00	FY21 PLA Grant	\$1,210.89	\$5,789.11	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	\$9,257.17	\$11,992.83	grant ends 12/10/20

CITY ADMINISTRATOR'S REPORT OCTOBER GENERAL MEETING

STEEL FLOAT

At the October 5th Work Session, the Council acknowledged the public comment/requests to have the steel float, or wooden float(s) remain as long as possible to allow the resident community usage for food gathering and other fall activities. The Council directed staff to move the float as suggested by the Marine Facilities Advisory Committee and target early November – date dependent on weather and tides. Staff is in the process of contracting the work.

As you may remember, as part of the discussion and agreement for the DOT float project the City agreed to move the float each fall to protect both the float rebuild and the state dock modification. This requirement was primarily due to weather concerns.

CARES ACT PROJECT PROPOSALS

Marketing Gustavus \$21,000

As directed by the Council at the October 5th Work Session, staff is working with Susan Warner and the GVA to implement a project to provide assistance to small businesses and non-profits with marketing to five specific, recommended groups of independent travelers. The focus of the project is to assist in recovery from the pandemic.

The grant will provide each approved applicant with \$1,000. As with the business assistance grants, a City team will review and approve applications.

Gustavus Community Food Program - \$4,000. A commercial grade meat grinder and chamber vacuum sealer have been ordered and are on the way. The equipment will be located at the kitchen in Kimber's Garage, <https://kimbersgarage.com/contact/> with Kimber Owen volunteering as the Principle Equipment Custodian. User authorization forms and rules of use are in development.

An Alaska Subsistence Halibut Community Harvest Permit (CHP) has been received from NOAA. Kimber and Susan are working on developing a use agreement form and preparing to begin the program.

Processing and distribution of fish and game meat will be managed, as in the past, through the informal community volunteer networks such as Kimber's Garage, the annual Secret Santa distribution, the Gustavus school, and the Gustavus Chapel, with a particular eye to those most in need.

CARES ACT FUNDS

As we enter October, we get close to the time limit for using the CARES Act funds. We will need to spend 80% of our initial funds (\$304,915) to receive the additional \$125,000. We will need to file for the second payment and then spend 80% of the combined first two payments (\$405,130) to get the final payment of \$125,000. As you know, ALL funds must be spent by December 30, 2000. In addition to the receipt of all the funds, there is the process of spending the monies. Projects must be approved, staff needs time to design and get projects approved, and time for recipients to utilize the funds and submit receipts/reports to the City. Finally, the City needs to file the reports to the state to meet the deadline.

It takes significant time for staff to design, get approved, and implement projects. The Treasurer has done a magnificent job managing the different projects and reporting.

For a visual of the funds remaining, the spreadsheet attached to this report is as of October 5th and reflects what projects have been funded and the status of those projects by funds expended.

CARES Act fund expenditures for City of Gustavus (COG)

first payment	\$381,144.53	deposited 6/18/20
second payment	\$125,268	released after 80% of 1st payment used (\$304,915.62)
third payment	\$125,268	released after 80% of both payments used (\$405,130.02)
Total	\$631,680.53	

March-early October expenditures	\$282,328	
The total highlighted in green *includes* the following subitems:	---	
Gustavus Visitors Association	---	\$38,266
Gustavus School cleaning equipment, cleaning supplies, PPE	---	\$16,500
economic assistance grants to local businesses/non-profits	---	\$53,899
COG eligible payroll & benefits (Fire Chief plus eligible hours of other staff)	---	\$85,713
winter food supply: community food distribution (vacuum sealer & bags)	---	\$1,431
winter food supply: community food distribution (meat grinder & attachments)	---	\$853
generator for emergency/testing tent	---	\$29,257
other COG eligible purchases, including facility improvements	---	\$56,408
	Earmarked but unspent:	
Fire Chief: payroll & benefits Oct. 1 - Dec. 31	\$21,395	
All other staff: eligible payroll & benefits Oct. 1 - Dec. 31	\$24,000	estimate
remaining COG facility improvements and supplies	\$33,000	
REESP: direct distribution to Gustavus residents	\$200,000	application period ends 10/31; payments issued in November
winter food supply: root cellar construction at Gustavus Community Center	\$5,000	Phoebe will issue check after GCC board approval
winter food supply: canned salmon	\$2,600	purchase in progress
winter food supply: community food distribution (halibut)	\$1,500	in progress
delivery assistance for self-isolators	\$1,000	Susan will continue to develop
Marketing Gustavus: Small Business Web Assistance	\$21,000	approved 10/5/20; staff will implement
remaining unallocated funds	\$40,000	*very* approximate
Running Total of Spent + Earmarked:	\$631,823	

Funds must be spent by December 30, 2020.

Bid Opening for RFQ FY21-02RM

Date of opening: 9/29/2020 Place: Gustavus City Hall Time: 2:00pm

1. Bid Envelope received on 9/29/2020
Glacier Bay Construction, Inc.

Total bid: \$ 5221.65

- ☒ Completed and signed RFQ Cover Sheet
☒ Completed and signed RFQ Bid Sheet *(Signed on reverse)*

2. Bid Envelope received on _____

Total bid: \$ _____

- ☐ Completed and signed RFQ Cover Sheet
☐ Completed and signed RFQ Bid Sheet

no other bidders

3. Bid Envelope received on ___/___/___

total bid: \$ _____

- ☐ Completed and signed RFQ Cover Sheet
☐ Completed and signed RFQ Bid Sheet

City Clerk Karen Platt and City Treasurer Phoebe Vanselow verified the lowest responsible bidder to be Glacier Bay Construction, Inc.


 Karen Platt, CMC, City Clerk


 Phoebe Vanselow, City Treasurer

**City of Gustavus, Alaska**

P.O. Box 1

Gustavus, Alaska 99826

Phone: 907.697.2451

Fax: 907.697.2136

Email: treasurer@gustavus-ak.gov

Project: RFQ FY21-02RM**Snowplowing****Request for Quotation****THIS IS NOT AN ORDER**

Item #7.

COVER SHEET

Important Dates:

Issue Date: Sept 15, 2020**Bid Submittal Due: Sept. 29, 2020**

Deliver to: Gustavus City Hall

By: 2:00 p.m.

Bid Opening: Sept. 29, 2020

Location: Gustavus City Hall

Time: 2:00 p.m.

Please provide quotes to furnish snowplowing services per the bid schedule for the City of Gustavus Road System during the winter of 2020-2021. The attached terms and conditions shall become part of any contract resulting from this Request for Quotation. Quotations must be received at the location and by the date and time shown above. Quotations shall be submitted on the forms furnished and must include original signatures.

This work consists of snowplowing of City roads and parking areas. Work shall be performed on an "as requested" basis, at the direction of the City Road Maintenance Point of Contact (POC) or the City Administrator. The City will issue a plowing request specifying which specific roads and parking lots are to be plowed after snow events. All work shall be performed as described in this RFQ using the *Standard Specifications for Local Road Maintenance*, which are incorporated in this RFQ, and the attached Gustavus City Maintained Roads Map for reference. These specifications shall become part of any purchase order resulting from the RFQ.

THE PERIOD OF PERFORMANCE for this work is from October 15, 2020, to April 30, 2021.

Throughout the period of performance, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer, with a copy submitted simultaneously to the Road Maintenance POC and City Administrator. In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid 09-28-20Business License # 305980 Contractor's License Number # 30143Insurance Company Lib. Mutual Policy Date _____ Provided ☐ On FileBusiness Name Galicer Bay Construction Inc.Mailing Address PO Box 389 Physical Location 98 Gustavus RdCell or Business Phone # 907-209-0514 Fax # _____By Kenneth S. Marchbanks
Print Name[Signature]
Signature

BID SCHEDULE

Item #7.

Road Name	Miles
Owen Rd + Porcupine Rd	0.30
Veneta St	0.42
Trudy St	0.37
Lynn St	0.18
Snow St	0.14
Tong Rd (To Glacier Bay Inn Driveway)	0.62
Toad Rd	0.41
Spruce Ln	0.37
Xtratuff Rd	0.08
Bartlett Rd	0.27
Good River Rd	0.87
Mary's Rd	0.23
Grandpa's Farm Rd	0.59
Meadow Ln	0.14
Dickey Dr	0.32
Dolly Varden Dr	0.83
Smelt Ave	0.05
Greenling Ave	0.20
Chinook Dr	0.33
Chum Dr	0.17
King Salmon Dr	0.21
Sandlance Ave	0.17
Halibut Dr	0.34
Capelin Ln	0.13
Humpy Dr	0.27
Needlefish Ln	0.16
Sockeye Dr	0.28
Herring Ln	0.04
Coho Dr	0.27
Steelhead Dr	0.22
Candlefish Ln	0.11
Shooting Star Ln	0.14
Lupine Ln	0.14
Willow Way	0.33
Pine St (both sides of Willow Way)	0.35
Wilson Rd	2.09
Fara Way	0.27
White Dr	0.33
Parker Dr	0.34
Harry Hall Dr	0.43
River Bend Ln	0.23

Road Name (cont)	Miles
Chase Dr	0.43
Jensen Rd	0.24
Hemlock Rd	0.24
Rink Creek Rd	3.73
Buoy Dr	0.21
Island View Dr	0.28
Bill's Dr	0.28
Meadowbrook Ln	0.25
Fairweather Rd	0.25
Pleasant Ave	0.15
Jacob Ave	0.31
Gustav Dr	0.20
Travis Dr	0.20
Benjamin Dr	0.21
Glen's Ditch Rd to Nagoonberry Trailhead	0.53
Same Old Rd	0.84
Dungeness Way	0.12
End of the Trail	0.26
Total miles	22.47
Enter bid rate per mile	\$ 195.00
Enter total for roads (Rate/Mi) x (22.47 mi) =	\$ 4381.65
Area Name	Area cost
City Hall access driveway and parking areas	\$ 125.00
Gustavus Public Library drive & parking	\$ 140.00
Community Chest parking	\$ 125.00
Boat harbor road, ramp, 72 hr parking main area	\$ 275.00
Disposal & Recycling Center access & parking	\$ 100.00
Fire Hall paved apron	\$ 75.00
Enter total for Areas =	\$ 840.00
Enter total 1 time plowing bid (Roads+Areas) =	\$ 5221.65

Please list all equipment to be used in this contract and the individual hourly rates for use in work not in bid schedule.

Equipment Item Description **Hourly Rate**

Truck plow	260.00
Grader/plow	260.00
Loader/pusher	260.00

Bidding Firm Glacier Bay Construction **Name** Kenneth S. Marchbanks, Sec.

Signed _____ **Date** _____

*The firm above hereby provides this quote on condition that
 RFQ FY21-02RM Snowplowing
 Glacier Bay Construction is relieved of any obligation to perform in
 the event that key personnel contract could or are over

Sequestered due to quarantine for the afore mentioned
virus protocols. (KSM)

Item #7.

Heath J. Ta

9-28-20