



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Tuesday, February 20, 2024 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

City Administrator – Kathy Leary
City Clerk – Liesl Barker
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=88138289627>

ID: 515 501 9406

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 01-16-2024 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Disposal and Recycling Center Quarterly Report
3. City Treasurer Monthly Report
4. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

5. FY24-XXNCO Closing Capital Projects *check title* (Public Hearing 03-11-2024)
6. Approve CIP Project Nomination Short Form for DRC Balefill Expansion
7. Approved CIP Project Nomination Short Form GVFD Heating System
8. Approve scoping document for Wilson Rd. South End Drainage
9. Certificate of Records Destruction 02-20-2024

ORDINANCE FOR PUBLIC HEARING

10. FY24-10NCO Introduction Surplus Transfer to AMLIP Capital Project Long Term (Introduced 01-16-2024)

UNFINISHED BUSINESS

NEW BUSINESS

11. Award Gravel Pit Contracts
12. Approve Resolution CY24-XX City of Gustavus position on City of Hoonah, Xunaa Borough Petition
13. Approve Resolution CY24- XX To Establish a Lands Advisory Committee

CITY COUNCIL REPORTS

- 14. Coffee with Council
- 15. Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: February X, 2024 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.*

DRAFT General Meeting Agenda Packet



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Tuesday, January 16, 2024 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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MINUTES - PENDING

VIRTUAL MEETING INFORMATION

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ID: 515 501 9406 **PASSCODE:** 2451 **TEL:** 253-215-8782

ROLL CALL (15 seconds)

PRESENT

Mayor Shelley Owens
Vice Mayor Brian Taylor (via Zoom)
Council Member Janene Driscoll (via Zoom)
Council Member Rachel Patrick
Council Member Jim Mackovjak (via Zoom)
Council Member Kyle Bishop
Council Member Mike Taylor

Reading of the City of Gustavus Vision Statement (45 seconds)

Vision Statement read by Council Member Driscoll.

APPROVAL OF MINUTES (1 minute 45 seconds)

- 12-11-2023 General Meeting Minutes
Motion made by Council Member Patrick to approve the by unanimous consent the 12-11-2023 General Meeting minutes.
Seconded by Council Member Bishop
Public Comment: None
Council Comment: None

Hearing no objections, the 12-11-2023 General Meeting minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES *(2 minutes and 44 seconds)*

There were no agenda changes.

Here no objections, Mayor Owens announced the agenda set as presented by unanimous consent.

COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report

(3 minutes 09 seconds)

Gustavus Volunteer Fire Department's Fire Chief, Sol Martinez submitted a written report and an oral summary.

Council Clarifying Question: None

(9 Minutes 30 Seconds)

Gustavus Volunteer Fire Department's EMS Coordinator, Leah Okin submitted a written report and an oral summary.

Council Clarifying Question: Mayor Owens

3. City Clerk Quarterly Report

(17 minutes 55 seconds)

City of Gustavus City Clerk, Liesl Barker submitted a written report and provided an oral summary.

Council Clarifying Question: None

4. Marine Facilities Quarterly Report

(22 minutes 55 seconds)

City of Gustavus Marine Facilities Coordinator, Larry Platt submitted a written report.

Council Clarifying Question: None

5. City Treasurer Monthly Report

(23 minutes 05 seconds)

City of Gustavus City Treasurer, Ben Sadler provided financial documents and an oral summary.

Council Clarifying Question: None

6. City Administrator Monthly Report

(25 minutes 41 seconds)

City of Gustavus City Administrator, Kathy Leary submitted a written report and provided an oral summary.

Council Clarifying Question: Council Member M. Taylor, Council Member Patrick, Vice Mayor B. Taylor, Council Member Driscoll

PUBLIC COMMENT ON NON-AGENDA ITEMS *(45 minutes 05 seconds)*

Public Comment: Kimber Owen

CONSENT AGENDA *(48 minutes 40 seconds)*

7. Certificate of Records Destruction 01-16-2024

Motion made by Vice Mayor B. Taylor to adopt the consent agenda by unanimous consent as presented.

Seconded by Council Member M. Taylor

Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

8. Approve Scoping Document for Glen's Ditch Cleaning and Culvert Replacement Project

(51 minutes 15 seconds)

Motion made by Council Member Mackovjak to approve the scoping document for the Glen's Ditch Cleaning and Culvert Replacement Project and to include it as a priority in the CAPSIS funding request to the Legislature.

Seconded by Council Member M. Taylor

Description of project: Council Member M. Taylor

Public Comment: Sally McLaughlin, Whitney Rapp, Kimber Owen,

Clarifying Council Question: Council Member Partrick

Council Debate: Council Member M. Taylor, Mayor Owens, Council Member Patrick, City Administrator Leary, Council Member Driscoll

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passes

9. CY24-01 Submission of Capital Projects Submission and Information System (CAPSIS) to the Alaska Legislature

(1 hour 15 minutes 35 seconds)

Motion made by Council Member Bishop to adopt Resolution CY24-01 Submission of Capital Projects Submission and Information Systems (CAPSIS) to Alaska Legislature.

Seconded by Council Member Patrick

Resolution read by Mayor Owens

Public Comment: None

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passes

10. CY24-02 Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2023

(1 hour 23 minutes 08 seconds)

Motion made by Council Member M. Taylor to approve Resolution CY24-02 certifying the annual Certified Financial Statement of revenues and authorized expenditures for the year ending June 30, 2023.

Seconded by Council Member Mackovjak

Resolution ready by Mayor Owens

Public Comment: None

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passes

11. FY24-10NCO Introduction Surplus Transfer to AMLIP Capital Project Long Term (Public Hearing 02-20-2024)

(1 hour 27 minutes 03 seconds)

Motion made by Council Member Patrick to approve FY24-10NCO Introduction Surplus Transfer to AMLIP Capital Project Long Term.

Seconded by Council Member Bishop

Public Comment: None

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passes

12. Approve Regular EMS Coordinator Position

(1 hour 29 minutes 15 seconds)

Motion made by Council Member Driscoll to approve the regular EMS Coordinator position.

Seconded by Council Member M. Taylor

Summary given by Mayor Owens

Public Comment: None

Staff comment with permission of Mayor Owens: Leah Okin

Council Debate: Mayor Owens, Council Member Patrick, Council Member M. Taylor, City Administrator Leary

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passes

CITY COUNCIL REPORTS

13. Bike Path Update/SS4A Grant

(1 hour 39 minutes 53 seconds)

Council Member Mackovjak and City Administrator Leary provided an oral update.

14. Beach Wheelchair Update

(1 hour 41 minutes 40 seconds)

Council Member Driscoll provided an oral update.

15. Salmon River Playground Update

(1 hour 42 minutes 32 seconds)

Council Member M. Taylor provided an oral update.

16. Coffee with Council Update

(1 hour 45 minutes 06 seconds)

Council Members Bishop and Patrick provided an oral update.

Council Clarifying Questions: Council Member M. Taylor, Council Member Driscoll

17. The Nature Conservancy potential land transfer

Mayor Owens provided an oral update as part of the Mayor's report.

18. Xunaa Borough formation petition

Mayor Owens provided an oral update as part of the Mayor's report.

19. Mayor's Report

(1 hour 51 minutes 27 seconds)

Mayor Owens provided a written report and oral summary.

Council Clarifying Questions: Council Member M. Taylor

CITY COUNCIL QUESTIONS AND COMMENTS *(1 hour 57 minutes 10 seconds)*

Council Comment: Council Member J. Mackovjak, Council Member B. Taylor, Council Member Patrick

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT *(1 hour 59 minutes 00 seconds)*

With no further business and hearing no objections, the meeting was adjourned at 9:00pm.

POSTED ON: January 10, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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- *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.*

Shelley K. Owens, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

City of Gustavus
Balance Sheet
As of January 31, 2024

	<u>Jan 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	169,738.99
AMLIP Capital Improv Long-Term (0630598.2)	753,794.40
AMLIP Repair & Replacement (0630598.3)	380,857.11
AMLIP Gravel Pit Fund (0630598.8)	25,082.12
AMLIP Reserve (0630598.12)	1,189,601.42
APCM.Endowment Fund	1,540,079.04
FNBA - Checking	475,267.74
FNBA Endowment Fund - Checking	43,958.24
Petty Cash	499.21
Total Checking/Savings	<u>4,578,878.27</u>
Accounts Receivable	14,798.09
Other Current Assets	<u>189.95</u>
Total Current Assets	4,593,866.31
Fixed Assets	<u>-8,199.00</u>
TOTAL ASSETS	<u>4,585,667.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	5,359.72
Other Current Liabilities	<u>101,658.12</u>
Total Current Liabilities	<u>107,017.84</u>
Total Liabilities	107,017.84
Equity	<u>4,478,649.47</u>
TOTAL LIABILITIES & EQUITY	<u>4,585,667.31</u>

DRAFT General Meeting Agenda and Packet

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	2,025.00	3,500.00	-1,475.00	57.9%
Donations	350.00	1,000.00	-650.00	35.0%
DRC Income				
C Chest paid at City Hall	640.00			
Community Chest Sales	8,308.50	13,500.00	-5,191.50	61.5%
Landfill Fees paid @ City Hall	32,252.25			
Landfill Fees/Sales	34,329.54	75,000.00	-40,670.46	45.8%
Recyclable Material Sales	1,755.65	3,600.00	-1,844.35	48.8%
Total DRC Income	77,285.94	92,100.00	-14,814.06	83.9%
Federal Revenue				
ARPA - 22-LGLR	33,904.06	35,987.92	-2,083.86	94.2%
Disaster Assistance (FEMA funds)	5,459.67			
Nat'l Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00	0.0%
Payment In Lieu of Taxes	152,913.58	130,000.00	22,913.58	117.6%
Total Federal Revenue	192,277.31	210,987.92	-18,710.61	91.1%
Fundraising	245.00	600.00	-355.00	40.8%
Grant Income	20,000.00	13,000.00	7,000.00	153.8%
GVFD Income				
Ambulance Billing	-657.93	9,000.00	-9,657.93	-7.3%
ASP	745.00	1,500.00	-755.00	49.7%
Training	20.00	150.00	-130.00	13.3%
Total GVFD Income	107.07	10,650.00	-10,542.93	1.0%
Interest Income	461.87			
Lands Income				
Gravel Pit Gravel Sales	39,936.00	40,000.00	-64.00	99.8%
Total Lands Income	39,936.00	40,000.00	-64.00	99.8%
Lease Income				
Rent	2,000.00			
Lease Income - Other	7,190.32	16,011.00	-8,820.68	44.9%
Total Lease Income	9,190.32	16,011.00	-6,820.68	57.4%
Library Income	839.00	500.00	339.00	167.8%
Marine Facilities Income				
Facilities Usage Fees				
Landing Craft Use Fee	2,200.00			
Single Use Fee	95.00			

DRAFT - General Meeting Agenda and Packet

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2023 through January 2024

	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Facilities Usage Fees - Other	0.00	2,000.00	-2,000.00	0.0%
Total Facilities Usage Fees	2,295.00	2,000.00	295.00	114.8%
Commercial Vessel Registration				
Kayak Registration	20.00			
Commercial Vessel Registration - Other	500.00	15,000.00	-14,500.00	3.3%
Total Commercial Vessel Registration	520.00	15,000.00	-14,480.00	3.5%
Private Vessel Registration				
Kayak Registration	30.00			
Private Vessel Registration - Other	1,875.00	5,000.00	-3,125.00	37.5%
Total Private Vessel Registration	1,905.00	5,000.00	-3,095.00	38.1%
Storage Area Fee	1,210.00	2,250.00	-1,040.00	53.8%
Total Marine Facilities Income	5,930.00	24,250.00	-18,320.00	24.5%
State Revenue				
Community Assistance Program	83,489.34	80,000.00	3,489.34	104.4%
Shared Fisheries Business Tax	244.41	632.77	-388.36	38.6%
Total State Revenue	83,733.75	80,632.77	3,100.98	103.8%
Tax Income				
Retail Tax Income	362,837.94	415,000.00	-52,162.06	87.4%
Remote Sellers Retail Tax	63,268.44	56,000.00	7,268.44	113.0%
Room Tax Income	90,835.00	105,400.00	-14,565.00	86.2%
Fish Box Tax	1,260.00	8,000.00	-6,740.00	15.8%
Penalties & Interest	898.63	1,000.00	-101.37	89.9%
Tax Exempt Cards	160.00	300.00	-140.00	53.3%
Total Tax Income	519,260.01	585,700.00	-66,439.99	88.7%
Total Income	951,641.27	1,078,931.69	-127,290.42	88.2%
Gross Profit	951,641.27	1,078,931.69	-127,290.42	88.2%
Expense				
Administrative Costs	6,345.96	35,000.00	-28,654.04	18.1%
Advertising	0.00	100.00	-100.00	0.0%
Bad Debt	4,332.00	0.00	4,332.00	100.0%
Bank Service Charges	6,921.08	4,750.00	2,171.08	145.7%
Building				
Insurance	15,336.68	12,658.62	2,678.06	121.2%
Maintenance & Repair	781.49	13,200.00	-12,418.51	5.9%

DRAFT General Meeting Agenda and Packet

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Total Building	16,118.17	25,858.62	-9,740.45	62.3%
Contractual Services				
City Engineer	2,349.60	20,000.00	-17,650.40	11.7%
Ambulance Billing Expense	444.66	1,300.00	-855.34	34.2%
Managed IT Services	14,595.00	25,020.00	-10,425.00	58.3%
Contractual Services - Other	1,304.73	41,560.00	-40,255.27	3.1%
Total Contractual Services	18,693.99	87,880.00	-69,186.01	21.3%
Dues/Fees	11,427.39	14,707.00	-3,279.61	77.7%
Economic Development Services				
GVA	41,400.00	41,400.00	0.00	100.0%
Total Economic Development Services	41,400.00	41,400.00	0.00	100.0%
Election Expense	81.56	250.00	-168.44	32.6%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
Equipment				
Equipment Fuel	1,676.18	2,200.00	-523.82	76.2%
Equipment Purchase	11,741.54	12,050.00	-308.46	97.4%
Insurance	298.09	278.86	19.23	106.9%
Maintenance & Repair	6,422.47	6,000.00	422.47	107.0%
Total Equipment	20,138.28	20,528.86	-390.58	98.1%
Events & Celebrations	120.00	4,400.00	-4,280.00	2.7%
Freight/Shipping	12,499.84	31,000.00	-18,500.16	40.3%
Fundraising Expenses	0.00	500.00	-500.00	0.0%
General Liability				
Public Entity Crime Coverage	122.49			
Cyber Liability	2,817.00			
General Liability - Other	12,574.44	20,700.00	-8,125.56	60.7%
Total General Liability	15,513.93	20,700.00	-5,186.07	74.9%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials				
Donated/Fundraised	0.00	800.00	-800.00	0.0%
Non-Fiction Add/Replacement	0.00	13,200.00	-13,200.00	0.0%
Library Materials - Other	608.33			
Total Library Materials	608.33	14,000.00	-13,391.67	4.3%
Marine Facilities				
Insurance	5,804.01	2,722.48	3,081.53	213.2%
Maintenance & Repairs	0.00	3,000.00	-3,000.00	0.0%

DRAFT - General Meeting Agenda and Packet

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	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Total Marine Facilities	5,804.01	5,722.48	81.53	101.4%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	235,773.87	444,099.13	-208,325.26	53.1%
Payroll Taxes	23,641.30	39,446.57	-15,805.27	59.9%
Paid Time off	7,828.19			
Sick Leave	3,972.91			
Health Insurance (company paid)	18,786.10	26,493.60	-7,707.50	70.9%
Health Insurance Stipend	3,400.00	9,600.00	-6,200.00	35.4%
457(b) Employer Contribution	10,357.37	29,220.00	-18,862.63	35.4%
Workers Comp Insurance	6,218.05	8,979.10	-2,761.05	69.3%
Payroll Expenses - Other	-10,786.48	230.00	-11,016.48	-4,689.8%
Total Payroll Expenses	299,191.31	558,068.40	-258,877.09	53.6%
Professional Services	1,777.50	15,000.00	-13,222.50	11.9%
Public Relations	564.24	500.00	64.24	112.8%
Repair & Replacement Fund	0.00	16,595.71	-16,595.71	0.0%
Road Maintenance				
Grading	51,434.06			
Snow Plowing	52,093.60	65,000.00	-12,906.40	80.1%
Road Maintenance - Other	2,415.94	131,000.00	-128,584.06	1.8%
Total Road Maintenance	105,943.60	196,000.00	-90,056.40	54.1%
Stipend	1,148.76	6,000.00	-4,851.24	19.1%
Supplies				
Donated/Fundraised	500.00	800.00	-300.00	62.5%
Program	820.77	2,975.00	-2,154.23	27.6%
Supplies - Other	11,025.98	20,400.00	-9,374.02	54.0%
Total Supplies	12,346.75	24,175.00	-11,828.25	51.1%
Telecommunications	7,075.00	20,412.00	-13,337.00	34.7%
Training	3,719.00	18,200.00	-14,481.00	20.4%
Travel	16,337.57	23,200.00	-6,862.43	70.4%
Utilities				
Electricity	6,820.01	9,700.00	-2,879.99	70.3%
Fuel Oil	7,515.55	7,900.00	-384.45	95.1%
Total Utilities	14,335.56	17,600.00	-3,264.44	81.5%
Vehicle				
Fuel	383.48	1,200.00	-816.52	32.0%
Insurance	3,225.58	3,635.67	-410.09	88.7%
Maintenance & Repair	2,692.40	2,000.00	692.40	134.6%

DRAFT General Meeting Agenda Packet

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2023 through January 2024

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
Mileage Reimbursement	682.00	2,150.00	-1,468.00	31.7%
Total Vehicle	6,983.46	8,985.67	-2,002.21	77.7%
Total Expense	629,427.29	1,268,033.74	-638,606.45	49.6%
Net Ordinary Income	322,213.98	-189,102.05	511,316.03	-170.4%
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	184,025.00	-184,025.00	0.0%
Total Other Income	0.00	184,025.00	-184,025.00	0.0%
Net Other Income	0.00	184,025.00	-184,025.00	0.0%
Net Income	322,213.98	-5,077.05	327,291.03	-6,346.5%

DRAFT General Meeting Agenda and Packet

Accounts Receivable Detail	
As of 01/31/2023	
\$3,612.00	Delinquent Sales Tax
\$6,058.47	Ambulance Transport Billing - In Progress
\$4,973.33	Fish-Box Tax Deferred Income
\$154.29	Net of Other Customer Account Balances
\$14,798.09	Total

FNBA Checking Account - Unrestricted Funds Balance	
As of 01/31/2023	
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:	\$422,566.91
Obligated Funds Currently in Checking Account:	
Roæ CP23-02 Cul de sac Improvement	(\$9,329.14)
Adr CP23-03 SRP Playground Equipment	(\$19,980.00)
Libr FY24 PLA Grant	(\$4,426.95)
Libr SoA OWL Internet Subsidy	(\$2,760.00)
Roæ USFWS Chase Drvwy	(\$251.02)
Unrestricted Funds:	\$385,819.80

Pending Transfers:		
FY24-10NCO	Moving Surplus to AMLIP CAP PROJ LT	\$200,000.00
FY24-XXNCO	Returning Unused Cap Project funds to AMLIP CAP PROJ LT	\$37,574.82

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

FY24 budgeted operating expenses:	\$1,173,108.74
25% =	\$293,277.19
17% =	\$199,428.49
35% =	\$410,588.06

DRAFT General Meeting Agenda and Packet

0630598.1 AMLIP Capital Project Current - Funds allocated through NCOS for funded Capital Projects				Date and NCO	
		AMLIP	Project	Remaining	
MF	CP18-01 Salmon River Harbor	\$9,856.96		\$9,856.96	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP19-03 Gustavus Beach Improv.	\$5,339.30		\$5,339.30	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$79,443.50		\$79,443.50	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Library	CP19-08 Library Roof/Awning/Shed	\$1,180.78		\$1,180.78	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP21-02 Refurbish Old P.O.	\$6,730.67		\$6,730.67	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$3,665.54		\$3,665.54	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-04 MFC Building at SRBH	\$1,323.29		\$1,323.29	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$1,786.60		\$1,786.60	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-06 Fish Waste Disposal	\$2,560.07		\$2,560.07	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP22-02 Marine Facility Vessel	\$30,000.00		\$30,000.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Beach	CP22-03 Beach Hardened Trail	\$13,000.00		\$13,000.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP22-04 Septage Storage Facility	\$5,608.08		\$5,608.08	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
GVFD	CP23-01 Radio Tower	\$0.00		\$0.00	Closed FY24
Roads	CP23-02 Cul de sac Improvement *	\$5,972.06		\$5,972.06	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
		\$166,466.85	\$0.00	\$166,466.85	

Pending Transfers:				
FY24-XXNCO	Returning Unused funds from CP22-03		\$13,000.00	Introduced 02/20/2024, Public Hearing 03/11/2024
FY24-XXNCO	Returning Unused funds from CP22-04		\$5,608.08	Introduced 02/20/2024, Public Hearing 03/11/2024
FY24-XXNCO	Returning Unused funds from CP21-03		\$3,665.54	Introduced 02/20/2024, Public Hearing 03/11/2024
FY24-XXNCO	Returning Unused funds from CP23-02		\$5,972.06	Introduced 02/20/2024, Public Hearing 03/11/2024

* Additional funds in checking

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-XXNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

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 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
FNBA Checking Account <i>Returning unused funds from closed Capital Projects to AMLIP Capital Project LT</i>	\$ 422,566.91	\$ 413,237.77	<\$ 9,329.14>
AMLIP Capital Project Current <i>Returning unused funds from closed Capital Projects to AMLIP Capital Project LT</i>	\$ 166,466.85	\$ 138,221.17	<\$ 28,245.68>
AMLIP Capital Project Long-Term <i>*Approximate, this is a dynamic value.</i>	\$ 753,794.40	\$ 791,369.22	\$ 37,574.82

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: *February 20, 2024*

DATE OF PUBLIC HEARING: *March 11, 2024*

PASSED and **APPROVED** by the Gustavus City Council this ___th day of _____, 2024.

Shelley K Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

Project Planning: Attachment C



City of Gustavus Capital Improvement Plan Project Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense?	YES	NO
Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years?	YES	NO
Will the project provide broad community benefit?	YES	NO

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

1. Project title: Balefill Expansion Project
2. Project description and benefit: See Page 2.
3. Plans and progress: See Page 3
4. Project cost: See Page 3
 - A. TOTAL COST See Page 3
 - B. For construction projects, break out preconstruction costs (feasibility/design/permitting): See Page 5
 Preconstruction costs = See Page 4 Construction costs = See Page 4
5. Timeline: See Page 4

For construction projects:

 - B. Preconstruction phase to be completed by: See Page 5
 - C. Construction phase to be completed by: See Page 5
6. Conceptual Image on Page 4. See attached documents for additional information.

Page 2: Project Description and Benefit

The goal of the Balefill Expansion Project is to provide adequate space for the community of Gustavus to dispose of solid waste. This space should be large enough for a minimum of 20 years of solid waste accumulation with potential for more depending on the growth of the community. This is a rough estimate based off the lifespan of our current landfill, which has been accumulating waste for 30 years. (Last burn was in 1994?) This also considers new regulations specifying the distance from ground water sources, which was two feet for our original landfill. Regulations are now ten feet which will reduce capacity overall capacity compared to the original landfill footprint of 0.8 acres. It is good to mention our whole parcel of 11.9 acres is grandfathered in with the two foot of separation rule, but it is recommended by ADEC to maintain more distance than the two-foot minimum.

In November 2021, a company Vista GeoEnviromental prepared a Landfill Development Plan for the City of Gustavus to help us (The City) prepare for this project and will be referenced to explain specific features.

In the Landfill Development Plan, we have four areas with varying amounts of capacity. Area A with 0.4 acres. Area B, with 0.5 acres. Area C, with 1.6 acres. Area D, with 3.0 acres. See Drawing No. 1 of conceptual development plan for reference.

The current plan is to expand into only Area B, but with only 0.5 acres and considering the growth of Gustavus the lifespan could be shorter than 20 years, possibly closer to 15 years but very hard to predict.

What I am proposing is the development of Area B with the addition of the northern third of Area C to create a space with a minimum area of 1 acre to allow for approximately another 30 years of waste disposal. The work involves straightening and rerouting a drainage ditch with an excavator. (See Drawing No. 1) The ditch is directly west of State Dock Road.

Installation of new Ground Water Monitoring Wells should be done during this project as equipment will already be present on site. Neval Engineering will be consulted for recommended placement of the wells.

Some trees will also have to be removed. Staff should be capable of felling trees. Contractors may be used to pull stumps. New trees will be replanted outside the new fence to camouflage the expanded area. The fence will likely be constructed by DRC staff if they are willing. Digging post holes may be contracted out to speed the process. The area inside the perimeter will be prepared by staff as needed, leveling and removing the topsoil. Topsoil would be stockpiled for waste burial. The expanded area will abut up against existing waste, which will require minor excavation of existing cover soil by DRC staff. The remaining acres of the landfill will remain open for future development and city activity.

Space remaining within the original landfill disposal footprint will likely be used for construction & demolition waste due to the close proximity of the original landfill gate, which is easy access to the public. An entrance on the west side of the new fence would allow access to the new area by expanding the small road that currently leads into our out-flow storage area behind the office. Other access to the expanded area will be through a path running through the existing landfill alongside the compost quonset.

Page 3: Plans and progress

Currently we have a Landfill Development Plan that I am using as a guide for this project. I have made a few adjustments for this project based off what I see as ideal for the landfill development short, and long term. Otherwise, expanding the balefill area does not require an engineer according to ADEC and consist of mainly dirt work and the construction of a fence. Permits required for straightening the stream does involve getting an Alaska DF&G Habitat Permit and an additional permit from the US Army Corps of Engineers. We will also have to develop a revegetation plan for the stream bank. No progress other than planning has been performed. More details with regard to planning on Page 4: Timeline.

A Total Cost:

REVEGETATION MATERIALS	\$1,500.00
CONSULTING+PERMITTING-NEVAL ENGINEERING	\$3,900.00
CONCRETE	\$2,500.00
DRC STAFF LABOR	\$25,000.00
FENCE COST	\$34,207.02
MONITORING WELL(S)	\$12,000.00
HEAVY EQUIPMENT CONTRACTOR(S)	\$15,800.00
CONTINGENCY	\$14,191.05
TOTAL COST	\$109,098.07

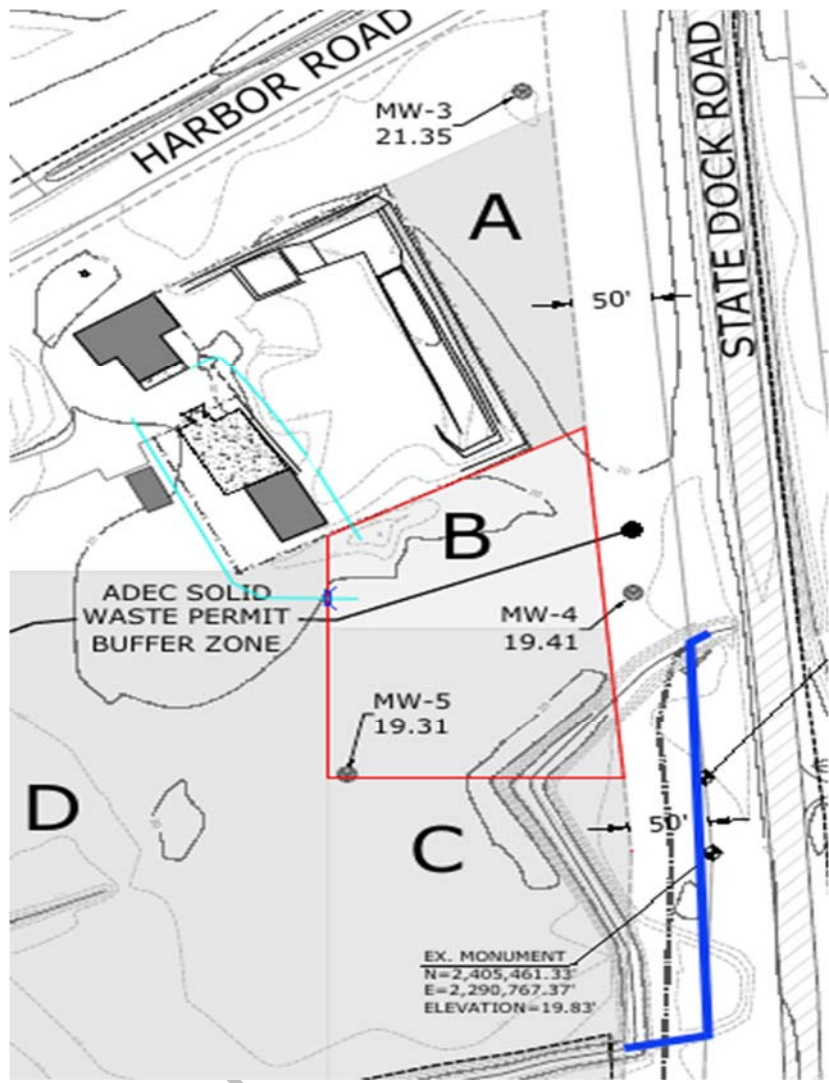
Page 4: Timeline

The pre-construction phase should begin in the beginning of FY25 or sooner, and potentially could begin as outlined below:

1. Decide on whether to fund the project partially or fully in-house; or immediately move to pursue funding from potential grant opportunities and wait for award outcomes.
2. Secure any required permits and develop a revegetation plan.
3. Finalize the plan and move on to the construction phase.

The construction phase should be finished by the end of 2024, possibly fall of 2024. (calendar year) The construction phase could proceed as listed:

1. Order materials for fencing.
2. Contractors begin with rerouting the drainage ditch; once completed revegetation of area can begin.
3. Remove any trees that may be in the area while contractors are on site as they will already be mobilized and able to assist with stump removal.
4. Install ground water monitoring wells.
5. Begin construction of the fence and plant trees for future camouflage.



DRAFT General

and Packet

City of Gustavus, Alaska
DRC Balefill Expansion Project Scoping and Development
Project Planning Attachment C

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

Details for construction projects:

Preconstruction costs = Cost of fencing, concrete, permits, engineering, some labor for site prep.

Construction costs = Cost of labor, contractors.

A. TOTAL COST = \$109,143.07 ... \$94,907.02 + 15% Contingency - \$14,236.05

\$15,800 for heavy equipment. \$12,000 for monitoring wells. \$25,000 for DRC staff labor. \$2,500 for concrete. \$3,900 for consulting with Neval Engineering to assist in the process and to acquire permits. Revegetation of the bank with a product like hydroseed could cost \$1,500 per 10,000 square feet based off Google searches. 15% contingency equals \$14,236.05

B. The cost of this project has been estimated as follows:

Contract Work: The majority of this work should be contracted to a construction company with appropriate equipment to perform the work. Current hourly rates from our Roads Contract indicate \$180 an hour for an excavator, otherwise \$1,440 for an 8-hour day, wheel loader cost of \$220 an hour or \$1,760 per day. We would likely need to bid this project but in asking for information for the purposes of completing this document, Glacier Bay Construction sees the project taking no longer than a few days. I calculated the cost for a full week of work totaling \$15,800 for both machines. If monitoring wells are installed the predicted cost is \$3,000 for each monitoring well; we may need up to four wells for a total estimated cost of \$12,000.

Engineering: Consulting with Neval Engineering for 30 hours at \$120 an hour + \$300 for permits = \$3,900. This is to ensure the permitting process goes smoothly along with the development of a good revegetation plan and/or any engineering drawings that may need to be created for the project.

Fence Labor/Misc Labor: This has been calculated for two months' work by DRC staff.

\$25.38 an hour for Operator/Manager, and \$20.00 an hour for the maximum wage of a temporary employee

(Manager: \$25.38 x 8 = \$203.04 x 23 days = \$4,669.92 one month) + (Staff at max wage: \$20.00 x 8 = \$160 x 23 days = \$3,680.00 one month) = \$8,349.92 x 2 = \$16,699.84; round this up to \$20,000 just in case - plus an additional 25% for tax and benefits for an estimated total of \$25,000.

Fence Material Cost: Fencing is \$30,187.77 FOB to SEA, source is quote from Acme fencing + \$4,019.25 shipping from SEA to GST, based on the cost to ship a 20' container GST to SEA via Frontier Freight. Some concrete will be needed for the construction of the fence. \$2,500 is estimated for concrete.



City of Gustavus Capital Improvement Plan Project Nomination Short Form

Project eligibility

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

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

Will the project provide broad community benefit? YES NO

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

1. Project title (Suggested heading in CIP): **Replacement of GVFD Heating System**
2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

The goal of this project is to replace the heating system in the Gustavus Firehall in order to make the building more efficient and cost effective and to prevent an emergency situation of the current system. This was brought to the attention of the fire chief by Mark Berry during Spring of 2023 when he was repairing the current heating system. He mentioned that the condensing oil fired furnace and the unit that neutralized the acidic condensate was not functioning correctly. This creates a corrosive biproduct and drips onto other parts in the furnace degrading the parts and wires and the burner itself. Parts are hard to come by as this is a Canadian manufacturer. It is also hard to find a replacement. He feels that in its current condition, it presents an unsafe situation and the repair, if it can be repaired, would cost as much as a newer more efficient alternative. Currently it is working, but if the parts in question degrade to a point where it no longer functions, it may not be repairable.

To avoid a potential issue with an inoperable system, and the possibility of emergency equipment freezing, we need to replace the current heating system with alternative systems. The recommendation is to install at least one toyo stove in the garage and a heat pump to heat upstairs. Ideally, it would be best to consider an additional heat pump for the garage in addition to the Toyo. The heat pump would be utilized when it is really cold, to ensure adequate heat coverage, and also to use as an alternative to the Toyo during less cold temperatures, particularly when work or training needs to be done in the garage.

From what I have heard and observed at City Hall with the Mr. Cool Heat pumps, is that brand will not work well with a larger building like the firehall as a standalone. It was recommended to use a Daikin heat pump which according to Mark is a higher end brand (not do it yourself) and is being used in the community with success. It is also the brand that Berry Specialty Contracting is equipped to install and there are pressure tests conducted with this installation.

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

This scoping document is the beginning point for this project.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$22,859.27 (estimated)

Breakdown

-Berry's Specialty Contracting Estimate: \$18,781.15 (see estimate for details)

-Electrical hook up: \$2,000

-10% contingency: 2,078.12

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

Preconstruction costs = \$2,000 for electrical

Equipment and installation costs = \$18,781

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.

We hope to start the project in the summer of 2024, if not fall.

A. For projects that consist of land or equipment purchase only, state when the purchase would be made: When funding is identified/approved.

For construction projects:

B. Preconstruction phase to be completed by: Upon approval of project funds.

C. Construction phase to be completed by: With approval of project funds.

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



Project Planning: Attachment B Project Development Form

Part 1. Project Identification

Name of project: Wilson Road South End Drainage Improvement Project

Department: [Roads](#)

Contact: Mike Taylor

E-mail: mike.taylor@gustavus-ak.gov

Phone: 697-2273 (H)

Part 2. Project Scope refers to a project's size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?

- What are its goals and objectives?
[The project will improve drainage of the south end of Wilson Road between Fara Way and Gustavus Road to alleviate flooding from heavy rain storms.](#)
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
[Residents and businesses along this portion of Wilson Road will experience less flooding of their property from local rain accumulation and due to runoff from the road. Better drainage should also reduce road maintenance in this heavily trafficked road stretch.](#)
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
[None required.](#)
- What is NOT covered by this project? What are its boundaries?
[The project will improve ditches only along this section of road. The project will not extend to ditches along either Gustavus or Dock Roads, both of which are maintained by the Alaska Department of Transportation and Public Facilities. Work will be confined to the City road easement along Wilson Road.](#)

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
[The project is intended to mitigate flooding problems from heavy rain storms, which are becoming more frequent due to climate change.](#)
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
[The project mitigates flood hazards to private properties and the City-owned and -maintained Wilson Road. Some of the private properties are businesses for whom access](#)

City of Gustavus, Alaska
Resolution CY18-14
Project Scoping and Development
Project Planning Attachment B

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

Page 1 of 7

from Wilson Road is hindered under flood conditions.

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

The project idea has been discussed among City staff and the road maintenance contractor since flooding occurred after the December 2, 2020 flood. The owner of Snug Harbor Liquors has written the City asking for work to mitigate flooding that affects their parking area and store. The Gustavus Mayor has requested that flood control work at this site be a priority.

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

The project is part of a larger general plan for mitigation of flood risks along Wilson Road. Ditches have been improved along much of Wilson Road north of this stretch. Those improvements direct water into the Glens Ditch system.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
Summer, 2024.

- Will the planning or final project occur in phases or stages?
The City will develop a construction plan for bidding this spring with construction intended for Summer, 2024.

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

Planning will be inhouse by the volunteer project manager.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

Rough initial programming estimate is \$60,000.

Parts 3 - 6. Project Investigation and Development

Parts 3.—6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4.—6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one. At this point we have only one proposed solution. That is to dig ditches along both sides of Wilson Road from the Fara Way intersection to Gustavus Road and to install culverts under all driveways along those sections. It will probably be necessary to install a cross culvert under Wilson Road just north of the intersection with Gustavus Road to carry water from the west side of Wilson to the east side where water can reach a DOT ditch leading to Glen’s Ditch. However, during planning this flow route may change.

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

This plan appears to be the only possibility available to the City for draining this section of Wilson Road. The City will need to work with DOT&PF as needed to assure that water from Wilson Road has an effective path to tidewater or to the Salmon River.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
The project will be funded by an appropriation of City of Gustavus capital project funding.
- Is there a matching fund requirement? Please provide details.
No.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

o Long-term (operating and maintenance)		+	
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses			X(+)
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services		+	
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads		+	
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

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

The project will enhance serviceability of Wilson Road, reduce flooding of local residential and commercial properties, and reduce City maintenance costs for the road section.

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

- Is this project dependent on other activities or actions?
Yes
- If yes, describe projects, action or activities specifying phases where appropriate.
To some extent, the full success of this project depends on maintenance of drainage by ADOT&PF of Gustavus Road and/or Dock Road. It also depends on effectiveness of a separate project to clean Glens Ditch to improve stormwater drainage there.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

No

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

No permits are anticipated to be necessary. This is a city-owned road in a City road easement. No fish streams are involved.

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

The cost is TBD. A rough initial estimate is \$60,000.

7. Is an engineering design or construction estimate necessary?

This project is simple enough to be planned by the City and the contractor.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

No

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$0	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$0	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	\$40,000	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment (culverts)	\$10,000	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$10,000	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$60,000
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

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

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

No new service jobs will be required. Maintenance will be under existing road contract.

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

0 Create/retain in 1-3 years

0 Create/retain in 3-5 years

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

None

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

One local business will be affected as the construction contractor

Up to five local businesses will be affected will be benefitted from flood control in the area.

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.

- Public comment on agenda item at committee or Council meeting
- Special public hearing
- Dates and attendance for the above.
- Written comment from the public (please attach)

2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

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

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

Part 9. Feedback to the Council

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

DRAFT General Meeting Agenda and Packet

Submitted by: _____ Meeting Date: _____ Approved___ Not Approved___

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-10NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2024**

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 2024, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
FNBA Checking Account <i>Surplus funds are being moved to AMLIP accounts per the City's Restricted Funds and AMLIP policy and City Banking policy.</i>	\$ 456,561.64	\$ 256,561.64	<\$ 200,000.00>
AMLIP Capital Project Long-Term <i>*Approximate, this is a dynamic value.</i>	\$ 750,473.11	\$ 950,473.11	\$ 200,000.00

Total Change in City Held Account Balances \$ 0.00

Section 4. The City held accounts are hereby amended as indicated.

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

DATE INTRODUCED: *January 16, 2024*
DATE OF PUBLIC HEARING: *February 20, 2024*

PASSED and **APPROVED** by the Gustavus City Council this ___th day of _____, 2024.

Shelley K Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907)697-2451

Solicitation of Interest for PIT RUN GRAVEL

The City of Gustavus anticipates making available approximately 20,000 cubic yards of pit run gravel for sale to private enterprise during calendar year 2024. The price will be \$6.00 per cubic yard.

An earnest money deposit of \$800.00 and a bond of \$1,000.00 may be required. Applicants must have the capability of excavating to a depth of twelve feet.

Contracts for pit run gravel will be awarded at the February 20, 2024 City Council General Meeting.

Requests must be received at City Hall by 10:00 AM on February 12, 2024. You may email this form with your "signature" typed in to treasurer@gustavus-ak.gov, or sign, scan, and email to same, or fax signed form to 697-2136.


Name (please print or type): Fairweather Construction

Address: P.O. Box 116 Gustavus, AK 99826

Cubic yards requested: 5,000

Date: 1/22/23

Telephone: 907 723 3722

Signature: 



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Name (please print or type): Glacier Bay Construction, Inc.

Address: PO Box 389 Gustavus AK 99826

Cubic yards requested: 5000

Date: 1/18/24 Telephone: 907-209-0514 or 907-209-2588

Signature: *Shante J. Marchbanks*



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Name (please print or type): GUSTAVUS LANDSCAPING & CONSTRUCTION

Address: P.O. Box 193 GUSTAVUS AK 99826

Cubic yards requested: 1500

Date: 1/24/24 Telephone: 907 957-1858

Signature: 