



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, November 08, 2021 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

City Administrator - Tom Williams Ph.D.
City Clerk, CMC - Karen Platt
City Treasurer - Eduarda Loggins
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/83124457357?pwd=cVJ5dVFRN2VnL2JSMk9QWkF1UmIxZz09>

ID: 831 2445 7357 **PASSCODE:** 061908 **TEL:** 1 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 10-08-2021 Special Meeting Minutes
2. 10-11-2021 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

3. Gustavus Visitors Association Quarterly Report
4. Gustavus PFAS Action Coalition Quarterly Report
5. Gustavus Disposal and Recycling Center Quarterly Report
6. City Treasurer Monthly Financials and Quarterly Report
7. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

8. Certificate of Records Destruction
9. City of Gustavus waives the right to file a protest of the New Alcohol License Application for the Sunnyside Market License
10. FY22-09NCO Endowment Fund Grant transfer

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

11. Award RFQ FY22-03RM for FY22 Snowplowing
12. Accept RFP FY22-01COG Civil Engineering Evaluation and Recommendations for the Good River Bridge Repair
13. Appointment of Gustavus Volunteer Fire Department Chief

14. Swearing in of Gustavus Volunteer Fire Department Chief

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: November 3, 2021 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 SPECIAL MEETING
OCTOBER 08, 2021**

Item #1.

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis

Seats A and E - Vacant

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Buchheit.

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Cannamore added under New Business the review of an Affidavit and Declaration to Contest the Election Pursuant to City of Gustavus Ordinance 5.60.

Hearing no objections, Mayor Cannamore set the agenda.

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

Public Comment was heard at the end of the meeting.

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Review of an Affidavit and Declaration to Contest the Election Pursuant to City of Gustavus Ordinance 5.60

The Affidavit was distributed to council members in advance. Mayor Cannamore provided a summary of the Affidavit to the council.

Council Comment:
 Council Member Lewis
 Council Member Buchheit
 Vice Mayor Vanderzanden
 Council Member Taylor
 Mayor Cannamore

Motion made by Council Member Taylor that the council finds that the Affidavit and Declaration to Contest the Election presented is found to be without merit.

Seconded by Mayor Cannamore.

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

2. Canvass Absentee, Questioned, Defective and Spoiled Ballots Cast in the October 5, 2021 General Election

Motion made by Mayor Cannamore that the Election Review Board Reject Questioned Ballots #1 and #2 that were not eligible to vote in the City of Gustavus.

Seconded by Council Member Taylor.

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

Motion made by Council Member Taylor that the Election Review Board accept Absentee Ballot letters A-SSSS except for ballot JJJJ that have been properly cast by voters registered in the City of Gustavus.

Seconded by Mayor Cannamore.

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

Mayor Cannamore requested a 5-minute recess by unanimous consent. Hearing no objections, a recess was called at 7:33 PM and reconvened at 7:38 PM.

3. Certify Report of Election Results

Motion made by Council Member Lewis that the Election Review Board accept the tally of ballots as tallied and certify the Report of Election Results.

Seconded by Council Member Buchheit.

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

Item #1.

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

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Buchheit

Council Member Lewis

Council Member Taylor

Mayor Cannamore

PUBLIC COMMENT ON NON-AGENDA ITEMS

Sally McLaughlin

EXECUTIVE SESSION

None

ADJOURNMENT

Hearing no objections, Mayor Cannamore adjourned the meeting at 8:45 PM

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
OCTOBER 11, 2021**

Item #2.

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Mayor Cannamore.

1. Swearing in of new Council Member Seats A, D, E, F and G
City Clerk, Karen Platt conducted the swearing in of newly elected Council Members Lewis Sharman - Seat A, Bella Furr - Seat D, Jim Mackovjak - Seat E, Kyle Bishop - Seat F and Mike Taylor- Seat G.

Mayor Cannamore turned the meeting over to Vice Mayor Vanderzanden. Both Cannamore and Buchheit, whose term has ended left the meeting.

2. Election of Mayor
Vice Mayor Vanderzanden opened the floor for Mayor nominations..

Council Member Mackovjak nominated Mike Taylor.
Seconded by Council Member Sharman.

Hearing no objections, Vice Mayor Vanderzanden announced nomination for Council Member Taylor as Mayor Taylor accepted by unanimous consent.
Vice Mayor Vanderzanden turned the meeting over to Mayor Taylor.

3. Election of Vice Mayor
Mayor Taylor opened the floor for Vice Mayor nominations.

Council Member Lewis nominated Joe Vanderzanden.
Seconded by Council Member Bishop.

Council Member Sharman nominated Kyle Bishop.
Seconded by Vice Mayor Vanderzanden.

Council Members cast their votes via e-mail to City Clerk and City Administrator.
A tally was made. City Clerk, Karen Platt announced Council Member Kyle Bishop as the Council Elected Vice Mayor.

APPROVAL OF MINUTES

4. 09-20-2021 General Meeting Minutes
Motion made by Vice Mayor Vanderzanden to approve the 09-20-2021 General Meeting Minutes by unanimous consent.
Seconded by Council Member Taylor.
Hearing no objections, the motioned is passed by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Taylor removed Item 12 Award RFQ FY22-02MF Movement of Steel Float Fall 2021 due to no quotes being received.

Hearing no other requests for agenda changes and hearing no objections, the agenda is set by unanimous consent.

COMMITTEE / STAFF REPORTS

5. Gustavus Volunteer Fire Department Quarterly Report
Interim Fire Chief, Sol Martinez submitted a written report and provided an oral summary.
6. Marine Facilities Coordinator Quarterly Report
Marine Facilities Coordinator, Ben Sadler submitted a written quarterly report and provided an oral summary.
7. City Clerk Quarterly Report
City Clerk, Karen Platt submitted a written quarterly report.
8. City Treasurer Monthly Financials
Treasurers, Phoebe Vanselow and Eduarda Loggins submitted written monthly financials and provided a summary of monthly financials.
9. City Administrator General Meeting Report
City Administrator, Tom Williams submitted a written report and provided an oral summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Susan Warner

CONSENT AGENDA

None

FOR PUBLIC HEARING

10. FY22-07NCO Departmental Budgets (Introduced 09-20-2021)

Mayor Taylor opened the Public Hearing at 7:55 PM

Public Testimony: None

Mayor Taylor closed the Public Hearing at 7:56 PM

Motion made by Vice Mayor Vanderzanden to adopt FY22-07NCO Departmental Budgets (Introduced 09-20-2021)

Seconded by Council Member Lewis.

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

11. FY22-08NCO Capital Project Funding 2021 (Introduced 09-20-2021)

Mayor Taylor opened the Public Hearing at 8:02 PM

Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:03 PM

Motion made by Council Member Lewis to adopt FY22-08NCO Capital Project Funding 2021 (Introduced 09-20-2021)

Seconded by Council Member Sharman

Council Comment: None

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

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Lewis

Mayor Taylor

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:16 PM

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



Gustavus Visitors Association

November 2021 Forth Quarterly Report

City of Gustavus Quarterly reports due:

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

This report reflects activities within the GVA from August through October 2021 and projected goals and objectives for November through January 2022.

Packet Includes:

- Profit & Loss Budget Vs Actual
- Balance Sheet
- Progress Report

GVA Board Members:

President: Leah Okin
 Vice President: Robynn Jones
 Secretary: Cam Cacioppo
 Treasurer: Hillery Lesh
 Director: Curtis Linblom
 Director: Natalie Vaz

Employed Positions:

Administrator: Emily Herman
 Marketing Coordinator: Brittney Canamore
 Marketing Technician: Brian Taylor

Mission Statement

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

GVA is committed to promoting and elevating Gustavus' position as a world-class destination for leisure travel. GVA further serves to ensure tourism continues to

contribute locally on a large scale, thereby enhancing the quality of life for all who live, work and play here.

Organizational StructureNon-profit Corporation

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

Funding Source

The Gustavus Visitors Association is funded both by a city bed tax of 4%, of which GVA can receive up to half, and GVA annual membership dues. The visitor industry supports up to 50% of the City's tax revenue in most years. Due to the Covid-19 pandemic, the GVA received a reduced portion of the city's bed tax based on the prediction of a reduced bed tax income in the 2021 summer season.

Membership

The membership drive began November 1, 2021 and will end November 31, 2021. Revenue generated by the membership drive will be known by the end of December 2021

Change of positions

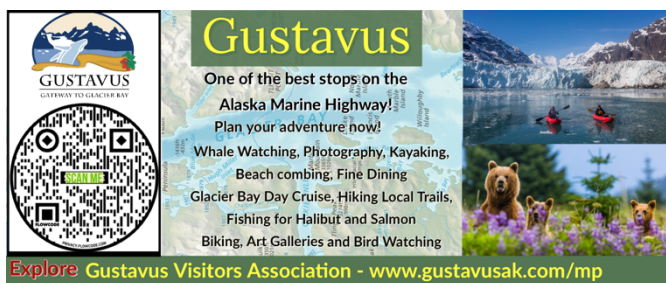
Robynn Jones stepped down from the position of President
Leah Okin stepped down from the position of Marketing Lead and Vice President
Nina Zarate stepped down from the position of Marketing Coordinator

New positions – voted in by the GVA Board of Directors

Leah Okin was voted in as President
Robynn Jones was voted in as Vice President
Brittney Canamore was hired by the BOD into the position of Marketing Coordinator
Brian Taylor was hired by the BOD into the position of Marketing Technician.

Completed to task this quarter

- Distributed 'Gustavus News Bulletin' for community and business information answering frequently asked questions in town.
- Maintaining the Gustavus Calendar of events on the GVA website as a one stop location where all Gustavus events may be viewed by visitors and the community
- Change of officials State update of board and positions.
- Drafted out the 2022 map and brochure with road name changes to be inline with the City map of official road names. Updated business listings and trails on the map.
- Individual consultation with Travel Juneau to look at enhancing Gustavus's presence on the Travel Juneau website viewed internationally
- Individual consultation with Travel Alaska and Alaska Travel Industry Association looking at opportunities to extend our reach to our target audiences.
- Instagram and Facebook consistent posts and video clips have resulted in increased engagement and visitor interest.
- Board of Directors agreement to be 'a' voice for the accommodations in the discussion of proposed increase to the city bed tax.
- Membership drive letter created and emailed
- Membership online credit card and Paypal options created to make membership payments simpler.
- Maintained marketing and memberships.
 - Southeast Alaska Tourism Council (SATC)
 - Travel Alaska
 - Alaska Travel Industry Association (ATIA)
 - Travel Juneau
- Placed an Ad in The Mile Post.



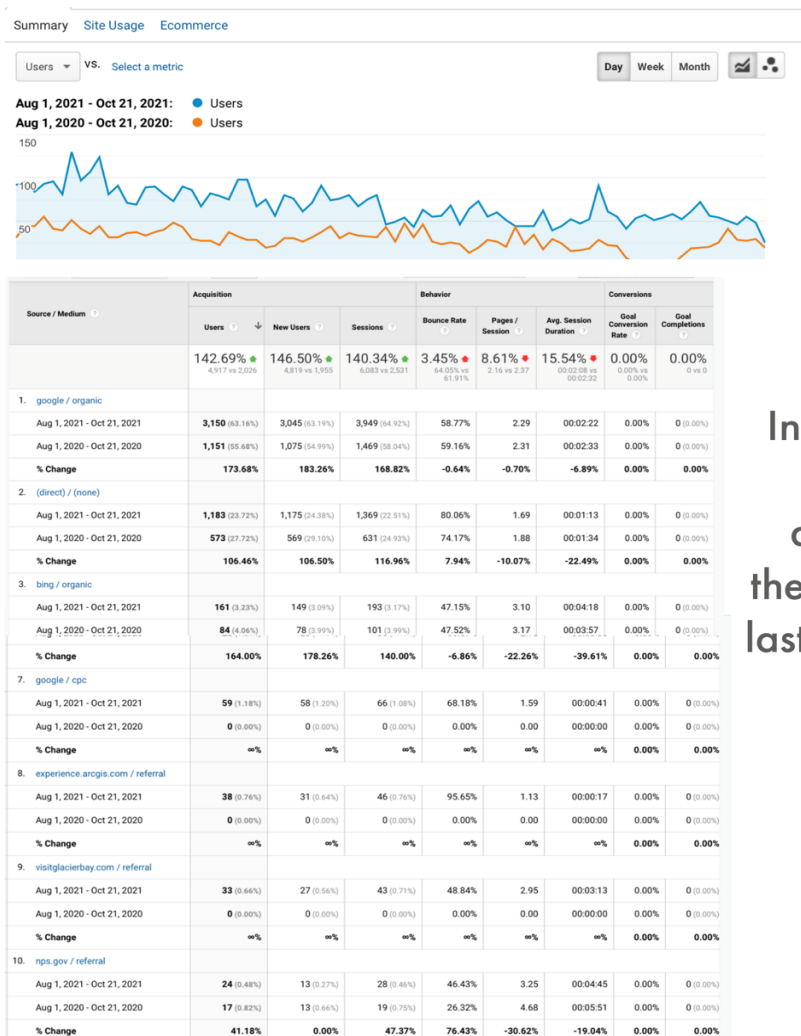
- Individual URL's placed in print ads were analyzed through Google Analytics for return on investment. Print ads resulted in a poor investment.
- Search engine optimization (SEO) continued maintenance on our website.
- Additional listings added to the website of:
 - Growley Bear accommodation and fishing
 - The Benches Cabin accommodation

➤ Glacier Bay Gutters

- Connected with KTOO looking at radio marketing opportunities throughout Alaska, both online and digital.
- Reached out to join the Virtual ATIA Alaska Travel show
- Identified a possible International Travel Show in Canada that includes online web banner, social media and targeted email campaign.
- Continued the position of Featured listing on Travel Juneau's nearby communities

<https://www.traveljuneau.com/plan-your-trip/nearby-communities/>

Google Analytics based on GVA website results for Fourth quarter August through October 2021



Blue line is
2021
increase
from
Orange line
2020

Increased click
rate almost
double from
the same months
last year. Bounce
rate needs
improving.

What is a Bounce rate?

Bounce rates are calculated when someone visits a single page on your website and does nothing on the page before leaving. More specifically, a website's bounce rate measures how many visitors leave a page without performing a specific action, such as buying something, filling out a form, or clicking on a link.

A site's bounce rate is important because it tells you how well people are — or more importantly, aren't — engaging with a webpage's content or user experience.

An optimal bounce rate would be in the 26% to 40% range.

Landing Page	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration
	140.46%  6,086 vs 2,531	2.57%  79.23% vs 77.24%	146.65%  4,822 vs 1,955	3.42%  64.03% vs 61.91%	8.60%  2.16 vs 2.37	15.29%  00:02:08 vs 00:02:32
1. /						
Aug 1, 2021 - Oct 21, 2021	2,105 (34.59%)	80.90%	1,703 (35.32%)	53.68%	2.69	00:02:45
Aug 1, 2020 - Oct 21, 2020	1,047 (41.37%)	82.43%	863 (44.14%)	49.86%	2.87	00:02:56
% Change	101.05%	-1.85%	97.33%	7.67%	-6.31%	-6.13%
2. /ferry-service						
Aug 1, 2021 - Oct 21, 2021	687 (11.29%)	77.87%	535 (11.09%)	71.91%	1.68	00:01:37
Aug 1, 2020 - Oct 21, 2020	199 (7.86%)	86.43%	172 (8.80%)	77.39%	1.60	00:01:53
% Change	245.23%	-9.90%	211.05%	-7.08%	4.84%	-14.00%
3. /getting-to-gustavus/						
Aug 1, 2021 - Oct 21, 2021	301 (4.95%)	78.74%	237 (4.91%)	53.49%	2.18	00:02:16
Aug 1, 2020 - Oct 21, 2020	46 (1.82%)	73.91%	34 (1.74%)	71.74%	1.93	00:01:39
% Change	554.35%	6.53%	597.06%	-25.44%	12.47%	38.36%
4. /gustavus-airfield/						
Aug 1, 2021 - Oct 21, 2021	137 (2.25%)	91.24%	125 (2.59%)	49.64%	2.40	00:01:23
Aug 1, 2020 - Oct 21, 2020	73 (2.88%)	90.41%	66 (3.38%)	52.05%	2.45	00:02:08
% Change	87.67%	0.92%	89.39%	-4.65%	-2.06%	-34.87%
5. /places-to-stay/						
Aug 1, 2021 - Oct 21, 2021	136 (2.23%)	58.09%	79 (1.64%)	55.15%	2.87	00:05:35
Aug 1, 2020 - Oct 21, 2020	40 (1.58%)	40.00%	16 (0.82%)	60.00%	3.10	00:04:10
% Change	240.00%	45.22%	393.75%	-8.09%	-7.50%	34.08%
6. /accommodations/						
Aug 1, 2021 - Oct 21, 2021	134 (2.20%)	77.61%	104 (2.16%)	36.57%	4.27	00:05:00
Aug 1, 2020 - Oct 21, 2020	41 (1.62%)	85.37%	35 (1.79%)	43.90%	3.78	00:05:22
% Change	226.83%	-9.08%	197.14%	-16.71%	12.91%	-6.82%
7. /gustavus-gallery/						
Aug 1, 2021 - Oct 21, 2021	127 (2.09%)	90.55%	115 (2.38%)	57.48%	2.06	00:01:18
Aug 1, 2020 - Oct 21, 2020	40 (1.58%)	85.00%	34 (1.74%)	42.50%	2.62	00:02:47
8. /dining/						
Aug 1, 2021 - Oct 21, 2021	112 (1.84%)	72.32%	81 (1.68%)	68.75%	1.88	00:02:06
Aug 1, 2020 - Oct 21, 2020	16 (0.63%)	68.75%	11 (0.56%)	81.25%	1.69	00:00:41
% Change	600.00%	5.19%	636.36%	-15.38%	11.64%	205.38%
9. /glacier-bay-day-boat						
Aug 1, 2021 - Oct 21, 2021	112 (1.84%)	84.82%	95 (1.97%)	75.00%	1.62	00:02:03
Aug 1, 2020 - Oct 21, 2020	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
10. /covid-19-bulletin/						
Aug 1, 2021 - Oct 21, 2021	110 (1.81%)	77.27%	85 (1.76%)	83.64%	1.34	00:00:54
Aug 1, 2020 - Oct 21, 2020	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00

Landing pages show what pages the user first navigates to. In the top position is the home page and then the Ferry Service etc

Again the click rates have more than doubled in one year.

Country ?	Users ? ↓	New Users ?	Sessions ?	Bounce Rate ?	Pages / Session ?	Avg. Session Duration ?
	142.74% ▲ 4,918 vs 2,026	146.55% ▲ 4,820 vs 1,955	140.38% ▲ 6,084 vs 2,531	3.43% ▼ 64.04% vs 61.91%	8.60% ▼ 2.16 vs 2.37	15.38% ▼ 00:02:08 vs 00:02:32
1. United States						
Aug 1, 2021 - Oct 21, 2021	3,735 (75.93%)	3,637 (75.46%)	4,836 (79.49%)	59.43%	2.33	00:02:28
Aug 1, 2020 - Oct 21, 2020	1,746 (86.18%)	1,677 (85.78%)	2,229 (88.07%)	60.12%	2.43	00:02:39
% Change	113.92%	116.88%	116.96%	-1.14%	-4.24%	-7.39%
2. China						
Aug 1, 2021 - Oct 21, 2021	533 (10.84%)	533 (11.06%)	533 (8.76%)	99.81%	1.00	<00:00:01
Aug 1, 2020 - Oct 21, 2020	95 (4.69%)	95 (4.86%)	95 (3.75%)	97.89%	1.04	00:00:20
% Change	461.05%	461.05%	461.05%	1.96%	-3.86%	-99.99%
3. India						
Aug 1, 2021 - Oct 21, 2021	75 (1.52%)	75 (1.56%)	81 (1.33%)	76.54%	1.44	00:00:46
Aug 1, 2020 - Oct 21, 2020	9 (0.44%)	8 (0.41%)	9 (0.36%)	33.33%	1.89	00:02:51
% Change	733.33%	837.50%	800.00%	129.63%	-23.53%	-72.88%
4. Indonesia						
Aug 1, 2021 - Oct 21, 2021	71 (1.44%)	71 (1.47%)	71 (1.17%)	98.59%	1.01	00:00:01
Aug 1, 2020 - Oct 21, 2020	0 (0.00%)	0 (0.00%)	0 (0.00%)	0.00%	0.00	00:00:00
% Change	∞%	∞%	∞%	∞%	∞%	∞%
5. Canada						
Aug 1, 2021 - Oct 21, 2021	60 (1.22%)	60 (1.24%)	62 (1.02%)	67.74%	2.11	00:01:08
Aug 1, 2020 - Oct 21, 2020	13 (0.64%)	13 (0.66%)	14 (0.55%)	64.29%	2.50	00:01:54
% Change	361.54%	361.54%	342.86%	5.38%	-15.48%	-40.57%
6. Mexico						
Aug 1, 2021 - Oct 21, 2021	46 (0.94%)	46 (0.95%)	47 (0.77%)	76.60%	1.55	00:00:36
Aug 1, 2020 - Oct 21, 2020	5 (0.25%)	5 (0.26%)	5 (0.20%)	20.00%	11.60	00:10:52
% Change	820.00%	820.00%	840.00%	282.98%	-86.61%	-94.48%
7. United Kingdom						
Aug 1, 2021 - Oct 21, 2021	37 (0.75%)	37 (0.77%)	58 (0.95%)	44.83%	3.09	00:04:36
Aug 1, 2020 - Oct 21, 2020	10 (0.49%)	9 (0.46%)	14 (0.55%)	64.29%	3.21	00:08:23
% Change	270.00%	311.11%	314.29%	-30.27%	-3.98%	-45.06%
8. Germany						
Aug 1, 2021 - Oct 21, 2021	31 (0.63%)	30 (0.62%)	39 (0.64%)	51.28%	2.85	00:04:00
Aug 1, 2020 - Oct 21, 2020	21 (1.04%)	21 (1.07%)	22 (0.87%)	50.00%	2.82	00:01:26

United States, Canada, England & Germany are the top nations to visit our site

Social Media Report

Instagram —

4th Quarter (July 28th - Oct 25th)

- Follower base grew by 40 accounts
- Majority (27.8%) based in Juneau followed by Anchorage (4.4%), Gustavus (2.5%), Hoonah (2.3%) and Hillsborough (1.1%)
- Majority Age of our followers is 35-44 years old, closely followed by 25-34 years old
- 64.4% of our followers are female and 35.6% are male
- Accounts reached = +78.7% more accounts compared to 3rd Quarter

Facebook —

- Follower base slightly decreased from 1,121 to 1,116

- Page Likes increased from 1035 to 1190

Goals for next Quarter:

- Increase out of Alaska follower base
- Increase interaction and follower base on Facebook
- Heavily promote Gustavus businesses that participate in membership drive
- Generate more “Reel” (short video) content that is compatible with Facebook
- Generate social media giveaways and/or contests (generates followers, increases visibility, and promotes supporting local businesses)

GVA Goals and Objectives for the November through January 2022

- Membership drive collection of emails, phone call follow ups
- Map and brochure draft to City Council prior to sending it to print.
- Follow up on business that received Covid grant money for website upgrades to find out how many businesses implemented change and if the analytics can measure the benefits to the changes made.
- Attract identified target audiences with consistent wording on all Gustavus businesses websites to improve Search Engine Optimization.
- Improve the branding of Gustavus
- Build on the Alaskan traveler marketing opportunities traveling within their own state.
- Build on Covid safe Communities Initiatives.
- Survey email to businesses to identify concerns and thoughts on the proposed City Bed Tax increase.
- Clearly define Campers/RV areas for visitors.
- Discuss ‘Fish Bowl’ surveys to find out more about target audiences.
- Generate a new Community News Bulletin.
- Photo Contest.
- Continue marketing opportunities in other countries for 2022.
- Continue marketing relationship / partner bridges between neighbor communities; KTOO, Juneau outlets, UnAlaska etc.

Conclusion

The focus in the last quarter was on the website; upgrading, adding listings, improving Search Engine Optimization (SEO), Adding images, making the site more engaging and informative. With the knowledge that all of our marketing efforts lead to website viewing therefore our website must represent Gustavus in a way that will appeal to our target audience. This will continue into this coming three months.

The focus however on this quarter will be the Membership drive, map and brochure completion. Marketing opportunities that will give us better return for our investments.

7:27 AM

10/25/21

Cash Basis

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

Item #3.

	Jul - Sep 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CityTax Revenue	30,000.00	30,000.00	0.00
Membership	0.00	4,300.00	-4,300.00
Total Income	30,000.00	34,300.00	-4,300.00
Gross Profit	30,000.00	34,300.00	-4,300.00
Expense			
Administration			
Postage	0.00	100.00	-100.00
Software	0.00	200.00	-200.00
Supplies	0.00	200.00	-200.00
Teleconference	0.00	180.00	-180.00
Total Administration	58.71	680.00	-621.29
Contractor Work			
Administrative	0.00	6,000.00	-6,000.00
Marketing Director	1,700.00	14,400.00	-12,700.00
Total Contractor Work	1,700.00	20,400.00	-18,700.00
Fees/Licenses	0.00	200.00	-200.00
Marketing			
Equipment	0.00	100.00	-100.00
Memberships			
ATIA/Travel Alaska	140.00	140.00	0.00
DTN Travel Juneau	0.00	400.00	-400.00
SE AK Tourism Council (SATC)	0.00	1,000.00	-1,000.00
Total Memberships	140.00	1,540.00	-1,400.00
Online			
GVA Website	0.00	3,000.00	-3,000.00
Social Media	0.00	500.00	-500.00
Total Online	0.00	3,500.00	-3,500.00
Print Media			
Alaska Airlines Magazine	0.00	1,000.00	-1,000.00
Alaska Magazine ads	0.00	1,000.00	-1,000.00
Brochure	0.00	1,200.00	-1,200.00
Milepost	0.00	1,000.00	-1,000.00
Total Print Media	0.00	4,200.00	-4,200.00

7:27 AM
10/25/21
Cash Basis

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

Item #3.

	Jul - Sep 21	Budget	\$ Over Budget
Marketing - Other	725.38	0.00	725.38
Total Marketing	865.38	9,340.00	-8,474.62
Total Expense	2,624.09	30,620.00	-27,995.91
Net Ordinary Income	27,375.91	3,680.00	23,695.91
Net Income	27,375.91	3,680.00	23,695.91

7:29 AM

10/25/21

Accrual Basis

Gustavus Visitors Association
Balance Sheet
 As of September 30, 2021

Item #3.

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Denali Alaskan-Checking -	18.57
Denali Alaskan-Savings	5.00
FNBA	41,439.74
Total Checking/Savings	41,463.31
Accounts Receivable	
Accounts Receivable	125.00
Total Accounts Receivable	125.00
Other Current Assets	
Covid Related Expenses	-10,030.00
Total Other Current Assets	-10,030.00
Total Current Assets	31,558.31
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	<u>32,758.29</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	67.82
Total Accounts Payable	67.82
Total Current Liabilities	67.82
Total Liabilities	67.82
Equity	
Opening Bal Equity	5,076.16
Retained Earnings	238.40
Net Income	27,375.91
Total Equity	32,690.47
TOTAL LIABILITIES & EQUITY	<u>32,758.29</u>

Gustavus PFAS Action Coalition (GPAC)
 11-08-2021 Quarterly Report
 Submitted by GPAC Secretary, Sally McLaughlin

-GPAC continued weekly meetings with DOT to maintain up-to-date information on the airport project. As of October, these meetings will continue on a monthly basis.

-GPAC continued to advocate for FluxMeter purchase and installation to gather data for potential efficacy of Plumestop at Gustavus airport. The City of Gustavus approved funding for the purchase of four FluxMeters.. Thanks to Lance Mearig, with DOT, permission was granted to consult with Shannon & Wilson; their assistance was valuable and greatly appreciated. These were installed on October 30 by GPAC members with technical assistance from Shannon & Wilson personnel. FluxMeters are in three monitoring wells along Wilson Road at depths of 5', 10', 20' and 30' and will remain in place for about a month then will be pulled and returned to EnviroFlux for testing and interpretation of results.

GPAC is very grateful to the City Council for your support of this project!

-GPAC members met with representatives from US Senator Lisa Murkowski's office in August.

-GPAC Chair met with ACAT, Senator Keihl and Representative Hannan to address strategies to move legislation forward in the upcoming legislative session.

-GPAC advocated for use of SPAR (Spill Prevention and Response) funds for remediation. These funds have a payback policy, which would hold DOT liable for eventual payment, thus the state is hesitant to use them in Gustavus.

- We continue to provide low-cost water tests for residents who are interested in testing for PFAS levels in their wells. These are available upon request for a donation to GPAC (\$50-\$200 per test).

-Shannon & Wilson's crew was in Gustavus for two weeks in late October with two drill rigs and extensive testing equipment. Following is an excerpt from their current work plan which was developed with significant feedback from GPAC, primarily from Whitney Rapp - many thanks to Whitney for her involvement!

Shannon & Wilson proposes to install 23 additional monitoring wells (MWs) to provide information about PFAS movement offsite, and to supplant data no longer being collected from affected water supply wells removed from the quarterly monitoring network. The new MWs will provide additional data from a more robust monitoring network for continuation of plume monitoring. Wells will be used for analysis of trends after sufficient data are collected. We will also install and sample 16 temporary well points (TWPs) in areas that received heavy flooding in 2020, are in close proximity to drainage ditches near the GST, or other areas where

groundwater concentration is unknown. Previous work indicates surface water movement has contributed to offsite groundwater contamination near the GST. Shannon & Wilson proposes to collect 24 surface water and sediment samples from drainage ditches on and near the GST. In addition, we will collect 29 surface soil samples to evaluate horizontal extent of contamination in areas where previous soil and asphalt PFAS results exceeded regulatory limits. We will collect up to 4 subsurface soil samples from soil borings to evaluate vertical extent of PFAS contamination in preparation for future remediation efforts.

For more information the document titled "2021 Work Plan Addendum" can be found at:
<https://dec.alaska.gov/Applications/SPAR/PublicMVC/CSP/SiteReport/26904>

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, November 8th, 2021

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

General Operations and Management

Labor

The 2021 DRC temporary labor pool (Pool) currently consists of Ian Barrier, Mike Atkins and Paul Dzubay. Because the Pool is classified as temporary labor, it has to be re-advertised on an annual basis. The notice that the 2022 Pool is open to applications will be advertised this month. In December I will go through applications, plan the interviews and make any recommendations. The current Pool members who want to be in the 2022 Pool will have to reapply and go through a streamlined interview process.

I feel fortunate to have good staff again after the Pool fell apart this past June. Ian is planning on being the person in charge of the facility when I leave for Hawaii in mid-January. Ian is a great employee and seems to fit in very well with the challenges and demands of working at the DRC.

Because this is my first report to the new Council I want to make mention of the new, regular, DRC Operator position that I have been pushing for since 2019. Currently I am the only regular position at the DRC and the only one who receives formal training and benefits such as paid leave, sick leave and retirement.

As I envision it, the new DRC Operator would be a full-time year-round or eight months at 40 hours and four months at 32 hours regular position. This schedule would be based on the availability of funding from the City to support these hours. I want to point out that the work is certainly there. Because the DRC is a recycling oriented operation as opposed to a landfill oriented operation there is a lot of processing of the various waste materials involved. Also, the DRC has a lot of equipment, much of it more than 10 years old, so there is a fair amount of equipment maintenance involved.

When I retire, the duties of my position could be melded into the DRC Operator's duties and the City could go back to either having just one regular position at the DRC or hire a new Assistant Operator. Either way the Pool should always exist to supply additional and back-up operators and as an opportunity for those interested in working at the DRC to get their foot in the door.

The Mound

Periodically I like to cover the topic of the mound which is what I call our collective pile of waste within the fenced area. The first waste pit within the fenced area was excavated in April of 1994 and the final pit was filled in 2015. Since 2015 all non-recyclable waste has been placed above grade. We are all curious as to how long we can keep placing waste in the mound. Currently I am working with Vista GeoEnvironmental, a landfill engineering firm, to produce a definitive answer to that question. I'll hopefully have some answer to that question in my next report.

Because the mound has been built in a flat manner rather than a sloped manner (I didn't know very much about mound building in the early days), water tends to puddle in various places atop the mound when it rains. And when the operators drive back and forth with a loader across these flat, seasonally water soaked areas, you get muddy ruts. These ruts make work on the mound difficult this time of year. I am trying to develop a slight slope for the top of the mound so it will better shed water but with our fine, silty soils I have available, holding a slight slope will be difficult. Without access to soils like commercial D1 which can set up and hold its slope even when wet, we are stuck with mud for much of the

year. Because of the mud we have had to put the metal tracks back on the older Bobcat. These tracks allow us to go through anything but they chew up the ground as well. If a waste mound is a permanent feature of Gustavus's solid waste scene (likely), the City should invest in a track loader for the DRC.

Alaska Department of Environmental Conservation (ADEC) Inspection Report

On August 25th, Zach Gianotti, the ADEC Solid Waste Program Environmental Specialist for our area arrived for a planned inspection. Zach's region is all of SE Alaska and this was the first opportunity I have had to meet him. ADEC tries to perform an inspection every other year or so, and our last one was in 2018. I have attached the inspection report to this report. I gave him a very thorough tour and we scored 97% which is typical for the DRC, there is always some area that needs improvement, such as how our lead-acid batteries and e-waste are stored and I have been working on those improvements.

Large baler repairs

The DRC's large baler gets used pretty hard in our operation and it shows. During August Chris Smith helped us out with some emergency welding. The DRC does not have any welding equipment so we are at the mercy of locals who are willing to help us out. The City is fortunate that Chris is happy to help the DRC and has helped us with numerous repairs with our equipment over the years.

Part of my drive to get a new building for the DRC is so that we can install a bigger, more robust baler. Our operation is very dependent on balers to compress our recyclables for shipment and compress our non-recyclables for placement in the mound.

Some interesting upcoming projects at the DRC

Landfill safety and composting training at the DRC

I mentioned this training in my last report. As some of you know I have a second job with the Zender Environmental Health and Research Group (Zender) out of Anchorage. We primarily work with villages to improve their landfill and recycling programs but we have worked with larger communities as well. As I like to say, my job at the DRC is where I gain my experience and it is my job with Zender that allows me to share that experience with a larger audience. But working with Zender has also allowed me to bring back to the DRC knowledge and ideas that I have picked up during my Zender work. This is where I learned about refrigerator processing for instance.

In May of next year Zender is planning to do a training here in Gustavus at the DRC. The two and one half day course will be about landfill safety, re-use (like the Community Chest) and food waste composting. Using the DRC for some of the training makes sense because it is a good example facility. In 2001 I did a similar such training with Zender. For that training there was a dozen or so people from various small villages located all over Alaska, and there was a representative from ADEC's Solid Waste Program.

For the training next spring I am hoping to get interested folks from Hoonah, Yakutat, Kake and Prince of Whales Island as well as other villages in Alaska. This training should have no impact on the operation of the DRC other than giving the Pool a chance to meet other landfill staff from other parts of the state.

The training is funded with a USDA solid waste grant that the Zender group was awarded.

A pilot study for turning low-grade plastic and wood waste from the DRC into usable construction material

This is also a rehash from my previous report for the benefit of our new Council members. On July 1st I met with Chet Hovey and Dave Lore of Advanced Environmental Engineering/AE2 (www.ae2eng.com) to discuss a pilot project they would like to conduct at the DRC in

2023. The purpose of the project is to take non-recyclable waste, like the material in our construction/ demolition “pit” and turn it into building products. The process would involve setting up a shredder and other processing equipment, housed in two 20-foot storage vans. We would take select materials from our waste mound, shred and combine them in such a way as to make plastic dimensional lumber or paving stones. This is a pilot study to see if the process is viable and if it could be used at other small, rural landfills. There would be no cost to the City for the pilot project. AE2 is asking for a letter of support from the City in support of this study. AE2 has produced a Feasibility Study and a Business Plan for their proposal that I would be happy to forward to anyone who would like to know more about the project.

Community Chest

While I provide oversight for the operation of the Chest, pretty much all the work is performed by a dedicated group of volunteers. Currently these volunteers are led by Vicki Bender and Annie Mackovjak.

Since my August report the front desk sales staff has been: Connie Darnell, Vicki Bender, Annie Mackovjak, Mary Healey, Becky King and Vikki Garret.

Sorting, stocking and purging has been done by: Amanda Dunaway, Vicki, Penny Cook, Melisa Gomb, Denise Pratschner, Marie ?, Vikki, BJ Robinson, Annie, Judy Hardy and Joyce Gallagher. My apologies to any individuals I may have missed.

The Chest needs more volunteers to work at the front desk and help with sales. Anyone who would like to help can contact Vicki, Annie or Myself.

I would also like to put out a thank you to Katy Dighton for dealing with the tent that used to be in the yard at the Chest. The tent blew over the fence during the October 1st windstorm and Katy happened to see that night and took it upon herself to deal with it. The fabric was damaged from the event but can be replaced and none of the steel framing tubes were bent so we'll have our tent set up next spring.

Capital Project Summaries

New Composting Facility/ Quonset replacement

Project description:

As described in previous reports, the objective of this project is to replace the failing Quonset structure with a more robust composting facility capable of processing greater amounts of material in a more temperature controlled manner than our current facility can. This project also seeks to pave more of the composting yard with concrete and install concrete push walls behind the piles of wood chips, sawdust, overs and curing compost.

Project status:

This project is several years behind (not that I haven't tried). Currently, I am developing a simple, low cost layout plan for a five or six bay facility constructed of large concrete Eco-blocks to replace the Quonset structure.

When my plans are complete I will put out a RFP document for engineering services to figure out the most cost-effective design for the facility. I am hoping to get this RFP out this year or early next year so that the facility can be constructed in the spring before the peak season waste flows.

In-flow Storage Area Project

Project description:

More information about the purpose of this storage area can be found in earlier reports or in the DRC's General Operations Plan.

Project Status:

This project will be complete once the HHW facility (described below) has been placed into position and connected to electrical power. The HHW unit will sit on part of the area that was improved during the in-flow storage area project.

Household Hazardous Waste (HHW) Facility

Project description:

This project has involved the specification and purchase of a 20' long x 8' wide & 8' high welded steel container designed for storing equipment fuel, used lead-acid and dry-cell batteries and other miscellaneous hazardous materials. The unit includes spill containment, fire suppression, ventilation, lighting, shelving, and signage.

Project Status:

As I write this, the unit is in Juneau and is due to come to Gustavus and be set in place during November. The project will be complete once the unit is set in place and is connected to power (120 VAC).

New main building

Project description:

This new building will be designed to initially work beside and then eventually replace the current landfill building. The current landfill building has two critical shortcomings:

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

Project Status:

As a City project, the design process for the new building started with the adoption of the Capital Improvement Plan COG_CIP 2021-2025 document last spring, and the adoption of the new buildings scoping document in February of last year.

The next step in this project is the drafting and release of a Request For Proposal (RFP) for the design, engineering and estimated construction costs for the project. The goal is to send the RFP to at least three engineering/ architectural firms that have worked on other projects that involve transfer stations or other solid waste related buildings.

If all goes well the Council would be awarding the RFP for design and engineering during their General Meeting in January.

The end, thank you.

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

11/03/21



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Environmental Conservation

Item #5.

Conservation

DIVISION OF ENVIRONMENTAL HEALTH
Solid Waste Program

P.O. Box 111800
Juneau, Alaska 99811-1800
Main: 907.465.5318
Fax: 907.465.5362

October 1, 2021

CERTIFIED MAIL #7019 0700 0002 1078 2574
Return Receipt Requested

Paul N. Berry, Landfill Manager / Operator
Gustavus Reuse, Recycling and Disposal Service
PO Box 1
Gustavus, Alaska 99826

RE: Gustavus Class III Landfill Inspection, Permit #SW3A017-25

Dear Mr. Berry:

On August 25, 2021 the Alaska Department of Environmental Conservation Solid Waste Program (ADEC) staff inspected the Gustavus Disposal and Recycling Center (DRC) Landfill. I appreciate the time that you took to show me the facility. I have attached a copy of the 2021 Community Waste Index form and photo report from the inspection. The Community Waste Index form includes percentage scoring for Landfill Site Control, Burning, Landfill Operations, Landfill Water Impacts, Solid Waste Management, and Administration. The facility received 137 out of 140 total points for an overall score of 97.1% out of 100%, an exemplary score! The Gustavus DRC continues to be a gold standard in solid waste management in Alaska. I have included a chart below that breaks down how each category scored based on the Community Waste Management Index:

Category	Maximum Points Available	Points Awarded
Landfill Site Control	15	15
Burning	5	5
Landfill Operations	45	43
Landfill Water Impacts	15	15
Special Waste Management	40	38
Administration	20	20
TOTALS	140	137

The Gustavus DRC continues to excel at running a facility that strives to divert as much waste as possible from the landfill, and properly manages what waste does enter the landfill. Having community members and commercial customers sort their own waste on site is a great means of educating the community on recycling and ensuring a high rate of waste segregation. The new fenced in staging area for recyclables is a great addition to the DRC as it utilizes facility space while keeping bears and others at bay. Quickly incorporating new food-waste into the composting process is another example of good management of incoming waste.

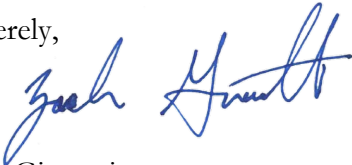
The DRC also has adapted well to the COVID-19 pandemic, changing the way the facility is run to have less people in the waste processing building at a time. The new traffic control measures and utilizing a second entrance for commercial users are great improvements for the flow at the facility.

While the DRC did receive a near perfect inspection score there are a few areas of improvement, namely the management of televisions and batteries, as pointed out in previous inspections. The storage of batteries has improved as they are now being covered, but proper care for batteries requires storage in a lined area, ideally a container, that can contain a spill, as well as being covered from the elements. I was glad to see that most of the incoming electronic waste is stored in covered boxes. However, some of the larger televisions are left out uncovered and exposed to the elements. Televisions can contain toxic heavy metals and cause adverse environmental impacts if not properly managed. The plan to procure a tent or some means to cover the larger televisions that cannot fit in the incoming recycling boxes sounds like a good plan that I am excited to see executed.

As you pointed out, the composting Quonset hut at DRC has some structural issues that if not addressed in the short term could lead to impairment of composting in the long term. You also pointed out that the waste processing building at DRC is undersized for the amount of waste processing being conducted. I am glad to hear that you are aware of these issues and have plans to address them. We will be happy to see the plans come to fruition.

Please review the Community Waste Management Index form for other areas of improvement noted during the landfill inspection. Thank you again for coordinating the Gustavus Disposal and Recycling Center Landfill inspection with me. The score of 97% proves that DRC is working hard to properly manage solid waste at the DRC landfill in Gustavus. I look forward to working with you in the future. Please feel free to contact me by telephone at (907) 465-5318, by email at zach.gianotti@alaska.gov, or by mail at the address at the top of this letter with any solid waste questions.

Sincerely,



Zach Gianotti
Environmental Specialist
ADEC Solid Waste Program

Enclosure: August 25, 2021 Community Waste Management Index form and Photo Log

Effective Management



A photograph showing several stacks of black plastic pallets arranged in rows on a dirt surface. In the background, there is a small white container and some trees. The image is framed by a black border.



Needs Improvement

Lead Acid Batteries

The lead acid batteries at DRC should be stored in a manner that prevents potential releases to the environment. While covering the batteries is an improvement from the last inspection, they need to be stored in a manner that can contain a release.



E-Waste Management

A number of TVs and monitors were not containerized or even covered at the facility. It is important to store e-waste in a manner that prevents the leaching of heavy metals. The TV pictured appears to be the same TV included in the 2018 inspection.



Facility Upgrades

As you pointed out during the inspection, the waste sorting facility is too small for the DRC operations and the composting building has some serious structural issues. These facilities are currently being utilized past their capacity which will only bring long term issues for DRC.



Community Waste Management Index

Community: City of Gustavus

Date: 8/25/2021

Score: 97% & 20 Bonus Points

ADEC Solid Waste Program



Inspector: Zach Gianotti

Participants: Paul Berry

Item #5.

Landfill Site Control										
#	Category	0	1	2	3	4	5	COMMENTS	Score	
1	Landfill Road Maintenance	Landfill access and onsite roads under the operator’s control must be kept passable and safe for vehicles during normal hours of operation. 18 AAC 60.220						The landfill road is accessible year round and is maintained by fixing potholes with crushed glass.	5	
		Landfill not accessible for more than one month per year	Landfill usually accessible, roads barely passable, history of being inaccessible for more than one month	Landfill generally accessible year round, history of being inaccessible for less than one month	Landfill generally accessible year round, history of minor problems	Landfill accessible year round, roads to and in landfill occasionally maintained	landfill accessible year round, roads to and in landfill actively maintained			
2	Signage	A clearly legible sign must be posted at the entrance to the landfill. The sign must prohibit disposal of regulated hazardous waste and polychlorinated biphenyl (PCB) waste . Signs should identify the owner or operator, hours of operation, and emergency contacts . Signs should also direct users where to dispose of special wastes. 18 AAC 60.240						There are many detailed signs at DRC. With the new car lanes, the facility is even easier for community members to use.	5	
		No signs at the landfill	Signs in poor condition, unreadable	Basic information on where to dump waste and/or entrance sign	Basic information on where to dump waste and list of prohibited waste and/or entrance sign	Direction where to dump waste, list of prohibited waste, entrance sign, and burning instructions (if applicable)	Detailed direction where to dump waste, list of prohibited waste, complete entrance sign, burning instructions, and alternative disposal methods			
3	Access Control	Access to the landfill facility must be limited by the use of fencing, berms, or natural barriers to control public access to the site. This should prevent unauthorized traffic or dumping. 18 AAC 60.220						The landfill has fences around the incoming waste staging area, the disposal area, and an electrified fence around the compost area. Seasonal hours are posted by the front gate.	5	
		No fence/barriers, open access, no restrictions	Barriers in poor condition, open access	Barriers in repairable condition, open access	Functional barriers, but open gates, open access	Functional barriers, locking gate, restricted hours	Functional barriers, locking gates, restricted hours, monitored			
									Section Total	Section %
									15	100.0%

Community Waste Management Index

Burning								COMMENTS	Score	Item #5.
#	Category	0	1	2	3	4	5			
1	Waste Separation	Burning of plastics, asphalts, rubber, tars, oily wastes, or other materials in a way that gives off black smoke is prohibited. 18 AAC 50.065(b)						Waste is separated very well at DRC. Waste that is to be burned, clean wood, is set aside for annual or semi annual burns.	5	
		No separation waste	Minimal separation of waste	Some separation of waste	Most wastes separated	Most wastes separated, separated waste properly disposed	All wastes separated & strictly monitored, all separated waste properly disposed			
2	Burn Management	Burning must be contained and controlled and managed to minimize adverse environmental effects and limit the amount of smoke generated. 18 AAC 60.233, 18 AAC 50.065(b)							NA	
		No management of burning - evidence of large fires throughout the landfill	No burn management - evidence of small fires in the landfill	Burn unit or trench loaded by users, lit by users	Burn unit or trench loaded by users, lit by operator	Burn unit loaded and lit only by operator in appropriate weather	Complete management: waste kept dry; burn unit loaded, lit & monitored only by operator in appropriate weather			
3	Burn Unit Used	Uncontained burning of municipal waste on the ground is not allowed at Class III landfills. Burning may be conducted in a burn box, burn cage, or other device where burning is contained and controlled. 18 AAC 60.233							NA	
		No burn unit	Burn unit onsite - limited functionality or use.	Functioning burn box or burning in a trench	Burn cage	Enclosed burn unit with smoke stack	Incinerator with mechanical burner and air source			
4	Burning Trash on the Ground	Uncontained, Uncontrolled burning of waste on the ground is not allowed in the landfill.							Section Total	Section %
		Is there ANY evidence or does the community report uncontained, uncontrolled burning on the ground at the landfill?				<input type="radio"/> Yes	<input checked="" type="radio"/> No			
									5	100.0%

Community Waste Management Index

Landfill Operations									Item #5.
#	Category	0	1	2	3	4	5	COMMENTS	Score
1	Operator	An operator is one of three elements for a successful landfill program. RALO						Paul is the only full time, year round, operator at this facility. As Paul is intending to retire soon, in 2024, a new operator needs to receive the same level of training.	5
		No operator	Managed as emergency only	Managed periodically	Managed periodically by assigned personnel	Operator assigned to landfill, not allocated enough hours	Operator assigned to landfill, allocated enough hours		
2	Equipment	Properly sized and maintained equipment is one of three elements for a successful landfill program. RALO						The DRC has two bob cats that are proppery stored on site.	5
		No equipment	Broken but repairable equipment	Equipment borrowed - emergency only	Equipment borrowed - regular schedule	Appropriate landfill equipment available as needed - not properly stored or maintained	Appropriate landfill equipment available as needed - properly stored & maintained		
3	Working Face	The working face must be kept as small as practical. 18 AAC 60.345						In the MSW cell the working face is made as rows of bales of waste. Daily cover, tarps, is used to leave no MSW exposed to birds or bears.	5
		No designated working face, waste spread over entire landfill	Some attempt to keep waste to an specific area	Waste mostly in one area of the landfill	Dumping area identified, most waste limited to large dumping area	Dumping area identified, most waste limited to reasonably sized dumping area	Clearly identified dumping area, working face kept as small as practical		
4	Compaction	Compaction of waste will reduce the volume and extend the useable life of the landfill, and will reduce infiltration of water that can create leachate.						Waste is baled to achieve a high compaction of waste.	5
		No effort to compact waste, uncontrolled waste	No effort to compact waste, equipment available	Compaction of waste, with poor results	Compaction of waste 1 - 4 times per year	Compaction of waste more than 4 times per year	Compaction of waste more than 4x/year with 4-6 passes of large tracked vehicle, waste is well compacted		
5	Cover	Waste must be covered by 6 inches of soil or an approved alternative cover as necessary to control disease vectors, fire, odor, blowing litter, and scavenging. 18 AAC 60.345						Waste is covered daily with tarps and scrap metal. Intermediate cover is achieved with the layering of discarded carpet, sheet rock, and dirt. Final cover is achieve with dirt stored on site.	5
		No cover applied, no cover available	No cover applied, cover available	Cover applied periodically, does not control issues, not stockpiled at landfill	Cover applied periodically, does not control issues, stockpiled at landfill	Cover applied as needed to control issues, cover not stockpiled at landfill	Cover applied as needed to control issues, cover stockpiled at landfill		Continued on page 4

Continued on page 4

Community Waste Management Index

Landfill Operations									Item #5.	
#	Category	0	1	2	3	4	5	COMMENTS	Score	
6	Slopes & Grading	The landfill should be graded and sloped to preserve the stability of the landfill and reduce ponding and erosion. 18 AAC 60.390, 18 AAC 60.243						The MSW cell is more or less flat, but the mix of cover materials are effective at keeping water out of waste. The tarps have some puddles of water after rain events but not a concerning amount, the puddles are evidence that the tarps keep water out	5	
		Slopes unstable and ponds at the landfill, no efforts to correct	Slopes unstable and ponds at the landfill, some efforts to correct	Minor issues with instability, ponding, or erosion, no efforts to grade landfill	Minor issues with instability, ponding, or erosion, some efforts to grade landfill	Landfill graded, no ponding, erosion, or instability evident, inadequate run-on or run-off controls	Landfill graded to ensure stability, protect from erosion, prevent run-on, and promote run-off of storm/surface water			
7	Vector & Nuisance Control	Dust, odor, noise, traffic, other effects from the landfill, and disease vectors, including wildlife and domestic animals, must be controlled so that the public health, safety, or welfare are not endangered or they create a nuisance. 18 AAC 60.230, 18 AAC 60.233						Birds and bears are not an issue at the DRC. There were a large number of black flies at the facility. The public is allowed within the C&D cell to salvage.	4	
		waste exposed to elements - flies, animals, humans, and vehicles track through waste	Few issues controlled, vector or health issues, and nuisance issues present	Some issues controlled, minor vector or health issues, and nuisance issues present	Most issues controlled, minor nuisance issues present	Issues controlled - public allowed in landfill	Issues controlled - only operator allowed in landfill			
8	Litter (in and around landfill)	Litter must be controlled so that it does not become a nuisance or hazard. 18 AAC 60.233, 18 AAC 60.345						No litter was witnessed during the inspection.	5	
		Litter everywhere, no clean-up efforts	Annual litter clean-up, uncontrolled rest of the year	Litter issues, picked up intermittently throughout the year	Some litter issues inside & outside If, litter picked up regularly	No litter issues outside If, litter picked up as needed	No litter issues inside or outside If, litter picked up as needed			
9	Maintenance & Corrective Action	The landfill must maintain structures and components of the facility, and repair any structural changes or damage to the facility. 18 AAC 60.815						Paul stated there are some issues with the compost building, the wooden base is rotting. There are plans in place to fix it. Paul stated tat the waste processing facility is too small for current operations. There are plans to build a larger facility.	4	
		Significant damage that may impact health, safety or the environment, no plan for corrective action	Significant damage that may impact health, safety or the environment, corrective action planned	Significant damage that may impact health, safety or the environment, corrective action underway	Minor damage at the facility, no plan for corrective action	Minor damage at the facility, corrective action planned	No structural damage			
10	Inactive Areas	Areas that have not received waste for more than 90 days, but have not yet reached the final capacity or elevation, must receive an intermediate cover. The area must be covered with 12 inches of soil and graded to prevent ponding and erosion. 18 AAC 60.243 Note, this is not closure. If an area is closed or should be under a closure plan, it should have 24" of soil cover and be revegetated.							NA	
		No distinction between active & inactive areas	Inactive area separate from working face - uncovered	Inactive areas separate from working face - partially covered	Inactive areas separate from working face - covered with less than 12"	Inactive areas separate from working face - fully covered with 12", not graded to prevent ponding or erosion	Inactive areas separate from working face - fully covered with 12", graded to prevent ponding and erosion			
									43	95.6%
									Section %	

Section %

Community Waste Management Index

Landfill Water Impacts									Item #5.		
#	Category	0	1	2	3	4	5	COMMENTS	Score		
1	Leachate	Leachate means liquid that has passed through or emerged from solid waste and contains soluble, suspended, or miscible materials removed from the wastes. Leachate seeps must be prevented, or contained and controlled. 18 AAC 60.225							5		
		Leachate seeps present, no effort to contain or control	Leachate seeps present, some effort to contain or control	No leachate seeps observed, conditions likely to cause leachate, no effort to contain leachate	No leachate seeps observed, conditions likely to cause leachate, some effort to contain leachate	No leachate seeps observed, conditions likely to cause leachate, efforts to contain and prevent leachate	No leachate seeps observed, efforts in place to prevent leachate				
2	Surface & Storm Water Controls	A landfill must be constructed and operated so that seasonal flooding is temporary in duration. Waste may not be placed in surface water. The landfill must minimize contact between storm water and waste. Ponded water must be removed within 30 days. 18 AAC 60.225							5		
		Waste disposed into water body	Waste in contact with water regularly, no surface and storm water controls	Waste in contact with water, some surface and storm water controls, not effective	Some waste in contact with water, surface and storm water controls, ponding not removed within 30 days	Evidence of waste in water or ponding at the landfill, surface and storm water controls, ponding removed within 30 days	No evidence of waste in water or ponding at the landfill, berms, ditches and other controls are in place and are effective				
3	Impact to Permafrost or Wetlands (only for facilities built on permafrost or wetlands)	If the landfill is located on permafrost, it must be designed and operated so that the permafrost remains frozen. If the landfill settles and water is pooling, the operator must take corrective action. 18 AAC 60.227 If the landfill is located in or near a wetland, it may not cause or contribute to significant degradation of the wetlands. 18 AAC 60.315							NA		
		Permafrost appears to be melting around landfill; or wetland plants around landfill are clearly impacted - no corrective action plan	Permafrost or wetlands impacted - corrective action plan under development	Permafrost or wetlands impacted - corrective action underway but no evidence of improvement	Permafrost or wetlands impacted - corrective action in place has shown improvement	No clear impacts to permafrost or wetlands, but some indicators (small ponds, leachate, etc.) present	No indicators or impact to permafrost or wetlands are evident				
4	Water Monitoring (if required)	If groundwater or surface water monitoring is required the facility must follow all regulations under 18 AAC 60.820 and 18 AAC 60.810 respectively. Note: This section is scored as "Not Applicable" if the landfill is not required by ADEC to do any water monitoring.						There are currently issues with the groundwater sampling locations. Two locations are abandoned and two are running low/dry. The wells should be redug.	5		
		Landfill is not monitoring any of the required locations as required by Monitoring Plan. No reports submitted	Landfill is not monitoring all required locations and/or following schedule. Locations are not identified correctly, or well not in good condition	Landfill is not monitoring all of the required locations and/or following schedule. Locations are identified correctly, or well is in good condition	All monitoring locations are sampled as required by the Monitoring Plan, monitoring reports are not submitted	All monitoring locations are sampled as required by the Monitoring Plan. Incomplete monitoring reports are submitted	All monitoring locations are sampled as required by the Monitoring Plan. Complete monitoring reports are submitted on time				
									Section %	15	100.0%

Community Waste Management Index

Special Waste Management									Item #5.
#	Category	0	1	2	3	4	5	COMMENTS	Score
1	Septage including Honeybucket Waste	The landfill may accept septage or honey bucket waste if it is deposited into separate trenches, less than 4' in depth, and the trench is maintained not to overflow. Hydrated lime must added to a pH of 12(30 min.) on a regular basis. 18 AAC 60.365							NA
		Septage co-mingled with MSW	Septage disposed in separate area of landfill	Septage in separate trench no lime added	Septage in properly constructed trench, lime added infrequently	Septage in properly constructed trench, lime added on a regular basis	Septage in properly constructed trench, lime added and pH tested		
2	Animal Carcasses including Subsistence Waste	Animal carcasses must be disposed in a manner that does not cause an animal attraction and protects the public health. 18 AAC 60.010						Fish waste is composted at the composting facility. No animal carcasses are disposed of at this facility. Potential composting of animal carcasses has been discussed.	5
		Animal carcasses co-mingled with MSW	Animal carcasses are disposed of in a separate area from MSW, no cover or lime added	Animal carcasses burned in the burn unit along with municipal waste	Animal carcasses in separate area, periodic lime added OR periodic cover added - does not control issues	Animal carcasses in separate area, lime AND sufficient cover added to control issues	Animal carcasses incinerated or disposed in separate area, lime added, and sufficient cover applied after each disposal		
3	Household Hazardous Waste (HHW)	Separating HHW, such as chemicals, e-waste, batteries, and fluorescent bulbs, out of the waste disposed at the landfill will help keep chemicals out of the landfill and reduce risks to human health and the environment. HHW can be reused within the community or shipped out for proper disposal.						HHW is collected and staged for travel. Some of the larger TVs in the ewaste staging area are left exposed to the elements. TVs and all ewaste should be stored in a manner to minimize interaction with the environment.	4
		No HHW separation	No HHW separation, regularly covered	HHW collection program available, accessible, but not well used	HHW collection program available, accessible, most HHW diverted from landfill	Clear options for HHW reuse or collection program, well run, most HHW diverted from landfill	Clear options for HHW reuse or collection program, well run, most HHW diverted from landfill, shipped out as needed		
4	Liquid Waste	Liquid waste, including kitchen grease, may not be disposed at the landfill, with the exception of small quantities (1 gallon or less) of containerized waste. 18 AAC 60.360						No issues with liquip waste. Cooking waste is incorporated into the composting process, added when green waste and wood waste are mixed to coat waste and be incorporated prior to composting.	5
		Non-household liquids over 1 gallon containers disposed in landfill	Free liquids not prohibited, but limited to less than 1 gallon container	Free liquids prohibited at landfill, alternatives not well identified	Free liquids prohibited at landfill, alternatives identified, not well used	Free liquids prohibited at landfill, alternatives identified, generally used	Free liquids prohibited and enforced, alternatives identified, and widely used		
5	Construction & Demolition Debris (C&D) non-RACM	C&D is regulated based on local laws and ordinances. However, all construction/demolition projects should submit a building survey to ensure that all hazardous & asbestos waste are removed prior to disposal. Non-RACM waste must be handled so that it does not become friable and be covered within 24 hours without compaction to prevent the release of asbestos fibers. 18 AAC 60.450							5
		No controls for C&D, indiscriminately disposed, no requirements for identifying or managing non-RACM	C&D disposed at working face, no awareness or management of non-RACM	C&D disposed at working face or separate cell, awareness of non-RACM, not covering	C&D disposed at working face or in separate cell, not well managed - large pile. Aware of non-RACM, usually covered in 24 hrs	C&D well managed, limited compaction. Contractors required to identify non-RACM - not allowed or properly managed and covered in 24 hrs	C&D well managed and compacted regularly - small face. Contractors required to identify non-RACM - not allowed or properly managed & covered at the end of day		
Continued page 7									36

Community Waste Management Index

Special Waste Management									Item #5.	
#	Category	0	1	2	3	4	5	COMMENTS	Score	
6	Salvage Area	Public salvaging, if allowed, must be limited to an area that does not hinder facility operation, create a safety hazard, or cause pollution. 18 AAC 60.220						Salvaging is allowed in the C&D pit. Area is defined for users. Items not salvaged or disposed of in the C&D pit are backhauled. Many signs.	5	
		Uncontrolled salvaging allowed at working face	Salvaging at working face only when operator present	Separate salvage area, no apparent organization or management	Separate salvage area, some organization or management.	Salvage area has defined locations for different items, fluids are drained or contained (liner), operated safely	Salvage area managed well (see 4), items removed for disposal or backhaul regularly - signs posted			
7	Used Oil	Separating used oil out of the waste disposed at the landfill will help keep petroleum products out of the landfill and the environment, and can be reused as an energy resource for the community.						Used oil is taken by a local pilot who uses it to heat their flight hanger.	5	
		Used oil not managed - disposed at the landfill	Some used oil collected, not stored safely, no plan for disposal or energy recovery	Some used oil collected, not stored safely, burned without energy recovery	Used oil collected, stored safely. Burned without energy recovery	Used oil collected and safely stored. Burned for energy recovery or shipped out	Enforcement of used oil collection and safe storage. Burned for energy recovery in an EPA approved unit or shipped out			
8	Vehicles	Vehicles may not be disposed at the landfill unless all fluids and batteries have been removed. If undrained vehicles are stored at the landfill for later disposal or recycling, they must be managed to prevent release of fluids. 18 AAC 60.035, 18 AAC 60.010						Vehicles are not accepted at DRC. Vehicles are accepted at a local scrap yard in town.	NA	
		Uncontrolled disposal - Vehicles disposed in landfill, fluids & batteries not removed	Vehicles stored in separate area of landfill, no fluids or batteries removed. No containment for leaks. No plans for disposal or recycling	Vehicles stored in separate area of landfill, some fluids or batteries removed. No containment for leaks. Plans for disposal or recycling	Vehicles stored in separate area of landfill, some fluids or batteries removed. Containment for leaks. Plans for disposal or recycling	All batteries and fluids removed prior to proper disposal or recycling	Operator verifies ALL batteries and fluids removed prior to proper disposal or recycling			
9	Freezers & Refrigerators CFCs	Chlorofluorocarbon (CFCs) must be removed from appliances by a certified technician with certified equipment prior to disposal at any landfill. No CFCs may be vented to the environment. 40 CFR 81.154-162						Units are segregated in the incoming recycling processing area. Once the CFCs are removed by Paul they are baled for shipment to a waste recycler in Washington.	5	
		Disposed of with general waste, CFCs intentionally vented to the environment	Disposed of with general waste, no CFCs removed	Some units segregated, no CFCs removed and no plan	Some units segregated, some CFCs removed but no documentation or marking	Units segregated, CFCs sporadically removed by certified tech & documented, properly disposed or recycled	Units segregated, ALL CFCs regularly removed by certified tech & documented, properly disposed or recycled			
10	Lead Acid Batteries	Prohibiting disposal of lead acid batteries from the landfill will reduce the risks of environmental contamination. Batteries should be stored in a lined, covered container or area, and managed to prevent any release to the environment.						Improvement has been made in storing the lead acid batteries. The batteries are covered. The batteries should be stored in a lined container to contain a spill. Regularly shipped out.	4	
		Lead acid batteries disposed in landfill	Some lead acid batteries segregated but poorly stored at landfill	Most lead acid batteries segregated but poorly stored	Most lead acid batteries segregated and stored to prevent leaks, but not covered	All lead acid batteries segregated, properly stored	All lead acid batteries segregated, properly stored, and regularly shipped out			
									Section Total	
									38	95.0%

Community Waste Management Index

Administration								Score	Item #5.
#	Category	0	1	2	3	4	5		
1	Permit	A landfill is required to have a permit; a copy of the permit application and current permit must be kept in the landfill files. 18 AAC 60.200, 18 AAC 60.235							5
		No effort to permit the landfill at any time	Permit expired, no effort to renew	Permit expired more than 1 year ago, some effort to renew	Permit expired less than 1 year ago OR current efforts to renew or obtain new permit	Permit is current but no documentation in landfill files	Landfill has current permit, permit & application in landfill files		
2	Monthly Visual Monitoring	Visual monitoring must be performed at least monthly and recorded on a form approved by ADEC. Records must be maintained for at least 5 years. 18 AAC 60.800							5
		No visual monitoring	Visual monitoring reported, but no written record	Visual monitoring reported, but incomplete records	Visual monitoring recorded at least 4 times a year placed in landfill files	Monthly visual monitoring recorded in landfill files	Monthly visual monitoring recorded on appropriate form, in landfill files, and maintained for 5 years		
3	Operations Plan	The operations plan should be used as a guide for day to day operation and seasonal issues at the landfill . A copy must be kept in the operating record. 18 AAC 60.210, 18 AAC 60.235							5
		No operations plan	Operations plan incomplete for day-to-day operations	Operations plan covers general landfill operations, not used for day-to-day operations	Operations plan covers general landfill operations, is partially used for day-to-day operations, and is accessible	Operations plan covers current landfill operations, used for day-to-day operations, and is accessible	Operations plan covers current landfill operations, used for day-to-day operations, is accessible, reviewed annually and updated as needed		
4	Facility Location	Waste may not be placed within 50' of property boundary, 500' of a drinking water source, or 10' ft. of groundwater (unless built on a 2' pad) and the landfill may not pose a bird hazard to aircraft. 18 AAC 60.233, 18 AAC 60.217, 18 AAC 60.040, 18 AAC 60.305							5
		Landfill design does not comply with any location criteria	Landfill design complies with 1 location criteria	Landfill design complies with 2 location criteria	Landfill design complies with 3 location criteria	Landfill design complies with all 4 location criteria	Landfill design complies with all 4 location criteria and is documented		
								Section Total	Section %
								20	100.0%

Community Waste Management Index

Waste Management Improvement Programs								COMMENTS	Bonus	Item #5.
#	Category	0	1	2	3	4	5		Score	
1	Backhaul Program	Items that are prohibited in the landfill must be reused or removed from the community for recycling or proper disposal. Material to be removed should be staged and removed from the community at least annually. This section does not apply to previously addressed wastes from the Special Waste section.						Amazing backhaul program that diverts many waste streams from the landfill.	5	
		No effort to backhaul or recycle	Collection of limited materials, minimal effort to divert from landfill, poorly managed storage	Backhaul of limited materials, effort to divert from landfill and managed segregation	Backhaul of materials and recyclables, well managed storage, not staged	Backhaul of materials and recyclables, well managed storage, staged more than 1 year	Backhaul of materials and recyclables, required diversion, well managed storage, staged less than 1 year			
2	Collection Program	A properly managed collection program is one of three elements for a successful landfill. RALO						Self hauling waste is effective in Gustavus as it provides an opportunity to segregate wastes.		
		No collection/self haul	Self haul, collect elders trash	75% self haul, 25% collection	50% self haul, 50% collection	25% self haul, 75% collection	> 75% collection			
3	Fees	Fee collection for waste disposal will provide a fund to pay for operations and maintenance of the landfill.							5	
		No collection of fees	< 10% collection rate	10% - 25% collection rate	25% - 50% collection rate	50% - 90% collection rate	> 90% collection rate			
4	Landfill Operator Training	A rural landfill operator should receive Solid Waste Bootcamp, RALO, or equivalent (eq) training to operate and maintain the landfill and to recognize hazardous waste.							5	
		No landfill operator training	Operator or administrator scheduled for Bootcamp or equivalent (eq) training	Landfill operator or administrator have Bootcamp (eq), recognition of hazardous waste, or backhaul training	Landfill operator & administrator have Bootcamp (eq), recognition of hazardous waste, or backhaul training	Landfill operator or administrator have Bootcamp (eq), recognition of hazardous waste, & backhaul training	Landfill operator & administrator have Bootcamp (eq), recognition of hazardous waste, & backhaul training			
5	Community Education & Outreach	Involving the community in safe and healthy waste practices improves landfill operations and the overall health and safety impacts of the landfill. This can be accomplished through announcements, posters, student involvement, and a variety of other creative methods.							5	
		No community education/outreach program for solid waste or recycling issues	Posters related to solid waste and/or recycling in office	Solid waste or recycling posters around town, occasional public announcement	Solid waste or recycling posters around town and school, regular public announcement	Solid waste or recycling posters around town and school, regular public announcement via multiple sources of information (social media)	Community education program in place and effects visible in community			
								Bonus Total	20	

SCORE	97.1%
BONUS	20

November 8, 2021 General Meeting**Treasurer's Report**

Eduarda Loggins

11/2/21

Budget:

Tax returns have arrived for the 3rd quarter of 2021. There were a few more returns that came in after 10/31, and with those returns included, the tax income for this fiscal year is as follows:

	Jul 1 - Nov 2, 21	Budget
Tax Income		
Retail Tax Income	305,183.09	325,000.00
Remote Sellers Retail Tax	19,817.44	20,000.00
Room Tax Income	64,691.51	40,000.00
Fish Box Tax	8,860.00	7,500.00
Penalties & Interest	897.76	0.00
Tax Exempt Cards	30.00	300.00
Total Tax Income	399,479.80	392,800.00

The first column is actual receipts, and the second column is the adopted budget, as amended. As you can see, the tax income received has already exceeded what was budgeted for this fiscal year, which is great news. We still have some taxes expected for the same quarter.

CARES Act Relief Funds & FEMA Public Assistance for COVID-19:

A spreadsheet summarizing CARES Act expenditures is included in the General Meeting packet this month showing the remaining unspent funds. \$9373 of our expenses originally covered by CARES have been submitted to FEMA for reimbursement. We are awaiting FEMA payment, then these funds will be re-programmed.

Gustavus Airport COVID-19 Greeting/Screening Services:

The contract with the State of Alaska for Port of Entry COVID-19 testing has been extended until 9/30/22. The state is billed monthly for this contract.

Endowment Fund Grants and Endowment Fund:

Two Endowment Fund Grants were issued last December. The Tidelines Institute requested and was granted an extension until 7/31/22. Gustavus Historical Archives & Antiquities has completed their grant.

The next grant cycle's application period has ended. A working group of three council members will review applications this month and meet with the applicants and then bring forward a recommendation to the full city council at the December 6 work session in preparation for awarding grants at the December 13 General Meeting.

There is a non-code ordinance up for introduction this month to transfer the funds for the grant from the Endowment Fund.

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	325.00	3,000.00	-2,675.00	10.8%
Donations	0.00	800.00	-800.00	0.0%
DRC Income	45,326.97	86,100.00	-40,773.03	52.6%
Federal Revenue				
American Rescue Plan Act	53,951.17	107,902.33	-53,951.16	50.0%
Nat'l Forest Receipts-Encumbered	0.00	35,000.00	-35,000.00	0.0%
Payment In Lieu of Taxes	121,077.95	121,077.95	0.00	100.0%
Total Federal Revenue	175,029.12	263,980.28	-88,951.16	66.3%
Fundraising	200.00	600.00	-400.00	33.3%
GVFD Income	713.20	9,750.00	-9,036.80	7.3%
Interest Income	80.70	350.00	-269.30	23.1%
Lands Income	20,250.00	25,000.00	-4,750.00	81.0%
Lease Income	7,190.32	13,125.67	-5,935.35	54.8%
Library Income	0.00	500.00	-500.00	0.0%
Marine Facilities Income	5,255.00	15,700.00	-10,445.00	33.5%
State Revenue				
Community Assistance Program	77,370.21	77,370.21	0.00	100.0%
Shared Fisheries Business Tax	0.00	500.00	-500.00	0.0%
Total State Revenue	77,370.21	77,870.21	-500.00	99.4%
Tax Income				
Retail Tax Income	250,208.50	325,000.00	-74,791.50	77.0%
Remote Sellers Retail Tax	15,687.94	20,000.00	-4,312.06	78.4%
Room Tax Income	40,320.80	40,000.00	320.80	100.8%
Fish Box Tax	8,860.00	7,500.00	1,360.00	118.1%
Penalties & Interest	896.80	0.00	896.80	100.0%
Tax Exempt Cards	30.00	300.00	-270.00	10.0%
Total Tax Income	316,004.04	392,800.00	-76,795.96	80.4%
Total Income	647,744.56	889,576.16	-241,831.60	72.8%
Gross Profit	647,744.56	889,576.16	-241,831.60	72.8%
Expense				
Administrative Costs	1,288.95	2,000.00	-711.05	64.4%
Advertising	247.07	100.00	147.07	247.1%
Bank Service Charges	2,485.84	4,750.00	-2,264.16	52.3%
Building	15,705.02	22,344.48	-6,639.46	70.3%
Contractual Services	15,408.69	72,800.00	-57,391.31	21.2%
Dues/Fees	1,359.00	9,900.00	-8,541.00	13.7%
Economic Development Services				
GVA	30,000.00	30,000.00	0.00	100.0%
Total Economic Development Services	30,000.00	30,000.00	0.00	100.0%
Election Expense	185.92	350.00	-164.08	53.1%
Equipment	2,142.79	21,985.99	-19,843.20	9.7%
Events & Celebrations	40.47	3,925.00	-3,884.53	1.0%
Freight/Shipping	8,249.69	26,250.00	-18,000.31	31.4%
Fundraising Expenses	0.00	250.00	-250.00	0.0%
General Liability	20,647.64	17,480.61	3,167.03	118.1%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Budget
Library Materials	542.33	2,700.00	-2,157.67	20.1%
Marine Facilities	2,486.20	5,486.20	-3,000.00	45.3%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	137,748.57	460,401.85	-322,653.28	29.9%
Professional Services	4,167.50	15,000.00	-10,832.50	27.8%
Public Relations	0.00	250.00	-250.00	0.0%
Repair & Replacement Fund	16,545.71	16,545.71	0.00	100.0%
Road Maintenance	74,144.10	150,000.00	-75,855.90	49.4%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	4,109.64	20,000.00	-15,890.36	20.5%
Telecommunications	4,529.41	21,540.00	-17,010.59	21.0%
Training	3,518.19	10,525.00	-7,006.81	33.4%
Travel	0.00	5,000.00	-5,000.00	0.0%
Utilities	6,682.60	17,200.00	-10,517.40	38.9%
Vehicle	6,615.20	7,985.67	-1,370.47	82.8%
Total Expense	358,850.53	954,270.51	-595,419.98	37.6%
Net Ordinary Income	288,894.03	-64,694.35	353,588.38	-446.6%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	65,000.00	65,000.00	0.00	100.0%
Total Encumbered Funds	65,000.00	65,000.00	0.00	100.0%
Total Other Income	65,000.00	65,000.00	0.00	100.0%
Net Other Income	65,000.00	65,000.00	0.00	100.0%
Net Income	353,894.03	305.65	353,588.38	115,784.1%

City of Gustavus
Balance Sheet
As of October 31, 2021

	Oct 31, 21
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,358.19
AMLIP Capital Improv Long-Term (0630598.2)	344,517.21
AMLIP Repair & Replacement (0630598.3)	327,452.57
AMLIP Road Maint - Unencumbered (0630598.4)	132,158.12
AMLIP Gravel Pit Fund (0630598.8)	12,000.00
AMLIP Reserve (0630598.12)	884,446.27
APCM.Endowment Fund	1,626,310.62
FNBA - Checking	935,927.60
FNBA Endowment Fund - Checking	38,441.73
Petty Cash	199.88
Total Checking/Savings	4,350,812.19
Accounts Receivable	
Accounts Receivable	36,683.14
Total Accounts Receivable	36,683.14
Total Current Assets	4,387,495.33
TOTAL ASSETS	4,387,495.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	176.28
Total Credit Cards	176.28
Other Current Liabilities	
Deferred Income	7,110.00
Payroll Liabilities	
State Unemployment	411.84
Total Payroll Liabilities	411.84
Total Other Current Liabilities	7,521.84
Total Current Liabilities	7,698.12
Total Liabilities	7,698.12
Equity	
Fund Balance	3,077,165.64
Opening Bal Equity	1,084,743.57
Net Income	217,888.00
Total Equity	4,379,797.21
TOTAL LIABILITIES & EQUITY	4,387,495.33

Accounts Receivable Detail**As of 10/31/21**

\$16,820.00	Airport Screeners Contract -Sept/Oct invoice to DHSS
\$7,786.44	State of Alaska MOA - July/Aug/Sept invoices
\$1,625.97	Delinquent Sales Tax
\$2,659.00	Ambulance Transport Billing - In Progress
\$7,110.00	Fish-Box Tax Deferred Income
\$681.73	Net of Other Customer Account Balances
\$36,683.14	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 10/31/21**

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: \$935,927.60

Obligated Funds Currently in Checking Account:

	CARES Act remaining funds	(\$33,994.72)
	FEMA COVID-19 submitted for reimbursement	\$9,373.34
MF	CP18-01 Salmon River Harbor	(\$9,856.96)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
DRC	CP18-05 DRC Pre-Processing	(\$12,815.63)
DRC	CP18-07 Household Haz Waste Fac.	(\$58,544.08)
Admin	CP19-03 Gustavus Beach Improv.	(\$10,389.89)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$10,000.00)
GVFD	CP21-01 Tsunami Siren Power Ins	\$0.00
Admin	CP21-02 Refurbish Old P.O.	(\$10,000.00)
Roads	CP21-03 Good River Bridge Repairs	(\$15,000.00)
MFC	CP21-04 MFC Building at SRBH	(\$3,261.48)
DRC	CP21-05 DRC Main Bldg Replacement: Design	(\$30,000.00)
MF	CP21-06 Fish Waste Disposal	(\$5,000.00)
Library	FY22 PLA Grant	(\$4,892.27)
Library	SoA OWL Internet Subsidy	(\$900.00)
Roads	Encumbered road money	\$0.00
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$594,344.89

Pending Transfers:

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

FY22 budgeted operating expenses:	\$954,270.51
25% =	\$238,567.63
17% =	\$162,225.99
35% =	\$333,994.68

Capital Projects 2021-2025

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Ongoing, already funded:											
Household Hazardous Waste Facility	\$ 59,450	\$ 59,450	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		in progress	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000	\$ 27,000	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	\$ 40,000	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018 then returned; again 9/20/21		in progress	AMLIP
LIDAR	\$ 28,400	\$ 28,400	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		Done	AMLIP
Library Roof Repair	\$ 50,000	\$ 150,000	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		Done	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800	\$ 53,150	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	\$ 111,585	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	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 CARES Act
Fire Hall Rain Cistern System	up to \$25,000			GVFD						in progress	
Good River Bridge Repairs, Phase 1 engineering	\$ 15,000	\$ 15,000.00	CP21-03 Good River Bridge Repair	Roads	6/19/2021		7/19/2021	8/9/2021		Near-term	
City Road Improvements, Phase 1 road engineer	\$ 30,000			Roads					use \$40K from Wilson Rd. CP, if FEMA reimburses	Near-term	
Main Building Replacement, Phase 1 design/eng.	\$ 30,000		CP21-05 DRC Main Bldg Replacement	DRC	N/A	2/3/2020	2/10/2020	10/11/2021		Near-term	CIP
Old P.O./Preschool building refurbish	\$ 10,000	\$ 10,000.00	CP21-02 Refurbish Old P.O.	Admin	7/6/2021		7/19/2021	8/9/2021		Near-term	
MFC Building at Salmon River Boat Harbor	\$ 8,000	\$ 8,000.00	CP21-04 MFC Building at SRBH	MFC	6/26/2021		7/19/2021	8/9/2021		Near-term	
Tsunami Siren Power Installation at SRBH	\$ 4,112	\$ 4,112.45	CP21-01 Tsunami Siren Power Ins	GVFD	7/6/2021		7/19/2021	8/9/2021		in progress	
Library Bike Shelter/Shed, Phase 1 design/eng.	\$ 15,000	\$ 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
Flood Mitigation and Recovery	\$ 105,000								see Wilson Rd. drainage imp.	Near-term	FEMA
Gustavus Fish Waste Disposal Station	\$ 5,000		CP21-06 Fish Waste Disposal	MF/DRC	8/25/2021		9/20/21	10/11/2021		Near-term	
Quick Attack/Wildland Firefighting Truck	\$ 80,000			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or grants CIP, or AMLIP
Gravel Pit Improvements	pending		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Near-term	
Main Building Replacement, Phase 2 build	\$ 257,500			DRC	N/A	2/3/2020	2/10/2020			Mid-range	CIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.	pending									Mid-range	
Structural Firefighting Gear (expire 2022)	\$ 82,500			GVFD						Mid-range	
Good River Bridge Repairs, Phase 2 construction				Roads						Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Library Bike Shelter/Shed, Phase 2 construction			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		Mid-range	AMLIP
Baler Purchase	\$ 166,630			DRC	N/A					Mid-range	
City Road Improvements, Phase 2 implementation				Roads						Mid-range	
Library Ventilation Fans Replacement	\$ 7,000			Library						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000			DRC						Mid-range	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Mid-range	AMLIP R&R
City Hall front room - carpeting, painting, windows	\$ 15,000			Admin	2/14/2018					Mid-range	
Landscape Design consultation				-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			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000			DRC						Mid-range	
City Buildings Air-Source Heat Pump Conversion	\$ 9,000.00									Mid-range	
Firehall Roof/Building Expansion, Phase 2 constr.	\$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
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, Phase 2 constr.				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											
CAPIS 2021 submission											

Incoming Grants/Scholarships/Contracts to City of Gustavus FY22

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Multi	COVID-19 Response	multiple	\$567,579.85	CARES (CFDA# 21.019)	\$533,585.13	\$33,994.72	most funds were received/expended in FY20-FY21
	COVID-19 Response			FEMA COVID-19	\$9,373.34	(\$9,373.34)	pending FEMA reimbursement
	COVID-19 Response	7/1/2021	\$1,500.00	HIA COVID-19 Vaccine Incentive	\$1,500.00	\$0.00	Hoonah Indian Assoc. AK Chamber Grant for Vaccine Incentive Program
Library	Telecommunications	N/A	\$16,200.00	---	N/A	N/A	USAC E-Rate federal internet subsidy paid directly to library internet vendor through monthly billings
	Reading with Rachel	8/4/2021	\$579.00	Reading with Rachel	\$579.00	\$0.00	Grant from Jon & Julie Howell
	Library Materials	8/5/2021	\$7,000.00	FY22 PLA Grant	\$2,107.73	\$4,892.27	State of AK Public Library Assistance (PLA) grant
	Telecommunications	8/11/2021	\$1,200.00	SoA OWL Internet Subsidy	\$300.00	\$900.00	Alaska OWL monthly internet subsidy
MF	MF Equipment	10/30/2021	\$1,100.00	--	\$1,100.00	\$0.00	APEI Safety Grant used toward purchase of AED
GVFD	GVFD Equipment	Fall 2021	in-kind	Tsunami Siren Grant CY20	\$36,000.00	\$0.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	Point-of-Entry COVID-19 Testing	monthly	\$29,060.00	COVID-19 Screeners (C0620-525)	\$45,880.00	(\$16,820.00)	State of AK DHSS - invoiced monthly for reimbursement
	GVFD Training	2021	\$1,500.00	---	\$1,200.00	\$300.00	SEREMS Mini-Grant used for ETT online class
	Community Testing/Vaccines	2021	\$10,055.52	COVID-19 MOA#C0621-570-B	\$7,786.44	\$2,269.08	State of AK DHSS Community Funding for COVID-19
\$635,774.37							

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
CY20-27	Gust. Hist. Archives & Ant.	12/14/2020	\$4,937.00	2021 EFG - GHAA	\$4,937.00	\$0.00	grant complete
CY20-27	Tidelines Institute (formerly The Arete Project)	12/14/2020	\$38,316.17	2021 EFG - Arete Project	\$0.00	\$38,316.17	grant ends 7/31/22 per extension granted 7/19/21

CARES Act Funds for City of Gustavus (COG)

Original spending deadline December 30, 2020. Extended to 12/31/21.

CARES Act Income

deposited 6/18/20	\$381,144.53	first payment
deposited 11/10/20 (available after 80% of 1st payment spent)	\$125,268	second payment
deposited 11/19/20 (available after 80% of first 2 payments used)	\$125,268	third payment
interest earned on deposits	\$16.76	
Total CARES Act funds available	\$631,697.29	

CARES Act Expenditures

March 1, 2020-October 31, 2021 actual expenditures	\$597,703	
The total highlighted in green *includes* the following subitems:	---	
REESP: direct distribution to Gustavus residents	---	\$199,998
COG eligible payroll & benefits (Fire Chief plus eligible hours of other staff)	---	\$128,681
economic assistance grants to local businesses/non-profits	---	\$53,899
Gustavus Visitors Association	---	\$38,266
generator for testing/emergency tent	---	\$29,257
Marketing Gustavus: Small Business Web Development grants	---	\$18,473
Gustavus School cleaning equipment, cleaning supplies, PPE	---	\$16,500
stipend for emergency responders during pandemic	---	\$2,800
winter food supply: root cellar construction at Gustavus Community Center	---	\$5,000
winter food supply: community food distribution (vacuum sealer & bags)	---	\$1,542
winter food supply: community food distribution (meat grinder & attachments)	---	\$853
winter food supply: community food distribution (halibut)	---	\$162
other COG eligible purchases, including facility improvements	---	\$102,271
Earmarked but unspent:		
remaining COG facility improvements	\$24,621	
available for use if/when FEMA approves our submission	\$9,373	
Total of Actual + Earmarked Expenses:	\$631,697	

The below expenditures have been reallocated from CARES to FEMA to see if any are eligible for reimbursement by FEMA. Once FEMA finalizes their decision, these funds will be re-programmed for Covid-19 Testing expenses by 12/31/21.

FEMA Expenditures

March 1, 2020-February 28, 2021 actual expenditures	\$9,373	
The total highlighted in green *includes* the following subitems:	---	
COG eligible payroll & benefits	---	\$2,452
winter food supply: canned salmon	---	\$2,323
other COG eligible purchases	---	\$4,598
Total of Actual:	\$9,373	

CITY ADMINISTRATOR'S REPORT NOVEMBER GENERAL MEETING

COUNCIL MEMBER INFORMATION

The Mayor and City staff would like to provide Council information on topics that may be of interest. In preparing for this year's information presentation, staff felt that a summary of obvious issues would be a good starting point.

We are proposing a work session in-person at City Hall with a Zoom for the public each month beginning on November 22nd (Monday) from 6-8ish. With the Council and staff in the space at City Hall, we want to ensure proper COVID protocols which will require limiting the number of people in the Chambers. This date allows Council members the opportunity to attend the Alaska Municipal League (AML) new Council training which could provide information that would be helpful for topics to discuss at the work session.

Each month a department will provide a presentation as indicated below. The **draft** proposed agenda is as follows:

Clerk – Nov 22

- Local Government Powers and Services (Mayor/CA)
- Review of New Council member packet checklist
- Records Retention
- Social Media

Disposal & Recycling Center/Marine Facilities – Nov 30

- Salmon River Harbor
- Multi-Modal Float
- Marine Facilities Advisory Committee
- Beach, including CRMA

Library/FD – Dec 6

- Services
- Administration

Fire Department Overview

Treasurer - Jan 17

- Existing budget overview
- Budget development overview
- CIP overview

Mayor/City Administrator – Feb 21

- COVID-19 Policies and Practices
- PFAS
- Completion of the Strategic Plan
- Roads and Bridges

ROADS UPDATE

The roads team continues to make repairs and improvements to city maintained roads. You may have seen Justin or Ponch working to smooth the roads and/or improve our drainage systems – great work guys! We continue to work with FEMA to get reimbursement for the flood related costs. However, there are repairs and improvements that FEMA will likely not cover and the roads team, with direction by the Mayor, is moving forward with projects to ensure the safety, and function of city roads and drainage.

If you believe your road needs service, or you have other concerns or suggestions such as a pothole, sight obstruction from tree limbs or vegetation, or a “danger tree” - contact the City Administrator.

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-7, 1yr retention	Elections – Ballots	2020	City Hall	4 files	Shred/trash/recycle
C-7, 6yr retention	Elections – General	2013 and 2015	City Hall	2 files	Shred/recycle

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____ **DATE** _____

8. CITY CLERK/TREASURER _____ **DATE** _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____ **DATE** _____



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community and Economic Development

Item #9.

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

October 25, 2021

City of Gustavus

VIA Email: clerk@gustavus-ak.gov

License Type:	Restaurant/Eating Place Public Convenience	License Number:	5968
Licensee:	Strawberry Point Natural Foods LLC		
Doing Business As:	Sunnyside Market		
Premises Address:	25 Dock Road		

☒ **New Application**

☐ **Transfer of Ownership Application**

☐ **Transfer of Location Application**

☐ **Transfer of Controlling Interest Application**

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Glen Klinkhart, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 - Establishment and Contact Information

Enter information for the business seeking to be licensed.

Licensee:	Strawberry Point Natural Foods LLC			
License Type:	Restaurant/Eating Place - Public convenience		Statutory Reference: AS 04.11.400(g)	
Doing Business As:	Sunnyside Market			
Premises Address:	25 Dock Road			
City:	Gustavus	State:	AK	ZIP: 99826
Local Governing Body:	Gustavus City Council			
Community Council:	None			

Mailing Address:	PO Box 125			
City:	Gustavus	State:	AK	ZIP: 99826

Designated Licensee:	Bonny Danielsen		
Contact Phone:	(707) 479-7109	Business Phone:	(907) 697-3060
Contact Email:	strawberrypointnaturalfoods@gmail.com		

Seasonal License? ☐ Yes ☒ No If "Yes", write your six-month operating period: _____

OFFICE USE ONLY			
Complete Date:	10/25/21	License Years:	License #: 5968
Board Meeting Date:	1/18/2022	Transaction #:	100059233
Issue Date:		BRE:	KRS



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 2 – Premises Information

Premises to be licensed is:



an existing facility



a new building



a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official:	Bonny Danielsen			
Title(s):	Member	Phone:	707-479-7109	% Owned: 50
Address:	PO Box 991			
City:	occidental	State:	CA	ZIP: 95465

Entity Official:	Lance Danielsen			
Title(s):	member	Phone:	707-318-4185	% Owned: 50
Address:	PO Box 991			
City:	occidental	State:	CA	ZIP: 95465

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10118936	AK Formed Date:	12/5/2019	Home State:	AK
Registered Agent:	Noel Farevaag	Agent's Phone:	907-209-4343		
Agent's Mailing Address:	PO Box 134				
City:	Gustavus	State:	AK	ZIP:	99826

Residency of Agent: Yes ☐ No ☐

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐

Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes ☐ No ☐

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐ ☒

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 6 – Authorization

Communication with AMCO staff: Yes ☐ No ☐

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒ ☐

If "Yes", disclose the name of the individual and the reason for this authorization:

Noel Farevaag, Bookkeeper



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

LD

I certify that all proposed licensees have been listed with the Division of Corporations.

LD

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

LD

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

LD

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

LD

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Lance Danielson

Printed name of licensee

Signature of Notary Public

Notary Public in and for the State of _____

My commission expires: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

SEE ATTACHED

For Notary



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Item #9.

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

BD

I certify that all proposed licensees have been listed with the Division of Corporations.

BD

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

BD


I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

BD

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

BD

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.


Signature of licensee

Bonny Danielson
Printed name of licensee

Signature of Notary Public

Notary Public in and for the State of _____

My commission expires: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

SEE ATTACHED
For Notary

CALIFORNIA JURAT WITH AFFIANT STATEMENT

Item #9.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Sonoma

- ☒ See Attached Document (Notary to cross out lines 1-5 below)
☐ See Statement Below (Lines 1-5 to be completed only by document signer(s), not Notary)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Signature of Document Signer 1 _____ Signer of Document Signer 2 (if any) _____

Subscribed and sworn to (or affirmed) before me on this 8th day
February, 2021, by

(1) Lance Eric Danielson
Name of Signer

Proved to me on the basis of satisfactory evidence to be the person who
appeared before me and

(2) Bonny Rose Danielson
Name of Signer

SEAL



Proved to me on the basis of satisfactory evidence to be the person who
appeared before me.

Kiyara Wilson-Bruton
Notary Public, Sonoma County
Commission #2331401
Expires: August 11, 2024

- ☐ If marked, then attached pages will bear embossment of above notary.

Optional: Not required by law, however, may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

Description of Attached Documents:

Title or type of Document: Alcohol License Form AB-00

Number of Pages: 5

Date of Document: 02/08/2021

Signer(s) other than Named Above: _____

AMCO Received 3/9/21



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
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Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

☒ ☐

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

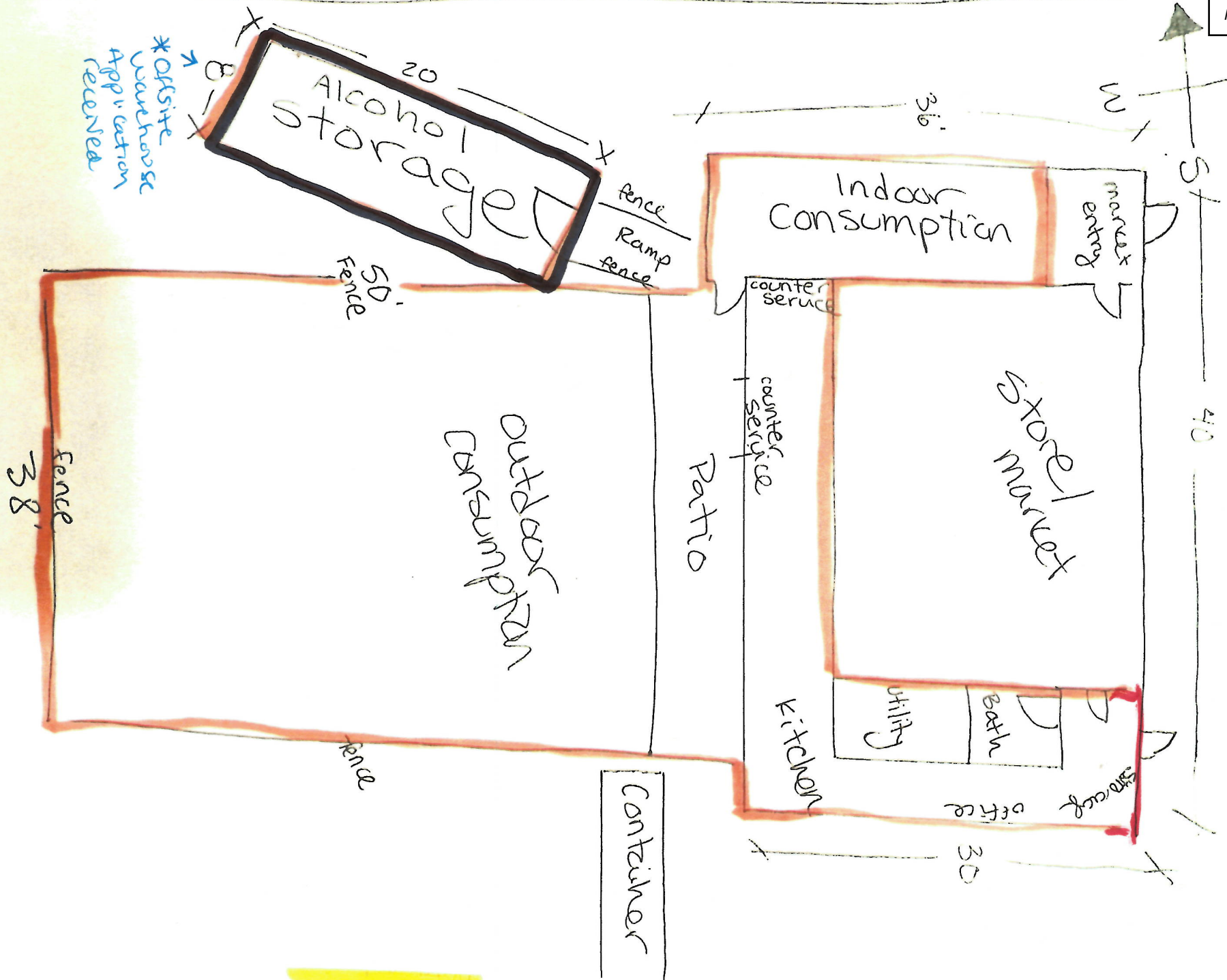
Licensee:	Strawberry Point Natural Food LLC	License Number:	
License Type:	Restaurant/Eating Place - Public Convenience		
Doing Business As:	Sunnyside Market		
Premises Address:	25 Dock Rd.		
City:	Gustavus,	State:	AK
		ZIP:	99826

State Dock RD

Item #9.

Gustavus Rd.

59



LEGAL DESCRIPTION, PROPERTY SUBDIVIDED BY THIS PLAT

LOT 1
 LOT 3-A
 LOT 3-B
 LOT 5

Building Perimeter

ROAD
DOCK

1/4" = 100'

NOTES

1. THE ACCURACY OF THIS SURVEY IS GUARANTEED THAT:
2. ALL DIMENSIONS SHOWN ARE THE MEASURED AND CALCULATED DIMENSIONS AND ARE NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.
3. THE PLAT IS MADE TO BE A PART OF THE RECORD AND IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.
4. THE PLAT IS MADE TO BE A PART OF THE RECORD AND IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.
5. THE PLAT IS MADE TO BE A PART OF THE RECORD AND IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.
6. THE PLAT IS MADE TO BE A PART OF THE RECORD AND IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.
7. THE PLAT IS MADE TO BE A PART OF THE RECORD AND IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.
8. THE PLAT IS MADE TO BE A PART OF THE RECORD AND IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.
9. THE PLAT IS MADE TO BE A PART OF THE RECORD AND IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.
10. THE PLAT IS MADE TO BE A PART OF THE RECORD AND IS NOT TO BE CONSIDERED AS A GUARANTEE OF THE ACCURACY OF THE SURVEY.

TYPICAL MONUMENTS RECOVERED

LEGEND

CERTIFICATE OF REGISTERED LAND SURVEYOR

DOUGLAS FINLEY LAND SURVEYING

PLAT APPROVAL

CERTIFICATE OF OWNERSHIP

NOTARIAL ACKNOWLEDGMENTS

VOSS SUBDIVISION

DOUGLAS FINLEY LAND SURVEYING

FILE NO.



Sunnyside Market

MLS # 19830
Class COMMERCIAL/INDUSTRIAL
Type Business Opportunity
Area GUSTAVUS
Asking Price \$350,000
Address 25 Dock Road
City Gustavus
State AK
Zip 99826
Status Active
Sale/Rent For Sale
IDX Include Y

**GENERAL**

Lot Size	2.5	Zoning	Rural
Approx. SQFT	1,280	Bldg/Ste 1 Building Ref.	Main
Bldg/Ste 1 Dimensions	32x40	Associated Document Count	0
Original Price	\$350,000	Days On Market	55

FINANCIAL

Assessed Value: Land	\$0	Assessed Value: Buildings	\$0
Total Assessed Value	\$0		

REMARKS

Remarks Sunnyside Market/Deli...a business opportunity at the Gateway to Glacier Bay in Gustavus, Alaska. Market/Deli main building built in 2012, two 8X20 storage buildings and land are included. Location is perfect, just off the "Four Corners." Experience the aura of this growing, thriving community just a 20 minute flight from Juneau.

ADDITIONAL PICTURES

Outside Seating



Produce For Sale



Interior Market & Sandwich Shop



Weekend Public Market



Covered Entry and Eating Area



Business Opportunity



Favorite Gustavus Hangout

DISCLAIMER

This information is deemed reliable, but not guaranteed.

Sunnyside Market

Outdoor/Indoor Serving Security Plan

1. All minors must be accompanied by an adult (age over 21) while in the restricted area when any alcohol is being served/sold/consumed.
2. All new patrons are carded upon ordering alcohol.
3. All staff is trained in the identification of fake IDs.
4. Wooden, 4 foot is around the outdoor servicing area.
5. Underaged persons will be monitored closely by our professionally trained alcohol servers.
6. Proper egress from the outdoor service area will always remain unobstructed.
7. ABC mandated posters as required by law are posted inside Sunnyside Market and at the entrances of the outdoor seating area.
8. All entrances and exits will provide clear notice that NO ALCOHOL IS ALLOWED BEYOND THE OUTDOOR SEATING AREA.
9. Keeping outdoor seating area viable without any increased risk to minors exposed to alcohol WILL continue to be a part of our training for our staff.
10. All safety related operations for our current liquor service will additionally be enforced in the new service area.
11. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted.
12. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages.
13. Our top priority continues in providing safety for all guests regarding the service of alcoholic beverages.
14. Servers will be present in the outdoor area to monitor consumption



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 550 W 7th Avenue, Suite 1600
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alcohol.licensing@alaska.gov
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Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A menu or expected menu listing the meals, including entrees prepared onsite and offered to patrons, and copy of the DEC Food Service Permit (or corresponding DHHS documentation for licenses located in the Municipality of Anchorage) must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:	Strawberry Point Natural Foods LLC				
License Type:	Restaurant/Eating Place - Public Convenience	License Number:			
Doing Business As:	Sunnyside Market				
Premises Address:	25 Dock Rd.				
City:	Crustavus	State:	AK	ZIP:	99826
Contact Name:	Bonny Danielsen	Contact Phone:	(907)-479-7109		

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

1. ☐ Dining after standard closing hours: AS 04.16.010(c)
2. ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
3. ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
4. ☒ Employment for persons 16 or 17 years of age: AS 04.16.049(c)
 NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY	
Transaction #:	100059233
Initials:	



Alcohol and Marijuana Control Office
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Anchorage, AK 99501
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Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Minor Access

Review AS 04.16.049(a)(2); AS 04.16.049(a)(3); AS 04.16.049(c)

List where within the premises minors are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the Kitchen.)

Minors will be allowed in dining area and present in kitchen.

Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.

An owner or manager will always be present on premises during business hours. We have taken the TAP course and are familiar and ready to take all laws seriously. The Alcohol service area is separate from food prep area, and all backstock will be secured and inaccessible.

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?

Yes ☒ No ☐

Section 4 – DEC Food Service Permit

Per 3 AAC 304.910 for an establishment to qualify as a Bona Fide Restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

Please follow this link to the DEC Food Safety Website: <http://dec.alaska.gov/eh/fss/food/>

Please follow this link to the Municipality Food Safety Website:

<http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>

IF you are unable to certify the below statement, please discuss the matter with the AMCO office:

Initials

I have attached a copy of the current food service permit for this premises OR the plan review approval.

Submitted 3/25/21 attached

BD

*Please note, if a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.



Alcohol and Marijuana Control Board
550 W 7th Avenue, Suite 1000
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Item #9.

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Hours of Operation

Review AS 04.16.010(c).

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

Tues - Sat, 9am - 6pm

Section 6 – Entertainment & Service

Review AS 04.11.100(g)(2)

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes ☒ No ☐

If "Yes", describe the entertainment offered or available and the hours in which the entertainment may occur:

Local musicians offering music from 3pm - 6pm

Food and beverage service offered or anticipated is:

☐ table service ☐ buffet service ☒ counter service ☐ other

If "other", describe the manner of food and beverage service offered or anticipated:



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Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

AMCO Enforcement Review:

Enforcement Recommendation:

Approve

Deny

☐
☐

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

Date

Enforcement Recommendations:

AMCO Director Review:

Approved

Denied

☐
☐

Signature of AMCO Director

Printed name of AMCO Director

Date

Limitations:

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<https://www.commerce.alaska.gov/web/amco>
 Phone: 907 269 0350



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 7 – Certifications and Approvals

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

There are tables or counters at my establishment for consuming food in a dining area on the premises.



I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.
 This menu includes entrees that are regularly sold and prepared by the licensee at the licensed premises.



I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.



I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted
(AB-03 applications that accompany a new or transfer license application will not be required to submit an additional copy of their premises diagram.)



I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Signature of Notary Public

Bunny Danielsen
 Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 10/17/21

N FAREVAAG
 Notary Public, State of Alaska
 Commission # 171017014
 My Commission Expires
 October 17, 2021

Subscribed and sworn to before me this 25th day of March, 20 21

Local Government Review (to be completed by an appropriate local government official):

Approved

Denied



Signature of local government official

Date

Printed name of local government official

Title



Application for Food Establishment Permit

Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety and Sanitation Program



Permit ID:

Section 1- GENERAL INFORMATION (All applicants complete entire section - please print).

Purpose (check one) ☐ New ☐ Information Change ☐ Extensive Remodel ☒ Change of owner/operator ☐ Reactivate

Owner/Business Information	Name of Entity or Owner Responsible for Food Service <u>Strawberry Point Natural Foods LLC</u>		AK Business License # <u>211 9379</u>	
	Business/Corporate Mailing Address <u>Box 125</u>		City <u>Gustavus</u>	State <u>AK</u> Zip <u>99826</u>
	Business/Corporate Phone <u>907-697-3060</u>		Email <u>spnaturalfoods@gmail.com</u>	
	Owner(s) or Corporate Officer(s) & Title(s) or Responsible Party <u>Bonny and Lance Danielson, Owners</u>		Fax	
	Type of Entity <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other: <u>LLC</u>			

Establishment Information	Establishment Name <u>Sunnyside Market</u>		Physical Location <u>25 Dock Rd.</u>		Nearest Community <u>Gustavus</u>	
	Establishment Mailing Address <u>Box 125</u>		City <u>Gustavus</u>	State <u>AK</u>	Zip <u>99826</u>	
	Establishment Phone <u>907-697-3060</u>		Fax		Contact Person <u>Bonny Danielson</u>	
	Establishment Physical Address <u>25 Dock Rd</u>		City <u>Gustavus</u>	State <u>AK</u>	Zip <u>99826</u>	
	SEATING: (Food Service Only) <input type="checkbox"/> N/A <input checked="" type="checkbox"/> 25 or less <input type="checkbox"/> 26-100 <input type="checkbox"/> > 101					

TYPE OF OPERATION Please describe the type of facility you plan to open below (i.e. restaurant, bar, grocery store, etc.)

Grocery store and Deli

SECTION 2 - NEW OR EXTENSIVELY REMODELED FACILITIES

- a. A plan review will be required if your facility has never been permitted by the Alaska's Food Safety and Sanitation Program; has not had an active permit in the last five years; will be extensively remodeled; or is a new construction. If any of these apply, a Plan Review Application is required to process your application. Have you attached the Plan Review Application? ☐ Yes ☒ No

SECTION 3 - COMPLETE FOR ALL FOOD ESTABLISHMENTS (Check all that apply)

FOOD SERVICE ESTABLISHMENTS

- a. A copy of your menu will be required. Have you attached a copy of the proposed menu? ☒ Yes ☐ No
- b. Attach appropriate label, placard, or menu notation for the consumer advisories if you serve:
☐ Wild Mushrooms ☐ Unpasteurized juices ☐ Farmed halibut, salmon, or sablefish
☐ Raw/undercooked animal foods such as beef, shell eggs, lamb, pork, poultry, seafood, and shellfish.
- c. Methods of food preparation (check the one that most closely describes the establishment):
☒ Assembly of Ready to Eat Foods ☐ Cook and Serve
☐ Hot or cold Service for 2 hours or more is done
☐ Complex (Preparation 1 day or more in advance, cooling and reheating is done).
- d. Style of Service ☒ Counter Service ☐ Self Service (i.e. buffet line, salad bar) ☐ Table Service
☐ Other:
- e. Do you plan to operate as a caterer? ☐ Yes ☒ No
 If yes, list all the equipment used to protect food from contamination and maintain product temperature during:
 Transportation: Hot or Cold Holding:

Permit ID(s)	Establishment Name(s)
f.	Will your food establishment be a <u>kiosk</u> or <u>mobile unit</u> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Are employee toilets available within 200 feet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you have an agreement with another business to use their restrooms, please attach written verification.</i>
	Portable water tanks, plumbing, and hoses are NSF or FDA approved components? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If you have a kiosk, is it located outside of a building? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will you have a service provide water or remove wastewater? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide a letter of agreement from water hauler or wastewater hauler outlining services provided and frequency.</i>
g.	Will another permitted food establishment (<u>commissary</u>) provide support to your facility? If yes, attach a copy of the <u>Commissary Agreement</u> . <input type="checkbox"/> Yes <input type="checkbox"/> No
FOOD PROCESSORS	
a.	A copy of a label for each type of product you will produce is required. Have you attached food labels of each product to be produced? <input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Describe who you will be distributing your product to (i.e. grocery stores, etc.)
c.	Will you be doing any of the following processes? Check all that apply. <input type="checkbox"/> Reduced Oxygen Packaging <input type="checkbox"/> Smoking <input type="checkbox"/> Other: <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div> <input type="checkbox"/> Low Acid Canned Foods <input type="checkbox"/> Curing <input type="checkbox"/> Shelf Stable Acidified Foods <input type="checkbox"/> Dehydrating <i>Be sure to check with your local Environmental Health Officer for any applicable forms and FDA requirements.</i>
d.	Do you have a <u>HACCP Plan</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>Required for high hazard food processors such as smoking, curing, acidifying, dehydrating, thermally processing low acid foods, reduced oxygen packaging, etc.</i>
e.	You are required to have a product coding system and a <u>recall plan</u> . Have you attached a copy of the coding system and recall procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No
MOBILE RETAIL VENDOR SELLING SEAFOOD	
a.	A list of products that you will be selling is required. Have you attached a copy of the list of products? <input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Provide names of suppliers where you will be purchasing your product.
c.	Will <i>all</i> of your product be prepackaged? <input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Will another permitted food establishment (<u>commissary</u>) provide support to your facility? If yes, attach a copy of the <u>Commissary Agreement</u> . <input type="checkbox"/> Yes <input type="checkbox"/> No
MACHINES VENDING POTENTIALLY HAZARDOUS FOODS	
a.	Have you attached the label that will be affixed to the front of each machine with name, physical address, and phone number of the permitted food establishment servicing the machine? <input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 4 – Food Managers Certification/Alaska Safe Food Worker Card	
a.	Have you attached a copy of a <u>Food Manager's Certification</u> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <i>The operator of a food establishment that serves and prepares unwrapped or unpackaged food, except for a bar, tavern, or limited food service, must have at least one Certified Food Protection Manager who is involved in the daily operations of the establishment.</i>
b.	Does everyone who works or will work at the food establishment have a <u>Food Worker Card</u> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <i>An operator of a food establishment shall keep on file a copy of the Food Worker Card issued by the department for each employed food worker and make the copy available to the Department upon request.</i>
<i>I declare, under penalty of unsworn falsification, that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete. I agree to pay all fees before operating.</i>	
Applicant's Signature	Date <u>3/25/21</u>
Applicant's Printed Name <u>Bonny Danieben</u>	Title <u>Owner</u>

Sunnyside Market Sample Menu:

- ♣ Made to order Deli Sandwiches
- ♣ Ploughmans Lunch Board
- ♣ Charcuterie Plate
- ♣ Daily Soup with Bread
- ♣ Daily Hot Sandwich/meal Special
example:
 - Hot pastrami
 - Baked potato
- ♣ Daily Green Salad
- ♣ Fresh Baked Goods
example:
 - Muffins
 - Cookies
 - Cinnamon rolls
- ♣ Soft Serve Ice Cream

Sunnyside Market Sample Menu:

- ✦ Made to order Deli Sandwiches
- ✦ Ploughmans Lunch Board
- ✦ Charcuterie Plate
- ✦ Daily Soup with Bread
- ✦ Daily Hot Sandwich/meal Special
example:
 - Hot pastrami
 - Baked potato
- ✦ Daily Green Salad
- ✦ Fresh Baked Goods
example:
 - Muffins
 - Cookies
 - Cinnamon rolls
- ✦ Soft Serve Ice Cream

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-09NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. In Fiscal Year 2022, the following City held account balance transfers to be made for reasons stated.

Section 3. The budget is amended to reflect the changed estimates as follows:

Amounts

ACCOUNTS	Account Balance*	Amended balance	Change
<i>*Approximate, this is a dynamic value.</i>			
APCM – Endowment Account	\$1,626,310.62	\$ 1,581,649.33	<\$ 44,661.29>
<i>2022 Endowment Funds for disbursement through grant application process, per motion in August 9, 2021 meeting. This is \$12.53 less than the approved grant program amount to correct an error in last year's withdrawal, which withdrew the full amount for the grant program but should have been \$12.53 less due to unspent awarded funds from the prior year (2019 EFG-GHH) being a portion of the total 2021 grant program amount.</i>			
FNBA Endowment Fund			
Checking account	\$ 38,441.73	\$ 83,103.02	\$ 44,661.29
<i>2022 Endowment Fund Grant Checking account for disbursement</i>			
<hr/> Total Change in 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: November 8, 2021

DATE OF PUBLIC HEARING: December 13, 2021

PASSED and **APPROVED** by the Gustavus City Council this __th day of December, 2021.

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**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 FY22-03RM**Snowplowing
Request for Quotation****THIS IS NOT AN ORDER**COVER SHEET

Important Dates:

Issue Date: Oct. 11, 2021**Bid Submittal Due: Oct. 25, 2021**

Deliver to: Gustavus City Hall

By: 2:00 p.m.

Bid Opening: Oct. 25, 2021

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 2021-2022. 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 November 9, 2021, to April 30, 2022.

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 10-23-21Business License # 305980 Contractor's License Number # 30143Insurance Company Liberty Mutual Policy Date _____ Provided ☐ on fileBusiness Name Glacier Bay Construction Inc.Mailing Address PO Box 389 Physical Location 98 Gustavus RdCell or Business Phone # 907-201-0514 Fax # _____By Kenneth J. Marchbanks
Print Name

Signature

* strikeout roads and areas not included. Mileage updated to reflect.

(KSM)

BID SCHEDULE

Item #11.

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
Ghase Dr	0.43
Jensen Rd	0.24
Hemlock Rd	0.24
Rink Creek Rd	3.73
Buey 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 9.2
Enter bid rate per mile	\$ 200 ⁰⁰
Enter total for roads (Rate/Mi) x (22.47-mi) =	\$ 1840 ⁰⁰
9.2	
Area Name	Area cost
City Hall access driveway and parking areas	\$ 140
Gustavus Public Library drive & parking	\$ 160
Community Chest parking	\$ 110
Boat harbor road, ramp, 72 hr parking main area	\$ 500
Disposal & Recycling Center access & parking	\$ 75
Fire Hall paved apron	\$ 50
Enter total for Areas =	\$ 1035
Enter total 1 time plowing bid (Roads+Areas) =	\$ 2875

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**

CAT 130G motor grader / front plow	275 ⁰⁰
Bobcat T740 CTL / 12' snow pusher	225 ⁰⁰
JD544G Loader	235 ⁰⁰

Bidding Firm Glacier Bay Construction Inc. Name Kenneth J. Marchbanks

Signed  Date 10-23-21

Bid Opening for RFQ FY22-03RM

Date of opening: 10/25/2021 Place: Gustavus City Hall Time: 2:00pm

1. Bid Envelope received on 10/25/2021

Total bid: \$ 2875

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

~~2. Bid Envelope received on~~

~~Total bid: \$ _____~~

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

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 Eduarda Loggins verified the lowest responsible bidder to be Glacier Bay Constructors Inc.



Karen Platt, CMC, City Clerk



Eduarda Loggins, City Treasurer

RFP RESPONSE TO GOOD RIVER BRIDGE REPAIR CIVIL ENGINEERING EVALUATION AND RECOMMENDATIONS



RESPECTFULLY SUBMITTED BY:
MARK SAMS, P.E., S.E. PRINCIPAL
PND ENGINEERS, INC.
9360 GLACIER HIGHWAY, SUITE 100,
JUNEAU ALASKA, 99801
PHONE: 907.586.2093 • FAX: 907.586.2099
MSAMS@PNDENGINEERS.COM



ENGINEERS, INC.

Item #12.

October 14, 2021

PND 21J108

Tom Williams, PhD, City Administrator
City of Gustavus
Gustavus City Hall
PO Box 1
Gustavus, Alaska 99826

Re: Good River Bridge Repair

Dear Mr. Williams and Selection Committee Members:

PND Engineers, Inc. (PND) is pleased to submit our qualifications for Civil Engineering and Recommendations services on the Good River Bridge Repair project. PND has assembled a team that is perfectly suited for this needed bridge repair project, having successfully completed many similar projects throughout Alaska. PND has a long history working on various bridge projects, including work on many AKDOT bridges. PND specializes in civil, structural and geotechnical engineering, with 41 years of experience providing similar, professional services throughout Alaska based out of our local offices. Our Team consists of innovative, motivated, and experienced professional engineers local to Southeast Alaska, with the availability to complete the work on a tight schedule. Our Team will make this a priority project and have the capacity to do the work.

We understand that cost control is critical due to funding limitations for the bridge repair project. Our small, cohesive Team will be innovative through value engineering (balancing costs vs. various embankment stabilization methods and evaluating project impacts to minimize construction costs) and our past experience working on similar timber style bridge structures will allow us to deliver all services in a cost-effective manner. We will put a focus on using cost effective local materials and construction techniques that can be installed by local contractors. Our Team will be fee conscience by building off the existing AKDOT inspection report and recommendations and a single site visit with the actual design engineers. Our Team knows how to develop concise, clear and biddable construction documents and have done so many times in the past for many local Southeast communities including the City of Gustavus. We strongly believe in working closely with our clients to understand the issues at hand, to develop cost effective solutions and to provide the desired end result.

Located in Juneau, our Team can travel to Gustavus on short notice and with minimal travel costs to address project issues and engage the community and project stakeholders. Our direct experience will translate into well-conceived and highly developed repair recommendations that can be used to develop into a concise set of construction documents and tailored specifically to meet the needs of the project.

PND welcomes the opportunity to serve you on this important bridge repair project. Mark Sams, P.E., S.E. is a principal located in PND's Southeast office in Juneau with full corporate and contract authority to bind the firm. PND has all insurances, registrations and licenses to perform all required services under this project. Thank you for reviewing our qualifications and please feel free to contact me if you have any questions regarding our proposal.

Sincerely,
PND Engineers, Inc. | Juneau Office

Mark Sams, P.E., S.E.
Principal

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COMPANY OVERVIEW

PND ENGINEERS, INC. (PND) is a dynamic Alaska civil engineering firm founded as a Type C corporation in 1979. PND is headquartered in Anchorage with branch offices located in Juneau, Palmer, Seattle, Houston, Portland and Vancouver, British Columbia. PND currently ranks among *Engineering News-Record's* Top 500 Design Firms nationwide list for 2020.

PND is a full-service firm, providing: general civil, structural, transportation, geotechnical, waterfront, marine and coastal engineering; surveying; hydrology; value engineering; environmental permitting; contract administration; construction inspection; fabrication inspection; right-of-way acquisition; demolition expertise; and in-house research.

With 41 years of experience, PND offers unique flexibility to provide a diverse package of services. PND maintains a sufficiently large workforce – over 100 full-time employees, just more than half of whom are licensed engineers or surveyors – allowing us to easily complete projects on time and within budget. PND's Juneau office will lead the project, managing the team, schedule and performance of all services. Our Juneau office employs 15 local Southeast residents, including 8 registered professional engineers and we provide service to clients throughout Southeast and Coastal Alaska. PND is committed to providing the necessary resources to perform and complete the project in a timely manner and each PND office provides support to the others depending on the specific professional and scheduling needs for a project.

PND's clients range from private individuals to Fortune 500 corporations and various governments, encompassing a wide range of groups in between. Many of PND's design solutions have received national awards and worldwide press attention. We pride ourselves in developing cost-effective solutions and well-detailed plans and specifications that provide contractors with clear direction so that owners can obtain accurate and competitive bids without excessive risk and result in minimal construction claims. PND is keenly aware of the need for maintaining project cost control in the current fiscal environment.

All necessary business, corporate and professional occupational licenses are currently held by PND to perform the professional engineering and surveying services of this project. Engineers and surveyors licensed in the State of Alaska shall stamp all work requiring registration.

Mark Sams, P.E., S.E. is a Principal, is authorized to make representation for PND and will be the primary contact person. Sean Sjostedt, P.E. will serve as the project manager and the lead geotechnical engineer for the PND Team.

GENERAL OVERVIEW & PROJECT UNDERSTANDING

PND understands that the City of Gustavus is seeking civil engineering evaluation and recommendation services for the repair of the Good River Bridge based on a number of recommendations from a recent AKDOT bridge inspection which included existing bank stabilization at one abutment and replacement of a number of guardrail posts on the bridge and the approaches. It is understood that the preliminary part of this project is to conduct a site visit to evaluate AKDOT's recommendations, and develop recommendations for existing embankment erosion at the abutments. PND understands this project is being conducted by the City of Gustavus and will not include AKDOT and the funding for the work will be provided by the City for both design and construction phases.

Project will improve:

- Pedestrian safety
- Pedestrian connectivity
- Accessibility
- Signage
- Off-road Parking

This project will provide detailed recommendations for railing post replacement outlined in the AKDOT observations and as observed during a site visit. The project will also look at the geotechnical options for stabilizing the existing soil embankments and particularly the northwest side of the west embankment. The current bridge structure is functioning, but the railing system is failing due to timber decay and will need some of the posts replaced to maintain safe access across the bridge. This project will address these observations from the AKDOT inspection report and will also provide geotechnical recommendations to prevent soil erosion along the soil embankments. Additionally, any structural items that are observed on the bridge during the site visit will be addressed in a report with recommendations.

DESIGN TEAM

PND Engineers has a long-standing history with timber bridge structures as well as soil embankment stability projects in Southeast Alaska. Our team of engineers has significant condition inspection, design, permitting, and construction inspection experience. The team also has significant experience developing construction documents for a number of southeast communities. Are engineers of worked many times of the years in Gustavus with both public and private clients. Example projects in and around Gustavus include the Gustavus Medical Clinic, Gustavus City Hall Addition, Gustavus School, Gustavus Library and Gustavus Recycle Building. This past work has included condition assessments, conceptual design and layout and final construction documents. Our Team is well-known to the many communities in Southeast AK and we have provided many successful projects to the community.

Our Team has worked in Gustavus for the past four decades and we understand the needs of the community and the city staff. Our innovative design approach coupled with strong contracting skills have delivered all of our past projects on time and within budget.

We are excited to bring our engineering team's bridge design and construction experience to Gustavus for the development repairs to the good River Bridge. Our past bridge and related designs are found statewide but as Southeast Alaska based firm, a majority of our work is found within the Tongass National Forest and its communities. PND is part of a team that holds the second successive three-year IDIQ (indefinite delivery/indefinite quantity) or term contract with the Forest Service for both National Forests (Tongass and Chugach) for landscape architectural services that focus primarily on the development of USFS facilities including bridges. PND has been and continues to be a key team member to the IDIQ team providing survey, civil, structural and geotechnical engineering support for these USFS facility projects. PND has also work on a number of AKDOT bridge projects in Juneau including the Basin Road Trestle project which is a very similar timber bridge. PND also provided structural, civil and hydrology/hydraulic design services for the Falls Creek timber bridge replacement project in Petersburg for the USFS. This existing bridge had significant erosion issues at one of the abutment and PND provided a replacement design that worked with the existing site and reduce the erosion issues on the new bridge abutments. PND also provides bi-annual services to both HGCMC and Kensington mines to conduct condition inspections of their existing bridges along their road system. PND has provided repair and replacement design construction documents to both mine facilities over the many years of inspection services.

Project Role: Principal in Charge



Mark Sams has 12 years of field and office professional civil and structural engineering experience throughout Alaska. His experience includes project management, geotechnical investigations, condition assessments, structural and civil design projects. Mark has worked on many structural/civil projects throughout Southeast Alaska including projects consisting of concrete/ACP paving, site civil design, stormwater collection and utility services. Structural design experience includes light framed timber and steel frame structural systems for both large and small building. Mr. Sams also provides construction administration and inspection services for both civil and structural projects. Mr. Sams has worked on permitting projects for both state and federal agencies.

EDUCATION

B.S. Civil Engineering,
University of Alaska
Fairbanks, 2009

REGISTRATIONS

Civil Engineer: Alaska
#14051, 2013
Structural Engineer:
Alaska #126427, 2018

CERTIFICATIONS

Western Alliance for
Quality Transportation
Construction (**WAQTC**)
Qualification, Alaska
#1194

AWS D1.1 Certified
Weld Inspector,
#12040130

ACI Concrete Field
Testing Technician-
Grade 1, #1247529

REFERENCES

Erich Schaal, P.E., Port
Engineer, CBJ Docks
and Harbors,
907.586.0397

Matthew McGuan, P.E.
Civil Engineer, USCG
CEU Juneau
907.463.2430

Karl Hagerman,
Petersburg Borough
Utility Director,
907.772.4430

SELECTED RELEVANT PROJECT EXPERIENCE

Falls Creek Bridge, Petersburg, Alaska. Project Manager/Structural/Civil Engineer. Mark provided project management for a USFS bridge over Falls Creek outside of Petersburg, AK. The project included a geotechnical analysis of the bridge abutments, a hydrological analysis of the stream flow, civil site plan and structural design. Mark was able to coordinate the various disciplines to provide a constructible bridge for the USFS within the project schedule and budget.

HGMC Falls Creek Bridge Replacement, Hawk Inlet, Alaska. Project Manager/Structural and Civil Engineer. Mark provided project management services to design a bridge replacement project for Hecla Greens Creek Mine. The project included conducting a geotechnical investigation to verify bedrock materials and rock anchor tension capacities. The geotechnical report was used to design a new concrete retaining wall/geo-grid fill embankment over a new 6' diameter culvert pipe. The project included providing site grading plans and site layout for existing utilities. Mr. Sams worked with the Owner to address USFS review comments during the design work.

Rasmus Enge Memorial Bridge, Petersburg, AK. Structural Condition Inspection. Mr. Sams provided structural inspections for a 400' long timber trestle bridge. Inspections included visual observations, probing and using a micro second timer to map timber decay. Mr. Sams was able to provide a list of repair recommendations to the Owner and estimate the remaining life of the structure.

Basin Road Trestle, Juneau, AK. Condition Assessment and Design. Mr. Sams conducted a condition inspection of an existing 400' long timber trestle bridge. NDT inspection methods were used to map decay in structural members. Mr. Sams was then able to provide a comprehensive list of recommended repairs and an Alaska DOT load rating for the bridge after the repairs were completed.

Thomas Basin Harbor Improvements, Ketchikan, AK. Structural Design. Mr. Sams provided structural design services for vehicle accessible timber and steel thru way along Thomas Basin Harbor. Mr. Sams used modeling software to design timber spans and decking. Mr. Sams also design guardrails and guardrail connections to the structure.



Mr. Sjostedt has 10 years of engineering experience in Alaska, specializing in geotechnical and civil engineering. His geotechnical experience includes planning and implementing both onshore and offshore geotechnical investigations of varying magnitudes, deep and shallow foundation design, road and trail structural section design, seismic analyses, and slope stability and settlement analysis. Sean's geotechnical services have supported a wide range of projects of varying scopes and scales for both public and private clients. Such projects include buildings, site development, parking lots, roads, bridges, trails, offshore and waterfront infrastructure, utilities, and remote facilities for many sectors. His civil design experience includes site/civil planning and layout, surface drainage, storm water system design, and grading plans.

EDUCATION

B.S. Civil
Engineering,
University of Idaho

REGISTRATION

Professional Civil
Engineer:
Alaska #102428

CERTIFICATION

American Concrete
Institute Certified
Field Technician

REFERENCES

Karl Hagerman,
Utility Director,
Petersburg Borough,
907.772.542

Greg McIntyre,
SEARHC Facilities
Consultant,
907.966.2411

Pete Schneider,
USFS Natural
Resource Specialist,
907.789.6639



*Falls Creek Bridge
Replacement*

SELECTED RELEVANT PROJECT EXPERIENCE

Falls Creek Bridge Replacement, Petersburg, AK. Lead Geotechnical Engineer.

Mr. Sjostedt planned and implemented the geotechnical field investigation and conducted subsequent geotechnical analyses for the Falls Creek Bridge Replacement project on Mitkof Island, Alaska for the U.S. Forest Service. The investigation consisted of two test pits at the proposed location of each new bridge abutment. Geotechnical analyses were performed in accordance with current AASHTO bridge design standards.

Chilkoot Indian Trail Bridge, Haines, AK. Lead Geotechnical Engineer.

Mr. Sjostedt conducted a limited geotechnical investigation consisting of hand-excavated test pits in support of the bridge abutment foundation design of a 30-foot, single-span, trail bridge to support pedestrian and light maintenance vehicle loads. The bridge is on a recreational trail near a housing subdivision built by the Chilkoot Indian Association.

Mendenhall Glacier Recreational Area, Juneau, AK. Geotechnical Investigation

Manager. Mendenhall Glacier Recreational Area is in the midst of a significant improvements and modernization project including new trails, expanded parking areas, large pedestrian bridge, and Welcome Center. Mr. Sjostedt planned and oversaw the field geotechnical drilling investigation which was complicated by numerous stakeholders, extensive underground utilities, limited and difficult access, disturbance minimization requirements, challenging subsurface conditions, and maintaining visitor access.

Sitka SEARHC Hospital Site Analysis. Lead Geotechnical Engineer.

The Southeast Alaska Regional Health Consortium is planning to construct a new medical campus in Sitka to replace the existing aging campus. Sean organized and managed the geotechnical investigation to support the civil and structural design elements of the project. The investigation consisted of drilling boreholes in areas of difficult access, thick vegetation, and wetlands that could not be disturbed. The investigation was completed in 2018.

Maier Drive Force Main Replacement, Juneau, AK. Lead Geotechnical Engineer.

Mr. Sjostedt organized and conducted a drilling investigation supporting the design of a sanitary sewer force main to be installed by horizontal direction drilling techniques. The investigation consisted of drilling three difficult-access boreholes in wetland and intertidal areas on the banks of the Mendenhall River.

FALL CREEK BRIDGE (USFS) PETERSBURG, AK. The US Forest Service had noted in their routine bridge inspections that the bridge across Falls Creek on Mitkof Island was deteriorating. Glued laminated timber girders and timber abutment backwall members had fungus blooms and the timber was soft and could be torn apart by a bare hand. After a design-build procurement process they retained a design-build team that included civil engineers from PND Engineers, Inc (PND).

PND retained a local surveyor to perform a topographic survey of the bridge site with adequate upstream and downstream topography to use as part of the hydrologic and hydraulic analysis. A PND geotechnical engineer performed a test pit investigation at both abutments and developed design recommendations for abutments. A PND hydrologist performed a field investigation to calibrate a desktop analysis to determine design stream flows, high water levels at the site, and erosion protection recommendations. PND's civil engineers designed the back protection and grading at the abutments for the new bridge structure designed by others.



BASIN ROAD TRESTLE, JUNEAU, AK. Basin Road provides access to Juneau's historic mining district, a tourist attraction, as well as access to Juneau's drinking water supply well field. The Basin Road Trestle is a 400 foot long, timber-framed, single lane bridge was originally constructed in 1933 and renovated in 1979 and then also in 1989 when a rock slide demolished approximately 50 feet of the trestle. The trestle does not span over a waterway but provides the road bed along a portion of the road with steep side slopes and cliffs.

The Basin Road Trestle deck and railings were deteriorating and the bridge had load restrictions on it, lower than what the City and Borough of Juneau water department trucks weighed. The State of Alaska retained PND to design the replacement of the deck and railing, design necessary repairs and improve the load rating.

PND performed a detailed inspection and developed plans for the necessary repairs and improvements. During the environmental document and preliminary engineering phase it was determined that the bridge was considered historic and improvements needed to maintain its historic integrity. PND designed a rail system that maintained the heavy timber rail originally on the bridge and that was crash-tested per national standards.



RASSMUSEN ENG MEMORIAL BRIDGE, PETERSBURG, AK. The historic Rasmusen Memorial Bridge in Petersburg Alaska was in poor condition and had load restrictions imposed on it by the State of Alaska Bridge Design Section of the Alaska Department of Transportation and Public Facilities. Timber piles showed significant deterioration at mudline, some stringers were broken and had been repaired by questionable methods.

The Petersburg Borough retained PND Engineers to perform a detailed inspection and condition assessment of the bridge. It was recommended that the bridge should be replaced in total. The bridge is historic and the Borough then asked PND to determine what could be done to maintain the historical nature of the bridge while replacing it. PND developed conceptual plans that include new creosote treated timber piles, treated glued laminated timber pile caps and treated glued laminated timber stringers, a timber deck and timber rails. PND researched permitting requirements and determined that if the number of piles were limited then the bridge replacement could be done under a nationwide permit, eliminating significant work in permitting.

The Borough then retained PND to perform geotechnical investigations and surveys of the site so that final replacement designs could be done once project funding became available.



OTHER PROJECT EXPERIENCE — BRIDGE PROJECTS



HGCMC B-Rd. Bridge Inspection



Kensington Mine Bridge Inspection



Jordan Creek Bridge, Juneau



Trout Street Bridge, Juneau



Pelican Boardwalk



Kake Road Bridge Inspection/Design

SCOPE OF SERVICES

The Good River Bridge is an important access route for a number of local residence to access their property on the far side of the Good River. We understand that the existing bridge has a number of issues with the bridge guardrail and the approach guard rails that require repair to maintain safe use of the structure. The Good River Bridge Civil Evaluation and Recommendations will address these repairs as well as evaluate the existing abutment slopes for erosion and subsidence. The evaluation will look at a number of possible remediation options to strength the embankments particularly on the Northwest side of the bridge.

Task 1. Site Visit and Evaluation Report

Upon notice to proceed, PND will plan and coordinate a site visit with the City of Gustavus to evaluate the structure and the embankment issues identified in the provided AKDOT inspection report. The site visit will be conducted under the guidance of PND's Geotechnical Engineer to evaluate the embankment slopes as well as a structural engineer to evaluate the conditions of the guard rails and develop a plan to repair the embankment and guard rails. While onsite PND will observe the structure for any other issues that have been identified or may be identified during the site visit. PND plans on utilizing a small unmanned aircraft system to take detailed photos of the structure, weather permitting, during the site visit that can help view difficult to reach location along the bridge and provide a detailed overview of the embankments.

The second component to this task will be to develop a report that can be provided to the City of Gustavus to review findings from the site visit. This report will be in a letter format with photo documentation of items identified in the report for repair or replacement. This report will also provide a rough order of magnitude costs for the proposed repairs that the City of Gustavus can use to develop a construction budget. This construction budget will also provide an estimated engineering cost to develop the Construction Documents that the City of Gustavus will need to bid a construction project.

Task 2. Final Design and Construction Documents

Once a list of bridge and embankment repairs have been prioritized by the City of Gustavus based on the site visit report in Task #1, PND can begin developing a set of Construction Documents that can be used to bid the construction work. PND anticipates the development of these documents can be completed with a series of design review submittals at 65%, 95% and 100%, which can help reduce the engineering and construction costs. PND will work closely with City of Gustavus throughout the project to address issues important to the community, guide the design, select options and minimize costs.

Beyond the Repair Design (Optional Services)

The PND Team can provide a range of services beyond the final construction document submittal. These items were not addressed in the RFP, but PND can continue to provide services through the bid phase and the construction phase of the project if desired by the City.

PND can provide services during the bid phase such as answering bidder questions, conducting the pre-bid conference and preparing any required addenda. We can provide any design clarifications found necessary during this period and can be proactive in our assistance to properly inform the bidders of the design intent and bidding requirements. With proper engineering attention and interaction during the bidding phase, contractors will be well informed of the contract requirements. Bidders will reduce bid costs when their questions are adequately addressed, when construction related risks are minimized and when design intent is clearly conveyed by the contract documents. Ultimately, PND can review all bids received for conformance to the public bidding requirements and make an award recommendation for the lowest responsive bidder.

PND also can provide construction phase inspection and administration services. This project may not have a significant requirement for on-site inspections, but PND can provide periodic inspection during construction to verify the contractor is performing the work according to the contract documents. PND also can provide submittal review, RFI, RFP, run progress meetings and review pay request assistance during construction.



CITY OF GUSTAVUS

Tom Williams, PhD, Administrator

PRIME CONSULTANT – PND ENGINEERS, INC.

Project Management; Civil Engineering; Geotechnical; Structural;
Cost Estimating; Scheduling

Mark Sams, P.E., S.E. — PIC

Sean Sjostedt, P.E. — Geotechnical Engineer

PND will lead the project from our Juneau office. Mr. Sjostedt, P.E. will be the project manager and will serve as the primary contact for the PND Team.

Availability

The PND Team has significant staff availability to meet the scheduling demands of this project. We are adequately staffed and prepared to handle all aspects of this project. We will start immediately and are fully available through project completion. As Project Manager, Mr. Sjostedt has adequate available time to be responsive to all contract needs and client expectations. All other team members maintain very open schedules and this project will be a top priority for PND. We have estimated the percentage of time that key personnel will be available and committed to the City of Gustavus for the anticipated performance period.

Key Staff	Current and Upcoming Project Commitments	% Available	Hourly Rate
Mark Sams, P.E., S.E.	USCG Southeast Inspections	50%	\$195
Sean Sjostedt, P.E.	SEARHC Hospital	60%	\$155

Budget

The PND Team proposes the following budget for Task 1 of this project. This budget is proposed as a T&M budget that can be optimized as needed based on the complexity of the geotechnical aspects of the project. The budget below includes a day trip for the engineering team to conduct a site visit. The budget includes a design narrative, geotechnical report and recommendations for the City of Gustavus to review. A ROM cost estimate will be provided as part of the report which will include the proposed geotechnical options and the recommended structural repairs. The cost estimate can be used to develop a construction project budget.

This budget does not include the Task 2 items which include final construction documents. Since there is a number of unknown geotechnical questions, the Task 2 budget can be more accurately estimated after a site visit is conducted and the City of Gustavus has decided on a direction for the geotechnical improvements. The following is an estimate of our fee for Task 1. The estimate includes all anticipated costs including labor, expenses, travel, overhead and benefits.

Task 1 - Fee Estimate		
Firm	Role	Estimated Fee
PND Engineers	Site Visit, Geotechnical and Structural Repair Report	\$ 15,500.00
	Total	\$ 15,500.00



ENGINEERS, INC.

*PND Engineers, Inc. thank you for reviewing our proposal.
We look forward to the opportunity to work with you on the
Good River Bridge project.*