



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, November 09, 2020 at 7:00 PM
via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

MEETING LINK: <https://us02web.zoom.us/j/83939710045>

MEETING ID: 839 3971 0045 **PASSWORD:** 077162 **PHONE NUMBER:** 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement
Nurse Practitioner, Lisa LaGrange Recognition

APPROVAL OF MINUTES

- [1.](#) 10-12-2020 Special Meeting Minutes
- [2.](#) 10-12-2020 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [3.](#) EOC COVID-19 Update
- [4.](#) Gustavus Visitor Association Quarterly Report
- [5.](#) Disposal and Recycling Center Quarterly Report
- [6.](#) City Treasurer Quarterly Report and Monthly Financials
- [7.](#) City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

- [8.](#) State of Alaska COVID-19 Community Engagement Team
- [9.](#) AP&T Gustavus Intertie Team Presentation

CONSENT AGENDA

- [10.](#) Certificate of Records Destruction
- [11.](#) City of Gustavus waives the right to file a protest of the Snug Harbor Liquor License Transfer and Renewal
- [12.](#) FY20-12NCO Introduction Endowment Fund Grant Transfer (Public Hearing 12-14-2020)
- [13.](#) FY21-11NCO Introduction Departmental Budgets (Public Hearing 12-14-2020)
- [14.](#) FY21-10NCO Introduction AMLIP Road Maintenance-FY21 Transfer (Public Hearing 12-14-2020)

- [15.](#) FY21-09NCO Introduction AMLIP CARES Act Account Transfer (Public Hearing 12-14-2020)
16. Approve Issuance of Salmon River Small Boat Harbor Boat Launch Repair RFQ FY21-XXMF

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

- [17.](#) CY20-23 Emergency Declaration

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: November 4, 2020 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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

**CITY OF GUSTAVUS
CITY COUNCIL SPECIAL MEETING
OCTOBER 12, 2020**

MINUTES

ROLL CALL

PRESENT

Vice Mayor Brittney Cannamore
Council Member Joe Clark
Council Member Shelley Owens
Council Member Joe Vanderzanden

There are four members present and a quorum exists

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was by Council Member Clark

APPROVAL OF MINUTES

MAYORS REQUEST FOR CHANGES

There were no requests for agenda changes. Hearing no objections, Vice Mayor Cannamore announced the agenda as set by unanimous consent.

COMMITTEE / STAFF REPORTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

1. Swearing in of new Council Member Seats C, D and G

City Clerk, Karen Platt conducted the swearing in of Tania Lewis-Seat C, John Buchheit-Seat D and Mike Taylor-Seat G.

Additional Council Members Present

Tania Lewis
John Buchheit
Mike Taylor

2. Election of Mayor

Motion-Council Member Vanderzanden moved to nominate Brittney Cannamore for Mayor.

Seconded by Council Member Clark.

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

City Clerk, Karen Platt conducted the swearing in of Council Member Brittney Cannamore as Mayor.

3. Election of Vice Mayor

Motion-Council Member Clark moved to nominate Council Member Vanderzanden as Vice Mayor

Seconded by Vice Mayor Cannamore.

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

City Clerk, Karen Platt conducted the swearing in of Council Member Vanderzanden as Vice Mayor.

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Lewis

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

Hearing no objections, Mayor Cannamore adjourns the meeting at 6:48 PM.

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
OCTOBER 12, 2020**

MINUTES

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Joe Clark
Council Member Shelley Owens
Council Member Mike Taylor
Council Member Tania Lewis
Council Member John Buchheit
There are seven members present and a quorum exists

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

1. 09-21-2020 General Meeting Minutes
 2. 10-09-2020 Special Meeting Minutes
- Motion-Council Member Vanderzanden moved to approve by unanimous consent the General Meeting Minutes from 09-21-2020 and the Special Meeting Minutes from 10-09-2020.
- Seconded by Council Member Clark.
- Voting Yea: Mayor Cannamore, Council Member Clark, Council Member Owens, Council Member Taylor, Vice Mayor Vanderzanden, Council Member Lewis, Council Member Buchheit

MAYOR'S REQUEST FOR AGENDA CHANGES

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

COMMITTEE / STAFF REPORTS

3. Gustavus Volunteer Fire Department COVID-19 Update & Quarterly Report
Fire Chief, Travis Miller provided a quarterly report summary and COVID-19 Update
4. Gustavus Public Library Quarterly Report
Library Administrative Director, Michelle Snowden provided a written quarterly report and oral summary.
5. Treasurer Monthly Reports
City Treasurer, Phoebe Vanselow provided routine written monthly financial reports.
6. City Administrator General Meeting Report
City Administrator, Tom Williams provided a written report and oral summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Jon Howell

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

7. Award RFQ FY21-02RM for FY21 Snowplowing

Motion-Council Member Clark moved to award RFG FY21-02RM for FY21 Snowplowing.

Seconded by Council Member Vanderzanden.

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

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Owens

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

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

Motion-Council Member Taylor moved that the council proceed into Executive Session for the discussion of a legal matter critical to the City.

Hearing no objections, motion is passed by unanimous consent.

Mayor Cannamore closed the General Meeting at 7:40 PM.

Mayor Cannamore closed the Executive Session and opened the General Meeting at 8:03 PM.

ADJOURNMENT

Hearing no objections, Mayor Cannamore adjourns the meeting at 8:04 PM

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

SITUATION REPORT

1. Incident Name:	Gustavus Alaska 2020 COVID-19 Response																																	
2. Incident # SITREP #4	3. Date/Time: October 28, 2020, 2020 1100hrs	4. Prepared By: Travis Miller, Gustavus Fire Chief , Incident Commander																																
5. Jurisdiction Name: City of Gustavus, Alaska																																		
6. COVID-19 Confirmed Cases Status and Testing Results																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5" style="text-align: center;">Gustavus Case Count</th> <th colspan="5" style="text-align: center;">SEARHC Local Testing Results</th> </tr> <tr> <th style="text-align: center;">Positive Cases</th> <th style="text-align: center;">Resident Cases</th> <th style="text-align: center;">Non-Resident Cases</th> <th style="text-align: center;">Hospitalizations required</th> <th style="text-align: center;">Recoverd Cases</th> <th style="text-align: center;">Total Tests Performed</th> <th style="text-align: center;">Test Results Pending</th> <th style="text-align: center;">Negative Test Results</th> <th style="text-align: center;">Positive Test</th> <th style="text-align: center;">Unique Positive Patients</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">1</td> <td style="text-align: center;">5</td> <td style="text-align: center;">0</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1025</td> <td style="text-align: center;">10</td> <td style="text-align: center;">1009</td> <td style="text-align: center;">6</td> <td style="text-align: center;">5</td> </tr> </tbody> </table>					Gustavus Case Count					SEARHC Local Testing Results					Positive Cases	Resident Cases	Non-Resident Cases	Hospitalizations required	Recoverd Cases	Total Tests Performed	Test Results Pending	Negative Test Results	Positive Test	Unique Positive Patients	6	1	5	0	6	1025	10	1009	6	5
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<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><small>*One positive case is from someone who tested out of state prior to departing into Alaska and was still waiting results upon arrival</small></p> </div> <div style="width: 48%;"> <p><small>*One patient tested positive on two separate tests. * Data includes clinic, airport & asymptomatic sites</small></p> </div> </div>																																		
7. General Situation - Red text indicates new information from the last published update & a strike through indicates the task is done or the item was denied																																		
<p>COVID-19 Alaska Specific Current Information:</p> <ul style="list-style-type: none"> • Alaska Department of Health and Social Services COVID-19 Dashboard • Alaska COVID-19 Health Mandates: <ul style="list-style-type: none"> ○ May 12, 2020 Health Mandate 18: Intrastate Travel (<i>revised 7/5/20</i>) ○ April 23, 2020 Health Mandate 17: Protective Measures Comm. Fishing Vessels (<i>revised 5/22/20</i>) ○ April 15, 2020 Health Mandate 15: Services by Health Care Providers (<i>revised 6/17/20</i>) ○ April 13, 2020 Health Mandate 14: Non-congregate Sheltering Order (<i>revised 4/23/20</i>) ○ March 11, 2020 Health Mandate 10: Interstate and International Travel (<i>revised 10/15/20</i>) • Alaska COVID-19 Health Alerts: <ul style="list-style-type: none"> ○ April 3, 2020 Health Alert 10: Recommendations Regarding the Use of Cloth Face Masks ○ March 13, 2020 Health Alert 04: Recommendations for Keeping Communities Safe 																																		
<p>COVID-19 Gustavus Specific Current Information:</p> <ul style="list-style-type: none"> • City of Gustavus's COVID-19 Response Page • City & Borough of Juneau's COVID-19 Dashboard • Southeast Alaska Regional Health Consortium (SEARHC) COVID-19 Page • Need non-medical assistance while Isolating? Contact: Gustavus Helping Gustavus • City of Gustavus COVID-19 related Resolutions <ul style="list-style-type: none"> ○ July 13, 2020 CY20-22 The Wearing of Cloth Face Masks or Face Shield (<i>revised 09/21/20</i>) ○ June 8, 2020 CY20-16 Regarding Access to Marine Facilities ○ March 24, 2020 CY20-11 Declaring a Local Emergency COVID-19 (<i>??revised 11/13/20</i>) 																																		

COVID-19 Gustavus Command Objectives:

- Safeguard health & safety of personnel and the public
- Slow/stop the spread of COVID-19 into Gustavus
- Increase COVID-19 testing capacity
- Care for the sick
- [Provide public information](#)

COVID-19 Gustavus EOC Current Actions:

- Managing the Point of Entry screening and testing for interstate travel into the City of Gustavus
 - Mandate 10.1 changes
 - August 11th main changes are:
 - All nonresident travelers in the SOA will be required to have either negative or pending results within 72 hours of departure or pay \$250 for a test and the POE testing site.
 - All Resident travel testing is now open and free for most passengers.
 - October 15th main changes are: (the above are still required)
 - Consolidated residents and non-residents into the same section to reduce confusion. Simply stating that residents don't have to pay for the test
 - Changed social distancing to 5 days.
 - Emphasize that second test is optional and can be done 5-14 days after arrival. This is to remove any logical inconsistencies with the newly allowed 5 days for strict social distancing.
 - Residents leaving and returning to Alaska quickly, I expanded the travel time from 24 hours to 72 hours.
 - Critical Infrastructure Workforce (CI) don't have to be traveling on company business to get the benefit of CI protocols.
- Attended the following scheduled COVID-19 meetings as my schedule allows. They are mainly presented by the State and few other agencies mixed in.
 - Statewide Community PIO call – Mondays & Thursdays
 - SEREMS Emergency Mangers call - Mondays
 - Rural Public health ECHO – Tuesdays
 - Statewide Emergency Mangers – Wednesdays
 - Airport Point of Entry – Wednesdays
 - Local Government Public Health Analysis –Wednesdays 1st & 3rd
 - Alaska Situational Awareness ECHO – Thursdays
 - EMS Provider and Instructor ECHO - Fridays 2nd & 4th
 - State EOC Regional Fisheries Meetings – as scheduled
 - Any other COVID-19 meeting that I am asked to attend that are not scheduled
- Scheduled an appearance of the State of Alaska's newly formed Community Outreach Group including SEOC Incident Commander Bryan Fisher, DHSS Commissioner Adam Crum, DHSS Eliza Muse, Director of DHS&EM Paul Nelson

Operations

- Volunteer fabric artists have manufactured and distributed over 500 reusable masks for the public. They are also working on creating reusable gowns for the medical personnel.
- ~~Formed the Travel Advisory Branch. Their jobs will be to answer questions on traveling into Gustavus (residents, visitors, essential services, etc.) and collect/evaluate all forms and documents required by the State of Alaska.~~ Group was demobilized after State Mandate 11 attachment b was revised.
- ~~Two travel declaration collection group volunteers are meeting every Alaska Seaplanes flight assisting them with filling out the form and informing them about the resources in town during their quarantine.~~ During April 1st through May 29th 70 people filed out the local Travel Declaration Form.
- A town hall meeting was held with SEARHC, DHSS, and the FD to talk about their plans and what happens when a person tests positive for COVID-19. At the peak 98 accounts were viewing the meeting.
- The SEARHC Clinic has acquired an Abbot Rapid test. Currently, if you get tested the clinic will rapidly test the patient and send a “normal” test to the state lab.
- SEARHC came to town and N95 fit test GVFD volunteers, NPS and the clinic staff.
- Negotiated a contract with the State to do Point of Entry (POE) screening and testing at Alaska Airlines. The contract allows up to have 5 people on site for each flight. We were 1 of 7 airports that were testing on the 1st day mandate 10.1 started. SEARHC has the contract that supplies and does the testing on the samples that collected.
- The SEARHC Gustavus clinic has been testing all asymptomatic individuals in town on Saturdays since August 1st and will be through December 19th from 9am-1pm.
 - 8/01 - 30 people tested – No positives
 - 8/08 - 24 people tested – 1 positive nonresident
 - 8/15 - 35 people tested – no positives
 - 8/22 – 29 people tested – no positives
 - 8/29 – 19 people tested – no positives
 - 9/05 – 24 people tested – no positives
 - 9/12 – 24 people tested – no positives
 - 9/19 – 24 People tested – no positives
 - 9/26 – 26 people tested – no positives
 - 10/03 – 29 people tested – no positives
 - 10/10 - people tested – no positives
 - 10/17 – 29 people tested – no positives
 - 10/24 – 38 people tested
- The SEARHC Clinic will be offering free testing to all students and staff every Tuesday until further notice.
 - 8/03 – 5 people tested – no positives
 - 8/10 – 5 people tested - no positives
 - 8/17 – 7 people tested – No positives
 - 8/25 - 3 people tested – No positives
 - 9/02 – 7 people tested – No positives
 - 9/08 – 7 people tested – no positives
 - 9/15 – 3 people tested – no positives
 - 09/29 – 5 people tested – no positives
 - 10/07 – 5 people tested – no positives

- 10/14 – 5 people tested – no positives
- 10/20 – 4 people tested – no positives
- 10/27 – 6 people tested
- The SEOC supplied Gustavus a Western Shelter Tent that is set up at the Airport to conduct Point of Entry Screening and Testing. It came with lighting (no generator) and heating. When the season is over the tent will be stored for emergencies in the future.
- The Gustavus Volunteer Fire Department Association has sponsored multiple free hand sanitizer refill days, Big Dipper Mask give away and UVC mask disinfectant.

Planning

- Planning Section continues to evaluate seasonal workers/fishing industry and how to safely allow it to coexist within our community safely with the ~~Travel Advisory Branch~~ council and Gustavus Visitors Association. **These talks will continue over the winter season in prep to make the 2021 summer season even more successful than 2020.**
- COG Council formed an Economic Impact workgroup to be headed by Susan Warner
 - Fish canning, root cellar
- ~~COG has formed a Business Resource Center to be set up if needed~~
- SEARHC is starting free asymptomatic testing for people starting August 1st. This is happening every Saturday until December 19th 2020.
- The EOC continues to communicate and educate the visitor industry to make sure they are current with state and city regulations regarding traveling, testing, and CWPP are submitted to the state.
- Working with the State acquire CWPP that the lodges and charter operators are required to submit to the SEOC and get their updated copies.
- Assisted the Mayor on drafting a letter to Commissioner Crum's office asking for stricter travel restrictions if needed. We are still waiting to hear back from them.

Logistics

- ~~Working to obtain PPE through various avenues with other communities as a group.~~
- Megan Bishop has been keeping up on inventory of GVFD supplies
- Negotiated a contract with the State to do Point of Entry (POE) screening and testing at Alaska Airlines. The contract allows up to have 5 people on site for each flight. We were 1 of 7 airports that were testing on the 1st day mandate 10.1 started. SEARHC has the contract that supplies and handles the testing/notification of the samples that collected.
 - Contract has been extended through the end of October 2020
 - **Contract has been extended through the end of December 2020**
- State of Alaska EOC 213 Resource Request for Gustavus
 - **10/22/2020: Communication materials (stickers)**
 - **10/22/2020: 1000-surgical masks, disinfectant wipes, 10-boxes of gloves (POE) 500-SOA big dipper mask (COG)**
 - 9/15/2020: Communication materials (stickers, street signs)
 - 9/15/2020: 6 boxes of gloves, thermometer, disinfectant wipes (POE)
 - 8/20/2020: ~~1000-disposable surgical masks~~ *SEOC gave us 500 cloth masks instead (school)*
 - 8/14/2020: Communication materials (sticker, road signs, flyers)

- 7/29/2020: 500-SOA big dipper masks (COG), disinfect wipes & 2-gallon hand sanitizer (POE)
- 7/18/2020: Generator for the MMRS tent (POE)
- 7/08/2020: 2000 cloth masks from the Fed DHSS supply cache (COG) (received 4000)
- 6/17/2020: infrared thermometers, 500-surgical mask, 12-boxes of gloves, 100 gowns (POE)
- 6/05/2020: Refrigerator for test samples (POE), disinfectant spray/wipes (GVFD)
- 6/05/2020: POE screeners, 1000-surgical masks, 1000-pairs of gloves, 100-goggles(10), wall tent, stanchions, screener supplies (POE)
- Working with the State acquire CWPP that the lodges and charter operators are required to submit to the SEOC and get their updated copies.
- COG council approved purchasing a generator for the MMRS shelter.

Finance

- Has been helping with payments and tracking all spending done by the EOC.
- COG council approved purchasing a generator for the MMRS shelter. It was purchased 10/2/2020. It's in production and we will be notified about shipping when its ready.

Public Information Office (PIO)

- PIO office continues to release social media, email news group and posting updates. (various FAQ's, PHN tracing and testing, community updates, SEARHC info, etc.)
- EOC has provided input/recommendations to be submitted to the Governor on reopening Alaska's economy.
- Gustavus Volunteer Fire Department Association held a Social Distancing MEME contest. It was held on Facebook, had three age categories and had over 50 entries in total.
- ~~Job Description for a temporary part time PIO was posted 7/24/2020. (no apps as 8/19)~~
- Sitka Fire Department donated some road signs that can be seen in front of the FD.
- New signage being made and put up as necessary. (travel into Ak, COG rule 3, etc.)
- Posting testing data at minimum of once a week (website, email, social media, post office)

8. Road Closures

- None

9. Current Sheltering/Evacuation Status

a. Number of Shelters Open	0
b. Total Registered at Shelter	0
c. Total Sheltered Last Night	0

10. Current Priority Needs

-

11. Future Outlook/Planned Actions

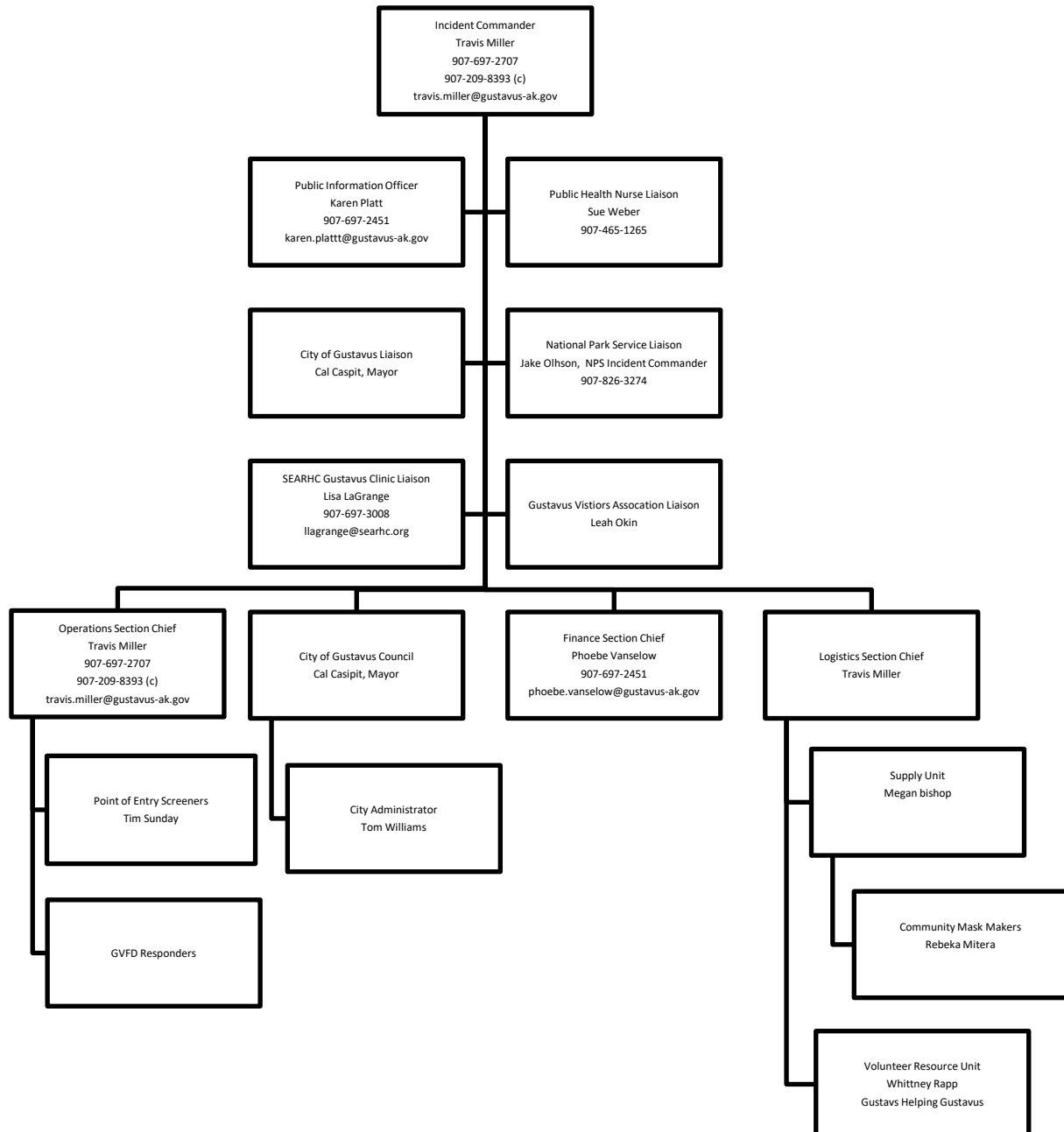
- State is talking about a vaccine as early January for the general public
- Local testing for intrastate travel after 12/31/2020
 - What to do afterwards
- Future education on the effectiveness of the different style masks.

12. Weather (current and projected)

-

13. Other Comments	
•	
14. State Emergency Operations Center	
Hours: Full EOC staffing during regular business hours, Duty Officer/Comm Center after hours SEOC Preparedness Level: Level 2 – for COVID-19 Response	Phone/Email Contacts: State EOC – 907-428-7100, 800-478-2337 2020_COVID-19@ak-prepared.com
15. Approved by:	

Gustavus COVID-19 Response Incident Management Team



Gustavus' COVID-19 Positive Cases Summary

as of 11/03/2020

Gustavus Case Count					SEARHC Local Testing Results				
Positive Cases	Resident Cases	Non-Resident Cases	Hospitalizations required	Recovered Cases	Total Tests Performed	Test Results Pending	Negative Test Results	Positive Test	Unique Positive Patients
6	1	5	0	6	1089	6	1077	6	5
*One positive case is from someone who tested out of state prior to departing into Alaska and was still waiting results upon arrival					*One patient tested positive on two separate tests. * Data includes clinic, airport & asymptomatic sites				

Case 1 - 6/11/20 - This was a non-resident male, age 20-29 and was asymptomatic. The traveler tested at the Gustavus point-of-entry (POE) tent. The State of Alaska Department of Health & Social Services (DHSS) Public Health Nurse's office deemed him recovered on 6/21/20.

Case 2 - 7/20/20 - This was a non-resident male, age 50-60, and was asymptomatic. The traveler arrived and tested on July 17th and had been quarantining while awaiting his results. The DHSS Public Health Nurse's office deemed him recovered on 7/30/20.

Case 3 - 8/4/20 - This was a non-resident female, age 30-39, and was asymptomatic. The traveler arrived in Gustavus on August 2nd. She had taken a COVID-19 test prior to traveling into Alaska and was awaiting her results. She elected to take an additional test at the Gustavus POE tent, which was positive for COVID-19. She had been quarantined since her entry into Gustavus. The DHSS Public Health Nurse's Office allowed her to travel, in a quarantined manner, to Juneau to finish quarantining in a hotel. She was deemed recovered on 8/14/20.

Case 4 - 8/11/20 - This was a non-resident male, age 90, who was asymptomatic. The traveler tested in Gustavus on August 7th at the Gustavus POE tent, using a follow up State Travel Voucher. The DHSS Public Health Nurse's Office deemed him recovered on 8/21/20.

Case 5 - 8/13/20 - This was a non-resident male, age 20-29, who was asymptomatic. This person tested at the SEARHC's Free Asymptomatic Saturday testing on August 8th. The patient was isolated after his positive result. The DHSS Public Health Nurse's Office deemed him recovered on 8/25/20.

Case 6 - 9/1/20 - This was a resident male, age 60-69, who was asymptomatic. This person used a follow up State Travel Voucher on August 29th, 2020. The test was taken in Gustavus at the POE tent. The DHSS Public Health Nurse's Office deemed him recovered on 9/08/20.

COVID-19

POINT OF ENTRY TESTING



**Now taking place at the
Fire Department
Nov 4th - Dec 31st 2020**

**MONDAY -
SATURDAY
10:30AM-11:30AM
&
3:00PM - 4:00PM**

IF YOU HAVE ANY QUESTIONS
PLEASE CONTACT
TRAVIS MILLER
907-209-8393
TRAVIS.MILLER@GUSTAVUS-AK.GOV

NEWS RELEASE

For Immediate Release

Media Contact

Maegan Bosak, SEARHC Marketing Director, maeganb@searhc.org, 907.966.8942

SEARHC to Prioritize Symptomatic COVID-19 Testing

SITKA, November 3, 2020 – The SouthEast Alaska Regional Health Consortium (SEARHC) is committed to preparing Southeast communities for a possible winter surge of COVID-19 cases. As of November 2, SEARHC has revised its COVID-19 testing protocols in Sitka to prioritize testing for those showing symptoms of COVID-19, or those who have been in close contact with a positive case.

Testing is no longer provided free-of-charge to asymptomatic patients. Patients seeking asymptomatic testing for travel or work must cover testing fees with private health insurance plans or pay out-of-pocket at the time of testing.

“The success of asymptomatic COVID-19 testing in Southeast communities has given us a clearer picture of how COVID has impacted our region,” said Dr. Elliot Bruhl, Senior Vice President and Chief Medical Officer. “Due to the low incident rate and the high volume of tests, the best way to care for our community coming into flu season is to prioritize symptomatic testing, ensuring testing supplies remain ample and test results can be processed as rapidly as possible.”

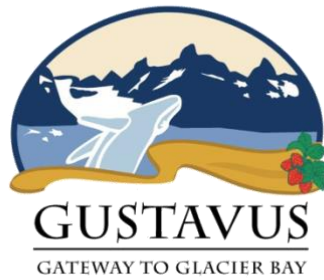
Through a grant provided by Indian Health Services (IHS), SEARHC has provided free, asymptomatic COVID-19 tests to more than 12,500 people since July. Eleven asymptomatic tests resulted in positive cases in Sitka. Due to the quantity of testing, the grant has been exhausted. SEARHC will continue testing frontline healthcare workers and emergency response personnel.

COVID-19 tests are available to all who meet the symptomatic guidelines - including fever, cough, shortness of breath, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea. If you have insurance, Medicare, or Medicaid, you must provide this information when scheduling, and SEARHC will bill your insurance. You will not have any out-of-pocket charges for symptomatic or close contact testing. Symptomatic COVID-19 tests are by referral only for community members who meet testing criteria.

“SEARHC’s highest priority continues to be the health of our patients, staff and communities,” said Dr. Bruhl. “We want to reassure you that by prioritizing symptomatic testing, we are here to care for you when you need us most. As cases rise in Alaska and the lower 48, we urge everyone to do your part to stay healthy and safe: wear a mask, wash your hands regularly, keep socially distanced and get an annual flu shot.”

If you feel ill or are experiencing symptoms, call your healthcare provider or the COVID-19 Hotline at 907.966.8799. For more information on SEARHC’s pandemic response, including testing guidelines, visit covid19.searhc.org.

###



October 29, 2020
Caveat to October 29, 2020 Quarterly Report

Gustavus Visitors' Association Quarterly Report

Packet Includes:

- Progress Report
- Profit & Loss vs Actual
- Balance Sheet.

Gustavus Visitors Association Board of Directors:

Robynn Jones – Chair
Leah Okin – Co- Chair / Secretary
Trisha Dawson – Treasurer
Deb Woodruff – voting member at large
Natalie Vaz – voting member at large.

Employed positions:

Leah Okin – Marketing
Emily Herman – Administrator

GVA Organization's Mission:

GVA's primary mission is to enhance the economies of the City of Gustavus through tourism marketing that increases business revenue, tax revenue, and creates jobs.

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 Structure**Non-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 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 membership dues, which contribute on average \$4000 a year to membership support services. Actual percentages of bed tax received from the City of Gustavus by the GVA is around 28%. Bed tax totals reflect about 33% of what visitor industry sales brings to the City, with beds, meals and tours being roughly equal in amounts per day. Fishing and custom charters cost almost double the average tour, therefore they are the highest value visitor, reflected mostly in sales tax revenue and fish box tax. The visitor industry supports up to 50% of the City's tax revenue in most years.

Membership dues were suspended through 2021. No dues were received for 2020 due to the hardship of economic status set upon the Gustavus Businesses due to the COVID -19 Pandemic. Dues will not be collected until January 2022. The membership drive for the next membership dues will commence in the fall of 2021. Therefore the GVA will have no funding derived by membership dues until February 2022.

Advertising / Marketing & Memberships

Everyone who has a business understands that advertising and marketing costs a great deal of money and takes a great deal of time to organize.

When you click on some of the links below you may find a few of our local businesses, however to advertise in the below website listings and publications costs far more than most small local businesses can afford.

Therefore it makes more sense for the local business to join the GVA, list their operations on the GVA site and have the GVA pay the astronomical cost of advertising and marketing for them.

GVA Membership costs will resume at roughly \$100 per year for a local business listing.

To list that local business in the below advertisement or Search Engine Optimization (SEO) and marketing avenues, would cost that same business \$1000.00's plus per **month** if they were to market independently.

CARES ACT USE:**Completed to task 2020**

The GVA was allocated CARES ACT money to utilize for the economic recovery of the Gustavus Visitor Industry.

We have continued with the memberships and advertising partnerships previously made, however we have stepped up our game and placed ourselves in more visible profiles with each campaign. This higher level of profile placed at the right time and in the right view, will afford Gustavus a greater return on our investment. How much return, remains to be seen. We obviously can't compare next summer 2021 with previous years, tourism has been hit hard and it may take some time to recover.

Listening to market research being conducted by leading travel associations. The visitor industry is ready to book their travel destinations again, however instead of Africa Safaris, Egyptian pyramids or a river trip down the Amazon. Americans are looking closer to home to a 'safe' familiar destination, a place that has always been on their bucket list – Alaska. Although, that very large cruise ship is not sounding appealing just yet, maybe a smaller vessel and independent travel. It is time to get off the beaten path and visit some of those remote National Parks.

Glacier Bay National Park and Gustavus is the perfect destination for the traveler looking for a 'safe' destination. We just need to 'jump out' as they are thinking about where they would like to go.

The GVA marketing and advertising efforts are focused on doing just that – placing ourselves on the web and in the magazines to stand out.

Alaska Travel Industry Association (ATIA) – Inside Passage / Travel Alaska

ATIA-Alaska Travel Industry Association, Managed by DCCED <http://www.alaskatia.org>

GVA is a member of the ATIA, the state's leading industry organization for travel-related businesses and supporters. ATIA lobbies and advocates for state funding with a clear message that tourism is an Alaska resource and, like other industries in our state, is one to be managed for the benefit of all Alaskans. Investing in Alaska's destination marketing program provides a strong return on investment.

According to **Travel Alaska** web stat reports last FY (July 2019-June 2020) TravelAlaska.com had over 2.1 million visits to the website. 97% of that reach is at the national level.

<https://www.travelalaska.com/Destinations/Communities/Glacier-BayGustavus.aspx>

South East Alaska Tourism Council:

We **Upgraded** our membership to a **full** member at an annual cost of **\$1000**. allowing the GVA to have a full page listing with more details and images.

<https://www.alaskasinsidepassage.com/visiting-gustavus-alaska/>

Travel Juneau

Membership cost **upgraded** from Tier 2 to **Tier 4** at a cost of **\$400** enabling the GVA a higher level of advertisement and marketing.

Advertisement and marketing **upgrade** to **Featured listing / Header image at a cost of \$1,050**. When you click on this site the first community to be featured is Gustavus with a full Header image and the first listing on their site.

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

The Mile Post:**\$1116. Annual Advertisement**

The Bible of North Country Travel. 98% of those who purchase this publication use it to travel to, and throughout, Alaska. The GVA upgraded our Advertisement and included a scannable code to use with all mobile phones and devices to take viewers directly to our website and the Gustavus business directory. Gustavus and Glacier Bay National Park has a full page listing in The Mile Post, the advertisement below is an additional advertisement that will direct viewers to more details.

There is also a quick link to a brief description on the mile post web listing. <https://themilepost.com/travel-directory/gustavus-visitor-association/>

Gustavus

One of the best stops on the
Alaska Marine Highway
Plan your adventure now!

Whale Watching, Photography, Kayaking,
Beach combing, Fine Dining
Glacier Bay Day Cruise, Hiking Local Trails,
Fishing for Halibut and Salmon
Biking, Art Galleries and Bird Watching

Explore Gustavus Visitors Association - www.gustavusak.com/mp

The Alaska Magazine:

Two month publications at a cost of **\$500** per publication

The Alaska Magazine has a monthly average of 82, 940 copies sold. 90% of subscribers reside in the lower 48 states.

Midwest – 24%

West – 36%

Southwest – 9%

Southeast – 17%

Northeast – 14%

Readers named 'The Alaska Magazine' the #1 research resource for Alaska trip planning.

Website upgrades:

Upgrading our website is a constant work in progress.

We have:

- Added many more businesses and will continue to add listings as we gather individual business profiles.
- Added a calendar of events with the hope to list all Gustavus events, meetings, local activities and happenings, so that both visitors and locals alike may view the calendar year round and see what is going on in Gustavus.
- Added images, content and structure to be more engaging with the audience.

To do:

- Add suggested itineraries to encourage visitors to stay longer
- Add Trip Advisor and Yelp testimonials and highlights of previous visitors
- Increase our SEO marketing and global out reach
- Target specific audiences identified by the Cedar Group marketing consultants

Gustavus Promotional Video.

Sean Neilson has been hired by the GVA to create a Gustavus Promotional video. This is in process.

Goals For 2021 / Marketing and Objectives:

- Contact Outside Magazine through ATIA marketing and place an advertisement
- Research Juneau Empire and Sound Publishing national campaign opportunities
- KTOO broadcasting
- Update map and brochure – print
- Join Virtual trade shows and events
- Blog posts for local businesses and information as well as summer time visitor blogs
- Reach out to magazine writers looking for articles to fill gaps in their publications

Conclusion:

We continue to promote Gustavus and Glacier Bay to visitors regionally, country wide, and globally. Our combined efforts, with the City of Gustavus, regional and statewide as a DMOs (Destination Marketing Organization), Glacier Bay National Park, and our tourism entities continue to promote our small unique community both through advertising and action items in our community is our highest priority. GVA has presence and control of site content on 6 different websites which includes 2 social media sites. All 6 sites need regular oversight and current upkeep.

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CityTax Revenue	0.00	17,000.00	-17,000.00	0.0%
Membership - Waived/Covid	0.00	0.00	0.00	0.0%
Stimulus Grant				
AK CARES Economic Recovery	0.00	0.00	0.00	0.0%
Total Stimulus Grant	0.00	0.00	0.00	0.0%
Total Income	0.00	17,000.00	-17,000.00	0.0%
Gross Profit	0.00	17,000.00	-17,000.00	0.0%
Expense				
Administration				
Equipment	0.00	0.00	0.00	0.0%
Postage	0.00	0.00	0.00	0.0%
Software	0.00	0.00	0.00	0.0%
Supplies	5.15	0.00	5.15	100.0%
Teleconference	0.00	0.00	0.00	0.0%
Administration - Other	0.00	0.00	0.00	0.0%
Total Administration	5.15	0.00	5.15	100.0%
Contractor Work				
Administrative	250.00	3,750.00	-3,500.00	6.7%
Marketing Director	2,500.00	6,000.00	-3,500.00	41.7%
Contractor Work - Other	0.00	0.00	0.00	0.0%
Total Contractor Work	2,750.00	9,750.00	-7,000.00	28.2%
Fees/Licenses				
Banking	-20.00	0.00	-20.00	100.0%
Fees/Licenses - Other	128.91	0.00	128.91	100.0%
Total Fees/Licenses	108.91	0.00	108.91	100.0%
Marketing				
Advertising				
Marketing Director	0.00	0.00	0.00	0.0%
Advertising - Other	0.00	0.00	0.00	0.0%
Total Advertising	0.00	0.00	0.00	0.0%
Design				
Alaska Grafix	0.00	0.00	0.00	0.0%
Graphic Design	0.00	0.00	0.00	0.0%
Total Design	0.00	0.00	0.00	0.0%

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Equipment	0.00	0.00	0.00	0.0%
GVA Visitor Center	0.00	0.00	0.00	0.0%
Memberships				
ATIA/Travel Alaska	0.00	0.00	0.00	0.0%
JCVB/Juneau Guide	0.00	0.00	0.00	0.0%
SE AK Tourism Council (SATC)	0.00	0.00	0.00	0.0%
Memberships - Other	0.00	2,000.00	-2,000.00	0.0%
Total Memberships	0.00	2,000.00	-2,000.00	0.0%
Online				
Facebook Boost	0.00	0.00	0.00	0.0%
Google Adwords	0.00	0.00	0.00	0.0%
Gustavus.com	0.00	0.00	0.00	0.0%
GVA Website	337.60	3,250.00	-2,912.40	10.4%
Social Media	0.00	0.00	0.00	0.0%
Targeted Marketing	0.00	0.00	0.00	0.0%
Online - Other	0.00	0.00	0.00	0.0%
Total Online	337.60	3,250.00	-2,912.40	10.4%
Print Media				
Alaska Airlines Magazine	0.00	0.00	0.00	0.0%
Alaska Magazine ads	0.00	0.00	0.00	0.0%
Brochure	0.00	0.00	0.00	0.0%
JCVB Travel Planner	0.00	0.00	0.00	0.0%
Juneau Empire	0.00	0.00	0.00	0.0%
Large Map	0.00	0.00	0.00	0.0%
Milepost	0.00	0.00	0.00	0.0%
Print Media - Other	0.00	2,000.00	-2,000.00	0.0%
Total Print Media	0.00	2,000.00	-2,000.00	0.0%
Radio				
KTOO Radio	0.00	0.00	0.00	0.0%
Total Radio	0.00	0.00	0.00	0.0%
Supplies	0.00	0.00	0.00	0.0%
Travel Shows	0.00	0.00	0.00	0.0%
Marketing - Other	0.00	0.00	0.00	0.0%
Total Marketing	337.60	7,250.00	-6,912.40	4.7%
Special Projects				
Community Projects	0.00	0.00	0.00	0.0%
Total Special Projects	0.00	0.00	0.00	0.0%

6:31 PM

10/28/20

Accrual Basis

Gustavus Visitors Association
Profit & Loss Budget vs. Actual
July 2020 through June 2021

Item #4.

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Utilities				
cell phone	0.00	0.00	0.00	0.0%
Total Utilities	0.00	0.00	0.00	0.0%
Total Expense	3,201.66	17,000.00	-13,798.34	18.8%
Net Ordinary Income	-3,201.66	0.00	-3,201.66	100.0%
Net Income	-3,201.66	0.00	-3,201.66	100.0%

Gustavus Visitors Association
Balance Sheet
 As of October 28, 2020

	<u>Oct 28, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Denali Alaskan-Checking -	18.57
Denali Alaskan-Savings	5.00
FNBA	28,404.74
Total Checking/Savings	28,428.31
Accounts Receivable	
Accounts Receivable	-16,124.35
Total Accounts Receivable	-16,124.35
Other Current Assets	
Covid Related Expenses	-10,030.00
Total Other Current Assets	-10,030.00
Total Current Assets	2,273.96
Fixed Assets	
Laptop	1,199.98
Total Fixed Assets	1,199.98
TOTAL ASSETS	<u>3,473.94</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	1,531.62
Net Income	-3,201.66
Total Equity	3,406.12
TOTAL LIABILITIES & EQUITY	<u>3,473.94</u>

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Paul Berry, DRC Manager/ Operator
Monday, November 9th, 2020

My last quarterly report was at the August 10th General Meeting. My next quarterly report is scheduled for the February 8th 2020 General Meeting.

General Operations and Management

Labor

For this quarter I am going to talk about the DRC's temporary labor pool (Pool) and the proposed DRC Operator position. The Pool has a life span of one calendar year. In November of each year I announce that the City is taking applications for next year's Pool. Interested people apply or re-apply for being a part of the next Pool. I do interviews in December and send my recommendation to the City Administrator so that by January the new Pool is ready to go. In the following November the process starts all over again.

The Pool has five slots with several members re-applying each year. Generally one or two of the members work most of the hours during the year and the other members, in addition to myself, provide support or relief for the main worker(s). Since the Pool does not provide for year-round, full-time work there was usually an operator who favors the winter and a different operator who favors the summer. This is done to compliment their other seasonal employment. While this arrangement is flexible it has some short comings, such as:

1. A succession plan for my position as manager - who takes my place when I retire, am fired, or hit by a bus?;
2. Training. There is a lot to managing the City's waste handling service. While Pool members learn the principals of the operation from hands-on experience there is also need for operational training into why we do things the way way we do and what the applicable state and Federal regulations are. Additionally there is training into working with hazardous substances (HAZWOPER training) and training in compost facility operations. The City only funds such training for regular staff, in this case myself, and not to Pool staff. If the City were to elect to formally train Pool staff then all members would need it and with up to five members that is an expensive and logistically challenging proposition.
3. Seasonal ramp-up in May. It can be a challenge to ramp up the DRC's operation in the spring while at the same time changing staff.

To work with these challenges, last year at this time I was promoting the idea of creating the DRC Operator position. This would be a new, summer full-time, winter part-time, regular position with all the benefits associated with the City's regular positions. The Pool would still exist but would have a smaller number of members.

The pandemic nixed the DRC Operator position for FY21 as the Council chose not to fund it. I was okay with that as I knew funding would be tight and waste flows would be down. But, if the DRC has waste flows in the summer of 2021 like we did in the summer of 2019, which I know is not a given, we need to seriously look at the DRC Operator position again. I don't plan on retiring in the next three years but we never know what the future holds for us and we all want the DRC operate smoothly during any changes in management.

COVID-19 impacts

As mentioned in my last two reports I have been comparing monthly weight totals between an average of 2018 and 2019 weights to 2020 weights. Noticeable changes started to occur in March. Please see the table below:

Month	% reduction from the 2018 & 2019 average
March	21%
April	9%
May	40%
June	62%
July	45%
August	44%
September	31%

The compost scene

Overall there was less food waste received over the course of the summer as all commercial use was down. But the flow of food waste from Gustavus's residential side has been pretty steady. Last year the DRC received a lot of food waste overall, and several yards of what was received last fall was too green to be included in this springs sale. This older material has been blended with what was received this summer and it looks like we'll have as much this coming April as we did this past April.

I am sorry that the Quonset replacement project did not pan out this spring and I'll write more about compost operation improvements in my capital project summary later in this report.

The waste mound

The pandemic has given us an upside - the reduction in the amount of waste flowing into the mound. This slowdown has helped with the burial process - covering the older parts of the balefill with topsoil. Regular burial of the balefill is usually a losing situation in a normal summer but this summer staff has been able to properly bury all of last summer's and this past winter's bales. Off-hand I would say the loss of the usual summer waste flows into the mound will add a year of life to it.

Community Chest

The Community Chest re-opened for sales to the public on Saturday, September 26th after having been closed to the general public since mid-March. On Wednesday, October 22nd Wednesday sales were resumed and the Chest now open for six hours a week, one hour a week more than this time last year.

I would like to thank Vicki Bender and Annie Mackovjak for being the crew bosses for the Chest. We are all very fortunate that these two individuals really value the Chest and are happy to give of their time to make sure the Chest is working. It is an on-going effort to coordinate volunteers and sort through donations. There is also the on-going purging of non-selling items, and going through seasonal clothing and holiday material that either goes up into the attic or comes down from the attic.

I would like to thank the following individuals for staffing the front desk, sorting and purging or providing general support: Vicki Bender, Annie Mackovjak, Katy Dighton, Becky King, Amanda Dunaway, Ula Syrene, Iris White, Sasha Smith, Meadow Brook, Bella Furr, Steve Tevebaugh, Artemis BonaDea, Ben Sadler, Joyce Lupro, Penny Cook, Cristina Graves, Paula ?, Kim Ney, Deb Johnson, Maureen Moore, Connie Darnell and Judy Hardy. I apologize if I missed anyone.

I am also in the process of trying to find a new outlet for our overstock of clothing that we

used to sent to the Hoonah Thrift Store. I am hopeful I can find an operation in the lower 48 that we can periodically ship to. I am also in the process of planning an upgrade for the lighting in the smaller “301” building.

Solid Waste Management and Facility Planing Process (“SWMP”)

As mentioned in the “Whats up” document for the Council, the SWMP is an extension of the DRC’s existing General Operations Plan and Food Waste Composting Plan. I have not made any progress on this front since my last report but it is winter now so I need to pick this effort up again. One of the main planning elements of the SWMP is in figuring out the best new building for our operation: its layout, size, construction and how to fund it. Another big component of the SWMP is planning for what happens when the mound reaches capacity. The City either starts shipping non-recycle waste out, expands the mound or a combination of both.

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 properly engineered and more robust composting facility capable of processing greater amounts of material in a more temperature controlled way than our current operation can. This project also includes paving more of the composting yard with concrete and installing concrete push walls behind the piles of wood chips, sawdust, overs and finished or curing compost.

Project status:

I started this effort three years ago with an e-mail to Peter Moon of O2 Composting Systems & Training which was the start of the plan set for replacing the Quonset. I was also seeking to better understand food waste composting in general and how to have better work flow within our composting operation. I received formal compost facility training in October of 2018 and put forth my first RFQ proposal for replacing the Quonset in May of 2019. That RFQ failed due to the lack of an engineer’s stamp and a confusing set of plans. That failure also resulted in my doing work with Terra Construction & Design and Timberline Engineering to come up with a good set of plans for a new facility complete with an engineer’s stamp. Matt Davis produced a wonderful set of plans and the project went out to bid this past May. Unfortunately the one bid received was \$50,000 above what was available for the project. Due to financial limitations the City is experiencing during the COVID-19 crises and the high cost of the facility considering the amount of material to be processed in it on an annual basis, I decided it is best to go back to the drawing board and come up with something that is less expensive but still accomplishes all the goals of the project. I am focusing on having another plan set together by next spring. I would also like to test the water at the DRC for PFAS to see if I can use it in the composting operation or if I have to rely on a more expensive cistern for water.

In-flow Storage Area Project

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:

Fairweather Construction completed their work on the project in mid-May and we have been moving into the new storage since that time. It is very nice having adequate room to store the materials we recycle and to have the material located so close to the main building.

The next phase of this project is finishing the installation of the 8' chain-link fencing around the storage area. I have selected chain-link that has integral brown colored slating to act as a visual barrier so that what is stored in the in-flow storage area will be hidden from view.

Household Hazardous Waste Facility

Project description:

No change since my last report. This project is the specification and purchase of a 20' long x 8' wide & 8' high container designed for household hazardous waste storage. The unit includes spill containment, ventilation, lighting, shelving, and signage. The proposed container will be fully-constructed at a facility in the lower 48 and is ready to use upon arrival in Gustavus.

Project Status:

The funds for the purchase of this unit have been awarded by the Council. Now that the In-flow storage area project is complete, which includes an area for the unit, I will be going over the specifications and will be developing a list of at least three vendors that I will solicit quotes from. Shipping costs have changed since I last went over the costs for this project and I will need to ensure that we can get the new facility here and set up within the project's budget.

New Building

No significant advancements since my last report. I am hoping to use this winter to work with an architectural firm that specializes in the construction of transfer stations. Our existing building is too small for the amount of waste that is flowing through it but simply placing a larger building beside it or in its place is not going to solve all our problems. We need a building that accommodates material drop-off from the public, the operation of a large horizontal baler and the operation of powered loaders. We also have to know cost and what funding sources are available.

Year-round running water

This is a project funded by the CARES Act. The goal of the project is to provide hot and cold running water for hand washing in the Office's changing room. Currently Glacier Bay Construction has installed the well and we are waiting on the work on Berry's Specialty Contracting and Salmon River Electric to install and connect all the pieces.

The end, thank you.

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

11/03/20

November 9, 2020 General Meeting**Treasurer's Report**

Phoebe Vanselow

11/3/20

Budget:

In this month's General Meeting packet, I've included the fiscal year 2020 (FY20 – ended June 30, 2020) profit and loss financial report. These numbers are close to finalized and will be brought forward soon at a General Meeting for our annual Certified Financial Statement. Room tax revenues for FY20 totaled \$78,574.79. FY20 ended with a budget surplus of \$98,031.74 to carryover to FY21's budget as Prior-Year Cash Balance funds.

A non-code ordinance (NCO) is set to be introduced at the November 9 meeting to adjust the FY21 operating budget, incorporating increases in budgeted room tax and fish box tax. The FY21 budget was created using a very conservative revenue scenario, and the 2020 summer season did end up with some seasonal businesses opening, thus increasing revenues over our adopted budget. This budget NCO also includes funding for the Gustavus Visitor's Association for the second half of FY21 (January-June).

As I mentioned in July, we will take the wait-and-see approach as this fiscal year progresses and make NCO adjustments as needed. If funds are needed from savings to complete the Prior-Year Cash Balance budget line, it wouldn't be until near the end of the fiscal year when the financial picture is clearer.

CARES Act Relief Funds:

The City of Gustavus is eligible for \$631,680.53 in CARES Act Relief funds. The first of three possible payments was deposited on 6/18/20 for \$381,144.53, and I have just requested the second payment of \$125,268. We are eligible for payments as 80% of the prior issued payment is spent. The City Council continues to discuss the ways to spend these funds although most funds have now been earmarked. These funds are given to the city, and then the city spends them on eligible expenses which are recorded and submitted monthly to the state for approval. All funds must be spent by December 30, 2020, or are returned to the state.

The city council earmarked \$200,000 of these CARES Act funds for the City of Gustavus Resident Emergency Economic Stimulus Program (REESP). The application period for this program ended October 31, and the preliminary count of applicants is 389. Once all of the applications are finalized and reviewed, a final number of approved applicants will be announced along with the amount per person to be paid. I'm hoping to have checks mailed to applicants by mid-November, but our second CARES Act payment needs to be received prior to release of the checks.

A spreadsheet summarizing CARES Act expenditures is included in the General Meeting packet this month.

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 the end of the year. Fire Chief Travis Miller has been sending out regular updates on hours of availability. The state is billed monthly for this contract.

Endowment Fund Grants and Endowment Fund:

Two Endowment Fund Grants were issued last December. The Gustavus Community Center has completed their grant, and the Gustavus PFAS Action Coalition's grant is still underway. 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 7 work session in preparation for awarding grants at the December 14 General Meeting.

Capital Projects:

Purchase of the Gustavus Volunteer Fire Department's replacement AED/Monitor is underway. Per the council's decision this spring, other new capital projects remain on hold until the financial picture is clearer. Previously funded or underway projects are still continuing.

As always, I'm happy to go over any of the financial reports distributed each month in the packet and posted on the website and at the library and Post Office, if anyone in the public has questions or wants me to interpret the reports!

Please keep your distance, wash your hands, and wear your mask!

CARES Act Funds for City of Gustavus (COG)Funds must be **spent** by December 30, 2020.**CARES Act Income**

deposited 6/18/20	\$381,144.53	first payment
requested 11/2 (available after 80% of 1st payment used (\$304,915.62+ spent)	\$125,268	second payment
released after 80% of both first payments used (\$405,130.02+ spent)	\$125,268	third payment
Total possible CARES Act funds available	\$631,680.53	

CARES Act Expenditures

March-October actual expenditures	\$312,807	
The total highlighted in green *includes* the following subitems:	---	
Gustavus Visitors Association	---	\$38,266
Gustavus School cleaning equipment, cleaning supplies, PPE	---	\$16,500
economic assistance grants to local businesses/non-profits	---	\$53,899
COG eligible payroll & benefits (Fire Chief plus eligible hours of other staff)	---	\$98,688
winter food supply: community food distribution (vacuum sealer & bags)	---	\$1,496
winter food supply: community food distribution (meat grinder & attachments)	---	\$853
winter food supply: canned salmon	---	\$2,323
winter food supply: root cellar construction at Gustavus Community Center	---	\$5,000
generator for testing/emergency tent	---	\$29,257
other COG eligible purchases, including facility improvements	---	\$66,526
Earmarked but unspent:		
REESP: direct distribution to Gustavus residents	\$200,000	application period ended 10/31; payments will be issued in November
Fire Chief: payroll & benefits Nov. 1 - Dec. 31	\$14,048	
All other staff: eligible payroll & benefits Nov. 1 - Dec. 31	\$16,000	estimate
remaining COG facility improvements, supplies, etc.	\$26,200	estimate
winter food supply: community food distribution (halibut)	\$1,500	in progress
Marketing Gustavus: Small Business Web Assistance	\$21,000	approved 10/5/20; implementation in progress
stipend for GVFD volunteers during pandemic	\$3,000	approved 11/2/20
funding COVID-19 testing at SEARHC Gustavus Clinic		Shelley is investigating
remaining unallocated funds	\$37,000	*very* approximate
Running Total of Actual + Earmarked Expenses:	\$631,555	

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2019 through June 2020

	Jul '19 - J...	Budget	\$ Over Bu...	% of Bud...
Ordinary Income/Expense				
Income				
Business License Fees	3,575.00	3,300.00	275.00	108.3%
Donations	2,531.00	2,528.00	3.00	100.1%
DRC Income	91,003.56	86,230.00	4,773.56	105.5%
Federal Revenue				
Natl Forest Receipts-Encumbered	44,228.25	44,228.25	0.00	100.0%
Payment In Lieu of Taxes	115,419.89	115,419.89	0.00	100.0%
Total Federal Revenue	159,648.14	159,648.14	0.00	100.0%
Fundraising	1,441.00	1,300.00	141.00	110.8%
GVFD Income	12,758.65	10,300.00	2,458.65	123.9%
Interest Income	362.22	300.00	62.22	120.7%
Lands Income	17,552.00	17,500.00	52.00	100.3%
Lease Income	13,125.67	12,720.35	405.32	103.2%
Library Income	727.60	500.00	227.60	145.5%
Marine Facilities Income	17,330.00	10,200.00	7,130.00	169.9%
Other Income	3,777.00	3,777.00	0.00	100.0%
State Revenue				
Community Assistance Program	82,845.41	82,845.41	0.00	100.0%
Shared Fisheries Business Tax	541.68	541.68	0.00	100.0%
Total State Revenue	83,387.09	83,387.09	0.00	100.0%
Tax Income				
Retail Tax Income	375,941.24	378,700.00	-2,758.76	99.3%
Remote Sellers Retail Tax	12.49	0.00	12.49	100.0%
Room Tax Income	78,574.79	77,000.00	1,574.79	102.0%
Fish Box Tax	12,190.00	13,000.00	-810.00	93.8%
Penalties & Interest	4,212.74	0.00	4,212.74	100.0%
Tax Exempt Cards	250.00	200.00	50.00	125.0%
Total Tax Income	471,181.26	468,900.00	2,281.26	100.5%
Total Income	878,400.19	860,590.58	17,809.61	102.1%
Gross Profit	878,400.19	860,590.58	17,809.61	102.1%
Expense				
Administrative Costs	2,013.88	2,000.00	13.88	100.7%
Advertising	150.00	100.00	50.00	150.0%
Bad Debt	2,598.10			
Bank Service Charges	2,973.90	2,675.00	298.90	111.2%
Building	23,970.86	26,107.42	-2,136.56	91.8%
Contractual Services	67,845.14	82,600.00	-14,754.86	82.1%
Dues/Fees	7,637.99	7,450.00	187.99	102.5%
Economic Development Services				
GVA	32,000.00	32,000.00	0.00	100.0%
Total Economic Development Servi...	32,000.00	32,000.00	0.00	100.0%
Election Expense	202.16	250.00	-47.84	80.9%
Equipment	20,493.31	23,097.60	-2,604.29	88.7%
Events & Celebrations	3,852.85	4,350.00	-497.15	88.6%
Freight/Shipping	23,707.22	24,180.00	-472.78	98.0%
Fundraising Expenses	936.27	950.00	-13.73	98.6%
General Liability	10,890.44	10,717.80	172.64	101.6%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2019 through June 2020

	<u>Jul '19 - J...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Library Materials	599.80	600.00	-0.20	100.0%
Marine Facilities	1,878.76	4,851.36	-2,972.60	38.7%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	405,039.71	458,899.03	-53,859.32	88.3%
Professional Services	14,570.00	20,000.00	-5,430.00	72.9%
Public Relations	211.74	500.00	-288.26	42.3%
Repair & Replacement Fund	25,354.66	25,354.66	0.00	100.0%
Road Maintenance	108,353.63	110,000.00	-1,646.37	98.5%
Social Services				
GCEP dba The Rookery	13,890.00	13,890.00	0.00	100.0%
Total Social Services	13,890.00	13,890.00	0.00	100.0%
Supplies	14,934.01	19,315.00	-4,380.99	77.3%
Telecommunications	19,824.34	20,790.00	-965.66	95.4%
Training	8,422.94	10,400.00	-1,977.06	81.0%
Travel	7,816.87	7,816.87	0.00	100.0%
Utilities	15,413.80	16,700.00	-1,286.20	92.3%
Vehicle	5,089.45	8,445.93	-3,356.48	60.3%
Total Expense	840,671.83	934,540.67	-93,868.84	90.0%
Net Ordinary Income	37,728.36	-73,950.09	111,678.45	-51.0%
Other Income/Expense				
Other Income				
Encumbered Funds	60,303.38	65,871.75	-5,568.37	91.5%
Prior-Year Cash Balance	0.00	9,028.29	-9,028.29	0.0%
Total Other Income	60,303.38	74,900.04	-14,596.66	80.5%
Net Other Income	60,303.38	74,900.04	-14,596.66	80.5%
Net Income	<u>98,031.74</u>	<u>949.95</u>	<u>97,081.79</u>	<u>10,319.7%</u>

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

	<u>Jul - Oct 20</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Ordinary Income/Expense				
Income				
Business License Fees	600.00	3,000.00	-2,400.00	20.0%
Donations	14.00	1,000.00	-986.00	1.4%
DRC Income	30,932.11	58,600.00	-27,667.89	52.8%
Federal Revenue				
Payment In Lieu of Taxes	113,760.06	113,760.06	0.00	100.0%
Total Federal Revenue	113,760.06	113,760.06	0.00	100.0%
Fundraising	0.00	800.00	-800.00	0.0%
GVFD Income	1,206.56	9,750.00	-8,543.44	12.4%
Interest Income	60.68	350.00	-289.32	17.3%
Lands Income	21,234.00	22,000.00	-766.00	96.5%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	200.00	500.00	-300.00	40.0%
Marine Facilities Income	7,035.00	10,200.00	-3,165.00	69.0%
State Revenue				
Community Assistance Progr...	75,000.00	75,000.00	0.00	100.0%
Shared Fisheries Business Tax	0.00	1,700.00	-1,700.00	0.0%
Total State Revenue	75,000.00	76,700.00	-1,700.00	97.8%
Tax Income				
Retail Tax Income	131,959.49	185,000.00	-53,040.51	71.3%
Remote Sellers Retail Tax	4,725.49	20,000.00	-15,274.51	23.6%
Room Tax Income	10,818.48	4,500.00	6,318.48	240.4%
Fish Box Tax	3,280.00	0.00	3,280.00	100.0%
Penalties & Interest	369.56	0.00	369.56	100.0%
Tax Exempt Cards	50.00	300.00	-250.00	16.7%
Total Tax Income	151,203.02	209,800.00	-58,596.98	72.1%
Total Income	407,807.75	519,180.41	-111,372.66	78.5%
Gross Profit	407,807.75	519,180.41	-111,372.66	78.5%
Expense				
Administrative Costs	1,050.00	2,000.00	-950.00	52.5%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	866.73	2,275.00	-1,408.27	38.1%
Building	11,145.41	20,650.90	-9,505.49	54.0%
Contractual Services	12,848.85	72,400.00	-59,551.15	17.7%
Dues/Fees	810.00	8,300.00	-7,490.00	9.8%
Election Expense	87.34	250.00	-162.66	34.9%
Equipment	2,956.12	9,672.49	-6,716.37	30.6%
Events & Celebrations	51.00	3,925.00	-3,874.00	1.3%
Freight/Shipping	4,255.37	20,950.00	-16,694.63	20.3%
Fundraising Expenses	0.00	800.00	-800.00	0.0%
General Liability	11,705.94	11,317.32	388.62	103.4%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	844.75	600.00	244.75	140.8%
Marine Facilities	2,458.39	3,368.37	-909.98	73.0%
Payroll Expenses	97,450.27	402,898.75	-305,448.48	24.2%
Professional Services	315.00	10,000.00	-9,685.00	3.2%
Public Relations	0.00	500.00	-500.00	0.0%

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

	<u>Jul - Oct 20</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Bud...</u>
Repair & Replacement Fund	24,772.13	24,772.13	0.00	100.0%
Road Maintenance	41,637.00	100,000.00	-58,363.00	41.6%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	23,200.12	11,600.00	11,600.12	200.0%
Telecommunications	4,002.14	20,790.00	-16,787.86	19.3%
Training	250.00	5,250.00	-5,000.00	4.8%
Travel	0.00	7,000.00	-7,000.00	0.0%
Utilities	6,393.44	15,800.00	-9,406.56	40.5%
Vehicle	4,786.95	8,035.67	-3,248.72	59.6%
Total Expense	<u>251,886.95</u>	<u>772,255.63</u>	<u>-520,368.68</u>	<u>32.6%</u>
Net Ordinary Income	155,920.80	-253,075.22	408,996.02	-61.6%
Other Income/Expense				
Other Income				
Encumbered Funds	37,877.92	100,000.00	-62,122.08	37.9%
Prior-Year Cash Balance	0.00	153,175.75	-153,175.75	0.0%
Total Other Income	<u>37,877.92</u>	<u>253,175.75</u>	<u>-215,297.83</u>	<u>15.0%</u>
Net Other Income	<u>37,877.92</u>	<u>253,175.75</u>	<u>-215,297.83</u>	<u>15.0%</u>
Net Income	<u>193,798.72</u>	<u>100.53</u>	<u>193,698.19</u>	<u>192,777.0%</u>

City of Gustavus
Balance Sheet
 As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,354.84
AMLIP Capital Improv Long-Term (0630598.2)	469,059.28
AMLIP Repair & Replacement (0630598.3)	310,876.71
AMLIP Road Maint - Unencumbered (06305...	259,258.93
AMLIP Road Maint - Encumbered (0630598.8)	3.21
AMLIP Reserve (0630598.12)	884,365.87
AMLIP CARES Act Relief Funds (0630598.13)	381,152.14
APCM.Endowment Fund	1,517,664.91
FNBA - Checking	412,253.68
FNBA Endowment Fund - Checking	11,986.69
Petty Cash	522.63
Total Checking/Savings	4,296,498.89
Accounts Receivable	
Accounts Receivable	64,766.11
Total Accounts Receivable	64,766.11
Total Current Assets	4,361,265.00
TOTAL ASSETS	4,361,265.00
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	5,793.40
Total Credit Cards	5,793.40
Other Current Liabilities	
Deferred Income	3,500.00
Payroll Liabilities	
State Unemployment	391.88
Total Payroll Liabilities	391.88
Total Other Current Liabilities	3,891.88
Total Current Liabilities	9,685.28
Total Liabilities	9,685.28
Equity	
Fund Balance	3,291,930.00
Opening Bal Equity	1,084,743.57
Net Income	-25,093.85
Total Equity	4,351,579.72
TOTAL LIABILITIES & EQUITY	4,361,265.00

Accounts Receivable Detail**As of 10/31/20**

\$18,560.00	Airport Screeners Contract - July invoice to DHSS
\$19,102.00	Airport Screeners Contract - August invoice to DHSS
\$8,910.00	Airport Screeners Contract - September invoice to DHSS
\$7,560.00	Airport Screeners Contract - October invoice to DHSS
\$4,345.62	Delinquent Sales Tax
\$3,273.80	Ambulance Transport Billing - In Progress
\$3,500.00	Fish-Box Tax Deferred Income
(\$510.60)	retail tax credit applied 11/2 to customer's 3rd quarter filing
\$25.29	Net of Other Customer Account Balances
<hr/>	
\$64,766.11	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 10/31/20**

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance: \$412,253.68

Obligated Funds Currently in Checking Account:

MF	CP18-01 Salmon River Harbor	(\$19,856.96)
	CP18-04 LIDAR of Gustavus	(\$4,741.90)
DRC	CP18-05 DRC Pre-Processing	(\$20,394.73)
DRC	CP18-07 Household Haz Waste Fac.	(\$59,450.00)
DRC	CP19-02 Community Chest Maint.	(\$502.02)
Admin	CP19-03 Gustavus Beach Improv.	(\$30,926.59)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$60,000.00)
GVFD	CP20-01 Replacement AED/Monitor	(\$18,850.10)
Library	FY21 PLA Grant	(\$5,199.39)
Library	SoA OWL Internet Subsidy	(\$1,000.00)
Roads	Encumbered road money	\$0.00
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$85,030.97

Pending Transfers:

FY21-07NCO	Transfer from AMLIP for Capital Projects	\$100,000.00	for library roof
FY21-05NCO	Transfer from AMLIP CARES Act Account	\$33,963.95	for March, April, May expenses; still awaiting state approval
FY21-09NCO intro.	Transfer from AMLIP CARES Act Account	\$162,502.65	for June, July, August expenses; still awaiting state approval
	CARES Act expenditures - September 2020	\$84,793.17	submitted for approval 10/21/20
	CARES Act expenditures - October 2020	\$31,547.58	submitted for approval 11/2/20
Total CARES Act funds awaiting approval:		\$312,807.35	

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

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

Capital Projects 2020-2025

Item #6.

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed F Source
Ongoing, funded for 2018:											
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		2020	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
Ongoing, funded for 2019:											
Library Roof Repair	\$ 50,000.00	\$ 150,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19; revised 8/10/20	8/12/2019; 9/21/20		in progress	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP
Funded for 2020:											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020	9/21/2020	purchase in progress	in progress	Code Blue & CIP or AMLIP
City Hall Copier/Printer/Scanner/Fax	\$ 4,000.00			Admin						completed	CARES Act
Salmon River Boat Harbor Boat Launch Repair				MF	9/2/2020	N/A	9/21/2020	NCO introduced 11/9/20		in progress	operating budget
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or AMLIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	2/10/2020			Near-term	CIP
Fire Hall Rain Cistern System	up to \$25,000			GVFD						Near-term	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Near-term	AMLIP R&R
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads					plus \$40K from Wilson Rd. Cf	Near-term	
Library Bike Shelter/Shed	\$ 25,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.										Mid-range	
Baler Purchase	\$ 166,630.00			DRC	N/A					Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC						Mid-range	
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Mid-range	AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD						Mid-range	
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC						Mid-range	
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018					Mid-range	
Landscape Design consulting				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000.00			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC						Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPIS 2018 submission											
CAPIS 2019 submission											
CAPIS 2020 submission											

Incoming Grants/Scholarships to City of Gustavus FY21

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Telecommunications	N/A	\$18,900.00	---	N/A	N/A	USAC E-Rate federal internet subsidy paid directly to library internet vendor through monthly billings
	Reading with Rachel	8/3/2020	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Programs	8/12/2020	\$393.59	---	\$393.59	\$0.00	Alaska SLICE outreach program reimbursement
	Telecommunications	8/20/2020	\$1,500.00	SoA OWL Internet Subsidy	\$500.00	\$1,000.00	Alaska OWL monthly internet subsidy
	Library Materials	8/25/2020	\$7,000.00	FY21 PLA Grant	\$1,800.61	\$5,199.39	State of AK Public Library Assistance (PLA) grant
GVFD	GVFD Equipment	CY2020	\$36,000.00	Tsunami Siren Grant CY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	fall 2020	\$15,000.00	---	\$0.00	\$15,000.00	SEREMS Code Blue Grant 2020 - GVFD pays at least 10% match

\$79,347.59

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

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY19-21	Gustavus PFAS Action Coalition	12/9/2019	\$21,250.00	2020 EFG - GPAC	\$9,388.87	\$11,861.13	grant ends 12/10/20

STEEL FLOAT

The Gustavus Dray has been awarded the work to move the steel float as soon as the weather allows. Thanks to Toshua and his crew 😊

UPDATE ON CARES ACT

An update will be provided on Monday that will include the summary for the Resident Emergency Economic Stimulus Program (RESSP).

FOOD ASSISTANCE PROGRAM

The CARES Act funds provided to Susan and Kimber for their Food Assistance Program effort distributed frozen halibut and canned salmon on November 7th. Thanks to Kimber and Susan, and all of those involved, for their work getting this much needed food to those who need it! The FAP is utilizing the food sealer and grinder to process halibut, moose/deer and other foods to assist those residents that were not able to procure seasonal foods because of the pandemic.

A **BIG** thank you to James Proctor and his crew for the halibut!

WHAT'S UP?

At the November 2nd Work Session, staff provided a brief description of their department. There was some good discussion with Council members. Thank you, Council, for the opportunity to introduce our departments.

For many of our community, the pandemic has created economic harm and hardship in procuring and producing food goods. In response to this need, the City Council is establishing a food assistance program for those in need. In recognition of this hardship, the City will make available commercial grade food processing equipment to multi-family groups for fish and moose/deer processing and sharing.

The food assistance program will function with a partnership of local residents assisting other local residents. Complying with state and federal subsistence permit regulations, volunteer fishing crews will catch halibut and volunteers will process the catch. The halibut will be distributed through existing local informal food distribution networks (such as the Secret Santa program) and churches that can help to identify and provide for those in most need. In addition, when illegal moose is taken, volunteers will process and distribute the meat following the same procedures as the halibut.

Another hardship created by the pandemic is the attainment of food items, such as fish and meat by family members that are not able to utilize previous methods. Inability to charter or do group outings have reduced or eliminated opportunities to gather these important food items. To help secure adequate food supplies for this first Covid-19 winter period, food distributions to the community will be conducted in October, November, and December of 2020. Also distributed will be some shelf stable items such as canned salmon and packaged rice.

Food processing equipment will be reserved for use with multi-family food distributions and not available for individual efforts. All first time operators must be trained and then supervised by a Custodian, at a time that is mutually convenient. Training can be reserved with the Custodian (or, designated Custodian), with at least 72 hours advance notice, at the following link: <https://kimbersgarage.com/contact> Persons wishing to operate the equipment will first attend a training session on the safe operation, care, and cleaning of the equipment and agree to abide by the outlined procedures.

All volunteers, participants, and food recipients will agree to abide by the procedures outlined separately for community harvesting and processing of foods and shall further agree to defend, indemnify and hold harmless the City of Gustavus, its officials and employees, the processing facility owner, the equipment custodian, and community volunteers from and against all claims, damages, losses and expenses, of any kind and any nature, including but not limited to any claims, damages or losses resulting from any accidents or injuries, including but not limited to attorney's fees and any and all fees related to any court or administrative hearings, arising out of or resulting from the use of this equipment or participation in this program.

This program is funded through CARES Act funds received by the City of Gustavus. Economic assistance to residents of Gustavus impacted by the COVID-19 pandemic is an authorized use of CARES Act funding under the Federal Treasury guidelines.

WHAT'S UP?

City staff wanted to provide the new Council members, and a refresher for existing members, information on topics that may be of interest. Last year, staff provided a binder with a lot of information – perhaps too much. In preparing for this year's information package, staff felt that a summary of obvious issues. Then, Council members could receive more information about a specific topic if desired – either individually or in a meeting – which may be more appropriate.

As Desmond Tutu wisely said about being overwhelmed by all the things in life: **“there is only one way to eat an elephant: a bite at a time.”**

Below, each Department has provided a summary of operations and is available to meet for in-depth discussions. Staff strongly encourages new Council members to meet with the Treasurer to discuss the budget in general, the Capital Improvement Plan, and the monthly financial reports as the format may not be familiar and due to the importance of understanding the reports. If there is interest to meet with any other staff, notify the Mayor or City Administrator and a date/time can be arranged.

Staff appreciates the dedication and service to our community by each of you.

GVFD

The Gustavus Volunteer Fire Department (GVFD) provides Emergency Medical Services (EMS) and responds to fire calls within the City of Gustavus and has a memorandum of agreement to respond within Glacier Bay National Park upon request. Emergency services are provided by the city with an equipped ambulance, fire engine, and two water tenders that are stocked with proper equipment to tackle most emergencies. GVFD is composed of a full-time Fire Chief who currently oversees 30 volunteers that bring a variety of skills to the department. The GVFD volunteers are organized into three categories: Dispatchers, EMS, and Fire. The volunteers started the Gustavus Volunteer Fire Department Association, a non-profit social organization that was formed in 2016 to coordinate volunteer fundraisers and to help support the GVFD volunteers. The Fire Chief is responsible for the overall management of the GVFD, project scoping and management for GVFD capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the GVFD. The fire chief generates the annual departmental operating budget in conjunction with the City Treasurer. The fire chief develops and conducts weekly evening trainings for the volunteers, alternating between EMS and fire.

Personnel: Fire Chief (1 FTE)
 Assistant Chief (Volunteer)
 Fire Captain (Volunteer)
 EMS Captain (Volunteer)
 30 volunteers within the 3 divisions

Mission: To serve our community before, during, and after an emergency.

Calendar Year 2019 Statistics:

- 63 incidents. 49 EMS calls, 14 fire calls
- Volunteers donated 1124 hours

FY20 Accomplishments:

- Received a grant to acquire and install a Tsunami Siren (mass warning siren)
- 11 new Emergency Trauma Technicians (ETTs) roaming the streets
- Federal Emergency Management Agency (FEMA) Hazard Mitigation plan is completed
- New public fire danger sign
- Small Community Emergency Response Plan is completed
- Installed new gurney in the Ambulance
- In response to the COVID-19 pandemic, stood up the Emergency Operations Center (EOC) and Incident Command System (ICS).
- Worked closely with staff and the Mayor regarding resolutions declaring an emergency, mandating social distancing, and regarding travel into and out of Gustavus in response to COVID-19.
- Networked with other EMS leaders in Southeast Alaska to compare strategies, source supplies, and share knowledge regarding COVID-19 preparation and response

COVID-19. For updates, the Fire Chief can give you specific information or you can refer to the monthly update report provided during the monthly General Meeting.

CARES Act Spending

The City of Gustavus is in the process of planning for and spending funds received through the State of Alaska as part of a disbursement of federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds. These funds are only to be used for items not already in the municipality's budget as of mid-March 2020, with the exception of payroll for public health and safety (i.e. Fire Chief payroll). They cannot be used to substitute for lost revenue (e.g. decreased retail tax revenue due to pandemic-induced tourism decline).

CARES Act spending is discussed at every work session and at special focused work sessions, if necessary. A spreadsheet summarizing expenditures and earmarked funds is circulated to the

council regularly. The treasurer can explain in-depth, if any council members have questions. funds must be spent by December 30, 2020. Recently, there have been suggestions that unspent funds **may** be able to be rolled over into 2021 for use only for payroll for public health and safety (i.e. Fire Chief payroll). Official guidance on this has not yet been received.

Budget/Capital Improvement Plan

The budgeting process can be confusing and frustrating, especially if you haven't worked them before. We have 2 primary categories for financing: 1) Alaska Municipal League Investment Pool (AMLIP) accounts and 2) the Operating Budget.

The AMLIP accounts are the City's investment "savings" accounts. There are seven accounts currently allocated as follows: Capital Improvements Current, Capital Improvements Long-Term, Repair & Replacement, Road Maintenance – Unencumbered, Road Maintenance – Encumbered, Reserve, and CARES Act Relief Funds.

Capital Improvement Projects (CIP) are funded by the calendar year. Departments submit scoping documents that identify the project on a City generated form, and the Council reviews and approves at a General Meeting. The Scoping Document is used to identify the project's costs utilizing estimates derived from research by the department supervisor. If approved, the department supervisor will create a capital project to be approved as part of the annual Capital Improvement Plan (CIP) approval, usually in January. Funding for CIP usually comes from the AMLIP Capital Improvement Long-Term account, with funds transferred to the Capital Improvement Current account or the checking account for approved projects.

The Operating Budget is funded by the Fiscal Year. The City's Fiscal Year (FY) is July 1 through June 30 (the Federal FY is October 1 through September 30). Staff begins working on the upcoming budget in January and requests a work session with the Council in February or March to get direction on-line-item funding. Staff proposes a very conservative budget to allow for unknown disruptions to the funding streams. For example, sales tax and other local revenues are confidently projected based on previous years, identified state revenues, and known or anticipated local changes in the economy. However, Federal funding such as the Payment In Lieu Of Taxes (PILT) and National Forest Receipts come in at different times. There is also the anticipation of the Governor's veto pen or other legislative changes in previous funding amounts.

PILT. Payment in Lieu of Taxes (PILT) is Federal revenue payments to local governments that help offset losses in property taxes due to the existence of nontaxable Federal lands within their boundaries. The original law is Public Law 94-565 dated October 20, 1976.

National Forest Receipts. National Forest Receipts (NFR) are the revenue authorized under a 1908 federal law (16 USC 500) where 25% of the annual income earned from activities within a national forest is shared with the State for distribution to boroughs, cities and regional educational attendance areas (REAAs) located within the national forest. With the passage of the "Secure Rural Schools and Community Self-Determination Act of 2000", National Forest Receipts payments to the State are based upon the average of the three highest payments made to the State during the "eligibility period" of fiscal years 1987-2000. Applications are mailed to each eligible applicant on or before July 1 and must be returned by August 15. These funds must only be used by the City's Road budget to qualify for the funds. In the past, NFR receipts exceeded annual road operating expenses, and excess funds were saved in the AMLIP Road Maintenance – Encumbered account. Currently, NFR funds are unpredictable and do not cover annual road expenses, so the AMLIP Road Maintenance – Encumbered account will be used up this fiscal year. The City created an AMLIP Road Maintenance – Unencumbered account to ensure at least three years' worth of road maintenance were available once the encumbered savings were exhausted, giving time for new options to be considered for funding road expenses.

The budget process for the Council begins with the work session where direction is given to staff for the preparation of the draft budget. The Council may want to hold a Town Hall to allow the public to see how a budget is created. An example would be to provide last year's budget spreadsheet and

explain the line-items, then allow the public to make changes to see how the changes impact City's operations, funding, or other questions.

After the draft budget is created, staff requests a work session to prepare a smooth draft. Once the smooth draft is prepared, staff invites Council members for one-on-one meetings to go over any questions or suggestions. If necessary, the smooth draft will be discussed at the regular work session for the General Meeting to finalize any changes prior to introduction at the General Meeting. Staff prefers to submit the budget for introduction in April which publishes the budget for public comment. This way, if a Council member wants to suggest any changes it provides 2 months to work-out any adjustments. The budget must be adopted in June to be effective by July 1. As will be discussed in the Meetings and Agenda training by the City Clerk, a Special Meeting may be called to address any last-minute changes to the budget. Last-minute changes could come from a Council member or a staff request based on a change in a projected line-item. For example, the State defunds the Community Assistance Program, a program that the City receives funding from.

Throughout the year, Non-Code Ordinances (NCOs) are introduced to adjust the budget projections to actual income and expenses that are occurring. Most of these NCOs are simply moving funds from one line-item to another.

Please read through the current fiscal year's budget document and the current Capital Improvement Plan as it provides extensive background on current City operations. The Treasurer is available for appointments anytime to go over financial information or capital projects.

Endowment Fund. The City has an Endowment Fund stored in an Alaska Permanent Capital Management (APCM) account with the investment firm Charles Schwab. These funds are untouched except for those funds used by the Endowment Fund Grant. Details of the Endowment Fund can be found in the Title 4, Section 4.13 Gustavus Endowment Fund. The Endowment Fund Grant Policy and Procedure is in Resolution CY19-14.

Disposal & Recycling Center (which includes the Community Chest)

I would like to welcome the two newest members of the Council, Tania and John, and many thanks to Brittany for being willing to serve as our Mayor and to Joe Vanderzanden for serving as our Vice-Mayor.

My regular hours at the DRC are Tuesday through Friday, generally from 10 AM through 5 PM and I am more than happy to give you a tour and/or discuss Gustavus's solid waste issues. I don't mind discussing DRC related issues outside of office hours – if I am available.

Everyone is familiar with the basic function of the DRC: dealing appropriately with the community's solid waste stream. We re-use or recycle as much of it as we can and what we cannot be re-used, recycled or composted is compressed and landfilled in our ever-growing waste mound.

To help keep you informed and to inform the public, I put a lot of time in to writing the DRC's quarterly reports which you will see in your meeting packets. They are also available on-line:

<https://cms.gustavus-ak.gov/drc> the Q reports are at the top of the page. Also, on this page are links to important DRC documents.

At the end of each Q report I provide an update of the DRC's current projects. Briefly, the current DRC projects are:

- Food waste composting facility improvements - replacing the Quonset and improving the composting yard
- Completion of the In-flow storage yard (previously referred to as the pre-processing storage yard)
- Specifying and purchasing a 20' long x 8' wide x 8' high container designed for household hazardous waste storage
- Planning for the new main building, three phase power and new horizontal baler

In addition to these important projects is my work on the Solid Waste Management Plan or SWMP. Basically, the SWMP is an extension of the City's Disposal and Recycling Center General Operations Plan and documents the planned improvements to our facility. Eventually this document will have a closure plan for the existing waste mound, its projected life, and options for what to do with non-recyclable waste once the mound has reached capacity in **3 – 6 years**.

I know our two newest Council members have an interest in DRC operations and policy and I encourage you to review the two most recent quarterly reports. In the May report I discussed the litter and food waste dumping issue.

CITY CLERK

I am a part time City Clerk working up to 30 hours per week and supervised by the City Administrator. Below is an abbreviated list of my responsibilities. Whether you are new to the council or an old hat, there is always a lot to learn or re-learn, I would love to meet one on one with each of you or in small groups to dive in a little deeper with regard to the list below.

- All meeting preparation including agendas, packets, notices, council cheat sheet for council meetings.
- Responsible for action minutes and zoom
- All meeting follow-up tasks.
- Act as parliamentarian to the council
- Provide for the codification of ordinances using the Municode system
- Maintains city website and public bulletin boards
- Administers the city records retention schedule
- Responsible for municipal elections
- if requested, assists the Mayor and Council in writing and revising ordinance and policy related to City administration
- Staffs city hall during publicly open hours
- Public Notary

You should become familiar with CoG Policy & Procedure, CoG Resolutions, CoG Ordinances, Title 29, Parliamentary Procedure, OMA, Quasi-Judicial Activity and Ex Parte Contacts. Please let me know if you need help finding any resources.

Use of the City Attorney

Resolution 2011-08 provides the policy and procedure for communicating with the City attorney. The intent of this policy is to maintain a written record of queries and the attorney's responses. Also, through the procedures the Mayor will be able to recognize what issues are of concern, if there are multiple Council members interested in the same issue, and likely reduce costs by providing the City attorney with a single inquiry versus multiple inquiries and potentially multiple responses.

Gustavus Beach

The City entered into a Cooperative Resource Management Agreement (CRMA) with the State of Alaska Department of Natural Resources (DNR) that includes requirements to comply with the Development Plan constructed by the beach advisory committee.

Since the adoption of the CRMA between the City of Gustavus and the DNR, we have observed some elements of the agreement that could be improved upon. A draft amendment to the CRMA providing suggested changes that reflects the direction that the City would like to see for the protection and preservation of the Gustavus Beach Park while providing the community with a level of use commensurate with a park with these characteristics was sent to DNR on August 13, 2020. The changes focus on changes to the legal description that accurately reflects Tracts A and B. The description accounts for isostatic rebound that will increase the size of the Tract A. The Development Plan contains most of the changes as it reflects the input received by the community and the direction of the City Council.

PFAS

There are 2 separate issues with polyfluoroalkyl substance (PFAS): community drinking water contamination from use of Aqueous Film Forming Foam (AFFF) and use of AFFF by the Gustavus Volunteer Fire Department (GVFD) for a residential fire.

The first issue of community drinking water contamination was first reported to the City by the state in September 2018. The source of contamination was the Gustavus Airport's use of AFFF for firefighting and training. Tests of wells were conducted and a series of maps for the results followed. There has not been resolution of the issue for the affected property owners although drinking water has been provided in the interim.

The City Council formed an advisory committee, the Gustavus Water Action Committee (GWAC) to address, among other things, the PFAS contamination issue. Working with the Gustavus PFAS Action Committee (GPAC), ideas and information were shared and reported to the Council. As part of the work a GWAC committee member completed a historical use of AFFF that is available for review; the report was created through interviews and records check.

The second issue is from a residential fire in 2015 when the GVFD responded to a brush fire at 77 Same Old Road. At the time, PFAS had not become a known concern to the City. The GVFD did what it was supposed to do and put the fire out. To extinguish the fire and prevent it from spanning the few feet from the source of the fire into the forest sparking a wildfire, the GVFD used the only firetruck able to access the property. This fire truck had been purchased from the State of Alaska Dept. of Transportation (ADOT) (it was an ADOT Gustavus Airport truck) and unfortunately included AFFF in its tanks, which was used to extinguish the fire.

There is a large volume of information on this subject. Staff can meet with any Council members who are interested in the background. There is also a large binder of information you can get from the Clerk.

Strategic Plan

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment. It is a disciplined effort that produces fundamental decisions and actions that shape and guide what an organization is, who it serves, what it does, and why it does it, with a focus on the future. Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful.

A strategic plan is a document used to communicate with the organization the organizations goals, the actions needed to achieve those goals and all of the other critical elements developed during the planning exercise. A strategic plan is primarily a visioning document that is designed for 5-year periods with annual reviews.

The Council worked for a couple years constructing the framework for an update to the Strategic Plan; the current Strategic Plan is from 2005. A draft was completed summer 2019 and presented to the public during a Town Hall meeting. There was tremendous participation and several pages of comments were received via sticky-notes as part of the commenting process during the events. The comments have been incorporated into the Strategic Plan document tables but are still incomplete. Some comments were only objectives and did not have accompanying strategies. The Council thought it best to wait for the new members to join the process before moving further.

The strategic plan is in need of completion and work on the it has been postponed until the new Council had been seated.

Roads

The Roads department (department is a term used to describe the budgeting category, not an actual department) includes several functions. In addition to road development, maintenance, repair, and

other projects, the Roads category includes Civil Work Permits for work in City maintained roads and operation of the gravel pit used for pit run material for the roads.

Civil Work Permits. Civil work permits are required for work in City-maintained road easements and rights-of-way for any ground-disturbing work in City-managed or City-maintained road easements or rights-of-way serving city properties such as City Hall, the Library, DRC, Salmon River Small Boat Harbor, and the Fire Hall within the boundaries of the City of Gustavus. It does not apply to private roads or driveways except where they intersect city roads within the public road easement. Procedures do not apply to road maintenance activities directed or conducted and overseen by the city. The Policy and Procedure includes the Civil Work Permit application process and provides for a fee/penalty of \$200 for violation.

Roads. Roads are an ongoing topic of discussion. Council members Taylor and Clark have been the Council representatives that focus on road issues. The road maintenance, snowplowing, and previously road brushing contracts are issued annually. Road expenditures are usually for grading, surfacing (gravel to fill potholes, reestablish road crowns, etc.), brushing, snowplowing, culvert repair/replacement or installation if necessary. Additional funds for capital improvement road projects come from the AMLIP Capital Improvement accounts.

A draft Roads Plan that is intended to identify current problems such as clogged ditches, no ditches, drainage issues such as damaged culverts, etc. has been prepared. In addition, the Roads Plan will prepare a maintenance schedule that will rotate by area of the town, prescribing routine maintenance such as previously described to reduce costs of reacting to emergency work or damaged assets. Finally, the Roads Plan will identify future Capital projects such as bridges, new roads or new ditches. The Roads Plan and maintenance schedule is available if the Council would like to discuss.

Gravel Pits. The gravel pits are the source of material for all the road work. With the leasing of 3 pits to private business and restriction in the use of the other pits because of fish, the City only draws gravel from 1 pit for a total of 4 pits being actively excavated. The City had the property surveyed in 2019 and identified additional land area for expanding the size of several pits. The new area will likely extend the useful life of the pits but still only provides a limited extraction life, likely 2-5 years depending on need.

The City has discussed options for better extraction methods. Two methods are being considered: a bailing system which is a bucket that crosses the pond, digging as it crosses; the other is a suction dredge that sits on a floating platform and uses a tube to reach the material and a pump to “suck” the material out. The suction dredge appears to be less expensive to own and operate.

Library

Mission Statement. The mission of the Gustavus Public Library is to provide community members and visitors of all ages with a welcoming and supportive environment to freely access information, materials, and programming; to support literacy and life-long learning, facilitate connection to place and culture, and meet the recreational, social, intellectual, and cultural needs of the community.

Overview. Below is a general overview of the Library’s operations. The Library Directors would like to invite council members to an informal question and answer via Zoom.

The Gustavus Public Library provides the public with a wide selection of materials including nonfiction and fictional books for all ages, fiction and nonfiction DVDs, magazines, kits, and audio material. The library’s collection includes items specifically requested by community members, along with books by local and regional authors, books about Alaska and Southeast Alaska, and a selection of recently released materials researched and selected by the library directors. The library also offers public computers and 24/7 WiFi for internet access, as well as free access to e-books and audiobooks. The e-book collection is available for checkout by members of the public who have been issued a library card. The library offers diverse programs and events for all ages, including a Summer Reading program, and supports students at the Gustavus School, homeschooling families

and adult students through services like test proctoring. The library is open six days a week, utilizing a strong core of volunteers to support its daily operation.

The Library Administrative Director is responsible for the overall management of the Gustavus Public Library, project scoping and management for library capital improvement projects, creating purchase orders, ordering supplies, and long-term planning for the library. This position assists the Library Services Director with training and coordinating volunteers. The Library Administrative Director generates the annual departmental operating budget in conjunction with the City Treasurer. She also performs the duties listed below for the volunteer desk sitters.

The Library Services Director oversees operations, services, and creation and implementation of the daily programs that get patrons in the door. The Library Services Director focuses on developing these programs for diverse age groups and interests. This position is responsible for training and supervising volunteers, writing news articles and monthly newsletters, and communicating with the public through email and social media. She collaborates with the Library Administrative Director on matters of general library operations and administration (such as budgeting and ordering library materials), and forms partnerships with other organizations, such as the Gustavus School and National Park Service, to develop library programs that meet the current needs and interests of the community.

The volunteer desk sitters are responsible for recording library use statistics, checking out materials to patrons, checking in and shelving materials, collecting money for copies and faxes, and providing assistance to patrons as they are able.

Library Roof. At the direction of the Council, we began on the replacement of the metal roofing panels that have had gaping holes left in them from failure of the snow guards, and which has now turned into a reconstruction of the entire library roof from its peak downwards until the end of the rotted boards are reached. We have had an engineer on site who gave us a report with detailed information on how to deal with this issue.

Our roof, and the entire building, is constructed of SIP panels, which have poor performance history in Southeast Alaska. Problems have been attributed to moisture getting into the panels and rotting the sheathing. Typically, the source of the moisture is interior condensation getting into the panels and turning to water. This, however, is not the case for our library. The engineer confirmed this by inspecting the attic, where there is no sign of rot.

Up on the roof, the metal ridge vent was removed to expose the tar paper, which was cut to expose the foam. The edges of the SIP top layer of sheathing had rot. There was also significant rot about a foot down from the ridge. The engineer did not look any further, so the extent of the rot is unknown.

A local contractor had stated concerns that the damage to the building reaches beyond the roof and requires a comprehensive scope of work beyond what has been published in previous RFQ's. Given that three previous RFQ attempts have been published and the City has received no responses, staff believed it was necessary to take a different approach to discover the extent of the water damage to the building and modify the funding for the project to \$150,000.

An RFP was released, and the Council awarded the contract to Gustavus Construction. As of the date of this report, the contractor has not yet signed the contract. However, we expect to have the contract signed shortly and a scheduled identified.

Doing Business in Gustavus

There are folks doing business in Gustavus without business licenses and do not pay the sales tax. A discussion that identifies how "business" is defined is necessary to identify where compliance needs to be applied. For example, the lemonade stand is arguably not a business. Similarly, the garage sale is not a business – unless the "garage sale" is a flea market. That is, someone buys items from around

the area (e.g. Juneau, Sitka, Hoonah, Gustavus) and then sells the items as a garage sale. In example the activity is likely a business. Then there are the clear business operations such as contractors, carpenters, charter operations, etc. that are operating without a business license. Title 4 Requirements - Section 4.15.030 – Imposition of sales tax.

Every seller making sales, rentals or performing services subject to taxation under this chapter shall collect taxes imposed by this chapter from the buyer at the time of collection and shall transmit the same, monthly, to the city.

What is retail sale? Title 4 has specific language that is inclusive of most activities associated with a business.

Retail sale: Any sale of real or tangible personal property including barter, credit, installment, and conditional sales for any purpose other than resale in the regular course of business. The delivery of goods in the city by a seller whose principal place of business is outside the city to a buyer or consumer is a retail sale made within the city if such retailer maintains any office, distribution, or sales house, warehouse or any other place of business, or solicits business or received orders through any agent, salesman, or other type of representation within the city.

There are persons operating as a business in Gustavus that are not complying with Title 4. There are several concerns with this situation including, but not limited to, equity, fair treatment, loss of the public's money, and a financial advantage for those not adding the required 3% to the cost. Where the 3% is added but not submitted to the City is a question of theft and should also be considered.

At a Council work session discussing the subject, the following procedures were established.

- Between the work session and March 3, 2020 Council members would talk to those they know that are in violation of the City's Sales Tax Ordinance.
- March 4th staff would send letters to those known to be operating businesses without a business license and/or is not remitting sales tax

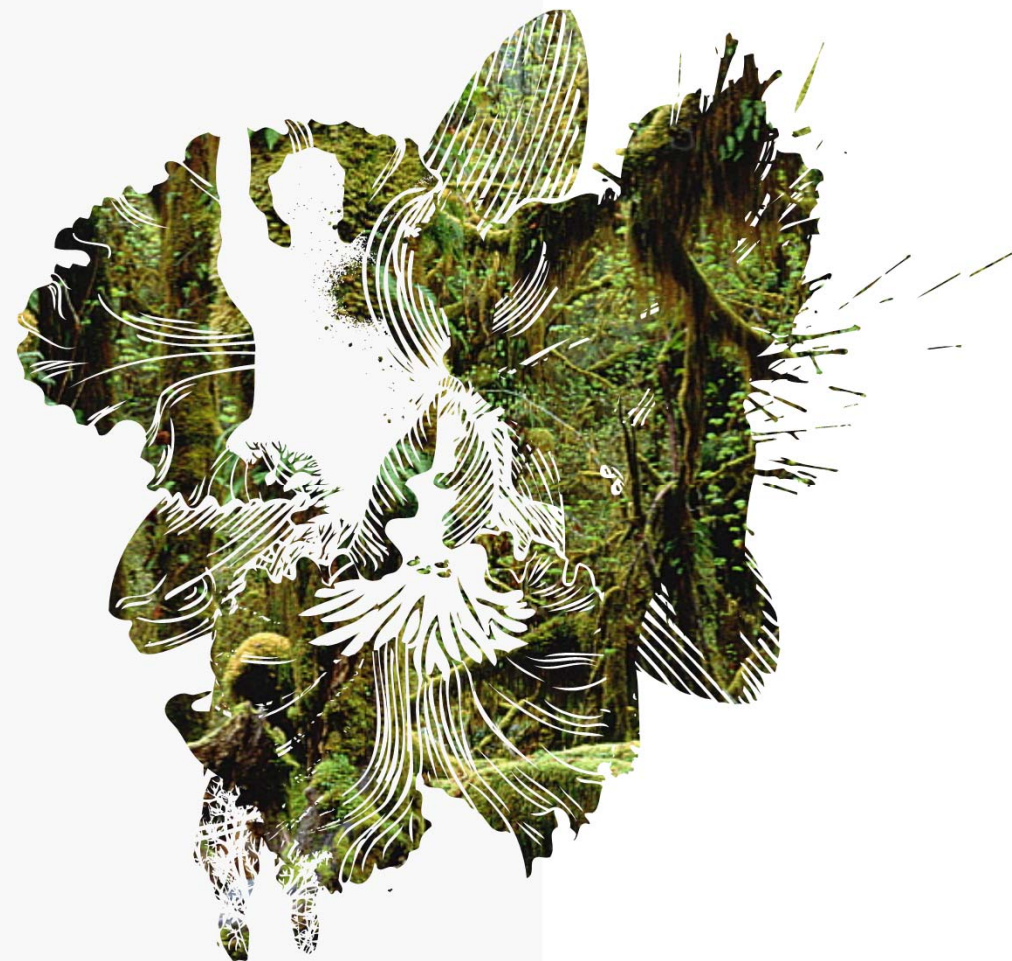
The procedures below were established but not implemented because of the COVID-19 pandemic. However, these procedures could begin if the Council directs staff to continue.

- After 30 days from the date of the letter, if compliance or arrangements have not been made, staff posted the violation notice at the Post Office, Library, and City Hall
- After 30 days from the date of posting, I will contact the city attorney and direct that a letter be sent to the person/owner/operator, etc.
- If compliance hasn't been achieved in the timeframe established by the city attorney's letter, I will direct the city attorney to begin lien proceedings

City Administrator

As your City Administrator, I am proud to assist our town with implementing the direction of the Council addressing the many issues of our local government. The staff is a fantastic team of dedicated and hard-working folks and we are excited to work with the Council in facing the many challenges.

Thank you again for your commitment to our community. How can we assist you?



Gustavus/NPS Intertie

Design Phase Public Information Meeting

November 2020

Contact Jason Custer – jason.c@aptalaska.com

Gustavus Intertie Project Objectives

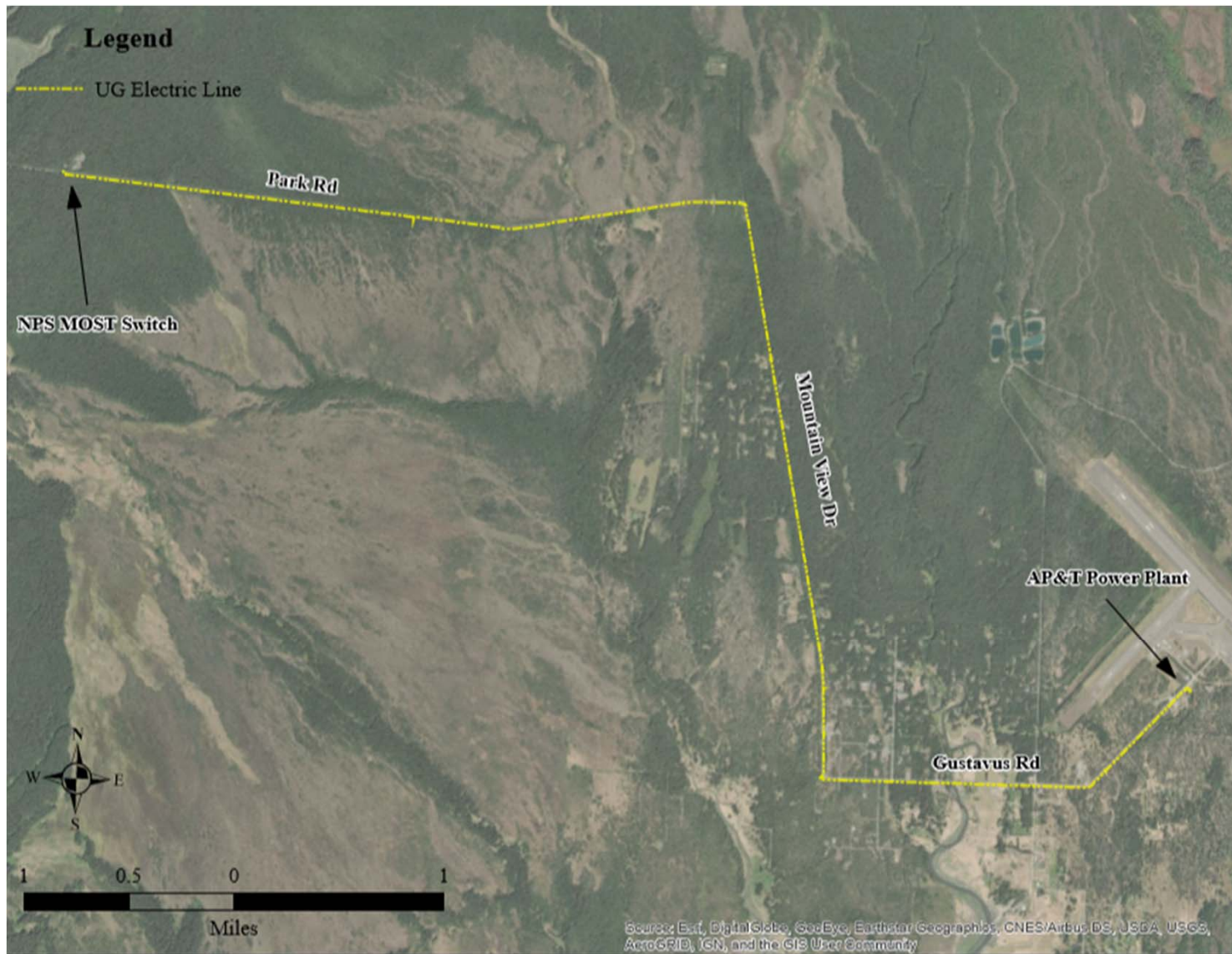
- Displace diesel-based generation (environmental benefits)
- Lower community energy costs
- Lower NPS energy costs
- Improvements to grid resiliency
- Improved reliability, including access to contingency generation resources
- Use existing resources as efficiently as possible



Project Design

- 12.47Y/7.2 KV three-phase electrical intertie between Gustavus distribution system, and the NPS utility system.
- Fiber optic cable included for signal and control connections between the NPS power plant and AP&T facilities. Spare capacity for NPS use.
- Underground facilities.
- 6.1 mile line following existing road
- Installation of equipment near NPS depot to facilitate switching, voltage regulation, and metering.



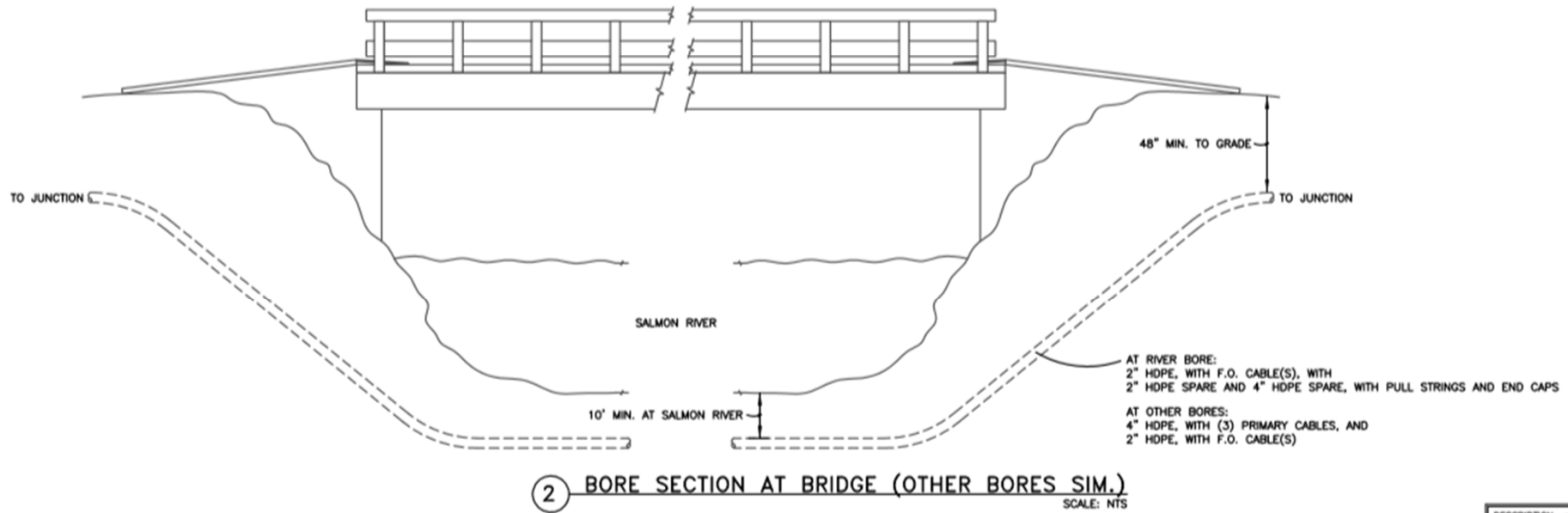


Overview

Project follows existing road ROW to the NPS diesel power plant.



① TRENCH SECTION
SCALE: NTS



DESCRIPTION CONST
GLACIER B/

Anadromous stream crossing accomplished through directional boring below bridge.





Directional boring machine. Crossings below the road ROW would also be accomplished by boring.



Timeline

- **Design Phase** – Q3-4 2020 (ongoing)
 - Field survey complete
 - Preliminary design complete
 - Permits submitted to State DOT and NPS for use of ROW
- **Construction start** – Q2 2021
- **Completion** of construction, commissioning, and demobilization activities – Q4 2021

Funding for the project has been appropriated by Congress, and is available to support completion of the project in full.



Environmental Impacts

Design is optimized to avoid adverse environmental impacts.

- Underground facilities avoid visual and landscape impacts.
- Facilities placed in existing road right-of way, adjacent existing road, to minimize new disturbances.
- Route optimized to avoid wetlands and sensitive areas.
- Directional boring beneath stream at crossing area.
- Use of a SWPPP to mitigate any short-term impacts to surface or groundwater quality.
- Archaeological monitoring to avoid impacts to cultural resources.

The project will provide a tremendous new environmental benefit stream.



Estimated Benefits in 1 Year =



600 tons of carbon dioxide avoided.



38,436 gallons of fuel that do not travel to Gustavus / Glacier Bay.



915 barrels of oil left in the ground.



128 passenger vehicles taken off the road for 1 year.



Carbon sequestered by 707 acres of US forest.



1,470,588 miles not driven by passenger vehicles.



Estimated Benefits in 30 Years =



18,000 tons of carbon dioxide avoided.



1.15 million gallons of fuel that do not come to the community.



27,380 barrels of oil left in the ground.



128 passenger vehicles taken off the road for 30 years.



Carbon sequestered by 21,201 acres of US forest in 1 year.



44,117,647 miles not driven by passenger vehicles.
(1,771 trips around the earth.)





Assumptions Used in Estimates

(You can use the EPA's tool to investigate your own assumptions!)

- » 843,045 average kWhs used at Bartlett Cove
- » 11.75 kWh / gallon fuel efficiency at Bartlett Cove
- » 800 tons / year of carbon produced from diesel-based generation
- » 75% of NPS diesel generation at Bartlett Cove offset by Falls Creek thanks to the Gustavus Intertie project.
- » EPA equivalency calculator:
<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

While we can estimate benefits based on historical information, actual results will depend upon numerous variables, including weather patterns.



Other Points of Interest in the World of Beneficial Electrification

» AP&T Electric Vehicle Incentive Program

www.aptalaska.com/amp-up Recently expanded to include incentives for **municipal chargers**, and to lower the minimum battery size requirement to 14 kWh. (Yes, the electric Harley-Davidson now qualifies!) **Gustavus has the highest rate of use by community**, both on a total # and % basis.

» Alaska's first electric school bus now operational in AP&T's Tok service area.

» Bring the Heat. AP&T is encouraging customers to consider installing air-source heat pumps, which have 3x or higher the efficiency of resistance electric heaters. Viability will improve in Gustavus as the intertie helps decrease rates. <https://www.aptalaska.com/bring-the-heat/> Alaska Heat Smart (Juneau) also a great resource.

» Hydro Tracking Tool. AP&T continues to maintain the Gustavus % hydro tool on our website. <https://www.aptalaska.com/gustavus-energy-profile/>

» AP&T is evaluating a **battery/hydro project** to optimize use of Falls Creek, and increase useful output.

Contact: Jason.c@aptalaska.com or 907-617-3773

Thank you!

We look forwards to working together to improve environmental quality in the Gustavus/ Bartlett Cove region, while supporting affordable energy costs.



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	5a. Telephone Number & Extension 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	Elections-Ballots	2019	City Hall	4 files	Recycle
C-6, 6yrs	Elections-General	2014	City Hall	4 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 #11.

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

October 6, 2020

City of Gustavus

VIA Email: clerk@gustavus-ak.gov

License Type:	Package Store	License Number:	4549
Licensee:	Snug Harbor LLC		
Doing Business As:	Snug Harbor Liquor		
Premises Address:	1/8 Mile Wilson 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, Interim Director
amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application**What is this form?**

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing 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, AS 04.11.280, AS 04.11.290, 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 - Transferor Information

Enter information for the *current* licensee and licensed establishment.

Licensee:	Snug Harbor LLC		License #:	4549	
License Type:	Package Store		Statutory Reference:	04.11.150	
Doing Business As:	Snug Harbor Liquor				
Premises Address:	1/8 mi Wilson Rd				
City:	Gustavus	State:	AK	ZIP:	99826
Local Governing Body:	City of Gustavus				

Transfer Type:

- ☒ Regular transfer
☐ Transfer with security interest
☐ Involuntary retransfer

OFFICE USE ONLY			
Complete Date:	10/5/20	Transaction #:	13376278
Board Meeting Date:	10/21/20	License Years:	1337637 19/20
Issue Date:		BRE:	CDC



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 2 – Transferee Information

Enter information for the **new** applicant and/or location seeking to be licensed.

Licensee:	Smug Harbor LLC				
Doing Business As:	Smug Harbor Liquor				
Premises Address:	1/8 mi Wilson Rd				
City:	Gustavus	State:	AK	ZIP:	99824
Community Council:	City of Gustavus				

Mailing Address:	P.O. Box 273				
City:	Gustavus	State:	AK	ZIP:	99824

Designated Licensee:	Bruce A. Smith		
Contact Phone:	907-723-8874	Business Phone:	
Contact Email:	codlips@gmail.com		

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

Section 3 – 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.

0.1 mile

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.

0.3 mile

AMCO



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application**Section 4 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.

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:	

Section 5 – 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 6.

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:	Colleen I. Stansbury				
Title(s):	Member	Phone:	907-723-8888	% Owned:	50%
Address:	P.O. Box 145				
City:	Gustavus	State:	Alaska	ZIP:	99826



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	Bruce A. Smith				
Title(s):	Member	Phone:	907-123-8874	% Owned:	50
Address:	PO Box 273				
City:	Gustavus	State:	Alaska	ZIP:	99826

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

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

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 #:	96294	AK Formed Date:	09/24/2005	Home State:	Alaska
Registered Agent:	Colleen I Stambury	Agent's Phone:	907-723-8875		
Agent's Mailing Address:	PO Box 145				
City:	Gustavus	State:	AK	ZIP	99826

Residency of Agent: Alaska - #1 Wilson Rd, Gustavus, AK ☒ Yes ☐ No

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

☒ ☐



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application**Section 6 – Other Licenses**

Ownership and financial interest in other alcoholic beverage businesses:

Yes

☒ No

Does any representative or owner named as a transferee 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 7 – 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:



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application**Section 8 – Transferor Certifications**

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a controlling interest of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

Signature of transferor

Stacy Gene Proctor for Eugene C. Farley

Printed name of transferor

Subscribed and sworn to before me this 21st day of May, 2020.

Signature of Notary Public

PHOEBE VANSELOW
Notary Public, State of Alaska
Commission # 170912006
My Commission Expires
September 12, 2021

Notary Public in and for the State of Alaska.

My commission expires: 9/12/2021

Signature of transferor

Printed name of transferor

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

Signature of Notary Public

Notary Public in and for the State of _____.

My commission expires: _____



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 – Transferor Certifications

Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

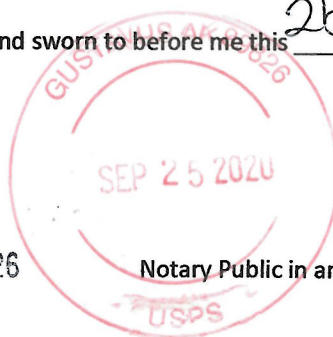
I declare under penalty of perjury that the undersigned represents a controlling interest of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

Bruce A. Smith
Signature of transferor

35 Bruce A. Smith
Printed name of transferor

Subscribed and sworn to before me this 25th day of September, 2020.

POSTMASTER
PO BOX 9998
GUSTAVUS AK 99826



[Signature]
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 07/08/2023

Signature of transferor

Printed name of transferor

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

Signature of Notary Public

Notary Public in and for the State of _____

My commission expires: _____



Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee 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.

CS

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

CS

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.

CS

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.

CS

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

CS

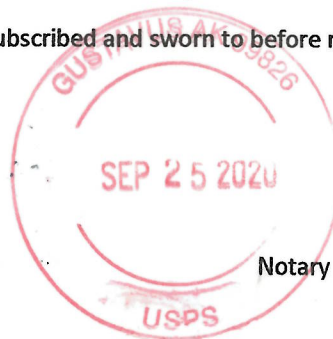
As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Colleen Irene Stausbury
Signature of transferee

Colleen Irene Stausbury
Printed name

Subscribed and sworn to before me this 25th day of September, 2020.

POSTMASTER
PO BOX 999E
GUSTAVUS AK 99826



[Signature]
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 07/08/2023



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.

☒ ☐

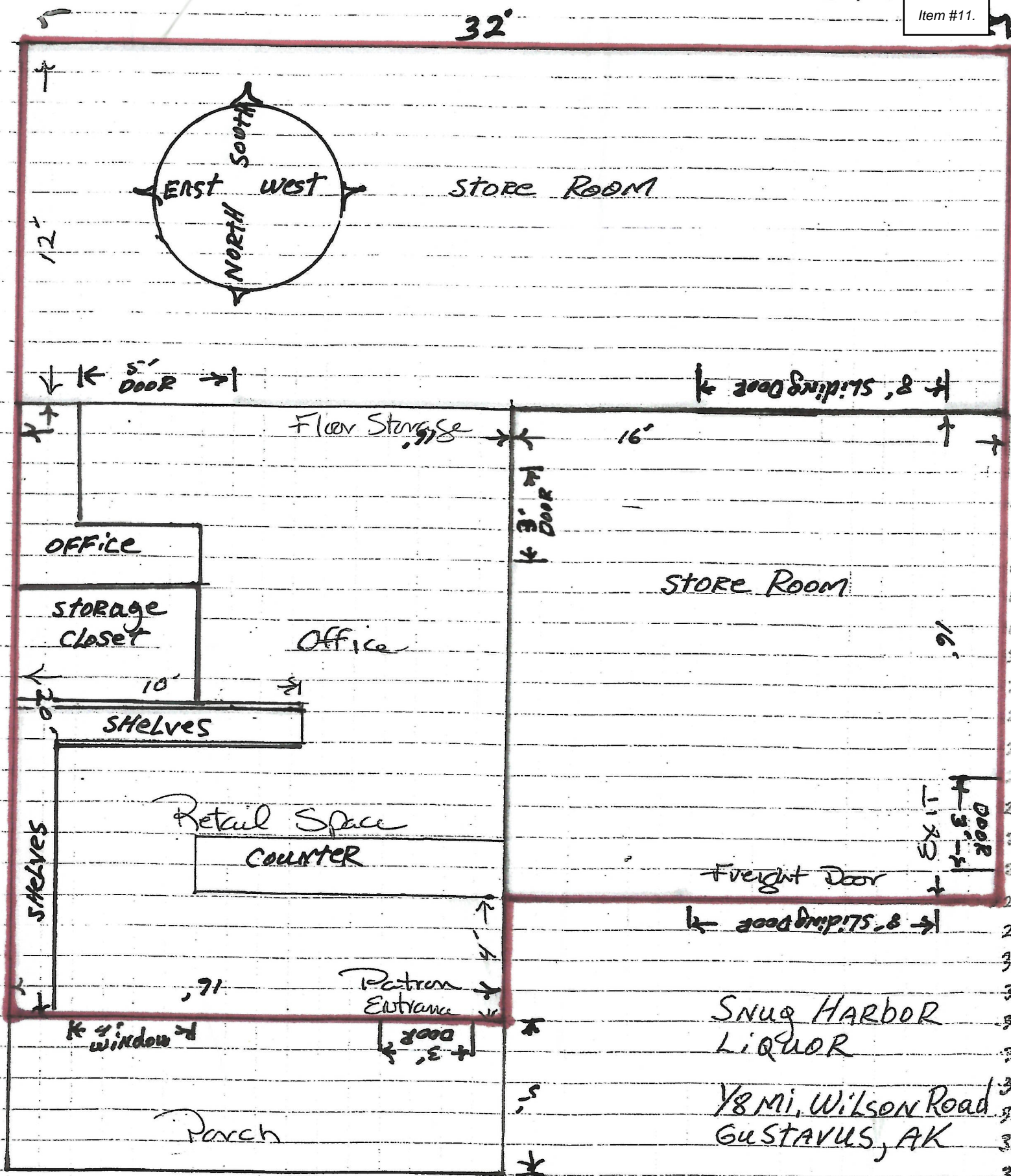
Section 1 – Establishment Information

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

Licensee:	Snow Harbor LLC	License Number:	4549
License Type:	Package Store		
Doing Business As:	Snow Harbor Liquor		
Premises Address:	1/8 mi. Wilson Rd		
City:	Gustavus	State:	AK
		ZIP:	99826

32'

Item #11.



Top View

AMCO

OCT - 1 2020

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-12NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. In Fiscal Year 2021, 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	\$1,517,664.91	\$ 1,474,411.74	<\$ 43,253.17>
<i>2021 Endowment Funds for disbursement through grant application process, per motion in August 10, 2020 meeting.</i>			
FNBA Endowment Fund			
Checking account	\$ 11,986.69	\$ 55,239.86	\$ 43,253.17
<i>2021 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 9, 2020

DATE OF PUBLIC HEARING: December 14, 2020

PASSED and **APPROVED** by the Gustavus City Council this __th day of December, 2020.

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-11NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2021**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2021 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
INCOME	Original Budget	Amended Budget	Change
Marine Facilities Income - Other	\$ 9,200.00	\$ 12,700.00	\$ 3,500.00
Tax Income: Room Tax	\$ 4,500.00	\$ 12,555.00	\$ 8,055.00
Tax Income: Fish Box Tax	\$ 0.00	\$ 6,000.00	\$ 6,000.00
Total Change in Income			\$ 17,555.00
EXPENSE	Original Budget	Amended Budget	Change
Economic Development Services: GVA	\$ 0.00	\$ 17,000.00	\$ 17,000.00
Election Expense	\$ 250.00	\$ 90.00	<\$ 160.00>
Marine Facilities: Maintenance & Repairs	\$ 1,000.00	\$ 4,000.00	\$ 3,000.00
<i>Funding toward repair of the Salmon River Boat Harbor boat launch.</i>			
Payroll Expenses: Workers Comp. Ins.	\$ 7,030.49	\$ 6,245.49	<\$ 785.00>
Marine Facilities: Supplies	\$ 500.00	\$ 1,000.00	\$ 500.00
<i>Funding for supplies needed to raise the gangway at the state dock.</i>			
DRC: Training	\$ 500.00	\$ 2,000.00	\$ 1,500.00
<i>For renewal of DRC's Manager/Operator's 3-year Solid Waste Association of North America (SWANA) certification.</i>			
Admin: Travel	\$ 2,500.00	\$ 500.00	<\$ 2,000.00>
<i>City Council training online instead of in person due to COVID-19.</i>			
DRC: Travel	\$ 2,000.00	\$ 500.00	<\$ 1,500.00>
<i>Training online instead of in person due to COVID-19.</i>			
Total Change in Expense			\$ 17,555.00

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

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

DATE INTRODUCED: *November 9, 2020*

DATE OF PUBLIC HEARING: *December 14, 2020*

PASSED and **APPROVED** by the Gustavus City Council this __th day of December, 2020.

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-10NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1.** Classification. This is a **Non-Code Ordinance**
- Section 2.** For the Fiscal Year of 2021, the following City held account balance transfers are to be made for the reasons stated.
- Section 3.** For the current fiscal year, the City held accounts are amended to reflect the changed estimates as follows:

Amounts			
ACCOUNTS	Account Balance*	Amended Balance	Change
<small>*Approximate, this is a dynamic value</small>			
AMLIP – Road Maint -Encumbered <small>Closing account.</small>	\$ 3.21	\$ 0.00	<\$ 3.21>
AMLIP – Road Maint -Unencumbered <small>Initial withdrawal from this account.</small>	\$ 259,258.93	\$ 197,140.06	<\$ 62,118.87>
FBNA Checking account <small>Encumbered funds transferred for FY21 Road Maintenance, per FY20-17NCO adopting the FY21 budget.</small>	\$ 408,189.68	\$ 346,067.60	\$ 62,122.08
<hr/>			
Total Change in City Held Account Balances		\$	0.00

- Section 4.** The FY21 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 9, 2020

DATE OF PUBLIC HEARING: December 14, 2020

PASSED and **APPROVED** by the Gustavus City Council this __th day of December, 2020.

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY21-09NCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2021, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
	*Approximate, this is a dynamic value.		
AMLIP CARES Act Relief Fund	\$ 347,180.58	\$ 184,677.93	<\$162,502.65>
Approximate balance after FY21-05NCO account transfer occurs.			
FNBA Checking Account	\$ 408,189.68	\$ 570,692.33	\$ 162,502.65
This amount is the approved reimbursement for CARES Act eligible expenses incurred June 2020 (\$30,153.49), July 2020 (\$81,386.01), and August 2020 (\$50,963.15).			

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

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

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

DATE INTRODUCED: November 9, 2020

DATE OF PUBLIC HEARING: December 14, 2020

PASSED and **APPROVED** by the Gustavus City Council this __th day of December, 2020.

Brittney Cannamore, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY20-23**

**A RESOLUTION BY THE CITY OF GUSTAVUS
DECLARING A SECOND LOCAL EMERGENCY IN RESPONSE TO COVID-19 AND A
REQUEST FOR STATE AND FEDERAL ASSISTANCE**

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

WHEREAS, COVID-19 poses an imminent threat to human health, safety, and welfare to the residents of the City of Gustavus; and

WHEREAS, President Donald J. Trump declared a national emergency in response to the virus pandemic; and

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to the anticipated outbreak of the virus in Alaska; and

WHEREAS, the State of Alaska public health emergency declaration is scheduled to expire on November 15, 2020; and

WHEREAS, the City of Gustavus passed CY20-11 declaring a Local Emergency in Response to COVID-19 and a Request for State and Federal Assistance on March 24, 2020 which will expire on November 24, 2020; and

WHEREAS, a substantial number of the workforce in the City of Gustavus have children attending the Gustavus School and are now desperately searching for childcare solutions; and

WHEREAS, the economy generated from independent and cruise ship travelers during the short summer months supports the year-round businesses, citizens, and governments in the City of Gustavus; and

WHEREAS, the cruise ships that normally come to Glacier Bay and contribute to the economy of the Glacier Bay National Park and Preserve which contributes to the economy of the City of Gustavus originate from Seattle, Washington, and Vancouver, Canada; and

WHEREAS, during the week of March 9, 2020, the local economy supported by the independent and cruise ship travelers suffered catastrophic news: the State Department and Centers for Disease Control and Prevention recommended travel restrictions on cruise ships, the Port of Seattle described it was closing its cruise ship terminals in two week increments; at least two cruise lines voluntarily halted all cruise travel for 60 days; and the Prime Minister of Canada closed all cruise ports in Canada until July; and

WHEREAS, it is essential to implement local emergency powers given the potential ability of the virus to cause death or injury to people, necessitating measures to protect the public health, safety, and welfare; and

WHEREAS, in order to contain any potential harm that may be caused by the virus, State and Federal assistance is needed to supplement local efforts to respond to this public health emergency; and

WHEREAS, pursuant to AS 26.23.140. Local Disaster Emergencies, the Gustavus City Council may declare the existence of an emergency; and

WHEREAS, the Gustavus City Council deems it necessary to declare a local emergency to protect the health, safety, and welfare of the residents of the City of Gustavus; and

WHEREAS, the Gustavus City Council requests the Governor of Alaska continue to provide State assistance to the City in its response to the virus, including assistance for fire protection and the provision of other funds, services, functions, supplies, or materials determined by the Mayor or his/her designee, in consultation with local emergency agencies, to be necessary to meet the public safety and welfare needs arising from or incidental to COVID-19 and to recover from the damages caused; and

WHEREAS, the City of Gustavus City Council further authorizes the Gustavus Emergency Operations Center to implement any orders issued by the City Council or the Mayor if circumstances do not permit an emergency meeting of the Council, which are necessary to prevent the transmission of infectious disease and to take measures to ensure that all cases of contagious disease are subject to proper control and treatment; and

WHEREAS, the Emergency Operations Center shall obtain the City Council's approval, or that of the Mayor if circumstances do not permit an emergency meeting of the Council, prior to implementing any orders (1) related to private property, (2) related to mass quarantine or isolation, or (3) related to rationing of goods or supplies; and

WHEREAS, a public health related order, if any, shall be consistent with federal or state public health official recommendations; and

WHEREAS, all resources of the City government, including City personnel, are hereby available as necessary to deal with the emergency, and may be transferred or altered in function for the purpose of performing or facilitating performance services responsive to this emergency; and

WHEREAS, while the potential extent and effect of COVID-19 cannot yet be known, it remains vital for the City of Gustavus to be prepared and take all needed precautions throughout the entire timeframe of the emergency related to COVID-19; and

WHEREAS, because of the ongoing nature of the emergency which includes extensive community spread of COVID-19 nationwide and in Alaska, the risk of potential comorbid conditions with the advent of the flu season, the risk of disease transmission from residents and the seasonal travel industry traveling to Gustavus from pandemic “hot spots”, and the lack of health care capacity to respond to a community outbreak, this declaration of local

emergency shall remain in effect until September 13, 2021. Evaluation of the expiration or termination date of this declaration will include consideration of a declaration that the virus is no longer deemed a federal or state emergency.

NOW, THEREFORE BE IT RESOLVED, that the Gustavus City Council adopts Resolution CY20-23 providing:

Section 1. The City of Gustavus hereby declares a local emergency to exist within the City. A copy of this Resolution shall be filed promptly with the Alaska Division of Homeland Security and Emergency Management.

Section 2. The City of Gustavus requests that the Governor of Alaska provide such State assistance as may be available to meet the ongoing emergency created by COVID-19 and to request additional assistance from Federal agencies where State capability is not adequate.

Section 3. This resolution shall be effective immediately upon adoption.

PASSED and APPROVED by the Gustavus City Council this ____th day of November 2020, and effective upon adoption.

Brittney Cannamore, Mayor

Attest: Karen Platt CMC, City Clerk