



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

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

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=89229437255>

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

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 12-11-2023 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report
3. City Clerk Quarterly Report
4. Marine Facilities Quarterly Report
5. City Treasurer Monthly Report
6. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

7. Certificate of Records Destruction 01-16-2024

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

8. Approve Scoping Document for Glen's Ditch Cleaning and Culvert Replacement Project
9. CY24-01 Submission of Capital Projects Submission and Information System (CAPSIS) to the Alaska Legislature
10. CY24-02 Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2023
11. Approve Regular EMS Coordinator Position
12. FY24-10NCO Introduction Surplus Transfer to AMLIP Capital Project Long Term (Public Hearing 02-20-2024)

CITY COUNCIL REPORTS

13. Bike Path Update/SS4A Grant
14. Beach Wheelchair Update
15. Salmon River Playground Update
16. Coffee with Council Update
17. The Nature Conservancy potential land transfer
18. Xunaa Borough formation petition
- [19.](#) Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

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

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, December 11, 2023 at 7:00 PM
In Person at Gustavus City Hall and Via Zoom

COUNCIL MEMBERS

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

CITY HALL

City Administrator – Kathy Leary
City Clerk – Liesl Barker
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MINUTES – PENDING

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=86461936858>

ID: 515 501 9406

PASSCODE: 2451

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Shelley Owens
Vice Mayor Brian Taylor
Council Member Janene Driscoll
Council Member Jim Mackovjak
Council Member Mike Taylor

ABSENT

Council Member Kyle Bishop
Council Member Rachel Patrick

Reading of the City of Gustavus Vision Statement

Vision Statement read by Council Member Mackovjak.

APPROVAL OF MINUTES

- 11-13-2023 General Meeting Minutes

Motion made by Council Member M. Taylor to approve by unanimous consent the 11-13-2023 City Council General Meeting Minutes.

Seconded by Council Member Driscoll

Public Comment: None

Council Comment: None

Hearing no objections, the 11-13-2023 City Council General Meeting Minutes approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Library Director Quarterly Report

Library Directors Melisa Gomb and LeAnn Weikle submitted a written report. LeAnn Weikle provided an oral summary.

Council Questions: Council Member M. Taylor

3. Marine Facilities Quarterly Report

Marine Facilities Coordinator Larry Platt was unable to attend and will provide a report in January 2024.

4. City Treasurer Monthly Report

City of Gustavus Treasurer Ben Sadler submitted a written report and provided an oral summary.

Council Questions: Vice Mayor B. Taylor

5. City Administrator Report

City of Gustavus City Administrator Kathy Leary provided a written and oral report.

Leah Okin from Gustavus Vistors Association gave update on Alaska Airlines at the City Administrator's request.

Council Comment: Council Member M. Taylor

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

6. CY22-24 2023 Endowment Fund Grant Extension Requests

Motion made by Council Member Mike Taylor to approve the requests for both Tidelines Institute and Gustavus Community Center to extend the Endowment Fund deadline from December 31st, 2023 to September 9th, 2024.

Seconded by Council Member Mackovjak

Public Comment: None

Council Comment: Council Member Driscoll

Voting Yea: Mayor Owens, Vice Mayor Taylor, Council Member Driscoll, Council Member Mackovjak, Council Member Taylor

Item #1.

Motion Passes

CITY COUNCIL REPORTS

7. Bike Path Update/ SS4A Grant
Council member Jim Mackovjak provided an oral update.
8. Beach Wheelchair Update
Council member Janene Driscoll provided an oral update.
Council Comment: Council member M. Taylor
9. Salmon River Playground Update
Council member Mike Taylor provided an oral update.
Council Comment: Council Member Driscoll
10. Town Hall Meeting Update
Council members Patrick and Bishop were absent and will provide an update in January.
11. Mayor's Report
Mayor Shelley Owens provided an oral report.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Question: Council Member Driscoll

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:07P.M.

POSTED ON: December 6th, 2023 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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Shelley K. Owens, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date



GVFD Quarterly Report

End of the year call log

EMS: 50

Fire: 2

Hello, I hope everyone had a fun and safe holiday season. The Gustavus Volunteer Fire Department ended the 2023 year with approximately 50 medical calls and 2 fire calls.

I would like to welcome Leah Okin as the EMS Coordinator. Leah has been leading the charge in reorganizing the fire hall. She has also been leading the EMS drill nights. Leah has been working on recruitment and trying to find ways to bring more responders into the fire department.

In the last few months, we hired Lexipole to write a grant application for the Assistance to Firefighters Grant program. It is our hope to replace our 1982 international S1754 Tanker. If the funding is approved, we will have a safer apparatus to drive. This would also increase our qualifications as a fire department in the eyes of the NFPA guidelines.

The 2023 Southern Region EMS Symposium was hosted in Anchorage. I attended 18 different classes on a variety of topics that included different studies of EMS operations and protocols. One class was called Psychological Trauma in EMS Patients, which discussed ways to speak to patients, their friends, and families, to help treat and or avoid PTSD in their future. Another class was a 12 Lead Workshop which discussed analyzing a 12 lead (a monitoring device to help diagnose what is going on with your heart) and the reason, in the speaker's Opinion, EMT 1 and above should be able have a basic understanding of how to analyze a 12 Lead. Other discussions lead to strategies on handling trauma and medical calls as well as new CPR breathing techniques which may lead to changes in the future. There were several types of administrative classes on teaching different types of courses. I also learned about several resources available that study the many components of EMS calls.

Recently, Leah and I have been working with the state 911 coordinator to get the cell phone 911 calls in Gustavus to be transferred to our 911 system as opposed to the Alaska State Troopers. In addition to the State 911 coordinator, we are also working with the AT&T 911 representative to help work through some issues. Gustavus was never mapped out the correct way for this service to be possible. Thus, the AT&T representative is working with us to create the map from scratch. This will not affect the landlines in Gustavus at this time. Due to the intricacies of this process we do not have an estimated time line for the completion of this project. We will be sure to update the council and the public when it is completed.

I have been receiving questions about setting up Wi-Fi calling and having to enter a street address. Most, if not all, of our street addresses are not listed so the computer system does not recognize the addresses entered in the phone. I do not know a sure way of fixing this problem if anyone knows of a Gustavus Address that works let me know. I will continue to investigate this issue and will inform you when I have an answer.

Covid testing at the Gustavus Volunteer Fire Department has ended. We no longer provide free or paid COVID tests. Thank you to our previous COVID testers for helping provide Gustavus with COVID testing services.

Once again, I wish everyone a Happy New Year and if you have any questions about the fire department whether it is about the services we provide, or volunteering for the fire department, feel free to contact me, Sol Martinez at 907-697-2707, or email gvfd@gustavus-ak.gov.



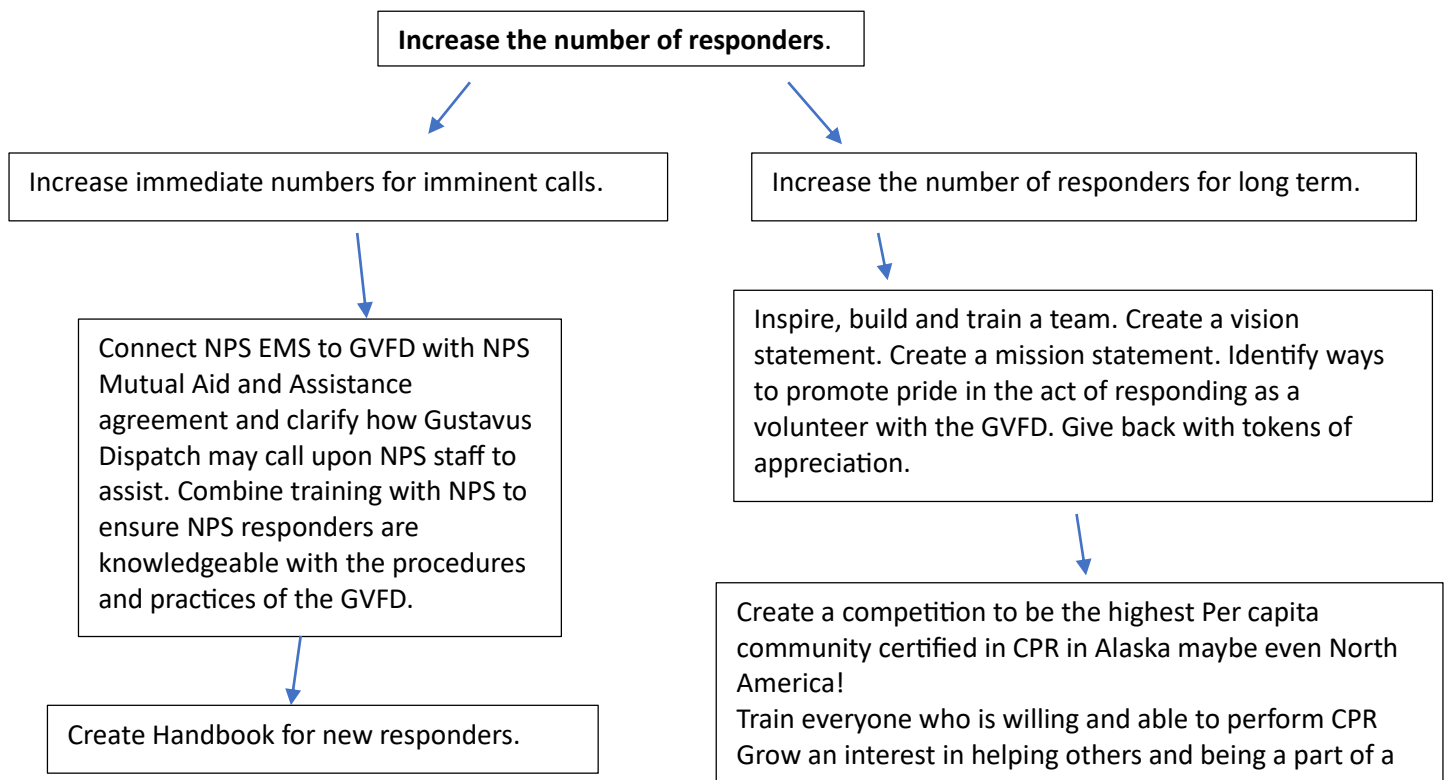
Emergency Medical Services Coordinator

Position Report
January 16, 2024
Report written by: Leah Okin

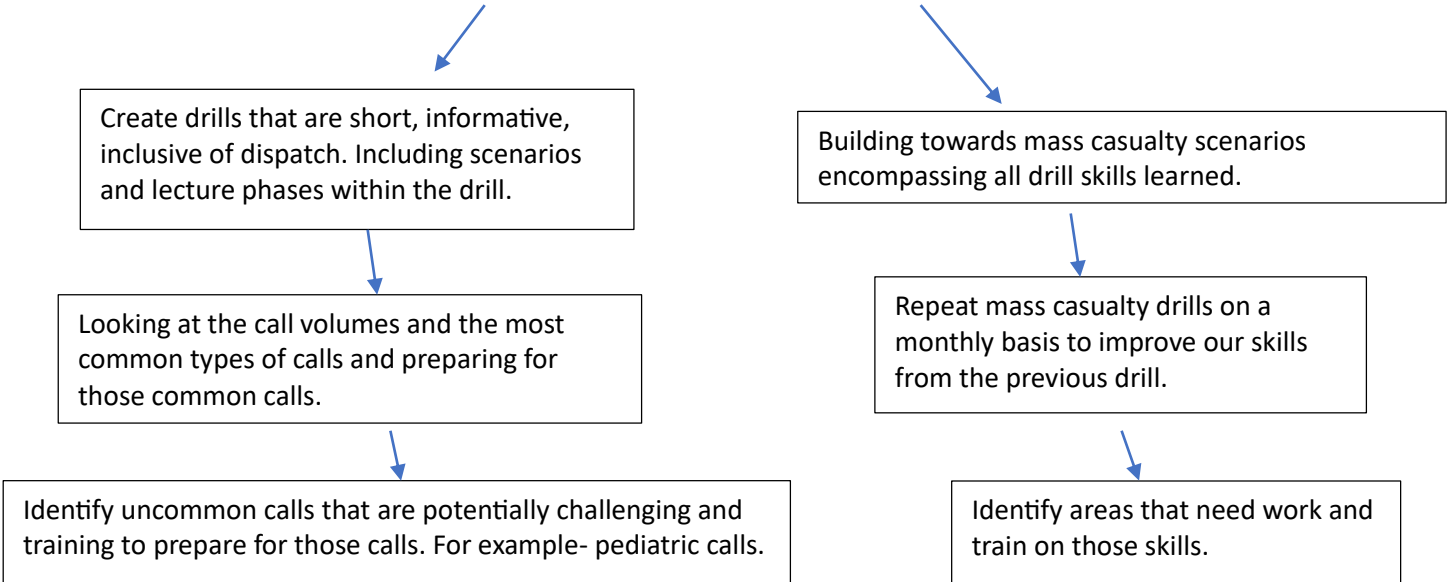
NOTE: The boxes to the left are completed to task.
The boxes on the right are on the 'to do' list or are in process of being done.

Priority Objectives

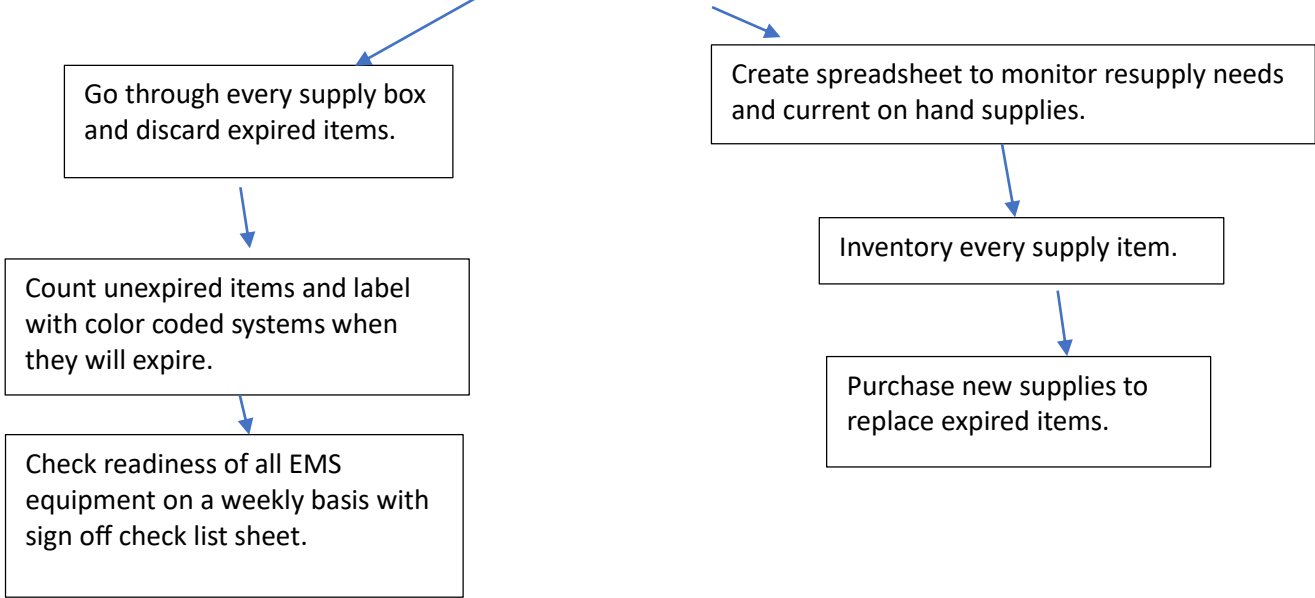
- Increase the number of responders.
- Drills and Training to ensure readiness of the responders.
- Inventory Supplies to ensure out of date supplies are disposed of and current supplies are in adequate supply on hand.



Drills and Training to ensure readiness of the responders.



Inventory Supplies





Quarterly Clerk Report
01.16.2024
Submitted by: Liesl Barker

I hope everyone had a wonderful holiday season. I have been busy the last few months with the typical day-to-day tasks of the City Clerk as well spending a good portion of time on training. I thank Karen Platt and the City Council who kept her on contract to help mentor me in the role of City Clerk. Below I have highlighted tasks that I have completed, training completed, in progress and upcoming, future goals for this year and finally the City Council attendance history.

- Tasks completed to include but not limited to
 - Swore in newly elected officials.
 - Setup training for elected officials with our legislative specialist, Iura Leahu
 - January 24th, 2024- January 26th, 2024
 - Became a Notary Public for Alaska
 - Held the annual Open House (12/23/23) for Ambulance subscription sign up/renewal, business permit, release and tax-exempt applications, vessel registrations, and long-term storage applications.
 - Fifteen people came to the Open House
 - Twenty documents were submitted, and several taken home to complete.
 - This was successful.
 - Next year I will hold it in the first week of December. As well as another date in January
 - Thank you to Leah Okin and Sol Martinez for their help in running this event.
- Clerk Development/Training – I am working towards my Certified Municipal Clerk certification which is a 2-year process. I am also working towards becoming a registered parliamentarian, this is typically a 1 – 2-year process.
 - Training Completed
 - Attended AAMC conference in Anchorage – I received a scholarship to offset the conference and travel expenses.
 - Sessions included
 - Role of the Clerk
 - Title 29
 - Open Meetings Act
 - Election Basics
 - State of Alaska Division of Elections
 - Upcoming changes to Alaska statutes; Title 4 and Alcoholic Beverage control
 - Election lessons learned
 - Election security in time of Disturbance
 - Cyber security
 - Structural security
 - Clerk roundtable
 - Inspiring joy in work and life
 - Social Media Archiving – Municode
 - Notary Essentials Training – National Notary Association
 - Registered Voter Training – State of Alaska
 - Newly elected official Training – Jurassic Parliament
 - Online code hosting portal – Civics Plus
 - Meeting Minutes and Role of Clerk – Jurassic Parliament
 - Navigating Text message use in modern government – National Association of Government Archives and Records Administration (NAGARA)



Quarterly Clerk Report
01.16.2024
Submitted by: Liesl Barker

- Minutes made easy – National Association of Parliamentarians (NAP)
 - In Progress
 - Parliamentary Procedure Made Easy – NAP
 - Upcoming
 - Clerk Training – Rural Utilities Business Advisor (RUBA) (2/12-16)
 - International Institute of Municipal Clerks Conference 2024 – IIMC (5/19-5-22)
 - Northwest Clerk Institute Professional Development 2024 – NCI (6/1-6/7)
- Goals and projects for 2024 (in no particular order)
 - To work on transparency and communication with the public.
 - Making it easier for the public to access information. One way is with the use of QR Code for public notices and forms.
 - Adding times stamps to the meeting minutes that correspond with the recording.
 - Adding video of the meeting to the website
 - Updating the website to include but not limited to giving all department directors access to their page, making sure the correct micro sites are being used to make it easier to manage.
 - Creating a portal (password protected) on the website to house EMS training drill videos to be used as a resource for responders.
 - Working with the library to start having COG website training to help citizens learn how to use the website.
 - Creating a COG document titling guide to assist with continuity in naming documents.
 - Review City Ordinance to update with current City structure and to check continuity throughout. This will take months and I would like to have 1-2 council members collaborating with me on this project.
 - Change our NEWs distribution list to an email subscription through our municode website, this was a suggestion given by Atlantic Technical Support, our contracted IT group.
 - Updating COG election ordinance to include special needs voting. The state already does this, and we would be mimicking the state’s forms and policy.
- The City Council attendance history. This record starts with the October 2023 general meeting when our new council members started their term.

Meeting Date	Owens Seat A-exp. 2025	Driscoll Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	Mackovjak Seat E-exp. 2024	Bishop Seat F-exp. 2024	M Taylor Seat G-exp. 2024
10.9.23 General Meeting					via zoom		
11.6.23 Work Session Meeting					via zoom		
11.13.23 General Meeting		via zoom					
12.4.23 Work Session Meeting	via zoom	via zoom	via zoom		via zoom		
12.11.23 General Meeting		via zoom		via zoom	via zoom		
01-08-2025 Work Session Meeting		via zoom		via zoom	via zoom		

Special Meeting/ Work Session Present							
General Meeting Present							
Absent (unexcused)							
Absent (excused)							
Section 2.20.100 - Vacancies.							
(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.							
Section 2.30.040 - City council member attendance policy for regular meetings.							
(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.							

Marine Facilities Coordinator Quarterly Report
12/22/2023

There isn't much to report this time of year. I was out of town on vacation for most of November and am otherwise working a maximum of 10 hours a week. All Docks were successfully moved to boat harbor prior to my vacation during the last week of October.

General run down

- Typical off-season duties for me have been cleaning restrooms, trash patrol at beach, boat harbor, and city hall/park area, inspecting lines on floats in boat harbor, boat permit data entry, and various other delegated duties such as; Installed disabled parking sign in front of city hall, worked with Leah on designing shelving for fire/EMT supplies at fire hall, repaired library entry door, locked beach trash cans until my return to work in spring (I am basically furloughed January through April but will be available for occasional projects if needed)

Things in the works

- Stain new bike shelter at library. Currently waiting for stain and cooperating weather
- Need to replace some bumper boards on wood float. Will hopefully try to do this work sometime before floats are moved back out to dock next spring to simplify process.
- Would like to pressure wash ramp and back steps at city hall to remove slippery moss build up. The temperature needs to stay above freezing for a day or two for this to happen.

That's all,

Larry Platt Marine Facilities Coordinator

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

Pending Transfers:

* Additional funds in checking

**City of Gustavus
 Balance Sheet
 As of January 9, 2024**

	Jan 9, 24
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	168,855.34
AMLIP Capital Improv Long-Term (0630598.2)	750,473.11
AMLIP Repair & Replacement (0630598.3)	379,241.45
AMLIP Gravel Pit Fund (0630598.8)	24,975.75
AMLIP Reserve (0630598.12)	1,184,842.14
APCM.Endowment Fund	1,487,762.52
FNBA - Checking	456,561.64
FNBA Endowment Fund - Checking	43,958.24
Petty Cash	485.97
Total Checking/Savings	4,497,156.16
Accounts Receivable	14,799.24
Other Current Assets	261.12
Total Current Assets	4,512,216.52
Fixed Assets	-8,199.00
TOTAL ASSETS	4,504,017.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	58,387.51
Total Liabilities	58,387.51
Equity	
Fund Balance	3,126,692.42
Opening Bal Equity	1,084,743.57
Net Income	234,194.02
Total Equity	4,445,630.01
TOTAL LIABILITIES & EQUITY	4,504,017.52

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

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	925.00	3,500.00	-2,575.00	26.4%
Donations	350.00	1,000.00	-650.00	35.0%
DRC Income				
C Chest paid at City Hall	545.00			
Community Chest Sales	7,643.75	13,500.00	-5,856.25	56.6%
Landfill Fees paid @ City Hall	30,930.44			
Landfill Fees/Sales	32,087.27	75,000.00	-42,912.73	42.8%
Recyclable Material Sales	297.05	3,600.00	-3,302.95	8.3%
Total DRC Income	71,503.51	92,100.00	-20,596.49	77.6%
Federal Revenue				
ARPA - 22-LGLR	33,904.06	35,987.92	-2,083.86	94.2%
Disaster Assistance (FEMA funds)	5,459.67			
Natl Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00	0.0%
Payment In Lieu of Taxes	152,913.58	130,000.00	22,913.58	117.6%
Total Federal Revenue	192,277.31	210,987.92	-18,710.61	91.1%
Fundraising	245.00	600.00	-355.00	40.8%
Grant Income	20,000.00	13,000.00	7,000.00	153.8%
GVFD Income				
Ambulance Billing	-1,034.52	9,000.00	-10,034.52	-11.5%
ASP	460.00	1,500.00	-1,040.00	30.7%
Training	20.00	150.00	-130.00	13.3%
Total GVFD Income	-554.52	10,650.00	-11,204.52	-5.2%
Interest Income	418.49			
Lands Income				
Gravel Pit Gravel Sales	30,576.00	40,000.00	-9,424.00	76.4%
Total Lands Income	30,576.00	40,000.00	-9,424.00	76.4%
Lease Income				
Rent	2,000.00			
Lease Income - Other	7,190.32	16,011.00	-8,820.68	44.9%
Total Lease Income	9,190.32	16,011.00	-6,820.68	57.4%
Library Income	839.00	500.00	339.00	167.8%
Marine Facilities Income				
Facilities Usage Fees				
Landing Craft Use Fee	1,900.00			
Single Use Fee	95.00			
Facilities Usage Fees - Other	0.00	2,000.00	-2,000.00	0.0%
Total Facilities Usage Fees	1,995.00	2,000.00	-5.00	99.8%
Commercial Vessel Registration				
Kayak Registration	20.00			
Commercial Vessel Registration - Other	500.00	15,000.00	-14,500.00	3.3%
Total Commercial Vessel Registration	520.00	15,000.00	-14,480.00	3.5%
Private Vessel Registration				
Kayak Registration	30.00			
Private Vessel Registration - Other	1,550.00	5,000.00	-3,450.00	31.0%
Total Private Vessel Registration	1,580.00	5,000.00	-3,420.00	31.6%
Storage Area Fee	910.00	2,250.00	-1,340.00	40.4%
Total Marine Facilities Income	5,005.00	24,250.00	-19,245.00	20.6%
State Revenue				
Community Assistance Program	83,489.34	80,000.00	3,489.34	104.4%

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

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Shared Fisheries Business Tax	244.41	632.77	-388.36	38.6%
Total State Revenue	83,733.75	80,632.77	3,100.98	103.8%
Tax Income				
Retail Tax Income	330,607.07	415,000.00	-84,392.93	79.7%
Remote Sellers Retail Tax	52,330.62	56,000.00	-3,669.38	93.4%
Room Tax Income	89,378.35	105,400.00	-16,021.65	84.8%
Fish Box Tax	1,260.00	8,000.00	-6,740.00	15.8%
Penalties & Interest	767.91	1,000.00	-232.09	76.8%
Tax Exempt Cards	50.00	300.00	-250.00	16.7%
Total Tax Income	474,393.95	585,700.00	-111,306.05	81.0%
Total Income	888,902.81	1,078,931.69	-190,028.88	82.4%
Gross Profit	888,902.81	1,078,931.69	-190,028.88	82.4%
Expense				
Administrative Costs	4,640.96	35,000.00	-30,359.04	13.3%
Advertising	0.00	100.00	-100.00	0.0%
Bad Debt	4,332.00	0.00	4,332.00	100.0%
Bank Service Charges	6,303.52	4,750.00	1,553.52	132.7%
Building				
Insurance	15,336.68	12,658.62	2,678.06	121.2%
Maintenance & Repair	781.49	13,200.00	-12,418.51	5.9%
Total Building	16,118.17	25,858.62	-9,740.45	62.3%
Contractual Services				
City Engineer	2,349.60	20,000.00	-17,650.40	11.7%
Ambulance Billing Expense	364.10	1,300.00	-935.90	28.0%
Managed IT Services	12,510.00	25,020.00	-12,510.00	50.0%
Contractual Services - Other	441.23	41,560.00	-41,118.77	1.1%
Total Contractual Services	15,664.93	87,880.00	-72,215.07	17.8%
Dues/Fees	7,835.02	14,707.00	-6,871.98	53.3%
Economic Development Services				
GVA	41,400.00	41,400.00	0.00	100.0%
Total Economic Development Services	41,400.00	41,400.00	0.00	100.0%
Election Expense	77.66	250.00	-172.34	31.1%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
Equipment				
Equipment Fuel	1,416.37	2,200.00	-783.63	64.4%
Equipment Purchase	11,706.83	12,050.00	-343.17	97.2%
Insurance	298.09	278.86	19.23	106.9%
Maintenance & Repair	6,422.47	6,000.00	422.47	107.0%
Total Equipment	19,843.76	20,528.86	-685.10	96.7%
Events & Celebrations	120.00	4,400.00	-4,280.00	2.7%
Freight/Shipping	11,972.20	31,000.00	-19,027.80	38.6%
Fundraising Expenses	0.00	500.00	-500.00	0.0%
General Liability				
Public Entity Crime Coverage	122.49			
Cyber Liability	2,817.00			
General Liability - Other	12,574.44	20,700.00	-8,125.56	60.7%
Total General Liability	15,513.93	20,700.00	-5,186.07	74.9%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials				
Donated/Fundraised	0.00	800.00	-800.00	0.0%
Non-Fiction Add/Replacement	0.00	13,200.00	-13,200.00	0.0%

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

	Jul - Dec 23	Budget	\$ Over Budget	% of Budget
Library Materials - Other	534.95			
Total Library Materials	534.95	14,000.00	-13,465.05	3.8%
Marine Facilities				
Insurance	5,804.01	2,722.48	3,081.53	213.2%
Maintenance & Repairs	0.00	3,000.00	-3,000.00	0.0%
Total Marine Facilities	5,804.01	5,722.48	81.53	101.4%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	199,668.27	444,099.13	-244,430.86	45.0%
Payroll Taxes	20,276.00	39,446.57	-19,170.57	51.4%
Paid Time off	6,987.07			
Sick Leave	3,762.11			
Health Insurance (company paid)	15,501.98	26,493.60	-10,991.62	58.5%
Health Insurance Stipend	3,000.00	9,600.00	-6,600.00	31.3%
457(b) Employer Contribution	8,723.74	29,220.00	-20,496.26	29.9%
Workers Comp Insurance	6,218.05	8,979.10	-2,761.05	69.3%
Payroll Expenses - Other	-10,786.48	230.00	-11,016.48	-4,689.8%
Total Payroll Expenses	253,350.74	558,068.40	-304,717.66	45.4%
Professional Services	1,777.50	15,000.00	-13,222.50	11.9%
Public Relations	564.24	500.00	64.24	112.8%
Repair & Replacement Fund	0.00	16,595.71	-16,595.71	0.0%
Road Maintenance				
Grading	49,589.06			
Snow Plowing	9,158.40	65,000.00	-55,841.60	14.1%
Road Maintenance - Other	2,415.94	131,000.00	-128,584.06	1.8%
Total Road Maintenance	61,163.40	196,000.00	-134,836.60	31.2%
Stipend	0.00	6,000.00	-6,000.00	0.0%
Supplies				
Donated/Fundraised	500.00	800.00	-300.00	62.5%
Program	610.15	2,975.00	-2,364.85	20.5%
Supplies - Other	9,528.52	20,400.00	-10,871.48	46.7%
Total Supplies	10,638.67	24,175.00	-13,536.33	44.0%
Telecommunications	6,306.21	20,412.00	-14,105.79	30.9%
Training	2,089.00	18,200.00	-16,111.00	11.5%
Travel	15,542.29	23,200.00	-7,657.71	67.0%
Utilities				
Electricity	4,521.10	9,700.00	-5,178.90	46.6%
Fuel Oil	3,913.24	7,900.00	-3,986.76	49.5%
Total Utilities	8,434.34	17,600.00	-9,165.66	47.9%
Vehicle				
Fuel	383.48	1,200.00	-816.52	32.0%
Insurance	3,225.58	3,635.67	-410.09	88.7%
Maintenance & Repair	2,692.40	2,000.00	692.40	134.6%
Mileage Reimbursement	682.00	2,150.00	-1,468.00	31.7%
Total Vehicle	6,983.46	8,985.67	-2,002.21	77.7%
Total Expense	517,010.96	1,268,033.74	-751,022.78	40.8%
Net Ordinary Income	371,891.85	-189,102.05	560,993.90	-196.7%
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	184,025.00	-184,025.00	0.0%
Total Other Income	0.00	184,025.00	-184,025.00	0.0%

10:32 AM
01/09/24
Accrual Basis

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

Item #5.

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Other Income	0.00	184,025.00	-184,025.00	0.0%
Net Income	<u>371,891.85</u>	<u>-5,077.05</u>	<u>376,968.90</u>	<u>-7,325.0%</u>

Accounts Receivable Detail	
As of 12/31/2023	
\$3,612.00	Delinquent Sales Tax
\$6,058.47	Ambulance Transport Billing - In Progress
\$4,973.33	Fish-Box Tax Deferred Income
\$155.44	Net of Other Customer Account Balances
\$14,799.24	Total

FNBA Checking Account - Unrestricted Funds Balance	
As of 12/31/2023	
FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.	
City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.	
FNBA Checking Account Balance:	\$497,524.54
Obligated Funds Currently in Checking Account:	
Roæ CP23-02 Cul de sac Improvement	(\$9,329.14)
Adr CP23-03 SRP Playground Equipment	(\$19,980.00)
Libr FY24 PLA Grant	(\$6,304.61)
Libr SoA OWL Internet Subsidy	(\$2,760.00)
Roæ USFWS Chase Drvwy	(\$251.02)
Unrestricted Funds:	\$458,899.77

Pending Transfers:

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

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

- We now have a fully executed Fire Protection Agreement between us and the Forest Service. It's title is this: COOPERATIVE FIRE PROTECTION AGREEMENT Between The CITY OF GUSTAVUS And The USDA, FOREST SERVICE TONGASS NATIONAL FOREST - and will be available on the City's website or you can email me or Sol for a copy if interested.
- Scrap metal contamination issue – Recall that last month I reported to council that I dispatched Ian to go to the AML yard in Seattle to meet with the radiation contractor and isolate the offending item. That being completed, I have received 2 out of 3 responses for an estimate for what I hope is the final effort to remove the box of radioactive debris from the AML yard in Seattle. This needs to be picked up by a specific carrier and then delivered to a site that accepts low-level radioactive material. The reason I asked for more than one quote wasn't only because of the cost from the first company. It was also because the first quote I received said they could not pick up the box until March. Apparently, they have a quarterly route for pickup. So, I reached out to two additional companies about timing for pick up as well as a cost quote. It seems the cost for removal is going to be expensive no matter who we go with. I'm now looking at who can do it first because I'm getting pressured by AML to have the box gone from their yard. The third company has not responded as of yet. Additionally, I have contacted Petersburg Wrangell Insurance, our broker, to see what our insurance might cover for this event. I have asked our treasurer to account for this as a project so we can track the expenses, including the purchase of a radiation detection instrument for the DRC or whichever department may need to use it. I spent some time on the phone with a recommended vendor from Ludlum Measurements to review our options for the appropriate instrument for our needs.
- Airport Law Enforcement/TSA issue - I have been in communication with Christopher Goins, the Regional Director for ADOT. He asked me for the GVA survey results Leah had sent out regarding the lack of jet service, the responses and the local impacts. I sent him copies of that along with the letter prepared by GVA for Geoff Larsen to take to the Alaska Airlines citizen's advisory group meeting in Seattle last month. Director Goins sent me his documents related to the issue surrounding availability of an LEO at the Gustavus Airport. We discussed the challenges we have with the recent letter he received from the National Park Service on the matter. We walked through those documents over the phone so I could get more details on this challenge and the steps ADOT was taking. He provided a Gustavus Airport Brief Working Draft - a White Paper outlining some history and where the situation sits today and describes critical LEO expectations at a Part 139 airport. The other two documents are the letters from the NPS to the Department, and the MOA between the State DPS and the NPS cited in the letter. I asked him if we could add some bullet points to his draft which he was receptive to receive. I shared this with Leah. She submitted additional comments to me, and I sent my comments and Leah's to be included in his working draft which will be distributed to other's in the department, the governor and I'm assuming Alaska Airlines and some legislators.
- We are still awaiting news on Defending Alaska Communities from Wildfire through Community Wildfire Protection Planning grant. (AML) is seeking funding on our behalf to create or update Community Wildfire Protection Plans (CWPPs) for AML member communities.
- I continue to monitor funding opportunities by which Gustavus might benefit. Although with the recent borough and TNC lands, LE at the airport, and other pressing issues, pursuing those opportunities has taken somewhat of a back seat.
- Sol and I had a Teams meeting with Lexipole, a company who specializes in LE, Fire and Rescue, EMS and Local Government solutions. They are preparing the narrative for FEMA's Assistance to Firefighters Grant (AFG) that we will submit to FEMA for an up-to-date water tender. The grant application period starts on January 29, 2024. We are being proactive in hiring Lexipole to prepare the narrative and we will upload the rest of the application to the grant site.

- Septic update: I consider this last year's septic project a huge success. Everyone's efforts on this project enabled the pumping of 72 tanks for Gustavus homeowners and businesses. One storage tank is fairly full and another partially full. Juneau Septic came over from Juneau yesterday to pump out 4500 more gallons. Three trips remain to empty the tanks to ready them for this next summer's pumping schedule. Folks can email: gustavusseptic@gmail.com to get on their list.

John Barry produced a report for the city along with the information he had to provide to ADEC to satisfy our permit. The full report is available if anyone is interested.

A few bullet points are:

- A total of 77 septic tanks were reported pumped during the four-month 2023 pumping campaign.
 - 85,400 total gallons of septage were reported pumped from Gustavus septic tanks.
 - 71,350 total gallons of septage were reported transferred through the holding tanks to the Juneau wastewater treatment plant.
 - 14,050 total gallons of septage were reported hauled directly from the septic tanks to the Juneau wastewater treatment plant.
- Participated in a phone call with Mayor Owens and Jed Smith, main staffer for the LBC. We had several questions for him and invited him to Gustavus. In the end we have scheduled and announced a Zoom meeting with him for January 25th at 6PM. We have requested additional information regarding PILT and the amount of available State lands that are actually inside of the proposed borough. He said they are compiling that information and won't have it for a while yet. Additionally, I have contacted several community members from various businesses and user groups to ask them to look at the petition and give us a synopsis of how they anticipate the borough might impact them so we can include that information in our response to the LBC. For example, the charter and commercial fishing businesses. Thanks to Whitney who requested and received GIS maps to look at some of the boundary considerations.
 - In February, Alaska Municipal League will be holding it's Winter Legislative Meeting in Juneau. This is an opportunity to bring forth our concerns, projects, funding requests and to set up meetings with legislators and other department heads to discuss our community's needs.
 - I have provided you with the main ticket items but there are additionally many other day-to-day activities, such as addressing community requests and complaints, working with the roads and other contractors, personnel tasks, other agencies requests, teleconferences, and reports, etc.

Questions or Concerns?

2. Why is the project needed?

- What community problem, need, or opportunity will it address? **Flooded roads obstruct traffic and require extra maintenance.** When roads have inadequate drainage flooding can back up onto private properties causing damage. With climate change we are experiencing more heavy rain events. Some of those events cause the Salmon River to overflow into the gravel pits and under very high overflows sometimes the flooding bypasses the entrance to the Eastside Airport Ditch and floods onto Wilson Road. The city has been constructing or expanding ditches along Wilson Road to direct flooding on Wilson into the Westside Airport Ditch system, which discharges to Glens Ditch. Even absent overflow from the Salmon River, Glens Ditch is challenged capture and discharge the rainfall in Central Gustavus that reaches it from Wilson Road, Gustavus Road, and Same Old Road. Glens Ditch has not been cleaned of vegetation for many years and is choked with willows, grasses, and other vegetation, which restrict flow in flood events. DOT&PF has cleaned most of the Westside Airport Ditch as far as Gustavus Road, but they are unwilling to clean beyond that point where they believe they no longer have a drainage easement. The ditch is in the ROW of Glens Ditch Road, a City road, so vegetation blocking the ditch must be removed to assure that the ditch can handle high stormwater flows. Finally, the culverts under the section line road running west opposite Same Old Road and two private driveways downstream are undersized and failing. One of the culverts serving a private lot does not have an actual driveway constructed and there has been no development on that lot, so that culvert may be removed at the City's discretion.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address? **See paragraph above.**
- 3. Where did the idea for this project originate? (Public comments, Council direction, committee work?) **Road maintenance team observations, particularly following the December 2020 flood event.**

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?) **No.**

5. What is your timeline for project planning?

- By when do you hope to implement the project? **Sprint/Summer 2025.**
- Will the planning or final project occur in phases or stages? **Yes:**
Planning phase: Design and bidding
Construction phase 1: Clean ditch
Construction phase 2: Remove three existing culverts and replace two with larger culverts or bridges.

6. What is your budget for the planning process? Will you be using a consultant? **The City will use its local contracted engineering consultant to develop plans and bid documents and to oversee project construction. Planning, design, and oversight is estimated at \$20,000.**

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.
Estimated Total Cost: \$100,000.

Parts 3., 4., 5., 6. Project Investigation and Development

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

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one. **The City approached DOT&PF, which had a drainage easement for this section of Glens Ditch and asked them to clean the ditch. DOT&PF’s response was that the drainage easement for that section of ditch expired years ago and they no longer feel responsible for cleaning it. The ditch is in the City ROW for Glens Ditch Road so DOT&PF believes it should be cleaned by the City of Gustavus.**

The only other alternative is for the City of Gustavus to clean the ditch.

2. What solution was chosen as the best and why is it the best? **Because cleaning the ditch is absolutely necessary to assuring that flood waters from heavy rain events can be contained in the ditch systems of Wilson Road, Gustavus Road, and Same Old Road, it is essential that the City clean the ditch and replace obstructing culverts with larger culverts or with bridges.**

3. Identify your funding source(s). **Possible funding sources are City capital improvement project funding, State of Alaska legislative CIP grant, Federal infrastructure grant, FEMA Hazard Mitigation funding, or State Transportation Improvement Program (STIP) funding. We need to explore all these opportunities.**

(Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change		+	
• Streams/groundwater quality			X
• Air quality	X		
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species			X
• PFAS contamination of soils or water			X

• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character			X
• Noise or other environmental impacts		+	
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways		+	
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?	X		
Public safety?		+	
Public health?	X		
Medical services?	X		
Emergency response?		+	
Economic performance & sustainability?			
• Employment of residents			
◦ Short-term (i.e. construction)		+	
◦ Long-term (operating and maintenance)		+	
• Cost of living reduction	X		
• Return on investment			X
• Visitor opportunities/impressions/stays/purchases	X		
• Competitive business environment	X		
• Support for existing businesses	X		
• New business opportunities	X		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses			X
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services		+	
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads		+	
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.) **Flood control and drainage improvements will reduce damage to city roads, road maintenance costs, and the potential for private property damage in central Gustavus.**
3. Are other projects related to or dependent on this project?
- Is this project dependent on other activities or actions? **This project is related to the broader approach to mitigating flood damage from heavy rain events, which are becoming more common with climate changes. Specifically, it is related to drainage improvements already made or planned along Wilson Road, and Same Old Road. Glens Ditch is the discharge route from the Airport ponds and ditches along portions of the Gustavus Airport runways.**
 - If yes, describe projects, action or activities specifying phases where appropriate. **Wilson Road drainage improvements have been completed near the gravel pits and from Hemlock Rd to Chase Drive. More ditching is planned for sections of Wilson Road between Hemlock and the gravel pits and near the intersection with Gustavus Road. A project to improve drainage along much of Same Old Road is in development.**
4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?) **None is anticipated.**
5. What regulatory permits will be required and how will they be obtained? **ADF&G and US Corp of Engineers permits will be required for cleaning Glens Ditch and work to remove, install, or replace culverts. The City will apply for those permits.**
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? **Project management: \$20,000. Construction: \$80,000. Ongoing maintenance is minimal and will be within the ability of existing road maintenance function.**
7. Is an engineering design or construction estimate necessary? **Yes, at least for the culvert replacements.**
8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected? **No new revenue will be generated. This is an infrastructure repair and maintenance project.**

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$20,000	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0

Site work	\$0	Contractual	\$0
Construction	\$80,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$	Insurance	\$0
Freight	\$0	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?
 _____ Create/retain in 1-3 years
 _____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project?
4. How many local businesses will be affected by this project and how?

Part 7. Business Plan (Upon Council request)

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

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)

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

Meeting Record

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

Part 9. Feedback to the Council

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

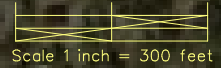
Glen's Ditch Cleaning Project

City of Gustavus

Neval Engineering John F Barry PE
PO Box 25, Gustavus, AK 99826
(907) 697-3025 nevalmining@gmail.com

November 15, 2023

This document prints to scale on
letter sized paper.
All dimensions are in feet.



Gustavus Road

Glen's Ditch Road

Glen's Ditch
700

ASLS 207-27
Tract D
City of Gustavus

Private Property Line

213

Same Old Road

Glen's Ditch

Glen's Ditch Road

Remove Culvert

1882

Nagoonberry Loop
Trail Parking

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY24-01**

**A RESOLUTION APPROVING THE SUBMISSION OF CAPITAL IMPROVEMENT FUNDING
REQUESTS**

WHEREAS, the GVFD lost use of its smaller fire truck, Engine 27, due to contamination from PFAS foam. The City of Gustavus wants to replace it with a smaller 4x4 1-ton pick-up truck with a skid unit. This truck would benefit the community by adding a vehicle to respond to fires in areas that Engine 1 is unable to reach. This truck would have a plow attachment to allow it to widen plowed areas during the winter when accumulated snow narrows roads and driveways, making it harder for the firetrucks and ambulance to access them. The skid unit would allow it to transport up to 200 gallons of water to wildland fires, and could include a patient basket allowing transport of patients from areas the City's ambulance cannot currently access; and,

WHEREAS, the main DRC building serves as the customer interface for sorting recyclables and dropping off refuse, and also houses two balers and a glass pulverizer. The facility has outgrown its current operating capacity and a new building is needed to provide adequate space for normal operations that is safe for both customers and staff. With increased use and projected growth, a new building to house upgraded equipment in the future is necessary. This project would allow the construction of a new main building of 6,000 square feet with separate, dedicated areas for customer delivery and waste processing equipment. It would have a concrete floor and areas of the building with concrete push walls; and,

WHEREAS, the City of Gustavus owns the sole source of gravel for use on City roads and for private and commercial use. With current extraction methods, available material from the gravel pits could be exhausted in the next few years. This project would extend the usefulness of the existing gravel ponds by implementing an alternative extraction system, such as a drag-line or dredge, along with support equipment, a truck scale, site preparation, and by identifying an operation plan, including staffing, training, and storage and selling of gravel; and,

WHEREAS, Glen's Ditch is the primary drainage route on the west side of Gustavus Airport, Wilson Road and Glen's Ditch Road. It was platted as a State DOT&PF-maintained drainage easement and constructed five decades ago to drain the airport ponds. DOT&PF has declined to clean it from Gustavus Road south claiming the drainage easement has expired. Because Glen's Ditch runs along a City road, it falls to the City of Gustavus to maintain and upgrade it to prevent flooding of critical airport lands and City roads. It is badly restricted by vegetation and requires cleaning and replacement of culverts to accommodate the increasing flow needs from heavier storms occurring due to climate change. The City proposes to replace two culverts with simple "flat rack" bridges to prevent future restrictions due to isostatic rebound. The project will require engineering design and specifications by a consultant.

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council approves and prioritizes the following CY24 Capital Improvement Project (CIP) funding requests to the Alaska Legislature in the amounts indicated below and urges the Legislature and Governor to consider them favorably.

1. GVFD Truck and Skid Unit	\$90,000.00
2. Disposal & Recycling Center Main Building Replacement	\$3,832,560.00
3. Gravel Extraction Improvement Project	\$500,000.00

4. Glen's Ditch Design, Cleaning, and Bridge Installation

\$100,000.00

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this __th day of _____, 2024, and effective upon adoption.

Shelley K. Owens, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY24-02**

A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2023

WHEREAS, the City of Gustavus is a recognized second class city; and

WHEREAS, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2023, to the Department of Commerce, Community, and Economic Development; and

NOW THEREFORE, BE IT RESOLVED that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2023, is true and complete to the best of our knowledge.

PASSED and **APPROVED** by the Gustavus City Council, this 16th day of January, 2024.

Shelley K Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

12:44 PM
01/09/24
Accrual Basis

City of Gustavus
FY23 Certified Financial Statement
July 2022 through June 2023

Jul '22 - Jun 23

Ordinary Income/Expense	
Business License Fees	3,375.00
Capital Project Income	313,500.00
Donations	1,608.18
DRC Income	114,059.81
Federal Revenue	
American Rescue Plan Act	65,189.08
ARPA -22-LGLR	127,621.58
Disaster Assistance (FEMA funds)	220,016.00
Natl Forest Receipts-Encumbered	48,254.84
Payment In Lieu of Taxes	130,512.17
Total Federal Revenue	591,593.67
Fundraising	175.00
Grant Income	559,924.65
GVFD Income	15,311.13
Interest Income	81,311.79
Lands Income	42,840.00
Lease Income	14,268.47
Library Income	5,607.00
Marine Facilities Income	23,795.00
State Revenue	
Community Assistance Program	90,577.16
Shared Fisheries Business Tax	484.52
Total State Revenue	91,061.68
Tax Income	649,452.85
Unrealized Gain/Losses	46,611.55
Total Income	2,554,495.78
Gross Profit	2,554,495.78
Expense	
Administrative Costs	10,206.56
Bank Service Charges	5,867.46
Building	44,822.84
Capital Projects Funding	342,817.50
Contractual Services	90,623.56
Dues/Fees	12,989.54
Economic Development Services	
GVA	
Total Economic Development Services	35,600.00
Election Expense	150.99
Endowment Management Fees	14,421.72
Equipment	67,175.35

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01/09/24
Accrual Basis

City of Gustavus
FY23 Certified Financial Statement
July 2022 through June 2023

Events & Celebrations	4,294.03
Freight/Shipping	36,235.05
General Liability	17,776.53
Gravel Pit Fund	0.00
Library Materials	8,629.15
Marine Facilities	2,578.53
Payroll Expenses	570,298.94
Professional Services	98,763.40
Public Relations	899.00
Relocation	0.00
Road Maintenance	759,777.87
Stipend	3,750.04
Supplies	26,779.72
Telecommunications	21,234.08
Training	6,888.26
Travel	13,536.36
Utilities	25,984.85
Vehicle	6,260.49
Total Expense	2,228,361.82
Net Ordinary Income	326,133.96
Net Income	326,133.96

**City of Gustavus
Regular Position Announcement
Emergency Medical Services Coordinator**

The City of Gustavus invites applications for the regular position of EMS Coordinator—part-time.

Hours: Part-time, flexible, up to 20 hours per week as negotiated/agreed upon with City Administrator or Mayor, Fire Chief, and with advice of the EMS Medical Director

Wage: Wage range is \$25.00 - \$29.00 per hour, depending on qualifications and experience. This regular position qualifies for City benefits in accordance with the City Benefits Policy and Procedure, as amended. The City endeavors to set pay rates and benefits competitively and adjusts rates annually to keep up with inflation.

Duties: This regular position staffs a project to upgrade the skills and readiness of the GVFD EMS response operation. See attached position description for full details.

Qualifications: See attached position description for full details.

Physical Requirements: See attached position description for full details.

Work Locations: Gustavus Volunteer Fire Department Fire Hall and response sites throughout the community. Limited travel out of Gustavus for training may be required.

Supervised by: GVFD Fire Chief with direction by the City Administrator or the Mayor, and with advice of the GVFD EMS Medical Director.

Application Period: Posting date through January 29, 2024 or until filled. Employment application forms are available at City Hall, Monday through Thursday, 9:00 am to 3:00 pm or can be downloaded from the FORMS section of the City website at:
<https://www.gustavus-ak.gov/administration/page/cog-employment-application>

This job announcement and the applicable job description containing qualifications and duties will be attached to the application. Applications must be returned to City Hall by 12:00 noon on January 29, 2024. If no qualified candidate is found by that date, the City may hold the position open until filled.

Notice

CoG 3.04.02 (d) (2) Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

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

More Information? Please call City Hall at 907-697-2451.

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

Title: Emergency Medical Service Coordinator (EMS Coordinator)

Position: Regular part-time position

Supervisor: Fire Chief with direction by the City Administrator or the Mayor, and with advice of the EMS Medical Director.

Technical oversight from: GVFD EMS Medical Director

Work Hours: Flexible, up to 20 hours per week, as negotiated/agreed upon with City Administrator or the Mayor, Fire Chief, and advice of the EMS Medical Director.

Supervises: EMS volunteer responders

SUMMARY: This regular position is designed to drive continuous improvement in the skills and readiness of the GVFD EMS response operation. While supervised by the Fire Chief, the EMS Coordinator takes technical direction from the Medical Director to coordinate and build the EMS Division within the GVFD. The EMS Coordinator is delegated primary responsibility for EMS preparedness, training, and operations with authority to exercise independent judgment and initiative. The EMS Coordinator is expected to establish and maintain effective working relationships with the GVFD Fire Chief, Medical Director, department volunteers, other city departments and employees, in support of the EMS function.

DUTIES TO INCLUDE:

- Maintain, test, and ensure readiness of EMS supplies and equipment.
- Assure readiness and preparation of EMS responders for community responses.
- Recruit EMS volunteers to join the GVFD EMS team.
- Oversee and/or conduct EMS training and preparation for department volunteers. The EMS Coordinator conducts training or drills directly or may draw on the expertise of the Medical Director, visiting EMS professionals, outside EMS training providers as appropriate for meeting training goals.
- Respond to EMS emergency calls. May serve as incident commander.
- Provide data to the Fire Chief for the infection control program and records.
- Monitors GVFD EMS equipment and supplies to assure readiness, and reports repair and supply needs to Chief for purchase/corrective action.
- Work with the volunteers to ensure safe tactics and operations.
- Review EMS protocols annually with the department medical director to ensure compliance with current standards. Consult also with SE Region EMS Office for updates and to assure compliance.
- Maintain an inventory of medical supplies
- Maintain the records and files of EMS training.
- Maintain and provide City Hall with an annual statistical summary` of EMS calls.
- Oversee the GVFD CPR program and instructors. Organize and execute community outreach programs such as CPR training.
- Coordinate department action on EMS goals and programs as directed by the Medical Director, Fire Chief and City Administrator.

KNOWLEDGE AND ABILITIES:

The requirements, demands and characteristics listed below are representative of the knowledge, skills and/or ability required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of EMS response standards, processes, and techniques
- Knowledge of the rules and regulations of the department and the State statutes pertaining to the Fire Department and EMS service. Must have knowledge of fire and ambulance equipment, EMS tactics, procedures and responsibilities, radio operations, and teaching methods/strategies.
- Ability to train department EMS responder volunteers, including organizing and leading drills and more extended training sessions.
- Ability to think quickly and clearly during emergencies and be able to learn the operating procedures of the department.
- Function with a high degree of independence, follow oral and written instructions, work cooperatively with others and be able to operate ambulance.
- Good physical health.
- Ability to read, analyze, and interpret government regulations.
- Ability to write reports, business correspondence, and department plans or procedures.
- Ability to present information effectively and respond to questions from patients, hospitals, local council, government agencies and the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

EMPLOYMENT STANDARDS:

- Current certification as an Alaska State EMT II.
- Certification as State of Alaska EMT instructor may be earned after hire.
- Must have a high school diploma or general education degree (GED).
- Must be able to operate computer word processing programs.
- Have current Alaska Driver License
- Certification as an EMT for five years with patient experience.
- Basic FEMA incident command training is valuable.

WORK CONDITIONS & ENVIRONMENT:

- Medical responders must deal with stressful conditions and upset people at emergency scenes.
- Work is frequently required day or night in residences, worksites, or outdoors in inclement weather.
- While performing the duties of this job, the employee is regularly required to sit; handle tools; operate heavy equipment; talk and hear. The employee frequently is required to reach with hands and arms, to stand, walk, climb, balance, or crouch. The employee frequently will be required to move about to coordinate work. Stair climbing is required on a regular basis.
- The employee must regularly lift and/or move up to fifty pounds.
- The employee drives and operates the GVFD ambulance and its equipment.
- The noise level in the emergency response environment may be high.

Notice

CoG 3.04.02 (d) (2) Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

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

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

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

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2024, the following City held account balance transfers are to be made for the reasons stated.

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

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

Total Change in City Held Account Balances \$ 0.00

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

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

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

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

Shelley K Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

Mayor's Report January 16, 2024

Conversations. This month we've been engaged in community communications and conversations about land access and use in Gustavus. I am very proud to be a member of this community for many reasons, but especially for the intelligent, articulate, and compassionate dialogue the community has had about sensitive, difficult, and potentially divisive issues.

Public Access on the Hydro Road. The Federal Energy Regulatory Commission (FERC) is engaging in dispute resolution between the Olneys and AP&T regarding public access on the Hydro Road. FERC has welcomed the City's participation, and former City Council Mayors (and Hydro Road hikers) Mike and Karen Taylor, Jim Mackovjak and I met by Zoom with FERC mid-month. I sent a letter to FERC on December 12, 2023. The correspondence for this and the following issues will be posted on our website in the correspondence folder at <https://www.gustavus-ak.gov/citycouncil>.

The Nature Conservancy Lands. As we discussed at the Work Session on January 8th, the City learned at the end of December that the Hoonah Indian Association had sent a letter to The Nature Conservancy in November 2021 proposing transfer of the Gustavus Forelands Preserve to HIA, and that TNC traveled to Hoonah in April 2023. Gustavus was not informed of the conversations and a petition was circulated opposing the land transfer. By January 8th over 200 signatures were collected and 100 letters sent, and 75 people attended the Council meeting by Zoom, not including those present in Council chambers. Attending by Zoom were TNC Director Ivy Spohnholz, Julia Nave, and Hank Lentfer. In response to the passionate and articulate concerns of the community, TNC has committed to retaining title to the Preserve for the foreseeable future. See the City's correspondence file for emails from Director Spohnholz and the City's January 15th response. Gustavus initiated preservation and has maintained stewardship of the Forelands Preserve a quarter of a century ago and we are hopeful that we can rebuild our partnership with and trust in TNC.

The Xunaa Borough Petition. The Xunaa Borough petition has been accepted by the Local Boundary Commission and the public comment period will be open until February 29th. On Thursday, January 25th at 6:00 pm we will have an informational public meeting by the Local Boundary Commission to describe the petition review process. Questions are welcomed. The City will send out information on how to submit public comments.

What Else is Happening.

Saturday, January 20th at 11:00 am: Ribbon-cutting ceremony for the new playground equipment at Salmon River Park.

Monday, January 29th at 6:00 pm: Capital Improvement Plan Council Work Session.

Thank you, Gustavus,

Shelley