



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, April 08, 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=UjNNbjBOT0czdnNreUdWSE1DUHJUQT09&omn=83662967792>

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

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 03-11-2024 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. City Treasurer Monthly Report
5. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

6. FY24-12NCO Introduction of Capital Project Funding 2024 Salmon River Park Playground Equipment Expansion Project Phase 2 (Public Hearing 05/13/2024)

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

7. FY24-13NCO Introduction of Capital Project Funding 2024 for Landfill Expansion (Public Hearing 05/13/2024)
8. Approve CIP Project Development Form for Same Old Road
9. Approve City of Gustavus Capital Improvement Plan for 2024-2028
10. CY24-10 Resolution assuring unfettered public access to the Falls Creek lands via the Hydro Road
11. Approve to accept the funding for the Cybersecurity Assessment Grant and approve the selected vendor, Structured Communication Systems
12. Alaska Technical Solutions Contract Extension

CITY COUNCIL REPORTS

13. Coffee with Council
14. Bike Path / SS4A Grant
15. City Beautification Update
- [16.](#) Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: April 3, 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, March 11, 2024 at 7:00 PM
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Council Members: Janene Driscoll, Rachel Patrick
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MINUTES- PENDING

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjB0T0czdnNreUdWSE1DUHJUQT09&omn=88961635860>
ID: 515 501 9406 **PASSCODE:** 2451 **TEL:** 253-215-8782

ROLL CALL (12 Seconds)

PRESENT

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

Reading of the City of Gustavus Vision Statement (1 Minute 24 Seconds)

Vice Mayor B. Taylor read the City of Gustavus Vision Statement.

APPROVAL OF MINUTES (2 Minute 28 Seconds)

- 02-20-2024 General Meeting Minutes

Motion made by Council Member Mackovjak to approve by unanimous consent the 02-20-2024 Meeting Minutes.

Seconded by Council Member Bishop

Public Comment: None

Council Comment: None

Hearing no objections, the 02-20-2024 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES (3 Minute 30 Seconds)

Mayor Owens requested for

Mark Berry and Claire Geldhof to speak prior to the staff and committee reports.

City of Gustavus, Alaska
City Council General Meeting Minutes - PENDING
March 11, 2024
Page 1 of 7

To move item number 13 to be reviewed directly after item number 10.

To move item number 15 to the beginning of new business.

And to amend item number 14 to be a discussion topic, not action item.

Public request to agenda changes: None

Council request to agenda changes: None

Hearing no objections, the proposed agenda changes are approved by unanimous consent.

COMMITTEE / STAFF REPORTS

Mark Berry of Berry Specialty Contracting spoke about the proposed GVFD heating system updates. (6 Minute 10 Seconds)

Council Clarifying Questions:

Mayor Owens

Council Member M. Taylor

Council Member Driscoll (25 Minute 06 Seconds)

Council Member Patrick

Claire Geldhof BSN, RN- Department of Health Southeast Itinerant Public Health Nurse III/OD2A Public Health Nurse, provided a brief update of public health trends in Alaska and possibilities of how to work with City of Gustavus moving forward. (14 Minute 30 Seconds)

Council Clarifying Questions:

Council Member M. Taylor

Council Member Driscoll – See above Question for Mark Berry

2. Library Quarterly Report (33 Minute 09 Seconds)

Library Administrative Director, Melisa Gomb and Library Services Director, LeAnn Weikle submitted a written report and provided an oral summary.

Council Clarifying Questions:

Council Member Patrick

Council Member M. Taylor

Council Member Bishop

Council Member Driscoll

3. Gustavus Visitors Association Quarterly Report (1 hour 0 Minute 12 Seconds)

Gustavus Visitor Association President, Leah Okin submitted a written report and provided an oral summary.

GVA Marketing Technician, Brian Taylor answered a question from Okin.

Council Clarifying Questions:

Mayor Owens

Council Member M. Taylor

4. City Treasurer Monthly Report (1 hour 19 Minute 24 Seconds)

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

Council Clarifying Questions: None

5. City Administrator Monthly Report (1 hour 20 Minute 26 Seconds)

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

Council Clarifying Questions

Mayor Owens

15. Approve HDR's scoping document to provide City of Gustavus with capital improvement plan project evaluation for grant competitiveness.

(1 hour 32 Minute 58 Seconds) (Moved to right after City Administrator's report.)

Motion made by Council Member Mackovjak to approve HDR's scoping document to provide City of Gustavus with capital improvement plan project evaluation for grant competitiveness.

Seconded by Council Member M. Taylor

Public Comment: None

Council Debate:

Vice Mayor B. Taylor

Council Member Driscoll

Motion made by Council Member M. Taylor to amend the motion to strike the word scoping document and replace it with proposal.

Seconded by Council Member Bishop.

Secondary motion approves HDR's striking scoping document and replacing it with proposal to provide City of Gustavus with capital improvement plan project evaluation for grant competitiveness.

Point of order - No public comment on amendment to original motion

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

Motion Passed.

Motion as amended to approve HDR's proposal to provide City of Gustavus with capital improvement plan project evaluation for grant competitiveness.

Council Debate:

Council Member Taylor

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

Motion Passed.

PUBLIC COMMENT ON NON-AGENDA ITEMS (1 hour 51 Minute 14 Seconds)

Public Comment:

Justin Marchbanks: Thankful for City Administrator's hard work and Council's support. Keep staff reports to 5 minutes.

Jim Kearns: New breakwater needed at the dock and Wilson Road needs paving and upkeep.

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING (1 hour 56 Minute 15 Seconds)

- 6. FY24-11NCO Returning Unused Capital Project Funds (Introduced 02-20-2024)

Mayor Owens opened the public hearing at 8:57pm.

Public Testimony: Justin Marchbanks

Mayor Owens closed the public hearing at 8:58pm.

Motion made by Council Member Bishop to adopt FY24-11NCO Returning Unused Capital Project Funds.

Seconded by Vice Mayor B. Taylor

Council Debate:

Council Member Driscoll

Vice Mayor B. Taylor

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

Motion Passed

UNFINISHED BUSINESS

None

NEW BUSINESS

- 7. Approve CY24-06 Resolution by The City of Gustavus Supporting but recommending amendment of House Bill 365 (2 hours 5 Minute 5 Seconds)

Motion made by Council Member M. Taylor to approve Resolution CY24-06 The City of Gustavus Supporting but recommending amendment of House Bill 365.

Seconded by Council Member B. Taylor

Point of Order: Need to read Resolution – Mayor denies because Resolutions were provided to the public and council prior to meeting.

Public Comment: None

Council Debate: None

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

Motion Passed

- 8. Approve CY24-07 Resolution supporting the Continuation of the current Alaska Marine Highway System's Advisory Operations Board

(2 hours 8 Minute 37 Seconds)

Motion made by Council Member Mackovjak to approve Resolution CY24-07 supporting the Continuation of the current Alaska Marine Highway System's Advisory Operations Board.

Seconded by Council Member Bishop

Public Comment: None

Council Debate:

Council Member Mackovjak

City Administrator

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

Motion Passed

- 9. Approve CY24-08 Resolution regarding the updating of the U.S. Forest Service's Tongass Land Management Plan (2 hours 13 Minute 30 Seconds)

Motion made by Council Member Mackovjak to approve Resolution CY24-08 regarding the updating of the U.S. Forest Service's Tongass Land Management Plan.

Seconded by Vice Mayor B. Taylor

Public Comment: None

Council Debate: None

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

Motion Passed

- 10. Approve CY24-09 Resolution for Harbor Tract B2 Purchase

(2 hours 15 Minute 06 Seconds)

Motion made by Council Member M. Taylor to approve Resolution CY24-09 for Harbor Tract B2 Purchase

Seconded by Council Member Bishop

Public Comment: None

Council Debate: Council Member M. Taylor

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

Motion Passed

13. Approve CIP Project Development Form for Purchase of Salmon River Harbor Tract B-2 and Adjacent River Tidelands

(2 hours 18 Minute 00 Seconds) (Moved to follow item number 10)

Motion made by Vice Mayor B. Taylor to approve CIP Project Development Form for Purchase of Salmon River Harbor Tract B-2 and Adjacent River Tidelands

Seconded by Council Member Driscoll

Public Comment: None

Council Debate: None

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

Motion Passed

11. Approve CIP Project Development Form for Purchasing of a LUCAS Chest Compression Device (2 hours 21 Minute 10 Seconds)

Motion made by Council Member Driscoll to approve CIP Project Development Form for Purchasing of a LUCAS Chest Compression Device

Seconded by Council Member Bishop

Public Comment: None

Council Debate: None

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

Motion Passed

12. Approve CIP Project Development Form for Heat Pump Installations for City Buildings (2 hours 23 Minute 17 Seconds)

Motion made by Council Member Patrick to approve CIP Project Development Form for Heat Pump Installations for City Buildings.

Seconded by Council Member M. Taylor

Public Comment: None

Council Debate: None

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

Motion Passed

14. Creation of Land Advisory Committee (2 hours 25 Minute 0 Seconds)

Council Member M. Taylor provided a summary of status.

CITY COUNCIL REPORTS (2 hours 26 Minute 25 Seconds)

Council Member Mackovjak - Update on reapplying for Safe Streets and Roads for All (SS4A)

Council Member Driscoll - Update on City of Gustavus 20-year Anniversary and flowers project.

16. Coffee with Council (2 hours 29 Minute 00 Seconds)

Council Members Bishop and Patrick provided brief update on January's Coffee with Council. Council answered questions from January Coffee with Council, the answers can be found in March 2024 General Meeting packet and online.

Council Member M. Taylor and Vice Mayor B. Taylor provided update on upcoming March 16th Coffee with Council.

17. Mayor's Report (2 hours 32 Minute 32 Seconds)

Mayor Owens submitted a written report and provided an oral summary.

CITY COUNCIL QUESTIONS AND COMMENTS (2 hours 33 Minute 05 Seconds)

Mayor Owens – Suggested opening a public comment time during work sessions when time allows.

Council Member Driscoll

PUBLIC COMMENT ON NON-AGENDA ITEMS (2 hours 33 Minute 18 Seconds)

None

EXECUTIVE SESSION

None

ADJOURNMENT (2 hours 35 Minute 00 Seconds)

With no further business and hearing no objections, the meeting was adjourned at 9:37 pm.

POSTED ON: March 6, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

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- Where all members take social responsibility and actively participate in decision making affecting growth, development, regulation and enforcement; and
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Shelley K. Owens, Mayor _____
Date

Attest: Liesl M. Barker, City Clerk _____
Date



GVFD Quarterly Report

04-08-2024

EMS Calls: 2

Fire Calls: 1

Item #2.

- January
 - Starting off with some training. We are pleased to announce that we have three new ETT card holders in the Gustavus Volunteer Fire Department. This class will set the ones who would like to take the EMT 1 class in May.
 - We were still working on the America Firefighter Grant, which was submitted on time, in the beginning of March. This is in the hope of purchasing a replacement for one of our water tenders to better respond to fire-related emergencies.
- February
 - Back in 2022/2023 we applied for a CODE Blue grant to purchase a Lucas Chest compression Device. As you may have already heard, we were awarded \$7,000 which is \$17,211.05 short of what we need to make the purchase for the Gustavus Volunteer Fire Department. Just a reminder of what this device does, is it replaces manual compressions, making it easier for responders to move the patient to a higher level of care.
 - We started working getting the tsunami siren up and running. After some testing we had to send the parts to the installers to get it diagnosed. We are still not sure what is wrong with the parts, and we are still in the diagnosing stage.
 - Working with Leah to work on upgrading the technology of the Gustavus Volunteer Fire Department operations. There are organizations, like Airlift Northwest, providing apps to help streamline the response for responders. Apps include stuff like getting information about medications, pediatrics, and calling in a medivac.
 - We have announced the Health Fair. The Health Fair is scheduled to start at 8am on May 11th.
- March
 - Starting to work on a request for bids (RFQ) to get the fire hall building repainted to help freshen up the building. The hope is to get the project done this summer or early fall.
 - I started an online project manager class. This class is to better my skills in organizing and planning different types of projects which come up during my time working for the Gustavus Volunteer Fire Department.
 - I was able to attend a Disaster Recovery in Rural Communities class via zoom. This was an 8-hour course going over how to plan for a recovery after a large event. This class went over how to incorporate community members and how best to run team meetings which different types of organizations.
 - We had another American Heart Association CPR, AED, First Aid course. Where three students attended. If you are interested in attending the next one, contact Sol Martinez, (gvfd@gustavus-ak.gov) or Leah Okin (leah.okin@gustavus-ak.gov) to get onto the contact list.

Burn permits are required in Alaska from April 1st to August 31st. The one last year does not roll over to this year; come by the firehall or City Hall to get this year Burn Permit.



Quarterly Clerk Report
04.08.2024
Submitted by: Liesl Barker

I cannot believe that three months have already passed since my last report! Most of my days are spent with routine clerk tasks. Some of those tasks consist of responding to emails, answering phone calls, processing mail, building all our city council meetings, posting notices, sending NEWS emails, filing documents, updating website/social media, and relaying information to the correct parties. Below I have highlighted a few specific 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
 - Updating website
 - Updating more documents to be fillable
 - Updating microsite and main pages to link correctly.
 - Correspondence page – updating regularly but looking to continue to improve organization and determine guidelines for what is posted. It is important but can be very time-consuming.
 - Worked with Jessie Sodar at the School to organize the Salmon River playground edition ribbon cutting ceremony.
 - Worked with Janene Driscoll and Sandy Schroth on the City of Gustavus’s 20th Anniversary Open House.
 - Made a new Time Sheet/training video to reflect changes requested by the City Administrator
 - Started working on the 2024 Business Directory
 - If anyone has pictures that would correlate with the directory, please email them to clerk@gustavus-ak.gov
- 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 (Since January 2024)
 - Parliamentary Procedure Made Easy – NAP
 - Clerk Training – RUBA (2/12-16)
 - Applied for Travel/Training Grant to help offset costs.
 - Training In Progress – None Currently
 - Training Upcoming
 - International Institute of Municipal Clerks Conference 2024 – IIMC (5/19-5-22)
 - Northwest Clerk Institute Professional Development 2024 – NCI (6/1-6/7)
 - Awarded \$1,800 Scholarship from AAMC to help offset costs of training.
- 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 video of the meeting to the website-continuing to work with our IT firm.
 - Updating the website to include but not limited to giving all department director access to their page, making sure the correct micro sites are 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.



Quarterly Clerk Report

04.08.2024

Submitted by: Liesl Barker

- 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. – Hoping to have this implemented by June.
- Updating COG election regulations 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	Driscoll	Patrick	B Taylor	Mackovjak	Bishop	M Taylor
	Seat A-exp. 2025	Seat B-exp. 2025	Seat C-exp. 2026	Seat D-exp. 2026	Seat E-exp. 2024	Seat F-exp. 2024	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		
01-16-2024 General Meeting		via zoom		via zoom	via zoom		
01-25-2024 Work Session LBC Meeting		via zoom			via zoom		
01-29-2024 Work Session CIP Meeting		via zoom		via zoom			
02-12-2024 Work Session Meeting		via zoom	via zoom	via zoom	via zoom		
02-20-2024 General Meeting			via zoom	via zoom	via zoom late 1915hrs		
03-04-2024 Work Session Meeting					via zoom		
03-11-2024 General Meeting					via zoom		
04-01-2024 Work Session Meeting					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.

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.	\$5,234.41		\$5,234.41	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$77,973.00		\$77,973.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Library	CP19-08 Library Roof/Awning/Shed	\$1,000.78		\$1,000.78	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP21-02 Refurbish Old P.O.	\$1,730.67		\$1,730.67	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$0.00		\$0.00	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	\$2,162.08		\$2,162.08	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
		\$131,067.79	\$0.00	\$131,067.79	

Pending Transfers:

City of Gustavus
Balance Sheet
As of April 3, 2024

	<u>Apr 3, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	171,243.90
AMLIP Capital Improv Long-Term (0630598.2)	969,806.54
AMLIP Repair & Replacement (0630598.3)	384,233.70
AMLIP Gravel Pit Fund (0630598.8)	25,304.53
AMLIP Reserve (0630598.12)	1,200,148.27
APCM.Endowment Fund	1,561,783.97
FNBA - Checking	98,690.73
FNBA Endowment Fund - Checking	39,552.44
Petty Cash	474.21
Total Checking/Savings	<u>4,451,238.29</u>
Accounts Receivable	<u>15,614.65</u>
Total Current Assets	4,466,852.94
Fixed Assets	<u>-8,199.00</u>
TOTAL ASSETS	<u><u>4,458,653.94</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	3,635.61
Other Current Liabilities	<u>66,172.81</u>
Total Current Liabilities	<u>69,808.42</u>
Total Liabilities	69,808.42
Equity	<u>4,388,845.52</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,458,653.94</u></u>

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

	Jul '23 - Mar 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Business License Fees	2,475.00	3,500.00	-1,025.00
Donations	460.00	1,000.00	-540.00
DRC Income			
C Chest paid at City Hall	670.00		
Community Chest Sales	9,184.00	13,500.00	-4,316.00
Landfill Fees paid @ City Hall	36,676.66		
Landfill Fees/Sales	40,142.01	75,000.00	-34,857.99
Recyclable Material Sales	1,755.65	3,600.00	-1,844.35
Total DRC Income	88,428.32	92,100.00	-3,671.68
Federal Revenue			
ARPA - 22-LGLR	33,904.06	35,987.92	-2,083.86
Disaster Assistance (FEMA funds)	5,459.67		
Natl Forest Receipts-Encumbered	0.00	45,000.00	-45,000.00
Payment In Lieu of Taxes	152,913.58	130,000.00	22,913.58
Total Federal Revenue	192,277.31	210,987.92	-18,710.61
Fundraising	255.00	600.00	-345.00
Grant Income	0.00	13,000.00	-13,000.00
GVFD Income			
Ambulance Billing	460.93	9,000.00	-8,539.07
ASP	995.00	1,500.00	-505.00
Training	20.00	150.00	-130.00
Total GVFD Income	1,475.93	10,650.00	-9,174.07
Interest Income	515.17		
Lands Income			
Gravel Pit Gravel Sales	39,936.00	40,000.00	-64.00
Total Lands Income	39,936.00	40,000.00	-64.00
Lease Income			
Rent	2,000.00		
Lease Income - Other	7,190.32	16,011.00	-8,820.68
Total Lease Income	9,190.32	16,011.00	-6,820.68
Library Income	1,043.50	500.00	543.50
Marine Facilities Income			
Facilities Usage Fees			
Landing Craft Use Fee	2,200.00		
Single Use Fee	95.00		
Facilities Usage Fees - Other	0.00	2,000.00	-2,000.00
Total Facilities Usage Fees	2,295.00	2,000.00	295.00
Commercial Vessel Registration			
Kayak Registration	20.00		
Commercial Vessel Registration - Other	1,500.00	15,000.00	-13,500.00
Total Commercial Vessel Registration	1,520.00	15,000.00	-13,480.00
Private Vessel Registration			
Kayak Registration	30.00		
Private Vessel Registration - Other	2,250.00	5,000.00	-2,750.00
Total Private Vessel Registration	2,280.00	5,000.00	-2,720.00
Storage Area Fee	1,810.00	2,250.00	-440.00
Total Marine Facilities Income	7,905.00	24,250.00	-16,345.00

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

	Jul '23 - Mar 24	Budget	\$ Over Budget
State Revenue			
Community Assistance Program	83,489.34	80,000.00	3,489.34
Shared Fisheries Business Tax	244.41	632.77	-388.36
Total State Revenue	83,733.75	80,632.77	3,100.98
Tax Income			
Retail Tax Income	383,749.40	415,000.00	-31,250.60
Remote Sellers Retail Tax	67,313.34	56,000.00	11,313.34
Room Tax Income	91,512.57	105,400.00	-13,887.43
Fish Box Tax	1,260.00	8,000.00	-6,740.00
Penalties & Interest	1,231.85	1,000.00	231.85
Tax Exempt Cards	240.00	300.00	-60.00
Total Tax Income	545,307.16	585,700.00	-40,392.84
Total Income	973,002.46	1,078,931.69	-105,929.23
Gross Profit	973,002.46	1,078,931.69	-105,929.23
Expense			
Administrative Costs	27,750.96	35,000.00	-7,249.04
Advertising	0.00	100.00	-100.00
Bad Debt	4,332.00	0.00	4,332.00
Bank Service Charges	8,237.13	4,750.00	3,487.13
Building			
Insurance	15,336.68	12,658.62	2,678.06
Maintenance & Repair	1,958.08	13,200.00	-11,241.92
Total Building	17,294.76	25,858.62	-8,563.86
Contractual Services			
City Engineer	5,139.60	20,000.00	-14,860.40
Ambulance Billing Expense	444.66	1,300.00	-855.34
Managed IT Services	18,765.00	25,020.00	-6,255.00
Contractual Services - Other	4,826.67	41,560.00	-36,733.33
Total Contractual Services	29,175.93	87,880.00	-58,704.07
Dues/Fees	7,130.81	14,707.00	-7,576.19
Economic Development Services			
GVA	41,400.00	41,400.00	0.00
Total Economic Development Services	41,400.00	41,400.00	0.00
Election Expense	81.56	250.00	-168.44
Emergency & Disaster	0.00	50,000.00	-50,000.00
Equipment			
Equipment Fuel	1,937.65	2,200.00	-262.35
Equipment Purchase	12,887.69	12,050.00	837.69
Insurance	298.09	278.86	19.23
Maintenance & Repair	6,675.47	6,000.00	675.47
Total Equipment	21,798.90	20,528.86	1,270.04
Events & Celebrations	3,769.20	4,400.00	-630.80
Freight/Shipping	17,538.44	31,000.00	-13,461.56
Fundraising Expenses	0.00	500.00	-500.00
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
Total General Liability	15,513.93	20,700.00	-5,186.07
Gravel Pit Fund	6,000.00	6,000.00	0.00

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

	Jul '23 - Mar 24	Budget	\$ Over Budget
Library Materials			
Donated/Fundraised	0.00	800.00	-800.00
Non-Fiction Add/Replacement	-7.00	13,200.00	-13,207.00
Library Materials - Other	4,011.59		
Total Library Materials	4,004.59	14,000.00	-9,995.41
Marine Facilities			
Insurance	5,804.01	2,722.48	3,081.53
Maintenance & Repairs	0.00	3,000.00	-3,000.00
Total Marine Facilities	5,804.01	5,722.48	81.53
Occupational Health	0.00	500.00	-500.00
Payroll Expenses			
Wages	297,248.04	444,099.13	-146,851.09
Payroll Taxes	29,398.34	39,446.57	-10,048.23
Paid Time off	8,876.94		
Sick Leave	4,706.58		
Health Insurance (company paid)	25,354.34	26,493.60	-1,139.26
Health Insurance Stipend	4,200.00	9,600.00	-5,400.00
457(b) Employer Contribution	13,815.75	29,220.00	-15,404.25
Workers Comp Insurance	6,218.05	8,979.10	-2,761.05
Payroll Expenses - Other	-10,786.48	230.00	-11,016.48
Total Payroll Expenses	379,031.56	558,068.40	-179,036.84
Professional Services	2,190.00	15,000.00	-12,810.00
Public Relations	575.57	500.00	75.57
Repair & Replacement Fund	16,545.71	16,595.71	-50.00
Road Maintenance			
Grading	51,434.06		
Snow Plowing	67,855.40	65,000.00	2,855.40
Road Maintenance - Other	2,415.94	131,000.00	-128,584.06
Total Road Maintenance	121,705.40	196,000.00	-74,294.60
Stipend	1,148.76	6,000.00	-4,851.24
Supplies			
Donated/Fundraised	500.00	800.00	-300.00
Program	691.99	2,975.00	-2,283.01
Supplies - Other	12,435.44	20,400.00	-7,964.56
Total Supplies	13,627.43	24,175.00	-10,547.57
Telecommunications	10,226.77	20,412.00	-10,185.23
Training	3,369.35	18,200.00	-14,830.65
Travel	17,275.20	23,200.00	-5,924.80
Utilities			
Electricity	9,094.20	9,700.00	-605.80
Fuel Oil	8,706.25	7,900.00	806.25
Total Utilities	17,800.45	17,600.00	200.45
Vehicle			
Fuel	383.48	1,200.00	-816.52
Insurance	3,225.58	3,635.67	-410.09
Maintenance & Repair	2,692.40	2,000.00	692.40
Mileage Reimbursement	682.00	2,150.00	-1,468.00
Total Vehicle	6,983.46	8,985.67	-2,002.21
Total Expense	800,311.88	1,268,033.74	-467,721.86
Net Ordinary Income	172,690.58	-189,102.05	361,792.63

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

	<u>Jul '23 - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Income			
Prior-Year Cash Balance	0.00	184,025.00	-184,025.00
Total Other Income	0.00	184,025.00	-184,025.00
Net Other Income	0.00	184,025.00	-184,025.00
Net Income	<u>172,690.58</u>	<u>-5,077.05</u>	<u>177,767.63</u>

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

	% of Budget
Ordinary Income/Expense	
Income	
Business License Fees	70.7%
Donations	46.0%
DRC Income	
C Chest paid at City Hall	
Community Chest Sales	68.0%
Landfill Fees paid @ City Hall	
Landfill Fees/Sales	53.5%
Recyclable Material Sales	48.8%
Total DRC Income	96.0%
Federal Revenue	
ARPA - 22-LGLR	94.2%
Disaster Assistance (FEMA funds)	
Natl Forest Receipts-Encumbered	0.0%
Payment In Lieu of Taxes	117.6%
Total Federal Revenue	91.1%
Fundraising	42.5%
Grant Income	0.0%
GVFD Income	
Ambulance Billing	5.1%
ASP	66.3%
Training	13.3%
Total GVFD Income	13.9%
Interest Income	
Lands Income	
Gravel Pit Gravel Sales	99.8%
Total Lands Income	99.8%
Lease Income	
Rent	
Lease Income - Other	44.9%
Total Lease Income	57.4%
Library Income	208.7%
Marine Facilities Income	
Facilities Usage Fees	
Landing Craft Use Fee	
Single Use Fee	
Facilities Usage Fees - Other	0.0%
Total Facilities Usage Fees	114.8%
Commercial Vessel Registration	
Kayak Registration	
Commercial Vessel Registration - Other	10.0%
Total Commercial Vessel Registration	10.1%
Private Vessel Registration	
Kayak Registration	
Private Vessel Registration - Other	45.0%
Total Private Vessel Registration	45.6%
Storage Area Fee	80.4%
Total Marine Facilities Income	32.6%

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

	<u>% of Budget</u>
State Revenue	
Community Assistance Program	104.4%
Shared Fisheries Business Tax	38.6%
Total State Revenue	103.8%
Tax Income	
Retail Tax Income	92.5%
Remote Sellers Retail Tax	120.2%
Room Tax Income	86.8%
Fish Box Tax	15.8%
Penalties & Interest	123.2%
Tax Exempt Cards	80.0%
Total Tax Income	93.1%
Total Income	90.2%
Gross Profit	90.2%
Expense	
Administrative Costs	79.3%
Advertising	0.0%
Bad Debt	100.0%
Bank Service Charges	173.4%
Building	
Insurance	121.2%
Maintenance & Repair	14.8%
Total Building	66.9%
Contractual Services	
City Engineer	25.7%
Ambulance Billing Expense	34.2%
Managed IT Services	75.0%
Contractual Services - Other	11.6%
Total Contractual Services	33.2%
Dues/Fees	48.5%
Economic Development Services	
GVA	100.0%
Total Economic Development Services	100.0%
Election Expense	32.6%
Emergency & Disaster	0.0%
Equipment	
Equipment Fuel	88.1%
Equipment Purchase	107.0%
Insurance	106.9%
Maintenance & Repair	111.3%
Total Equipment	106.2%
Events & Celebrations	85.7%
Freight/Shipping	56.6%
Fundraising Expenses	0.0%
General Liability	
Public Entity Crime Coverage	
Cyber Liability	
General Liability - Other	60.7%
Total General Liability	74.9%
Gravel Pit Fund	100.0%

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

	% of Budget
Library Materials	
Donated/Fundraised	0.0%
Non-Fiction Add/Replacement	-0.1%
Library Materials - Other	
Total Library Materials	28.6%
Marine Facilities	
Insurance	213.2%
Maintenance & Repairs	0.0%
Total Marine Facilities	101.4%
Occupational Health	0.0%
Payroll Expenses	
Wages	66.9%
Payroll Taxes	74.5%
Paid Time off	
Sick Leave	
Health Insurance (company paid)	95.7%
Health Insurance Stipend	43.8%
457(b) Employer Contribution	47.3%
Workers Comp Insurance	69.3%
Payroll Expenses - Other	-4,689.8%
Total Payroll Expenses	67.9%
Professional Services	14.6%
Public Relations	115.1%
Repair & Replacement Fund	99.7%
Road Maintenance	
Grading	
Snow Plowing	104.4%
Road Maintenance - Other	1.8%
Total Road Maintenance	62.1%
Stipend	19.1%
Supplies	
Donated/Fundraised	62.5%
Program	23.3%
Supplies - Other	61.0%
Total Supplies	56.4%
Telecommunications	50.1%
Training	18.5%
Travel	74.5%
Utilities	
Electricity	93.8%
Fuel Oil	110.2%
Total Utilities	101.1%
Vehicle	
Fuel	32.0%
Insurance	88.7%
Maintenance & Repair	134.6%
Mileage Reimbursement	31.7%
Total Vehicle	77.7%
Total Expense	63.1%
Net Ordinary Income	-91.3%

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

	<u>% of Budget</u>
Other Income/Expense	
Other Income	
Prior-Year Cash Balance	0.0%
Total Other Income	0.0%
Net Other Income	0.0%
Net Income	<u><u>-3,401.4%</u></u>



ONE SEALASKA PLAZA, SUITE 302 • JUNEAU, ALASKA 99801
TEL (907) 586-1325 • FAX (907) 463-5480 • WWW.AKML.ORG

Member of the National League of Cities and the National Association of Counties

Dear Ms. Leary,

I hope this letter finds you well. We are reaching out to propose a collaborative effort aimed at enhancing the region's transportation infrastructure and planning processes. Facilitated by the Alaska Municipal League (AML), and in partnership with the US Forest Service, the Federal Highway Administration, and the State of Alaska Department of Transportation, we are excited to announce upcoming workshops focused on long-range transportation planning in Southeast Alaska.

These workshops are crucial opportunities for us to gather insights, identify priority transportation projects, foster dialogue on transportation issues that profoundly impact our communities and pursue successful funding for priority transportation projects. The primary goal of these workshops is to facilitate discussions that inform both long-range transportation planning and equity transportation planning initiatives. By bringing together stakeholders from tribal and local governments, state and federal agencies, and community organizations, we aim to collectively address the unique transportation needs and challenges faced by Southeast Alaska.

We cordially invite you and your team to participate in a one-day workshop. Your presence and contributions will be instrumental in shaping the future of transportation infrastructure and policy in Southeast Alaska. Furthermore, we kindly request your assistance in hosting this workshop at a municipal facility. By providing a venue and logistical support, you will not only facilitate greater participation but also demonstrate your commitment to fostering collaboration and addressing the transportation needs of your constituents.

We are proposing to hold a virtual Gustavus workshop the week of August 26th – August 30th and we are eager to work with you to determine a schedule that aligns with your availability and preferences.

Anticipated participants include:

- FHWA
- State of Alaska DOT&PF
- United States Forest Service
- Gustavus Visitor Association
- National Park Service

Additionally, please let us know if you have an idea for other relevant stakeholders within your network who may benefit from participating in these workshops. Your partnership and engagement are crucial to the success of this endeavor, and we look forward to the opportunity to collaborate with you.

Thank you for considering our invitation, and we anticipate your positive response. Should you have any questions or require further information, please do not hesitate to contact Britta Hamre at britta@akml.org or 907-575-6418.

Warm regards,

A handwritten signature in blue ink, appearing to read "Nils Andreassen", with a stylized, flowing script.

Nils Andreassen
Executive Director

Time	Agenda Item
9:00 - 9:15 AM	Introductions <ul style="list-style-type: none"> • Name & Organization • Agenda Review & Adjustments
9:15 - 10:45 AM	Review of Area Transportation Projects <ul style="list-style-type: none"> • Municipal Government • Tribal Governments • USFS • FHWA • DOT& PF
10:45 -11:00 AM	Break
11:00 -11:30 AM	Determine Community Priorities for Transportation Funding Applications
11:30 -12:30 PM	Overview of Funding Opportunities and Resources <ul style="list-style-type: none"> • AML - Federal Focus • Forest Service • Federal Highways (include Tribal Transportation) • DOT&PF - State Focus
12:30 - 1:30 PM	Lunch Break
1:30 - 2:45 PM	Deep Dive on Top Projects <ul style="list-style-type: none"> • To be considered: bundling, collaboration, grant funding, etc. for strategic approaches
2:45 - 3:00 PM	Break
3:00 - 4:30 PM	Brainstorm Next Steps <ul style="list-style-type: none"> • Consider short, medium and long term actions • Identify champions for actions
4:30 PM	Adjourn

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-12NCO**

**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
SRP Playground Expan. Phase 2	\$ 19,980.00	\$ 27,980.00	\$ 8,000.00
AMLIP Capital Improv Long-Term	\$ 969,806.54	\$ 961,806.54	< \$ 8,000.00>
Total Change in City Held Account Balances			\$ 0.00

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

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

DATE INTRODUCED: April 8, 2024
DATE OF PUBLIC HEARING: May 13, 2024

PASSED and **APPROVED** by the Gustavus City Council this XX day of ____, 2024.

Shelley K Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-13NCO**

**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
Capital Current – CP24-01 DRC <i>Initial funding for CP24-01, Landfill Expansion Project</i>	\$ 0.00	\$ 110,000.00	\$ 110,000.00
Capital Project Long-term <i>This transfer will move funds from Capital Project Long-Term to Capital Project Current. These funds may be moved to FNBA Checking if needed to cover costs of the above-named Capital Project CP24-01, Landfill Expansion Project.</i>	\$ 969,806.54	\$ 859,806.54	\$ 110,000.00

Total Change in City Held Account Balances \$ 0.00

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

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

DATE INTRODUCED: *April 8, 2024*
DATE OF PUBLIC HEARING: *May 13, 2024*

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

Shelley K Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
PROJECT SCOPING and DEVELOPMENT FORM**

This form is to be used to document project planning and approval to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of Project: **Same Old Road Drainage Project**

City Department: **Roads**

Contact: **Mike Taylor**

E-mail: **Mike.Taylor@Gustavus-ak.gov**

Phone: **697-2451**

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

1. What is the project?

- What are its goals and objectives? **This project will improve drainage along Same Old Road and End of the Trail to eliminate surface flooding in heavy rain. The project will ditch both sides of two sections of Same Old Road and End of the Trail and will install approximately eight 18" x20' poly culverts from City stock at existing driveways, plus one 18"x20' resident purchased culvert (Richardson driveway). The project will also clean a portion of the branch of Glen's Ditch that runs along the southern boundary of Glen Parker's original homestead along the section line from End of the Trail to the point it intersects Same Old Road by Tim Sunday's residence.**
- Who/what will be aided by this project? Who are the targeted stakeholders/customers? **The project will benefit residents in the subdivisions along Same Old Road and End of the Trail. It also will reduce maintenance issues for the City Road Maintenance Operation.**
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey? **The project will be designed in house by the contracted project manager.**
- What is NOT covered by this project? What are its boundaries? **The project does not include excavation of the remaining portion of the Glen's Ditch branch that turns south from the section line along Chuck Bale's residence. It also does not include ditching along the section of Same Old Road from the End of the Trail intersection to Moose Ln.**

2. Why is the project needed? **This section of Same Old Road floods badly in heavy rainstorms, which damages the road and blocks traffic.**

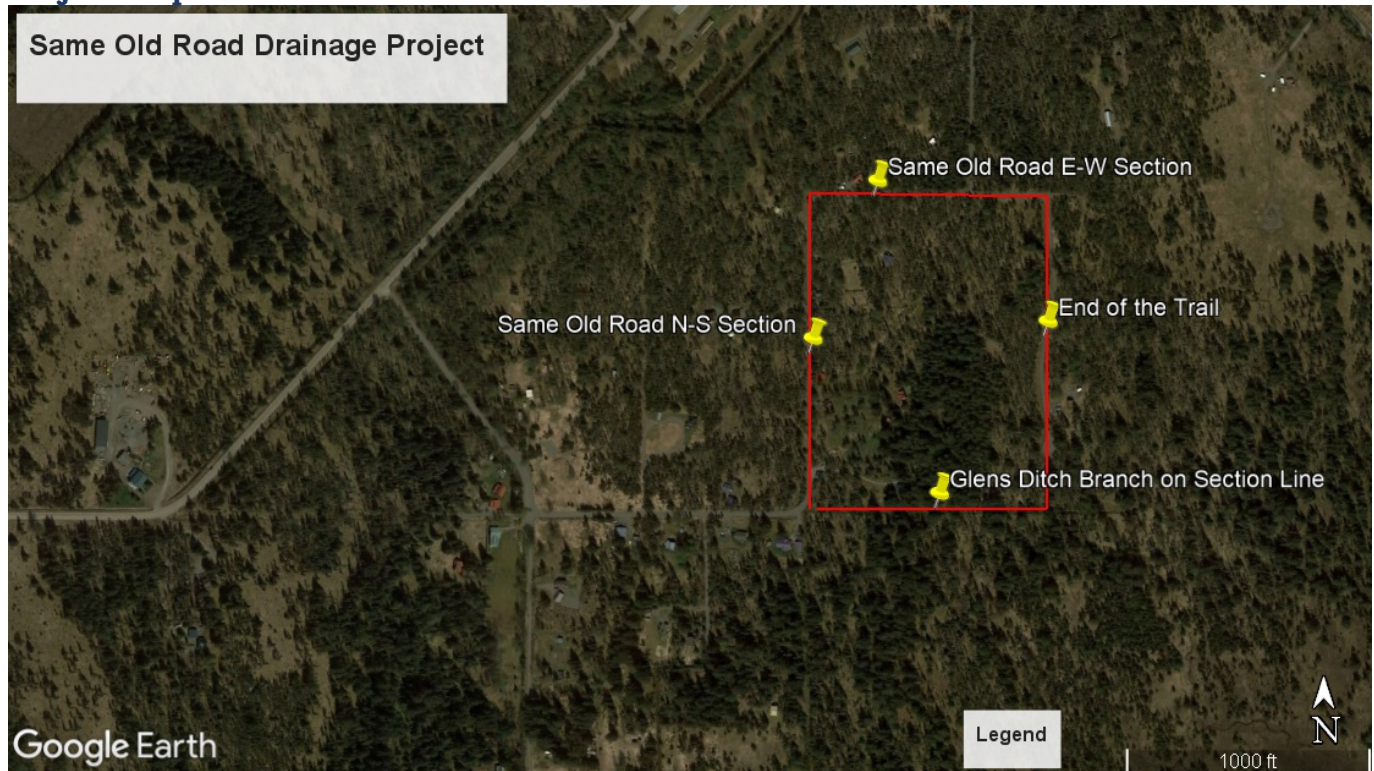
Same Old Road Drainage Project

Scoping Document

Item #8.

- What community problem, need, or opportunity will it address? **These roads have little ditching along them, so floods are a frequent problem.**
 - What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address? **Infrastructure improvement for improved reliability of road for travel.**
 - 3. Where did the idea for this project originate? (Public comments, Council direction, committee work?) **This problem has been under discussion in the past during flood episodes. It's priority of the Mayor.**
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? **Winter to Spring of 2024.**
 - Will the planning or final project occur in phases or stages? **No**
6. What is your budget for the planning process? Will you be using a consultant?
We will use a contracted local professional engineer as a design and project management consultant. Budget: \$7,000.
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.
Total Cost: \$46,000. This is an initial rough estimate. It will be adjusted after design.

Project Map



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.
 - a. Option 1 would be simply to raise the road by about one foot with gravel to keep most of it above the water. However, one section of the road runs east-west and an embankment there will hold water on properties to the north that would otherwise drain to the south. This is a poor solution for residential properties and will cause the road embankment to soften and be damaged.
 - b. Option 2 would ditch both sides of Same Old Road and End of the Trail, add culverts under driveways (using culverts the City has in stock) such that the water is directed to the ditch Glen Parker built along the south edge of his homestead. The project would also clean that ditch so it can effectively carry water into the larger Glen’s Ditch and on to tidewater.

2. What solution was chosen as the best and why is it the best? Option 2 is the preferred solution as the most complete and permanent.

3. Identify your funding source(s).

(Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)
 Funding source would be City capital project funding.

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		
• Natural beauty of landscape or neighborhoods		+	

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

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.) The primary benefit is to serviceability of the specific neighborhood roads. Same Old Road is a through road connecting Glen’s Ditch Road to Moose Lane.
3. Are other projects related to or dependent on this project?
 - Is this project dependent on other activities or actions? No
 - If yes, describe projects, action or activities specifying phases where appropriate.
4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?) No
5. What regulatory permits will be required and how will they be obtained? No permits required.
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? Construction estimated cost with consultant support total: \$46,000. The project does not add continuing maintenance cost and may reduce it.
7. Is an engineering design or construction estimate necessary?
 - Minor engineering design by project consultant sufficient to create bid documents.
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 anticipated.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$10,000	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$ \$35,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$	Insurance	\$0
Freight	\$0	Repair & maintenance	\$
Contingencies	\$1,000	Other (list)	\$0
Other (list)	\$	Other (list)	\$0

Same Old Road Drainage Project

Scoping Document

Item #8.

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? **No new service jobs.**
2. How many full-time, permanent jobs will this project create or retain?
 ___ 0 ___ Create/retain in 1-3 years
 ___ 0 ___ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? **None**
4. How many local businesses will be affected by this project and how?

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. **None Required**

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

Same Old Road Drainage Project

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.



City of Gustavus
PO Box 1
Gustavus, Alaska 99826
Phone: (907) 697-2451

City of Gustavus Capital Improvement Plan

Version: COG_CIP: 2024-2028

Approved by the Gustavus City Council on April 8, 2024

Introduction: The Capital Improvement Program

This is the seventh comprehensive Capital Improvement Plan for the City of Gustavus. The initial completed plan was approved by the Gustavus City Council on May 14, 2018.

The document as a whole will be reviewed by the City Council each winter to reevaluate priorities, update cost estimates, and choose the priorities for submission to the State of Alaska legislature through their CAPSIS online submission form for capital improvement project requests. Resolutions supporting the projects chosen for the state funding request should be passed at the January or February general meeting in advance of submission of capital improvement project requests to the state through the online CAPSIS portal, due by mid-February. The State of Alaska budget came in 1% lower than last fiscal year, although prior to the COVID-19 pandemic, there were indications the state was coming out of its recession. Little to no capital project funding has occurred in recent years, but municipalities have been encouraged to continue submitting project funding requests to show a need still exists.

In-house funding for capital projects will be determined by the City Council, with the appropriate AMLIP accounts being tapped [e.g. AMLIP Capital Improv Current, AMLIP Capital Improv Long-Term, AMLIP Repair & Replacement (R&R)]. Current year capital improvement priorities will be determined with consideration for urgency of need for the project, phases of multi-year projects, availability of project managers, consolidation between departments for projects of similar focus, etc. In FY23 the City's AMLIP account policy was changed to better utilize the accounts and to ensure that the City was getting the most out of its reserves.

A separate policy and procedure exists for project nomination and development, including a short-form and a more extensive form (i.e. scoping). Project development documents must be approved by the Gustavus City Council before projects are funded.

In FY18, a city-wide inventory of assets took place. Repair and replacement (R&R) annual saving amounts were then calculated based on the following formulas, as recommended by the State of Alaska Department of Commerce, Community, and Economic Development (DCCED), Division of Community and Regional Affairs (DCRA), Rural Utility Business Advisor (RUBA) Program.

For replacement of items with a life expectancy of more than one year but not more than 10 years, the city should set aside 100% of the replacement value in order to purchase the item when needed. To calculate the amount to set aside each year, divide the replacement cost by its life expectancy.

For replacement of items with a life expectancy of more than 10 years, the city should set aside 10% of the replacement value of each item. To determine how much to set aside each year, multiply the estimated replacement cost by 10%, then divide that by the life expectancy of the asset. These are typically larger assets that the city would be seeking outside funding for, and the R&R savings could then be used as a down payment for a loan, a match for a grant, etc.

Beginning in FY19, the annual operating budget includes an expense line-item for each department for contributions to the AMLIP Repair & Replacement (R&R) account. The amount for each department is calculated using the formulas above for the assets within that department. See Appendix E for a summary of these assets and the annual amounts to budget.

Integration of the CIP with Strategic Plan Goals

Capital budgets are generally for large infrastructure development and improvement. Capital budgeting is an important public policy and management decision making tool and can affect a municipality's long-term debt and general fund balances. Substantial funding is generally at stake in capital budget decisions, and the decision that a government makes shapes the future of the community. Capital projects commit resources into the future and affect a community's long-term spending capacity; these decisions can be felt for 30-40 years. Surprisingly, budgeting for capital improvement projects is not included in Gustavus Ordinance nor is it

outlined in policy and procedure. Capital projects have been undertaken, of course, despite not having a plan. For instance, City Hall has been remodeled and expanded, two public bathrooms have been built, and a new fire truck has been purchased.

There is strong evidence that capital budgeting and strategic planning are strongly linked (Beckett-Camarata, 2003). Strategic Planning is founded on a vision and continues long after the initial groundwork is set.

In December 2019, an infrastructure survey was distributed to Gustavus citizens, primarily online, for a two-week period. The purpose of the survey was to rank the relative priority of potential infrastructure improvements for City Council attention, based on both importance and urgency. Important tasks were defined as contributing to our long-term mission, values, and goals. Urgent tasks would demand immediate attention. 180 respondents ranked Importance (low, medium, high) and Urgency (within 3-6 months, within 1 year, within 2 or more years), placing highest priority on obtaining adequate and reliable ferry service and lowest on Parks and Recreation facilities. The respondents ranked the 13 infrastructure areas as follows:

1. Ferries, 2. Safe Public Water, 3. the Electrical Intertie Project, 4. Roads, 5. Clean Energy, 6. the Disposal and Recycling Center, 7. Internet, 8. Beach, 9. Gravel Pits, 10. Marine Facilities, 11. Bike routes and trails, 12. City Buildings, and 13. Parks and Recreation facilities.

The Gustavus City Council is currently in the process of revising the City of Gustavus Strategic Plan. The draft Strategic Plan's Appendix A: Infrastructure Data Table, Combined Results, and result graphs has additional details.

Literature Review

Literature Cited:

Beckett-Camarata, J. (2003). An examination of the relationship between the municipal strategic plan and the capital budget and its effect on financial performance. *Journal of Public Budgeting, Accounting & Financial Management*, 15(1), 23-40. doi:10.1108/jpbafm-15-01-2003-b002

DiNapoli, T. P. (2009). *Strategic planning* (New York (State)). Office of the State Comptroller. Division of Local Government & School Accountability. Albany, NY: New York State, Office of the State Comptroller, Division of Local Government and School Accountability.

Ongoing Projects, Funded in Previous Years

- Refurbish Old PO (CP21-02)
 - Repairs expected to be completed in CY24
- Marine Facilities Vessel (CP22-02)
 - Status: funded with FY23-02NCO
- Salmon River Harbor Clean-up (CP18-01)
 - Status; in progress; some funding returned in FY21 due to Covid-19 Pandemic; expected to have remaining boat hulls removed in CY24
- Disposal & Recycling Center Compost Yard Improvement (CP19-06)
 - Status: in progress; reinitiated design work after 2020 RFQ overbid. Work to be completed in 2024; initial funding approved with FY19-22NCO; 2018 design work funded through operating budget; applied for state funds in FY19 Legislative Request; project modified/expanded for 2019 from original Disposal & Recycling Center Composting Facility project and Composting Quonset Replacement project; Applied for SWIFR grant in CY23
- Gustavus Beach Improvements (CP19-03)
 - Status: in progress; funding approved with FY19-19NCO; Hardened Beach Trail funded with FY23-06NCO, completed in CY23
- Good River Bridge Repairs (originally in operating budget)
 - Status: revamped and included in 2021 projects; originally funded in FY19-FY20 operating budgets but work has not begun. This project is upgraded to reflect an engineer inspection and repair estimate. The estimate from two different engineering firms for the evaluation and repair plans (permitting not included) is \$25,000. \$15,000 was allocated through FY22-03NCO for engineering studies. This project is not currently funded.
- Salmon River Park Playground Equipment (CP23-03)
 - Status: Phase 1 completed January 2024

Completed Projects in FY23

- Septage Storage Facility CP22-04
- Gustavus Fish Waste Disposal Facility CP21-06
- Hardened Beach Trail CP22-03
- Library Bike Shelter (Phase 2) CP19-08
- GVFD Radio Tower CP23-01
- Cul de Sac Improvements CP23-02
- Marine Facilities Building CP21-04

Part 1: FY24 Legislative Request for State of Alaska Capital Budget

City of Gustavus FY24 State Legislative Priorities
Submitted via CAPSIS on 1/22/24.

- 1. Gustavus Volunteer Fire Department Truck and Skid Unit \$90,000
Approved by the Gustavus City Council via Resolutions CY23-01.
Scoping document approved 1/16/23.

- 2. Disposal & Recycling Center Main Building Replacement \$3,832,560
Approved by the Gustavus City Council via Resolutions CY21-03, CY20-02, CY23-01. Initial scoping document approved 2/10/20, amended scoping document approved.

- 3. Gravel Extraction Improvement Project \$500,000
Approved by the Gustavus City Council via Resolution CY21-03, CY23-01.
Scoping document approved 5/13/19.

- 4. Glen’s Ditch Design, Cleaning, and Bridge Installation \$100,000
Scoping document approved by City Council 01/16/2024.

See Appendix A for a full narrative for each project.

Part 2: FY25 Projects

City of Gustavus – Fund In-House for FY25

- Good River Bridge Repairs Phase 2: Construction \$?
- City Road Improvements Phase 2: Road Improvements \$ 50,000
- City Buildings Air-Source Heat Pump Conversion \$ 40,000
- Disposal & Recycling Center Landfill Mound Expansion Project & Groundwater Monitoring Well Replacement \$110,000

Seek Funding for FY25

- Library Ventilation Fans Replacement
- GVFD Truck & Skid Unit if unfunded by State of Alaska
 - Status: continue seeking grants
- GVFD Extrication Equipment
 - Status: continue seeking grants
- Disposal & Recycling Main Building Replacement
 - Status: continue seeking funding opportunities
- GVFD Water Tender

Additional Priority for FY25

- FY24 Legislative Request 3, if unfunded by State of Alaska
 - 3. Gravel Extraction Improvement Project adjusted amount pending

See Appendix B for a full narrative for each project.

Part 3: Mid-Range Projects

- Good River Bridge Repairs Phase 2: Construction
- Disposal & Recycling Center Baler Purchase
- Disposal & Recycling Center Refurbish/Repurpose Composting Quonset
- Bank Stabilization Consultation
- Disposal & Recycling Center Glass Pulverizer – Refurbish or Replace
- City Buildings Air-Source Heat Pump Conversion
- Purchase Salmon River Boat Harbor Tract
- GVFD Boiler Replacement
- City Hall / Fire Hall Electric Meter

See Appendix C for a full narrative for each project.

Part 4: Long-Range Projects

- Volunteer Fire Dept. Building Expansion & Roof Repair
- City Hall & Fire Hall Energy Audit Repairs
- Gustavus Public Library Building Expansion
- Disposal & Recycling Center Shredder
- Disposal & Recycling Center “Waste to Energy” Equipment
- Disposal & Recycling Center Drive-On/Vehicle Scale
- Disposal & Recycling Center Equipment Garage
- Disposal & Recycling Center Styrofoam Densifier
- City Vehicle
- Salmon River Harbor Waterless Restrooms
- Salmon River Harbor Public Floats
- City Hall Partial Remodel
- Public Water Drinking Source

See Appendix D for a full narrative for each project.

Part 5: Other Community Projects

This is an incomplete list of other capital projects occurring in the City of Gustavus by other organizations, included here for context only.

Other Community Projects in Progress

- Tidelines Institute Educational Building (partially funded through Endowment Fund Grants - 2021 & 2023) was framed and dried-in in Summer/Fall of 2022. It awaits utilities, siding and finish work in 2024.

Priority 1. Gustavus Volunteer Fire Department Truck with Skid Unit

Project Description & Benefit

This project originally was intended to replace Engine 27, which is contaminated with PFAS and is no longer useable. The loss of Engine 27 has changed operations in the fire department. Engine 27 was used in two ways. One as a portable fire hydrant staging at the water source to fill water tenders more quickly. The other was to gain access with a pump down tight driveways that Engine 1 cannot maneuver. Replacing Engine 27 will be done with a smaller 4x4 truck equipped with a Skid Unit, Plow Attachment, and possibly a Patient Basket. This would serve many of the GVFD's current needs. This vehicle will also replace GVFD Utility Pick-Up Truck and the Quick Attack/Wildland Firefighting Truck previously requested in this document. There are multiple different used trucks available through the year from various dealers.

This benefits the community by adding another vehicle to respond to fires. It will be smaller making it able to maneuver the roads better and quicker when they are wash boarded. It should be emphasized that the addition of this vehicle significantly increases the GVFD's ability to respond, especially to fires outside the reach of the Engine 1. Rough roads, limited access, fast response – wouldn't you want this capability if your house was in the path of a fire, or worse yet – on fire?

A skid unit is a 150-200-gallon tank with a pump on board which allows firefighters to have a small portable fire pump and water tank to take to a small wildland fire. This would include a 1-inch rubber hose, intake, and a separate discharge valve(s). There also would be a spot where we could attach a patient basket so if the patient is somewhere the ambulance would not be able to reach, we have a vehicle to transport a patient, aiding responders in transporting the patient from the scene to the ambulance. This also would allow us to take the unit off the truck during the winter to store it inside.

Total Project Cost

\$90,000. An example vehicle is shown below.



Priority 2. Disposal & Recycling Center Main Building Replacement: Design

Project Description & Benefit

The proposal provides for a long-term solution to the necessary space of the next 20-years. The DRC is a regional and state example of recycling and solid waste disposal for rural communities because of the years of developing environmental best practices.

To construct a new main building of 6,000SF with at least 4 large doors and 3 man-doors. There will be a concrete floor as well as areas of the building that have concrete push walls.

The existing main building is too small to safely operate the functions of the DRC. The goal of the project is to construct the new building providing adequate, safe space for customers and staff.

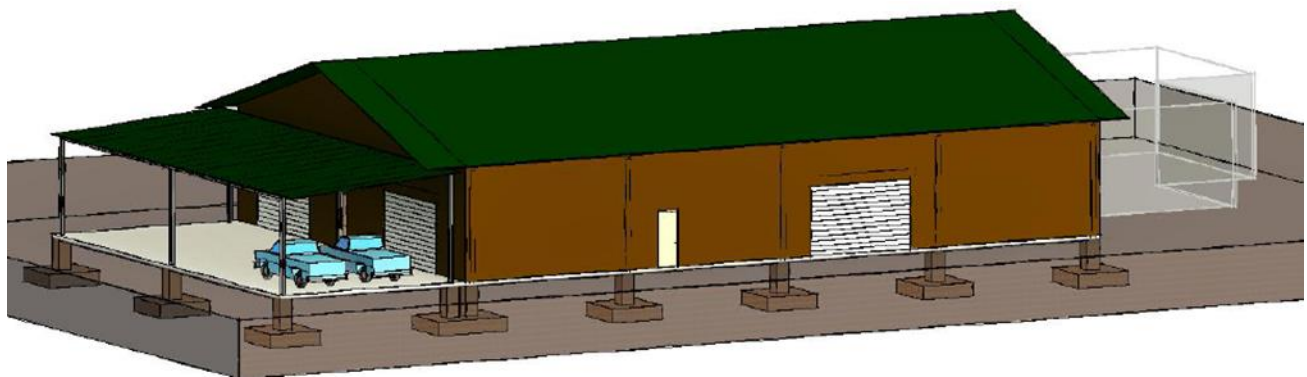
In addition to the new building, three phase power is an important foundation to improving the Disposal & Recycling Center (DRC), as most industrial scale equipment, even equipment the DRC is using now, uses three phase power. It provides more power and can power larger motors than single phase power can. This project would complete the installation of three phase power at the DRC by bringing three phase power from Dock Road to the DRC.

A quote from AP&T was requested for what it would cost to provide three phase power to the DRC. This quote is a part of the planning process for the future of the facility.

City of Gustavus Resolution 2009-11 in support of the extension of a three-phase electrical feeder along Dock Road included a whereas as follows:

“Whereas, the Gustavus Disposal and Recycling Center presently has three phase equipment and would benefit from being able to connect to three phase grid power...”

Total Project Cost
\$3,832,560.00



Priority 3. Gravel Extraction Improvement Project

Project Description & Benefit

The City of Gustavus owns the sole source of gravel for use on city roads and for private and commercial use. All of the city-owned roads are gravel; none are paved. Gravel is currently extracted from the margins of existing gravel ponds by excavators. With this equipment, available material from the gravel ponds likely will be exhausted in the next few years. There is little land left to clear on the city-owned parcel, but informal studies indicate extensive gravel likely exists deeper in the ponds.

This project would extend the usefulness of the existing gravel ponds by creating an operating plan and implementing an alternative extraction system, such as a drag-line or dredge, along with support equipment, a truck scale, and site preparation. An operating plan would evaluate shifting the current gravel operation from multiple contracts to private businesses to a city-run gravel operation, including staffing, training, and storage and selling of gravel. It is estimated a new extraction method could provide enough gravel for approximately 20 years, ensuring a supply of gravel for city road construction and maintenance, private development, and other uses. Ongoing operating/labor costs would be covered by the City of Gustavus.

Alternative sites in the community for gravel extraction have been considered and would require land acquisition and clearing of forest. Barging gravel into town is cost-prohibitive.

Research is ongoing as to the best extraction method for extending the life of the gravel ponds. As soon as funding was secured, an Operating Plan would be finalized, and equipment would be purchased for the new preferred extraction method. The city spent \$13,348 in 2019-2020 to complete a formal land survey of the gravel ponds parcel.

Total Project Cost
\$500,000

Priority 4. Glen's Ditch Design, Cleaning, Bridge Project

Project Description & Benefit

The goal of this project would be to clean vegetative debris from approximately 2,800 ft of Glen's Ditch from Gustavus Road to approximately the Nagoonberry Trail parking area, and to replace undersized culverts at three locations, two of which could be replaced with bridges, to enable the ditch to carry high flows from heavy rain events. From Gustavus Rd to the southern boundary of the old Glen Parker homestead, Glens Ditch and Glens Ditch Road are in a 60-foot-wide easement. The road has been maintained by the City since 2004 within the easement but the City has not maintained the ditch. From that southern boundary of Glen's homestead south approximately 350 ft to the Nagoonberry Trail parking area, the road and ditch are on the Gustavus Forelands Preserve property of The Nature Conservancy. The City maintains Glen's Ditch Rd and the parking area cooperatively with The Nature Conservancy. For that section the City will seek agreement with The Conservancy local manager for the ditch cleaning work.

Refurbish/Reconstruct Old Preschool/Post Office Building

Project Description & Benefit

The city owns a small building in the Gustavus Civilian Aeronautical Administration (CAA) Compound historic district. Once used as the Gustavus Post Office and Preschool, the building is in a state of disrepair and is currently being used as unheated city storage.

A request has been submitted to use the building for a small business that would be seasonal and work to incorporate a vocational program with Gustavus School. The project would provide a needed service (bike repair) for the community; repair and renovate the building so that it is useful and restored; and potentially provide students with practical knowledge about bike repair furthering the use of alternate means of transportation in the community.

Regardless of the use of the building, it is in dire need of maintenance.

Plans & Progress

An initial inspection of the building has identified some needed improvements. A Request for Bids did not yield any local contractors interested in drawing up a punch-list of needed repairs. At this time, the plan is to move forward with piecemeal repairs either by staff or local contractors. It would be prudent to have a professional building inspection conducted to ensure there are no structural or other safety issues.

If the building is rented by the business, operating costs would also include renting a storage space for the items currently located in the building. However, this cost would be recovered as a portion of the rent payments; the rent amount has yet to be determined.

Total Project Cost

\$10,000

Good River Bridge Repairs Phase 2: Construction

Project Description & Benefit

This project implements the engineering recommendations completed in a previous project to repair the Good River Bridge.

Plans & Progress

A Request for Quotation (RFQ) is being developed and issued based on the engineering report created to address the Good River Bridge issues.

Total Project Cost

City Road Improvements Phase 2: Implementation

Project Description & Benefit

This project would implement the recommendations for improvements as informed by a previous project's work with a road engineer and using the city's LIDAR data. The project continues with improvements that includes specific work as follows:

- a. Ditch stabilization along Wilson Rd and Rink Creek Rd to prevent washouts
- b. Preventive Maintenance Program
- c. Road Material Improvement
- d. Alternate road surface procedures

Plans & Progress

Awaiting results of road engineer analysis.

Total Project Cost

Phase 2, implementation of the engineer's recommendations regarding the topics listed above, is of unknown cost and could include annual costs rotating preventative maintenance by neighborhood.

City Buildings Air-Source Heat Pump Conversion

See Appendix C for detailed description

Disposal & Recycling Center Mound Expansion & Groundwater Monitoring Well Replacements Project

Project Description & Benefit

Based on data referenced by the 2021 Landfill Development Plan, DRC places approximately 255 cubic yards of baled waste into the waste mound each year. In addition to that is the 80 – 120 cubic yards of uncompressed waste that is added to the DRC's construction/ demolition waste area. While it is not known when exactly the existing waste mound will reach capacity, preparations should be made to expand the mound into area B and northern third of area C as described by the aforementioned plan and should begin well before there is no more capacity on the existing mound. The expanded area should be fenced in by fall of 2024 and bale placement will begin in the new area when current rows of balefill are maximized and square with each other.

Work on the mound expansion project would include tree and brush removal, tree planting along areas visible from State Dock Road or DeBoer subdivision, earthwork to level the area, and removal of sections of the existing fence and construction of new fencing around the periphery of the combined area B and northern third of area C.

The remaining area inside the existing waste mound will remain open for placement of construction/demolition waste due to close proximity of the original gated entrance to the mound.

There are currently four active groundwater monitoring wells that are used to periodically

sample the water beneath the 11.9-acre DRC parcel. One of the monitoring wells, originally installed in 1991, has gone dry, and the three remaining wells are sections of thin wall PVC drainpipe that lack sand screens at the bottom of the wells to reduce the infiltration of sand into the well. It is desired to replace each these four wells with new wells that are properly designed ground water monitoring wells.

Total Project Cost \$109,000

Gustavus Public Library Ventilation Fans Replacement

Project Description & Benefit

This project would replace the two fans in the library's HVAC system for circulating air. After examination 2/24/21, it was observed there is dirt starting to build up on the fans, and eventually the dirt buildup will likely cause the units to work harder and then fail. These units are old and may not have a lot of life left, and cleaning them would be a major project. The recommendation is to purchase new units within the next 5 years to avoid a situation where the system fails and the library has no air circulation. It is expected the cost for new units would not be much more than the cost to pull the old ones down for cleaning, and that cleaning them would not add enough time onto their lifespan to make the cost of that worth it versus purchasing new ones.

Plans & Progress

The HVAC system is serviced annually, so additional information or timing may be forthcoming at the next servicing.

Total Project Cost \$5000

\$1500 x 2 fan units + freight and installation labor

Gustavus Volunteer Fire Department Truck with Skid Unit

See Appendix A for detailed description

GVFD Extrication Equipment

Project Description & Benefit

This project would purchase a new set of extrication equipment for the Gustavus Volunteer Fire Department (GVFD). GVFD currently has old extrication equipment that was used by Sitka Fire Department before given to the GVFD pre-1999. The main use for this equipment is to cut people out of cars and other similar situations quickly and safely.

The technology of extrication has changed drastically in the past few years and is now battery operated. They are still just as powerful as the older ones, just easier to use - no cables and

less people to operate. A set of extrication equipment includes a spreader, cutter, ram, combitool, and a battery bank with spare batteries.

Right now, GVFD would call DOT for assistance and use their hydraulic equipment, which is newer, lighter, and easier to use than ours.

Plans & Progress

One grant application has been submitted but was not awarded. The fire chief continues to seek funding sources.

Total Project Cost

\$35,000

Disposal & Recycling Center Main Building Replacement: Design

See Appendix A for detailed description

GVFD Water Tender/Road Water Truck

Project Description & Benefit

The Gustavus Volunteer Fire Department currently has two water tenders: a 1981 International and a 1987 international. Both tenders carry 1500 gallons of water each. Tender 1 is an automatic transmission, and Tender 2 is a manual transmission, which can be tough for a volunteer to drive. Neither truck was made for tendering water to a fire, but they are functional.

According to NFPA and OSHA, each tender should have two people during operations: one person driving and one person to help the driver operate safely by helping them back up, stopping traffic, and help with tendering operations. When a fire happens, GVFD would prefer to have as many volunteers working on the fire scene as possible and not engaged in driving vehicles.

This project would invest into one larger 4000-gallon water tender that also has road sprayers. Not only would it reduce manpower of the fire department in an operational scene, but the truck could be used in the summer months spraying water on gravel roads, reducing the dust. One of the current tenders does have a road spraying system. With only a 1500-gallon capacity, however, a lot of time is spent filling the truck with water, and it is challenging to get enough water on the roads to make a difference.

Both Tender 1 and Tender 2 could have some sort of resale value. The trucks are not unusable; GVFD could just be more efficient in our operations with one truck that carries more water.

Total Project Cost

Unknown

Gravel Extraction Improvement Project

See Appendix A for detailed description



Good River Bridge Repairs Phase 2: Construction

See Appendix B for detailed description

Disposal & Recycling Center Baler Purchase

Project Description & Benefit

To address the inefficiencies of the current balers, it is proposed to purchase a new, or high-quality used, horizontal baler such as the American Baler Company's NF 4560 or the Harris Barracuda. These balers are oriented horizontally rather than vertically which allows them to have more steel in their construction, a stronger baling chamber, larger hydraulics, and a larger three phase motor. These improvements give the machine greater compression which improves bale density. Denser bales benefit the operation whether the material being baled is being shipped out or the material is being placed in the mound. With a denser bale, more material can be made to fit in a given area.

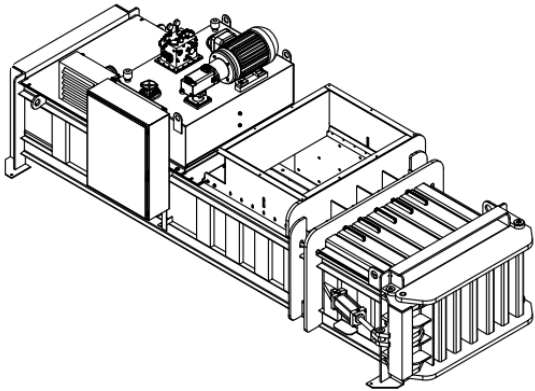
A "closed-door" baler type has been selected which allows for baling a wide variety of materials (independently) such as raw garbage, aluminum cans, cardboard, and scrap metal/white goods. The baler would be fitted with an in-feed hopper to allow greater throughput of material (unlike the current balers which are hand-fed). Both models can also utilize an in-feed conveyor at such a time in the future that a further increase in the amount of material flow requires it. A horizontal layout also allows the baler to use the strength of its large hydraulic ram to push bales out of the baling chamber. This is unlike the DRC's current vertical balers which rely on the less robust dump tray mechanism to remove bales from the baling chamber. Dump tray mechanisms are only able to force bales part way out of the baling chamber which for certain materials (raw waste, metals, and plastics) requires the Operator to use a loader to force the bale the rest of the way out of the baling chamber; this extraction method is difficult and risks damage to the baler.

Plans & Progress

Construction of the new DRC building and installation of three phase power must occur before a new baler can be installed and used.

Total Project Cost \$222,800

American Model NF 4560 Horizontal Baler \$190,000 shipped to Seattle
 Freight Seattle to Gustavus – \$7,560
 Installation cost – \$5,000
 Contingency - \$20,240



Installation would include the hiring of a construction firm to lift the baler off the shipping flat, move it to its designated place of operation, anchoring it into the concrete, installing any attachments that were removed for shipping, connecting all electrical equipment (disconnect and conduit), and installing hydraulic oil if it was removed for shipping. If a new unit is purchased, final electrical connections and training from the sales staff comes with the purchase.

Disposal & Recycling Center Refurbish/Repurpose Composting Quonset

Project Description & Benefit

This project would allow for tarp free storage of outflow recyclables. This project would make it easier to accumulate shipment-ready quantities of materials that take greater lengths of time to build up and are shipped in containers, such as cardboard boxes or fiber supersacks that deteriorate when stored in outdoor conditions.

Once the existing food waste Quonset is replaced with a new structure, the old steel frame of the Quonset is still usable, it just needs:

- 1) a new location
- 2) new pony walls
- 3) new fabric

The metal tubing that makes up the frame of the existing 30' x 48' Quonset structure would be reused, and a new cover fabric would be purchased and mounted on a new ~4' high pony wall made up of concrete ecology blocks. In 2018, this project was estimated at ~\$15,000. This project cannot happen until the new composting facility has been built and the existing Quonset has been disassembled.

The new proposed location is an undeveloped area behind the office beside the composting yard.

This new structure would be for (recyclable) "Outflow" material that is flowing "out" of the main building. This is bales of plastic, aluminum, etc. that need to be stored prior to shipment. Depending on the material, it can take several months to build up a sufficient quantity to make a van load. Currently the DRC has no outflow storage. Tarps and other subpar methods are used that make for more work for the Operator(s) keeping everything covered during wind events. The DRC needs a dedicated, covered area to be able to store a variety of shipment-ready materials. This will reduce labor and improve efficiency.

The new pony walls are proposed to be made up of the concrete blocks like the ones used to create the backwall for the food waste mixing station in the composting yard. It needs to be material that lasts but can also be rearranged in the future if need be. The metal tubing that holds the fabric that makes up the roof of the Quonset would be fastened to the concrete pony wall with a 4" x 8 wooden board that is fastened to the concrete blocks. This is a very similar setup to what the Quonset has now.

For fabric replacement, Clearspan, the maker of the Quonset kit, sells new covers for their old models. The fabric is rated for 10 years but the current fabric has already lasted 12+ years, so it is presumed this could occur again with the new fabric.

Plans & Progress

The project cannot commence until the new composting structure is in place. The 2017-funded project "Disposal & Recycling Center Driveway Improvements" that was completed in 2018 included some rough work on improving the new location for the Quonset. The new composting structure is planned to be built in 2024.

Total Project Cost
 Estimated at \$15,000

New fabric (includes ratchets, etc.)	\$5,000
Freight	\$2,000
22 concrete blocks, purchase, & setting on prepared surface \$350 x 22	\$8,800

City Hall Driveway Relocation or Riverbank Stabilization

Project Description & Benefit

The Salmon River is eroding the driveway that leads to City Hall. It is a slow rate of erosion, but it appears inevitable that the driveway will eventually become unsafe or too narrow to provide access to City Hall. Options that have been considered informally include riverbank stabilization and driveway relocation through some of the existing trees behind the picnic shelter. This driveway is also used by the public to access the old ball field, especially during the Coho salmon run, and by one household to access their home. As part of this access design, the city may want to consider creating an electric vehicle charging station, for use by a city vehicle and possibly the public.

Landscape design consultation is included as a Phase 1 for this project. This would be Phase 2: implementation of the chosen design.

Plans & Progress

State of Alaska visited the Salmon River in April 2018 and took pictures of the erosion by City Hall and its approach to the rock riprap under the Salmon River bridge. The riverbank and

driveway are state land. Communication with the state has continued during winter 2020-2021 as additional erosion occurred.

Total Project Cost
Unknown

Disposal & Recycling Center Glass Pulverizer – Refurbish or Replace

Project Description & Benefit
In 2023, the DRC’s Glass Aggregate Systems H-100VT glass pulverizer will be 20 years old. The unit will have processed over 800,000 pounds of glass in its work life, and while the numerous smaller, high wear components are continuously replaced, the entire unit will either require extensive refurbishment of its internal glass handling mechanisms or outright replacement. The cost of full replacement is being used for planning purposes.



Total Project Cost

New H-100VT as of 01/2020 \$42,172
Estimated shipping \$7,000
Total cost \$50,000

City Buildings Air-Source Heat Pump Conversion

Project Description & Benefit
This project would perform an evaluation of converting existing oil-based heating systems of city buildings to air-source heat pumps and perform installation as approved. This project would further the City’s commitment to make greener building improvements.

Total Project Cost

Approximate cost of each heat pump (installed) is \$9,000.

Purchase Salmon River Boat Harbor Tract

Project Description & Benefit
The goal is to purchase the central 9.65 acre tract B2 of the Salmon River Harbor, and the adjacent river tidelands in front of Tracts B2 and B3, which would put the entire Salmon River Harbor under City of Gustavus ownership.

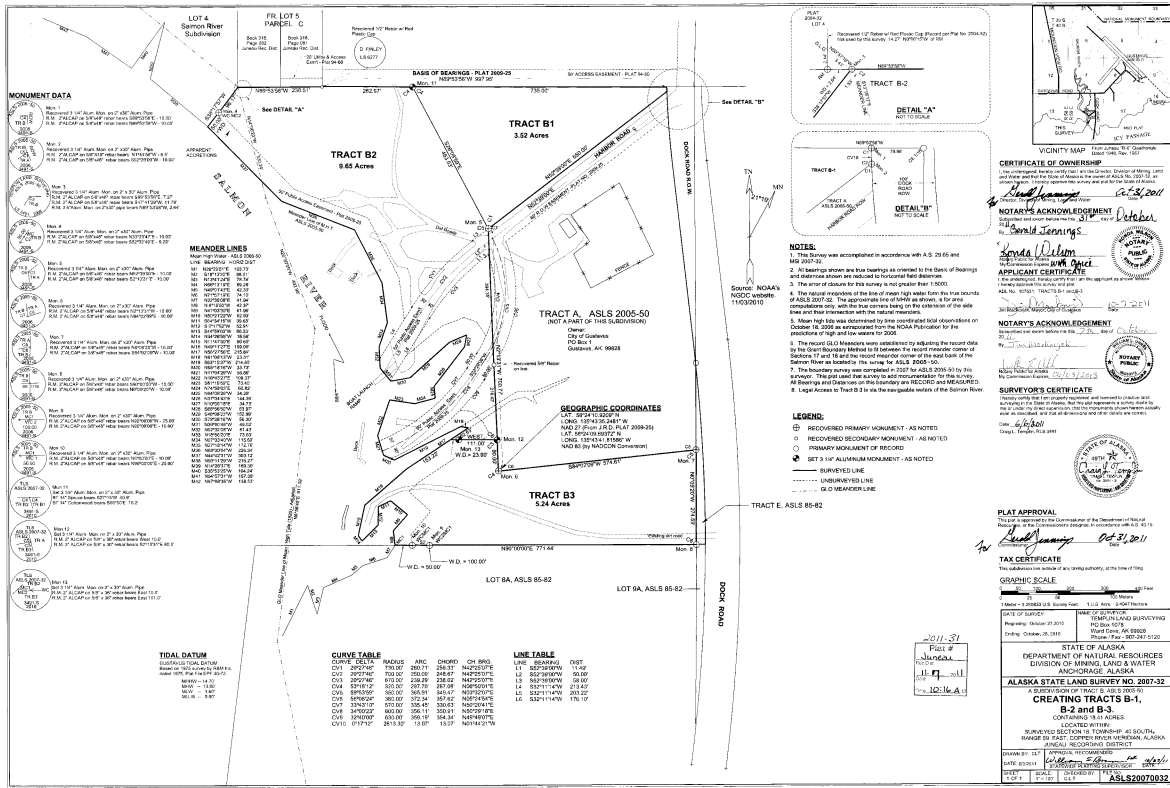
Appendix C: Mid-Range Projects

Plans & Progress

The City Council approved a scoping document for this project on 03/11/2024. The City is currently working with DNR to apply for the land transfer. The transfer is currently scheduled for Spring 2024.

Total Project Cost

Alaska DNR will set the rate for the parcel after receiving the City's application for the land transfer.



GVFD Boiler Replacement

Project Description & Benefit

The goal of this project is to replace the heating system in the Gustavus Firehall to make the building more efficient and cost effective and to prevent an emergency if the current system fails. The recommendation is to install at least one toyo stove in the garage and a heat pump to heat upstairs. Ideally, it would be best to consider an additional heat pump discharge for the garage in addition to the Toyo. The heat pump would be utilized when it is cold, to ensure adequate heat coverage, and to use as an alternative to the Toyo during less cold temperatures, particularly when work or training needs to be done in the garage.

Plans & Progress

The City is hoping to accomplish this project in two phases. The first phase will be to install a Toyostove downstairs in the garage to use as a backup to the aging boiler. Phase 1 is estimated to cost approximately \$5264.

The second phase would be rolled into the City’s larger project of installing heat pumps in all City owned buildings.

Total Project Cost \$21,600

GVFD Electric Meter Installation

Project Description & Benefit

City Hall currently shares its electric meter with the firehall. This project would install a separate electric meter at the firehall to better track power usage at both buildings and provide independent power supplies.

Total Project Cost

Total cost unknown at this time.

Volunteer Fire Department Building Expansion and Roof Repair

Project Description & Benefit

The main structure of the Gustavus Volunteer Fire Department (GVFD) building was built by volunteers around 1981. In the early 1990's, it was expanded to include a third bay. Since, then, the needs of the fire department have continued to grow. This project would expand the fire hall garage, which will create more storage space, bring the building into safety compliance, and provide overnight living quarters. The living quarters will allow for a Firehall live-in program which will reduce response times during non-business hours.

GVFD has a full-time Fire Chief, hired by the City of Gustavus in July 2016, and a non-profit organization coordinating 30 volunteers for fire and EMS response and dispatch services. Skill training is conducted one night every week, with CPR, EMT, and ETT classes offered every year. In August 2017, the City of Gustavus purchased a 2003 Pierce International fire engine for \$113,800 plus shipping. The city also continues to successfully receive multiple annual grants for training and equipment. The GVFD is a thriving and growing organization.

This expansion would create a kitchen and full bathroom upstairs along with bunk rooms. It would also create a larger classroom/training room. It would update the building's aging electrical and lighting in hopes of making the building more energy efficient. Safety improvements would include an additional second story exit and a vehicle exhaust system for the garage. In the garage, it would create separate rooms for storage of EMS supplies and Fire Equipment. It also would create some much-needed space in the garage to be able to work on various equipment without having to remove vehicles into the elements. A bigger garage space also will allow us to store equipment that is currently outside.

The Gustavus Citizens will benefit by having a larger and more organized department, which will ultimately make the operation run more efficiently. The direct beneficiaries are the volunteers at the fire department. Expanded space will also result in longer life for GVFD equipment which is currently stored outside.

In 2016, a local construction company working on the roof noticed lots of roofing materials that were tacked down inadequately and believed there could be damage underneath some of the roof on the main building due to water leakage. This is a hot roof, which is sealed and does not allow air to circulate. If a hot roof gets condensation inside, mold can spread rapidly.

The project would include two phases, Design is Phase 1 (included in FY20 legislative request and the list of Mid-Range Projects) and Build is Phase 2. Both are contingent on funding. As soon as Phase 1 is complete, funding would be sought for Phase 2.

Total Project Cost
\$700,000

City Hall & Fire Hall Energy Audit Repairs

Project Description & Benefit

These projects will be informed by a to-be-scheduled energy audit and engineering plan.

Gustavus Public Library Building Expansion

Project Description & Benefit

The Gustavus Public Library was built by volunteers, grants and donations. When the blueprints were drawn the building was designed for an expansion at some future date. As the population of Gustavus has grown significantly since the late 80's and early 90's, we find that we need more space to better serve the public. As librarians, we are taught to constantly and methodically weed out books to keep things moving and pertinent to the public. However, even with these efforts, we receive comments of the library being "too cluttered".

During the Spring, Summer and Fall months, we are a hub for visitors. Many come to learn about Alaska or Gustavus and its history itself. As a part of this expansion, we would like to see a small portion sectioned off as the "Alaska Room" where those interested can go spend some quiet closed off time (if desired) browsing the bookshelves for the exact local topic they are looking for or one would be able to sit at a small table with some friends and have a small meeting.

The other part of the expansion would serve children, specifically teens. We desperately need a space that tweens and teens *want* to be in, semi-secluded and surrounded by fun and informational books and magazines. The existing "kid's room" space would stay roughly the same but move into the new expansion, leaving more room in the main circulation area for adult and juvenile books.

Plans & Progress

Original blueprints detail a possible expansion. The project would include two phases, Design is Phase 1 (included in FY20 legislative request and the list of Mid-Range Projects) and Build is Phase 2. Both are contingent on funding. As soon as Phase 1 is complete, funding would be sought for Phase 2.

Total Project Cost

Unknown

Disposal & Recycling Center Shredder

Project Description & Benefit

This project is for the purchase and installation of a shredder at the DRC. A shredder is a volume-reduction tool used to reduce the size of large, bulky wastes such as mattresses, bulky rigid plastics, or tires, into small uniform pieces that can either be landfilled or shipped as a recyclable, depending on the item. A shredder can also be used to shred wood waste and cardboard for use in the composting or the waste-to-energy operation (mentioned below). The shredder would be hopper fed similar to the proposed horizontal baler. The DRC's new building has included



the necessary space for the installation of a shredder.

Total Project Cost

Approximate cost for a smaller shredder such as the SSI M50 would be \$55,000 plus shipping and installation. Total costs would be around \$85,000.

Disposal & Recycling Center “Waste to Energy” Equipment

Project Description & Benefit

The DRC is proposing the purchase of equipment to be used to compress wood waste, cardboard, and other clean burning wastes into products such as heating bricks that can be burned in local wood stoves for heat.



Total Project Cost

Costs for basic briquette devices range from \$5,500 to more than \$50,000.

Disposal & Recycling Center Drive-On/Vehicle Scale

Project Description & Benefit

This project is for the purchase of a drive-on/vehicle scale at the DRC. The purpose of a drive-on scale is to facilitate large deliveries of waste to the DRC. A customer would drive on the scale, the gross weight would be determined, the customer would unload their waste into the appropriate area, and then the vehicle re-weighed with the customer charged for the difference or net weight of the waste. A drive-on scale could also be used by the City to charge for gravel coming from the City owned gravel pit. The scale can be operated remotely, similar to the Dray’s fuel pumps, or could be attended by reconfiguring the DRC office.



Total Project Cost

Approximate cost for a new scale, shipping and installation is estimated to be around \$45,000.

Disposal & Recycling Center Equipment Garage

Project Description & Benefit

This project would construct an equipment garage for loaders, attachments, and fuel storage. The DRC needs an enclosed garage with a cement slab to properly house its diesel-powered equipment such as the Bobcat A770 and 763 loaders and provide an area for routine and unexpected maintenance. The DRC also needs proper fuel dispensing equipment for its equipment to reduce spilling and water contamination.



Total Project Cost

Project cost is estimated to be \$20,000 to \$60,000.

Disposal & Recycling Center Styrofoam Densifier

Project Description & Benefit

In an effort to reduce how much material is locally landfilled, the DRC would like to purchase a Styrofoam densifier. This piece of equipment compacts extruded polystyrene foam (EPS). The DRC currently landfills a significant amount of EPS. This material is easily windblown when exposed, creating a litter concern. EPS is also fully recyclable. A Styrofoam densifier would save the City disposal volume and allow this recyclable material to be shipped out of the community.

Total Project Cost

Approximate cost \$15,000.



City Vehicle**Project Description & Benefit**

The City of Gustavus has a need for a shared vehicle to accomplish city business. City Hall, Marine Facilities, the Library, and the Disposal and Recycling Center (DRC) all require regular or occasional use of vehicle transport. Currently, employees use personal vehicles, with some employees requesting mileage reimbursement and others not. The City Hall employees use their personal vehicles several times per week for trips to the Post Office and library for mail and for posting announcements. The harbormaster uses his personal vehicle to haul trash to the DRC, to clean the waterless restrooms at the beach and Salmon River Park, and to monitor activities at the dock and harbor. The DRC operator uses his personal vehicle to pick-up solid waste from City Hall and the Community Chest once per week and for hauling jerry jugs of fuel for equipment at the DRC. The fire chief uses his personal vehicle to respond to emergencies and uses the ambulance to haul non-offensive trash and recyclables. The Gustavus Volunteer Fire Department may purchase a utility pick-up truck, which would satisfy their needs. A Council Member uses his personal vehicle to drive portions of the city roads to inform authorization of road grading and snow plowing.

While this system has worked for a number of years, a city-owned vehicle will allow a more professional appearance (especially important for the marine facilities position), and an electric vehicle will encourage and highlight the city's renewable energy source. Electric vehicles are relatively inexpensive (~\$10,000) to purchase.

Plans & Progress

Ideas for a vehicle include an electric vehicle and/or an open small pick-up truck that could easily haul trash.

Total Project Cost

\$ 10,000 for vehicle, \$2-4,000 for charging station at City Hall.

Salmon River Harbor Waterless Restrooms**Project Description & Benefit**

This project would construct waterless restrooms at the Salmon River Harbor, using the same or similar kit as the waterless restrooms at the beach and at Salmon River Park.

Plans & Progress

None.

Total Project Cost

\$40,000 for ROMTEC SST Traditional Double Restroom Kit plus shipping to Gustavus

\$30,000-\$50,000 for site preparation and installation

Salmon River Harbor Public Floats

Project Description & Benefit

This project would install public floats at the Salmon River Harbor.

Plans & Progress

Wooden floats formerly used at the Gustavus Multi-Modal Dock facility may be available for use.

Total Project Cost

Unknown.

City Hall Partial Building Remodel

Project Description & Benefit

The City Hall original building is in need of a facelift. An addition was built 2012-2015, and this part of the building does not need further work. The front room, however, has not been remodeled in some time. The walls have been painted and a new dais has been acquired. However, new carpet should be installed at least in the Chambers, the three windows on the east side of the building should be replaced, and updated lighting (LED) fixtures should be installed.

Plans & Progress

As part of this remodel, the City may want to consider creating an electric vehicle charging station, for use by a City vehicle and possibly the public.

The improvements will benefit the Gustavus community by providing a comfortable, safe, and professional space to conduct City business. The recent improvements (paint, dais, staining the ramp, new City Hall sign, podium, wireless projector, etc.) have already made a difference. These improvements project the pride and professionalism our local government.

Total Project Cost

\$15,000

Public Drinking Water Point-Source Project Development

Project Description & Benefit

This project would contract with a company to produce a report that will identify a water source(s) to create a point-source for public drinking water access, a method of treatment that meets the applicable Alaska Department of Environmental Conservation regulations for standards to provide drinking water, and a proposed system for operating the water utility.

This project would also contract for the installation of a water program that provides for the installation of the necessary equipment to operate a water utility.

Based on the Council's determination on the implementation of the water utility, this project could also facilitate the operation of the water utility.

Plans & Progress

The preferred project plan will be to apply for a Village Safe Water (VSW) grant for a study to determine the need and best approach to create and operate a water utility.

Total Project Cost

Unknown at this time. However, other communities that have used a point-source for a water utility for a community similar in size to Gustavus have spent approximately \$100,000. If a VSW grant is received, the study should provide estimated costs.

Appendix E: City of Gustavus Fixed Assets and Repair & Replacement Calculations

Table with columns: Name, Model, Manufacturer, Description, Placed in service, New cost, Insured Value (not including bldg contents), Useful Life, Function, R&R year-add to FY22 budget, Total that should be set aside by end of FY22, Amount used since R&R inception, Initial de posits / allocation in FY19, Interest & FY19 NCOs, R&R accounts at end of FY19. Rows include Equipment, Buildings, Infrastructure, and Vehicles sections.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY24-10**

**A RESOLUTION BY THE CITY OF GUSTAVUS ASSERTING THAT UNFETTERED PUBLIC
ACCESS TO THE FALLS CREEK LANDS VIA THE HYDRO ROAD IS A PUBLIC RIGHT**

WHEREAS, Falls Creek lands were transferred from Glacier Bay National Park to the State of Alaska to enable development of the Falls Creek Hydroelectric Facility with the express intention that the lands would remain open and accessible for public recreational use; and,

WHEREAS, the transferred lands are within the boundaries of the City of Gustavus; and,

WHEREAS, the Falls Creek Hydroelectric Project was developed in 2009 by Gustavus Electric Company, the utility then serving the City of Gustavus, and

WHEREAS, the legal basis for public access to and recreation in the Falls Creek Hydroelectric Project area is found in the Federal Power Act (FPA), Section 4e, requiring the Federal Energy Regulatory Commission (FERC) to give **equal consideration to other beneficial public uses**, including environmental and recreational concerns. This stipulation is reflected in the Final Environmental Impact Statement (FEIS) of June 17, 2004, and in the FERC License Order, Project No. 11659-002 of October 29, 2004. The FERC license requires the Project to have an approved Road Management Plan (Article 417) and a Public Access and Recreation Plan (Article 418); and,

WHEREAS, in 2005, the Gustavus Electric Company completed the Road Management Plan and the Public Access and Recreation Plan, and both were approved by FERC; and,

WHEREAS, in 2009, Gustavus Electric Company, as original owner of the Falls Creek hydroelectric facility, purchased and recorded the required access and utility easements along the route of the spur road, now known as the Hydro Road, from adjacent property owners The Olney Trust (Bear Track Inn), Roger Schnabel, and Glen T. Schrank conforming to the license order requirements. All parties knew, or should have known, that public access along the route was an essential element of the project; and,

WHEREAS, the Falls Creek Hydro Road construction was substantially publicly funded, and the road is now maintained by the utility with revenue derived from Gustavus ratepayers; and,

WHEREAS, the first 286 feet, or more, of the Hydro Road north of Rink Creek Road are entirely within the platted, dedicated, access and utility easement along the east edge of the Bear Track Ridge Subdivision, as indicated by the attached 2023 as-built survey by John Bean, RLS; and,

WHEREAS, since construction, the Hydro Road has been a popular hiking and recreation destination for Gustavus residents and visitors to the community; and,

WHEREAS, the Bear Track Inn website has for years advertised the Falls Creek hike as one of the “top hiking trails in Gustavus,” acknowledging that “Falls Creek is part of a hydroelectric project created for the City of Gustavus.” <https://beartrackinn.com/blog/top-hiking-trails-in-gustavus/> [Last accessed March 23, 2024]; and,

WHEREAS, Alaska Power and Telephone Company (AP&T) purchased Gustavus Electric Company, with the Falls Creek Hydroelectric facility, and the FERC license was transferred to Alaska Power Company (APC) a subsidiary of AP&T in 2014; and,

WHEREAS, in 2015, AP&T assessed conformance of the Falls Creek Hydro Project with the requirements of the Public Access and Recreation Plan, confirmed the rights of the public to access via the Hydro Road, and recommended minor amendments in the Plan, which were approved by FERC on March 2, 2016; and,

WHEREAS, AP&T has assured public access and recreation in accordance with the terms of the FERC license and the project Public Access and Recreation Plan as amended, providing recreational amenities such as signage, maintained overlooks, picnic tables, an informational booklet, and a website explaining: “As mitigation for constructing this project, recreation is allowed on project lands as well as providing access to National Park lands and Wilderness Areas around the project.”; and,

WHEREAS, AP&T is the Hydro Road’s responsible operating and maintenance authority and assures public access as required by the FERC License Order; and,

WHEREAS, from initial construction in 2009 until 2022, the public enjoyed unfettered access to the Falls Creek area via the Hydro Road as AP&T “grantees” or “invitees.” This *open and notorious use* has occurred for 13 years with the full knowledge of adjacent property owners who had sold easements for the road; and,

WHEREAS, the Hydro Road hike is a vital location for healthy recreation and exercise for Gustavus residents and visitors; and,

WHEREAS, beginning in 2022, the new management of the Bear Track Inn, David and Michelle Olney, posted the Hydro Road entrance as a “Private Road” and began insisting the public using the road must now seek the Olney’s permission, agree to limitations contrary to the Public Access and Recreation Plan and must sign agreements to use the road; and,

WHEREAS, the members of the public who use the road in accordance with provisions of the FERC license and the Public Access and Recreation Plan have since Summer 2022 been confronted and harassed by the Olney family to the extent that some no longer feel comfortable exercising their public right to travel on the road; and,

WHEREAS, the Olneys have asserted multiple incidents of vandalism, reckless driving, and disturbances, which they attribute to users of the Hydro Road. However, in response to a

citizen’s inquiry the Alaska State Troopers on March 20, 2024 reported that their records show “0 incidents” of “complaints made to the troopers regarding any criminal activities/disturbances on this road, including things such as trespass, vandalism and reckless driving” for the period of 2020 to the present (see attached); and,

WHEREAS, the Olneys have expressed concern that they may be liable for claims made in the case of user accident or injury. However, in the easement that the Olneys sold for the project the utility company indemnifies, saves the Bear Track Inn and the Olney Trust harmless, and is required to defend the Olney Trust for such claims; and,

WHEREAS, FERC representatives in a video conference meeting with the Olneys, AP&T, and the City of Gustavus on February 2, 2024, confirmed that AP&T must assure unfettered public access from Rink Creek Road via the Hydro Road in compliance with the license terms and that AP&T as project owner controls that access to the Falls Creek project area; and,

WHEREAS, the Olneys continue to assert that they control access to the Hydro Road.

NOW THEREFORE BE IT RESOLVED that the City Council of Gustavus, Alaska, for the reasons above and in defense of the public interest, declares that the public, including both Gustavus residents and visitors to the community, have the right of unfettered access to Falls Creek via the Hydro Road, in accordance with the terms of the FERC License order, the Road Management Plan, and the Public Access and Recreation Plan (as amended).

NOW THEREFORE BE IT FURTHER RESOLVED that the Gustavus City Council urges public travelers on Hydro Road from Rink Creek Road to the Project entry gate to respect private properties and operations along the road. Users should not stray from the graveled road, should drive responsibly, and avoid disturbances that may impact neighboring properties or occupants. Any excursions outside the road easements without permission of the private property owners may constitute trespass. Similar respect is also due the two posted, privately-owned, Native allotments beyond the gate within the State of Alaska lands.

NOW THEREFORE BE IT FURTHER RESOLVED that the Gustavus City Council respectfully asks the Alaska Power and Telephone Company, as the Hydro Road operating authority, to take the following actions:

- Post a notice on the Gustavus Resources page of the AP&T website to this or similar effect: “AP&T as the operating authority of the Hydro Road, in accordance with the terms of its Federal license to operate the Falls Creek Hydroelectric Project, and with the access easements acquired by the utility for the project, is the sole authority controlling access and use of the Hydro Road outside the dedicated public easement along the Bear Track Ridge subdivision. Public access to the Falls Creek area and the National Park lands beyond via the Hydro Road is an absolute condition of the Federal license. To that end, AP&T invites the public to use the Hydro Road within the acquired easements from Rink Creek Road to the project entry gate as provided in the project’s Public Access and Recreation Plan. Responsible transit with respect for private properties on both sides of the road is essential.”

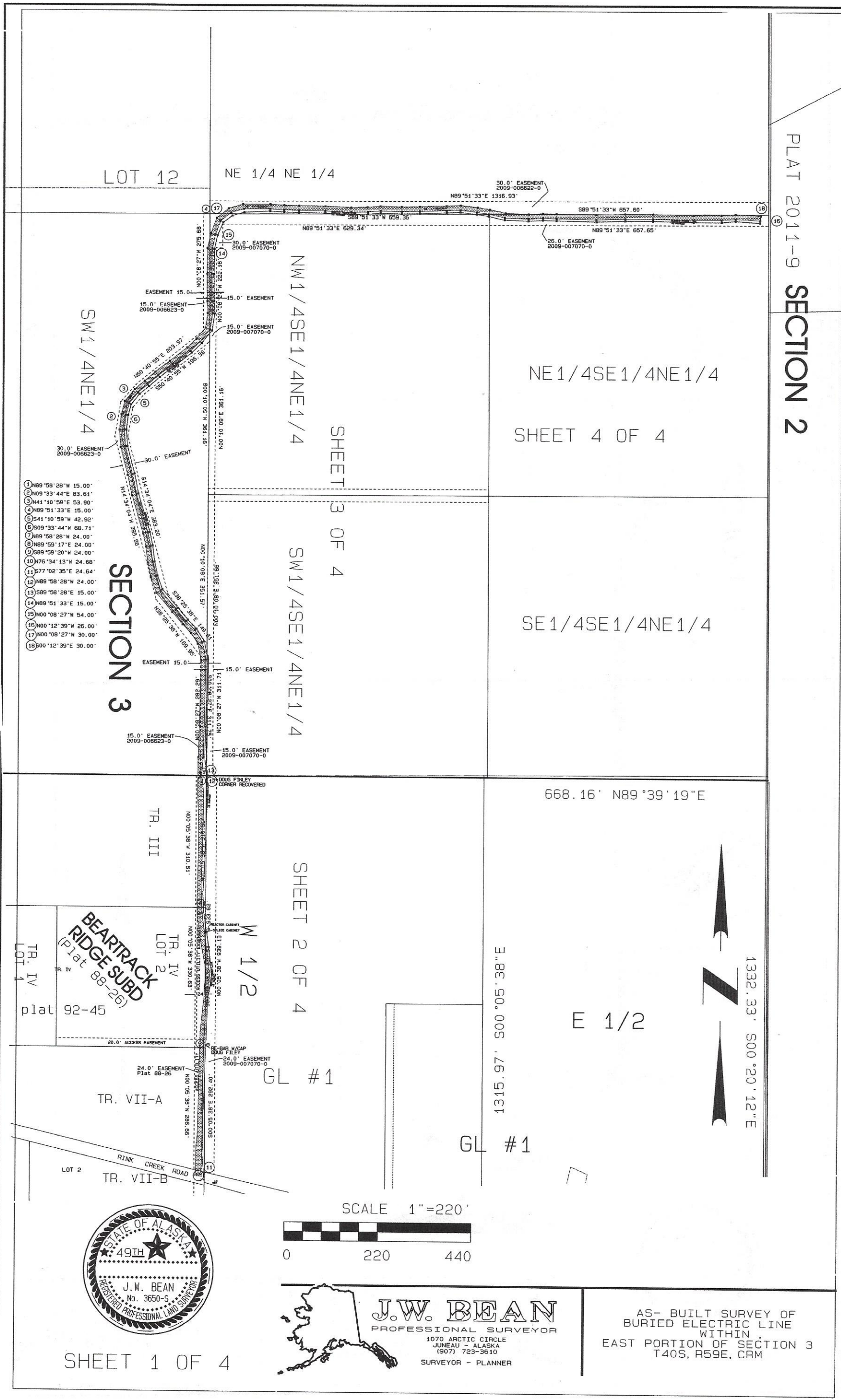
- Notify the owners of the Bear Track Inn that they may not interfere with public recreational use of the Hydro Road and ask them to remove all non-compliant signage within the Hydro Road easements.
- Consider installation of signage at the beginning of the road informing recreational users of the necessity for respectful and safe use of the Hydro Road as informed by the Road Management and Public Access and Recreation Plans.

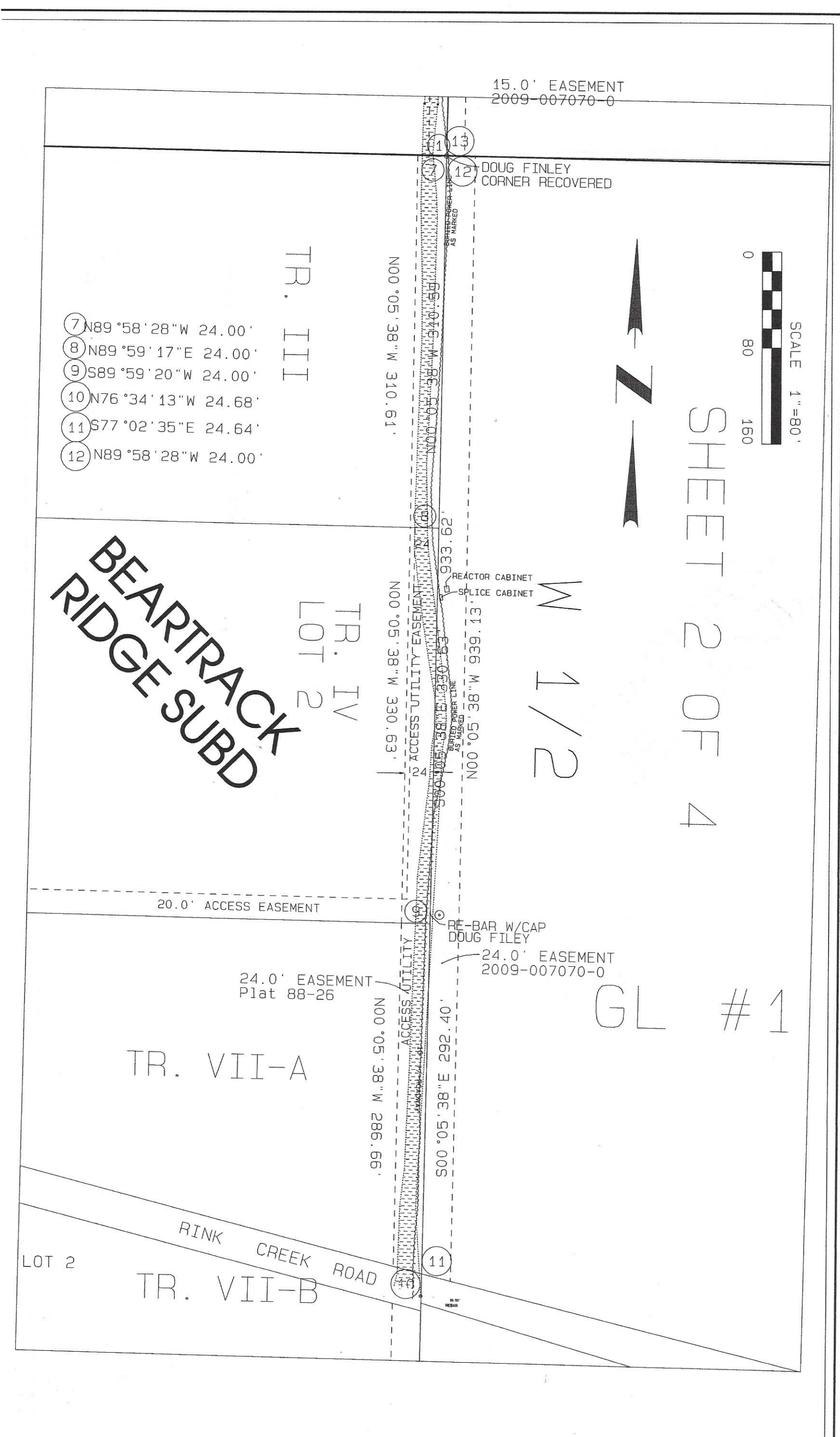
PASSED and **APPROVED** by the Gustavus City Council this XX day of ____ 2024, and effective upon adoption.

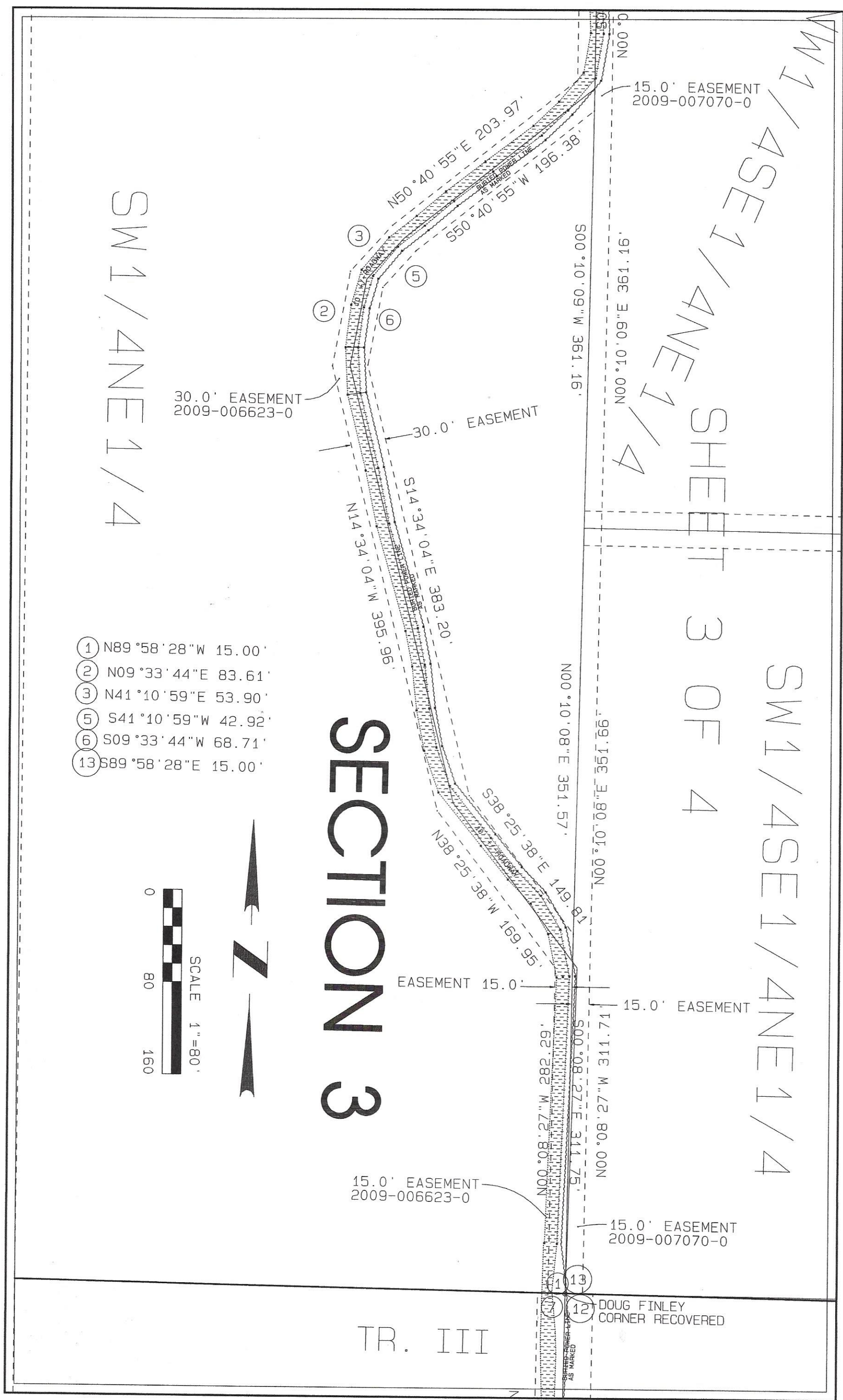
Shelley K. Owens, Mayor

Attest: Liesl M. Barker, City Clerk

Attachments: As-built survey and Trooper letter to Larry Landry.







SW 1/4 NE 1/4

SW 1/4 SE 1/4 NE 1/4
SHEET 3 OF 4

SECTION 3

15.0' EASEMENT
2009-006623-0

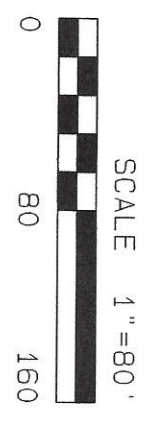
15.0' EASEMENT
2009-007070-0

15.0' EASEMENT
2009-007070-0

DOUG FINLEY
CORNER RECOVERED

TR. III

- ① N89°58'28"W 15.00'
- ② N09°33'44"E 83.61'
- ③ N41°10'59"E 53.90'
- ⑤ S41°10'59"W 42.92'
- ⑥ S09°33'44"W 68.71'
- ⑬ S89°58'28"E 15.00'



PLAT

SECTION 2

2011-9



NE 1/4 NE 1/4

LOT 12

4

17

15.0' EASEMENT
2009-006623-0

EASEMENT
15.0'

N00°08'27"W 275.68'

N00°08'27"E 302.16'

N00°08'27"W 222.16'

N00°08'27"E 15.00'

N00°08'27"W 54.00'

N00°12'39"W 26.00'

N00°08'27"W 30.00'

N89°51'33"E 30.00'

N89°51'33"E 15.00'

N89°51'33"E 15.00'

N89°51'33"W 659.36'

N89°51'33"E 1316.93'

S89°51'33"W 657.60'

N89°51'33"E 657.65'

N89°51'33"E 657.65'

N89°51'33"E 657.65'

N89°51'33"E 657.65'

N89°51'33"E 657.65'

N89°51'33"E 657.65'

N89°51'33"E 657.65'

N89°51'33"E 657.65'

30.0' EASEMENT
2009-006622-0

26.0' EASEMENT
2009-007070-0

BOULEVARD POWER LINE
AS MARKED

18

19

SHEET 4 OF 4

NE1/4SE1/4NE1/4

- 4 N89°51'33"E 15.00'
- 14 N89°51'33"E 15.00'
- 15 N00°08'27"W 54.00'
- 16 N00°12'39"W 26.00'
- 17 N00°08'27"W 30.00'
- 18 S00°12'39"E 30.00'



THE STATE
of ALASKA
GOVERNOR MIKE DUNLEAVY

Commissioner's Office
Commissioner James E. Cockrell

5700 East Tudor Road
Anchorage, Alaska 99507-1225
Main: 907.269.4542
Fax: 907.269.4543

March 20, 2024

Larry Landry
Box 151
Gustavus, AK 99826

RE: 58344

Dear Larry,

I am responding to your request for public information that you submitted to the Alaska Department of Public Safety (DPS) on February 20, 2024. In your request you asked:

"I am looking for information regarding the access and utility road/easement which connects the eastern end of Rink Creek road to the Falls Creek hydro road project. (This is in the easternmost portion of the Gustavus road network.) I'm requesting records from 2020 to the present of all complaints made to the troopers regarding any criminal activities/disturbances on this road, including things such as trespass, vandalism and reckless driving. Thank you."

The time spent to fill this request has not exceeded the five-hour threshold set forth in Alaska Statute 40.25.110; therefore, the requested materials are released to you at no cost.

Results: 0 incidents

Please do not hesitate to reach out if you have any further questions.

Sincerely,

Chanelle Lauger
Research Analyst 4



CORPORATE HEADQUARTERS
9200 SE Sunnybrook Blvd. Ste. 300
Clackamas, OR 97015
Tel: (503) 513-9979
Fax: (503) 513-4600

3/26/2024

Kathy Leary
City Administrator
City of Gustavus
P.O. Box 1
Gustavus, AK 99826

Reference: City of Gustavus - Risk Assessment
Project ID: 202308-96644

Dear Kathy:

Structured Communication Systems, Inc. is pleased to present this Statement of Work for your review, approval and signature. Our Engineer, Rob Wayt, has prepared this Statement of Work to describe the risk assessment project.

For your convenience, we have provided a checklist of the items required to execute this Statement of Work.

Statement of Work _____ (to be signed and returned in its entirety)
Customer Purchase Order _____ (City of Gustavus provided)

Please complete and fax the documents noted above to:

Danny Maxwell
Structured Communication Systems, Inc.
Office (907) 222-6140
Order Fax (888) 729-0997

We appreciate the opportunity to submit this proposal and look forward to working with you. Please call me if you have any questions.

Sincerely,

Danny Maxwell
Director, Alaska Sales

Structured Communication Systems, Inc.

Statement of Work

For

City of Gustavus - Risk Assessment

Project ID: 202308-96644

Fixed Bid Project

Revision 1.1

3/26/2024

Provided by: Structured Communication Systems'
GRC Practice

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Client: Kathy Leary, City Administrator
City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Tel: (907) 697-2451
E-mail: administrator@gustavus-ak.gov

Provider: Danny Maxwell
Director, Alaska Sales
Tel: (907) 222-6140
Order Fax: (888) 729-0997
E-mail: dmaxwell@structured.com

1 Confidentiality Agreement

This Statement of Work contains information from Structured Communication Systems, Inc, that is confidential and privileged. The information is intended for the private use of City of Gustavus in evaluating Professional Services partners. By accepting this Statement of Work, you agree to keep the contents of this document in confidence and not copy, disclose, or distribute without written request to and written confirmation from Structured Communication Systems, Inc. If you are not the intended recipient, be aware any disclosure, copying, or distribution of the contents of this document is prohibited.

2 Description of Scope and Professional Services

Based upon discussions held between City of Gustavus and Structured Communication Systems, Inc. (“Structured”), City of Gustavus wishes to engage Structured to perform an enterprise cybersecurity risk assessment.

The Risk Assessment will include:

- Interviews with key IT and security staff members
- Review of policy, procedures, and operations
- Identification of assets, threats, and vulnerabilities
- Inventory of risk and existing controls
- Risk calculation and prioritization
- Recommended treatment including cost versus risk

Structured will format the risk assessment report into four categories:

Business processes and IT systems

Structured will interview key staff members and process owners to verify the operation and data flow of systems that process, store, and transmit credit card, PII, and other sensitive information. A formal review of security policies, PCI, HIPAA, and CJIS compliance status, technical configurations, and operational procedures will be performed in order to proactively map out the current security posture.

Assets, threats, and vulnerabilities

Structured will identify key assets involved with PCI, HIPAA, and CJIS, and document the safeguards currently in place to protect them. These assets include personnel, IT systems, network infrastructure, and data processes.

Threats from avenues of attack, including both including and external to the organization, will be identified pertaining to those assets and data sets. These include intentional or unintentional disclosure, physical mechanisms, and those specific to IT systems. Vulnerabilities to the listed threats will be documented to show how weaknesses can be exploited.

Risk

Structured will categorize the risks to overall security and compliance. Risks will be calculated semi-quantitatively based on the type of risk, the impact and rates of occurrence. These risks will then be ranked and prioritized as a clear roadmap to treatment.

Recommended treatment

Structured will provide recommendations for controls to be implemented for each identified risk on the prioritized list. The controls will include methods for risk reduction, transference to another entity, elimination, or acceptance. These recommendations will be in compliance with PCI DSS, HIPAA, and CJIS.

Any services, tasks or other responsibilities not specifically identified within this document are out of scope.

3 Structured Deliverables

Structured will provide the Deliverables listed below to City of Gustavus during and upon completion of the project. City of Gustavus's acceptance of all listed Deliverables will complete Structured's responsibility for this project. To indicate acceptance, City of Gustavus will sign the Deliverable Acceptance Form.

Risk Assessment Report - The Risk Assessment Report contains the complete findings of the assessment in PDF format to include:

- Executive summary that identifies and prioritizes the risk to IT systems and data
- Scope and process identification
- Lists of assets, threats, and vulnerabilities
- Detailed report on risk inventory and existing controls
- Risk calculations and priorities
- Recommended controls prioritized for remediation

Presentation via Conference Call- The presentation offers an overview and interpretation of the findings, with a Question and Answer session, and an interactive planning discussion for remediation steps.

4 City of Gustavus Deliverables

City of Gustavus will provide the following to Structured in order to ensure a successful implementation. Delay in providing these requirements will impact Structured's ability to complete this project in a timely manner.

1. Provide network topology and drawings, policies, procedures, and other required documentation
2. Access to systems administrators and technical staff for interview and system validation
3. System configurations for servers and network equipment
4. A workspace to perform interviews and assessments if assessor will be onsite.
5. A dedicated point of contact for the duration of the engagement

5 General Project Assumptions

Successful completion of this engagement is contingent upon City of Gustavus's performance of its responsibilities and the accuracy of the assumptions set out below. To the extent (i) City of Gustavus fails to meet its obligations under this Statement of Work or (ii) the assumptions identified below are not accurate, timelines and milestone dates shall be reasonably adjusted and any additional services required as a result will be billed to, and paid for by, City of Gustavus at Structured's standard rates on a time and materials basis, unless otherwise agreed by the parties.

- Structured Consultant(s) will have adequate administrative access and connectivity to perform the tasks required for the project.
- Existing relevant documentation, diagrams, and/or interviews with key staff will be provided by City of Gustavus to ensure timely delivery of product.
- City of Gustavus will provide the necessary resources (equipment, staff) required for all deliverables.
- All communications, which affect the technical aspects of the project, must be directed through the Structured Project Manager.
- Any additional labor or materials requested by City of Gustavus, not included in the scope of this Statement of Work will constitute a Change Request.
- Adequate staffing and project management is included in this response. If City of Gustavus unexpectedly accelerates the stated time line in their request, a Change Order may be generated to cover additional staffing or overtime to meet the new deadlines.
- Any work beyond that stated in this Statement of Work must be mutually agreed to by City of Gustavus and Structured and will be performed at the standard hourly rate.
- Any on-site skill transfer supplements, but does not replace, the manufacturer's formal system implementation and administration classes.
- No formal end user training is included in this Statement of Work. Formal end user training is available from vendor authorized training centers for an additional cost.
- City of Gustavus will provide timely management decisions, approvals and acceptances as reasonably requested by Structured.
- City of Gustavus will provide assistance as reasonably requested by Structured to obtain timely services and cooperation from any third party providers that are providing products or services to City of Gustavus that are related to, interact with, or are necessary for the Services.
- City of Gustavus will appoint a single project manager to operate as the day-to-day point of contact and management decision-maker for this project.

6 Change Control and Cancellations

6.1 Change Control

Both Structured and City of Gustavus must approve any changes to the schedule, tasks, deliverables, terms, or pricing presented in this document. To request a change, the requesting party (Structured or City of Gustavus) must provide a Change Order to the other party in writing. The Structured Project Manager will review the Change Order and its impact on the project. If both parties agree to the Change Order, the Project Manager will incorporate the change into the project plan and manage the change accordingly.

6.2 Cancellation

City of Gustavus will make all reasonable efforts to notify Structured of any cancellation or postponement of the services to be performed under this Statement of Work. If City of Gustavus does not notify Structured of the cancellation of a mutually agreed upon service appointment, then Structured will charge a cancellation fee equal to a minimum of two (2) hours of the prevailing standard hourly rate. Cancellation shall not relieve City of Gustavus’s obligation to pay all fees and expenses that have accrued due to preparation for the service.

7 Professional Service Scheduling and Fees

7.1 Initiation of Work and Scheduling

Once Structured has received a signed Statement of Work, Structured will identify the staffing for this project within two weeks. Project staffing and activities will be scheduled based upon the date the signed Statement of Work is received by Structured. Structured staff will work with City of Gustavus to determine the project schedule and estimated completion date.

7.2 Staff and Credentials

The Structured staff consists of consultants with a broad range of practical engineering backgrounds and expertise. Structured will draw upon this extensive pool of engineering talent to meet the diverse technical requirements of today’s complex network and server environments. Structured will determine the appropriate staff to assign to the project based upon the requirements of the engagement and the experience, skills and availability of the Structured engineering staff. Structured is uniquely qualified to undertake this project because of Structured’s extensive experience designing, implementing, and optimizing complex networks in the distributed, multi-protocol computing environment.

7.3 Consulting Charges

Consulting charges are set based on the project as defined in this Statement of Work. The services as defined in this Statement of work are covered in the Fix Bid pricing for the project. Consulting charges are set based on the project as defined in this Statement of Work. Should the scope of the engagement go outside the contents of this Statement of Work and require additional consulting hours, these hours will be billed on an hourly basis to City of Gustavus at the rate of \$250 per standard business hour. Any items that fall outside the scope of this project should be reviewed and agreed to with a written Change Order signed by Structured and City of Gustavus prior to starting the additional work.

Professional Services Description	List Price	Est. Cost
Risk Assessment and Report	<u>\$250/Hr.</u>	\$10,000.00
Travel	<u>\$2,000</u>	<u>\$2,000.00</u>
Fix Bid Project Cost		<u>\$12,000.00</u>

7.4 Travel & Expenses

The consulting costs are exclusive of any required Travel and Expense charges. City of Gustavus will be billed for the actual and reasonable expenses incurred for agreed upon events. If City of Gustavus wants Structured to follow certain travel expense guidelines, these guidelines must be provided prior to the time travel arrangements are made. Structured will review these proposed guidelines and make reasonable effort to adhere to them as long as they are not in conflict with Structured’s travel policies.

7.5 Invoice Instructions

As a Fixed Bid project an invoice for Professional Services described in this Statement of Work will be sent to City of Gustavus after the milestones detailed below are achieved. Commencement of a project may occur prior to the arrival of Structured’s personnel at the customer’s location due to planning and preparation activities

Milestones for billing:	Percentage of Payment
Draft Report Delivery	100%

City of Gustavus instructs Structured to submit the invoice and accompanying documentation to:

Name		Copy to:
Address		
Phone		
Fax		
Purchase Order #		

- Prices are valid for 30 days from the date of this Statement of Work.
- City of Gustavus representative signature below hereby attests and acknowledges that in the event that his/her company does not issue a Purchase Order prior to commencement of the service listed herein, this Agreement shall serve as the Purchase Order for this effort
- Client identified in this statement of work acknowledges and agrees that by signing this statement of work or issuing a purchase order referencing this statement of work that such statement of work will be subject to the Structured Standard Terms and Conditions, which can be found at: <http://www.structured.com/terms/>

Accepted and Agreed to by:

for
City of Gustavus

for
Structured Communication Systems, Inc.

Signature of Authorized Signatory

Signature of Authorized Signatory

Printed Name of Signatory

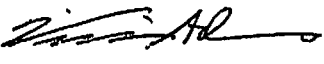

Printed Name of Signatory

Title

Title

Date

Date

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 9	
						FEDERAL AWARD DATE	
						December 26, 2022	
						FEDERAL GRANT PROGRAM	
						2022 State and Local Cybersecurity Grant Program	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT NUMBER	
						EMW-2022-CY-00038-S01	
RECIPIENT NAME AND ADDRESS		PERFORMANCE PERIOD		AMENDMENT		CFDA: 97.137	
City of Gustavus PO Box 1 Gustavus, AK 99826		FROM:	February 1, 2024	AMENDMENT #:		AWARD AMOUNT	
		TO:	December 31, 2025	EFFECTIVE DATE:		\$12,000.00	
		STATE PROGRAM NUMBER				22SLCGP-GY22	
UEI NUMBER		K26GHT8N8LD9		FUNDING ALLOCATION			
EIN		27-0085777		PLANNING	\$12,000.00	EXERCISE	
METHOD OF PAYMENT				TRAINING		EQUIPMENT	
PURPOSE OF AWARD							
Total Awarded Amount: \$12,000.00 Federal Share: \$10,800.00 State Share: \$1,200.00 Final Report Due: February 15, 2026							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT REQUIREMENTS AND PROGRAM TERMS AND CONDITIONS							
The acceptance of a grant from the United States government creates a legal duty on the part of the recipient to use the funds or property made available in accordance with the conditions of the grant [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]. See attached for continued Grant Requirements and Program Terms and Conditions.							
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details.)							
None							
AGENCY INFORMATION							
ADDRESS		Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750			WEBSITE	http://ready.alaska.gov	
					EMAIL	mva.grants@alaska.gov	
					PHONE	(907) 428-7000	
					FAX	(907) 428-7009	
STATE PROJECT MANAGER		PHONE	FAX	EMAIL			
Tiffany Peltier		(907) 428-7026	(907) 428-7009	mva.grants@alaska.gov			
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
William A. Dennis, Administrative Operations Mgr.				Shelley Owens Mayor Shelley Owens			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
		DATE			DATE		
		3-1-2024			3-8-2024		
FOR STATE USE ONLY							
Vendor Personal Number:		CIG04105		Date Returned			
Fund	Unit	AR Unit	Object	Activity	Function	Program	PPC
1004	2001	099230010	7000	2012	22 CSGP GUS	2CSGP2022	GYCSGP

this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHS&EM at the option of DHS&EM.

(U) Project Implementation: Due to the competitiveness of the 2022 State and Local Cybersecurity Grant Program, approved projects must be ready-to-go. Project implementation shall begin within the first reporting quarter.

- 1. If a project cannot be operational within the first reporting quarter of the approved award date, the subrecipient should notify DHS&EM of the implementation delay and expected starting date. At the discretion of DHS&EM, the grant award is subject to cancellation, and funds may be de-obligated and reallocated to other projects if project implementation is unjustifiably delayed.

(V) The City of Gustavus shall comply with the requirements and restrictions of the Federal Fiscal Year (FFY) 2022 State and Local Cybersecurity Grant Program (SLCGP) Guidance, State Overview and Guidelines, State Preparedness Report, and the State Homeland Security Strategy. By signing this obligating award document, the City of Gustavus certifies it has read, understood, and accepted these documents as binding.

(W) No funds will be reimbursed until City of Gustavus fiscal and programmatic representatives attend a Grant Kick-Off Meeting to be held electronically in April 2024.

(X) The City of Gustavus must complete a Quarterly Activities Plan by July 20, 2024. Information on this requirement will be emailed and provided at the Grant Kick-Off meeting.

(Y) The City of Gustavus must complete the Nationwide Cybersecurity Review (NCSR) by December 31, 2024. More information on this online self-assessment will be provided at the 2022 Kick-Off Meeting and can be found in the 2023 SLCGP NOFO: [DHS&EM | State and Local Cybersecurity Grant Program \(SLCGP\) \(alaska.gov\)](#).

(Z) The City of Gustavus must register for the Cyber Hygiene Services by December 31, 2024. More information on this service will be provided at the Kick-Off Meeting and can be found in the 2023 SLCGP NOFO: [DHS&EM | State and Local Cybersecurity Grant Program \(SLCGP\) \(alaska.gov\)](#).


Special Conditions

None

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, and Special Conditions in accordance with this Award.


 Project Manager's Signature


 Chief Financial Officer's Signature


 Signatory Official's Signature
 Shelley K. Owens, Mayor

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY24-11**

**A RESOLUTION BY THE CITY OF GUSTAVUS TO AUTHORIZE AN ADDITIONAL 1-YEAR
EXTENSION FOR MANAGED IT SERVICES WITH ALASKA TECHNICAL SOLUTIONS**

WHEREAS, the City of Gustavus entered into a contract with Alaska Technical Solutions to provide Managed IT Services starting July 1, 2021, for FY22; and

WHEREAS, Two extensions have already been approved under City Ordinance Section 4.01.010 – City Obligations – allowing for a maximum of 2 annual contract extensions; and

WHEREAS, A Cybersecurity Assessment Project funded by a Homeland Security Grant requires participation by our current Managed Services Provider and that work will cross over into FY25; and

WHEREAS, City Ordinance Section 4.17.050 - **Exceptions to competitive contract requirements** provides for several exceptions, two of which satisfy an exception in this instance – either for (c) emergency procurement or (d) procurement of consultant, technical, real estate, architect, engineer or audit services; and

WHEREAS, In order to be able to complete the assessment project, the Gustavus City Council needs to authorize a one-time additional year extension to the current contract with Alaska Technical Solutions.

NOW THEREFORE BE IT RESOLVED that in the interest of continuity for the Cybersecurity Assessment process, the City Council of Gustavus, Alaska authorizes an additional year contract extension starting in FY25 to Alaska Technical Solutions.

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____ 2024, and effective upon adoption.

Shelley K. Owens, Mayor

Attest: Liesl M. Barker, City Clerk



MAYOR'S REPORT APRIL 8, 2024

UPDATES

Alaska Airlines Summer Schedule and Law Enforcement Issue. AKDOT&PF has a plan to hire part-time law enforcement officers to fly to Gustavus and return on the jet each day in order to fulfill the federal Airport Security law requirements.. Funding has been secured, DOT has notified interested officers, and job solicitations could go out in the near future. A lot must happen in a short period of time but the plan has the best chance of success for the Alaska Airlines service period from June 1, 2024 – Aug. 29, 2024.

Public Access on the Hydro Road. The Federal Energy Regulatory Commission (FERC) has engaged in dispute resolution between the Olneys and AP&T, and on Feb. 2, 2024 a meeting was held, attended by FERC, the Olneys, Mike and Karen Taylor, Jim Mackovjak and me. We have not been advised of any activity since then, and on March 28th I sent a letter to AP&T and FERC with a draft copy of Resolution CY24-10 and our request for a solution to the 2-year old public access dispute before summer arrives.

Conservation Lands Advisory Committee. A work group has formed to discuss the formation of a Conservation Lands Advisory Committee and to review a draft Resolution to be introduced at the May Council meeting.

The Xunaa Borough Petition. Hoonah filed a Reply Brief with the Local Boundary Commission by the April 1st deadline, consisting of a 28-page brief and 240 pages of attachments, in response to the 143 public comments which were submitted. The approximate date for the LBC staff to file a preliminary report is May 20th, following which the public will have 49 days to submit comments.

TWENTIETH ANNIVERSARY OF THE CITY OF GUSTAVUS

On April 1st, we celebrated the 20th anniversary of the incorporation of the City of Gustavus. Fifty community members have served on the Council and I am the lucky 13th person to serve as Mayor. We thank and honor those who served on the Gustavus Community Association. The first Council consisted of Becky King, Hank Lentfer, Lou Cacioppo, Tim Gibson, Martha Romero, Wayne Howell, and Sandi Marchbanks. Sandi was the first Mayor, Wayne was the first Vice-Mayor, and Ben Sadler was the first employee as Secretary/Treasurer. The Council met in what is now the front room in City Hall which had no plumbing. The Gustavus population was estimated at 450, and ADF&G published a report that we had twice as many moose as people. Happy Anniversary Gustavus! *Shelley*

