



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, March 13, 2023 at 7:00 PM
In Person at Gustavus City Hall and Via Zoom

COUNCIL MEMBERS

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

CITY HALL

City Administrator – Kathy Leary
City Clerk, CMC - Karen Platt
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/83449998350?pwd=WTFSUUJra3dZdVVKU1ljRGNOV2FyUT09>
ID: 834 4999 8350 **PASSCODE:** 034306 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 02-13-2023 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [2.](#) Gustavus Public Library Quarterly Report
- [3.](#) City Treasurer Monthly Financials
4. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [5.](#) 03-13-2023 Certificate of Records Destruction
- [6.](#) FY23-15NCO Introduction of Capital Project Funding GVFD Radio Repeater Tower Installation (Public Hearing 04-10-2023)

ORDINANCE FOR PUBLIC HEARING

- [7.](#) FY23-14NCO Capital Project Account Transfer (Introduced 02-13-2023)

UNFINISHED BUSINESS

NEW BUSINESS

- [8.](#) Gustavus Visitors Association Public Review of 2023 Marketing Plan and FY24 Budget Request
- [9.](#) Award RFQ FY23-03 Hardened Beach Trail
- [10.](#) Award RFQ FY23-02 Public Library Bike Shelter
- [11.](#) CY23-03 ADOT&PF Pedestrian Bicycle Sidepath Application Submission

CITY COUNCIL REPORTS

- [12.](#) Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: March 8, 2023 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
FEBRUARY 13, 2023

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Tania Lewis
Council Member Jim Mackovjak
Council Member Brian Taylor
Council Member Janene Driscoll
Council Member Shelley Owens

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

1. 01-16-2023 General Meeting Minutes

Motion made by Council Member Driscoll to approve the General Meeting Minutes from 01-16-2023 by unanimous consent.

Seconded by Council Member Taylor.

Hearing no objections, the 01-16-2023 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Visitor Association Business Quarterly Report, Marketing Plan & Budget Request for FY24
Gustavus Visitors Association President, Leah Okin provided a written quarterly report, 2024 Marketing Plan and the FY24 Budget Request and provided an oral summary.
3. Disposal & Recycling Center Quarterly Report
Disposal & Recycling Center Manager / Operator, Paul Berry submitted a written quarterly report and provided an oral summary.
4. City Treasurer Monthly Financials & Quarterly Report
City Treasurer, Ben Sadler submitted monthly financials and a written quarterly report and provided an oral summary.
5. City Administrator General Meeting Report

City Administrator, Kathy Leary submitted a written General Meeting Report and provided an oral summary.

Item #1.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Jim Kearns - City of Gustavus outer dock

CONSENT AGENDA

6. 02-13-2023 Certificate of Records Destruction
7. Approve Gustavus Marine Facilities Coordinator Position Description
8. FY23-14NCO Introduction of Capital Project Account Transfer (Public Hearing 03-13-2023)

Motion made by Council Member Mackovjak to approve the Consent Agenda.

Seconded by Council Member Owens.

Hearing no objections, Mayor Taylor announced the Consent Agenda as passed by unanimous consent.

ORDINANCE FOR PUBLIC HEARING

9. FY23-13NCO Capital Project Funding 2023 - Library Bike Shed (Introduced 01-16-2023)

Mayor Taylor opened the Public Hearing at 8:23 PM.

Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:23 PM.

Motion made by Council Member Lewis to adopt FY23-13NCO Capital Project Funding 2023 - Library Bike Shed (Introduced 01-16-2023)

Seconded by Council Member Owens.

Council Comment:
Council Member Owens
Council Member Taylor

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

UNFINISHED BUSINESS

None

NEW BUSINESS

10. Award Gravel Pit Contracts
Motion made by Council Member Owens to award pit run gravel contracts to Fairweather Construction for 7,500 cubic yards, Gustavus Landscaping for 1,500

cubic yards, Glacier Bay Construction for 5,000 cubic yards at the price of \$6.00 per cubic yard.

Item #1.

Seconded by Mayor Taylor

Public Comment: None

Council Comment: None

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

11. CY23-02 Supporting Repair and Upkeep of the Good River Bridge

Motion made by Mayor Taylor to adopt Resolution CY23-02 Supporting Repair and Upkeep of the Good River Bridge.

Seconded by Council Member Taylor.

Public Comment: None

Council Comment: None

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

CITY COUNCIL REPORTS

12. Mayor's Report

Mayor Taylor submitted a written report and provided a summary.

Council Member Owens – Request to support Senate Bill 38, An Act establishing the crime of interference with emergency communications.

Council Member Lewis – Reported on the Resources for Health and Social Needs in Gustavus event with Public Health Nurse, Claire Geldhof

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Driscoll – Beach access via City provided fat tired beach wheelchair.

Council Member Owens - Smith / Stansbury property damage due to lack of ditching and culverts on that section of Wilson Road.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 9:28 PM.

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



Quarterly Staff Report — March 2023

Gustavus Public Library

907.697.2350

LeAnn Weikle ~ Library Services Director ~ leann.weikle@gustavus.lib.ak.us

Jessie Soder ~ Library Administrative Director ~ jessie.soder@gustavus.lib.ak.us

1. General Library Statistics Dec. 2022-Feb. 2023

| | Dec. | Jan. | Feb. |
|---------------------------------------|------|------|------|
| Library Visitors | 332 | 468 | 428 |
| Books Checked Out | 551 | 525 | 416 |
| Movies Checked Out | 172 | 262 | 157 |
| Interlibrary Loans Checked Out | 34 | 44 | 43 |
| Digital Materials Checked Out | 142 | 128 | 117 |
| Other Materials Checked Out | 52 | 41 | 36 |
| Events Hosted at/by Library | 11 | 11 | 23 |



Past, Current, and Upcoming Programming for Fall/Winter 2022

- April 21, Canote Brothers program with Gustavus Preschool and Middle School (all grades/homeschool welcome)
- April 20, Canote Brother will join the Everybody Welcome Library Band
- March 19, Garden Form/Seed Library Grand Opening (in collaboration with Gustavus Community Garden)
- March 2-April 13, Art Club for grades 2-5, (once a week/6 weeks)
- Feb. 26-27, CPR/First Aid Classes for library volunteers and public
- LEGOs with Annie, Fridays 2:30-4, Jan/Feb/March 3 & 10
- Duplo LEGOs with Annie, Thursdays, 10-11, Jan/Feb/March 2 & 9
- Reading Club & Kids Book Club: 3 weeks (Feb/March) *The BFG* by Road Dahl
- Feb. 18, Seed Saving Presentation with Leah from Foundroot
- Feb. 8, NPS Local Hire Resume and Interview Tips Presentation
- Jan. 18/Feb. 20, TACO (Teen Advisory Council organization) Meetings
- Jan. 19-Feb. 23, Art Club for grades K-1, (once a week/6 weeks)
- Jan. 21, Gustavus Seed Library Meeting
- Jan. 10, Virtual Town Hall with Se. Jesse Kiehl and Rep. Andi Story
- Kid's Night Partnership at Gustavus Community Center once a month
- Gustavus Virtual Adult Book Club (new books chosen monthly) OPEN TO EVERYONE!
- Everybody Welcome Band, Thursdays at 5:15 ~ Highlight! The Canote Brothers will join us on April 20th!
- Gustavus Preschool Class Weekly Visits
- Homeschool Story Time, Tuesdays at 10am
- Books for Babies and 1000 Books Before K
- Test Proctoring (driver's license, EMT, AK STAR)
- Curbside Services 5 days/week
- Custom-made book boxes – please let us know if there are any requests
- Library Friends and Volunteers Meetings every 2 or 3 months

2. Status of Active or Upcoming Grants

In April 2022, our library was awarded a \$10,000 Alaska Community Foundations Grant. This grant will allow us to host several literacy camps during the next year. These camps will have a literacy, E.S.T.E.A.M., and outdoor education focus and will be available for youth in our community. (E.S.T.E.A.M. = Environment, Science, Technology, Engineering, Art, and Math) Our first camp, held Aug. 15-18, was a huge success. **We have three Library Literacy Camps planned for this summer—a Reader's Theater camp, a Book Arts camp, and a Fish and fish-themed camp.**

Each year we apply for the PLA (Public Library Assistance) Grant. We were awarded the grant for FY23, so we have a total of \$7,000 which we budget for materials (books, DVDs, etc.) We purchase approximately 50 books/DVDs per month using funds from this grant. Please let us know if you have a book or DVD request! We have submitted the grant application for FY24.

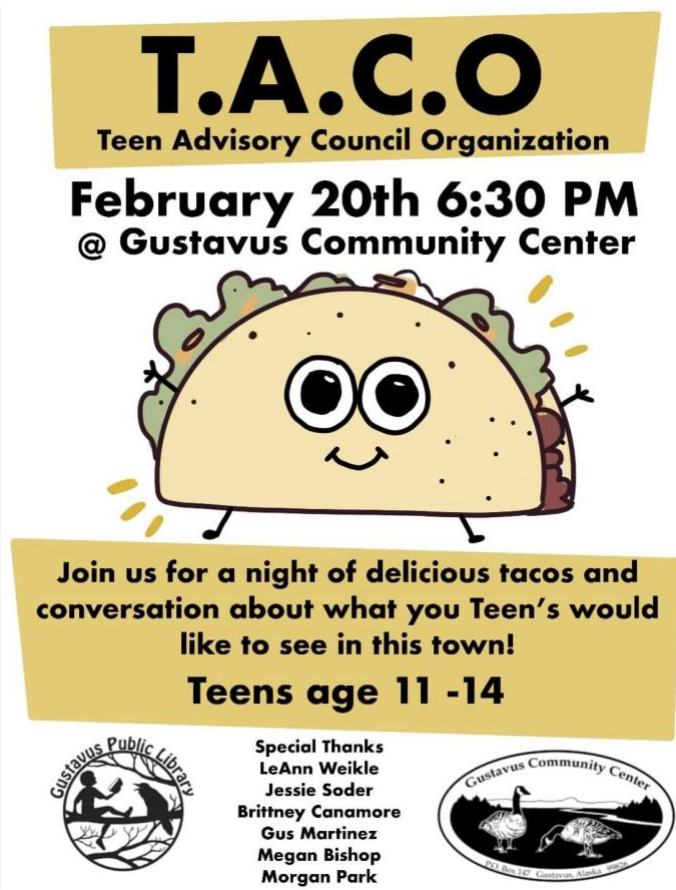
We are planning to apply for the ILC (Interlibrary Cooperation) Grant which is due April 1. We'd like to submit a proposal to pay for new patron computers. The current patron computers are over ten years old, and we have a lot of problems with them.





3. Existing Projects and Programming

We have formed a TACO (Teen Advisory Council) with middle school students in collaboration with Brittney Cannamore, the Gustavus Community Center Operations Manager, Morgan Park, a paraprofessional from the Gustavus School, and Megan Bishop, a teacher from the Gustavus School. We are working with middle school students to plan programs, provide support and fun at the Library and/or the Gustavus Community Center for the 5th-8th grade age group in Gustavus.



Our Library Assistant, Melisa Gomb is working on our Alaska section. This is a large collection of non-fiction and fiction materials. She is cross-checking what is on the shelf with our online catalog, so we can reorder missing titles or delete the records of the titles no longer found on the shelf. Many of the records in the AK section have no notes, subjects, or other helpful information that would return a search in the catalog, so she is adding information to all the records. She is also adding more information to Local Author titles and making sure those titles are in the correct location(s) and easy to find. In addition to working through the Alaska section, Melisa is also working on getting patron account access to RM online. This would allow patrons to view their circulation history, request titles, and see a list of their items checked out and request renewals—all online.

In early 2022, longtime summer resident, friend of the library, and artist Brian Waverly died. His widow, Alyce Waverly, asked people to donate money to the library in memory of Brian. She requested that the money be spent on art for the library in honor of Brian. After discussing with Alyce, we have decided to complete another step in the killer whale skeleton project. When the whale skeleton was installed in the library, there was a lot of conversations about painting the wall behind the whale with an ocean scene that included a killer whale to complement the skeleton. We are planning to use the money donated to the library in Brian's honor to pay a local artist to paint canvases that will hang behind the killer whale skeleton.

The Canote Brothers are coming to Gustavus for an Earth Day weekend celebration! hey will join the Everybody Welcome Library Band on Thursday, April 20. On Friday, April 21, they will work with Gustavus students to learn how to play a string instrument and have fun with music. The weekend is made possible by the Gustavus Community Center and a grant. On Saturday, there will be many more musical opportunities with The Canote Brothers at the G.C.C.; a jam session, potluck, family dance, and a performance!

“Greg and Jere Canote are identical twins whose music is all about having a good time. They do, you will. It’s steeped in vintage Americana — forgotten fiddle tunes, swing classics, and quirky novelty songs — but with their own twists (and a few of their brilliant original takes on the world around us). They’re fabulous musicians, moving effortlessly among fiddle, guitar, banjo, ukulele, and various hybrids, and their genetically-matched voices recall brother duets from the Blue Sky Boys to the Everlys.”

Redwood Bluegrass Associates



This year's Summer Reading theme is ***"Find Your Voice."*** We have already begun collaborating with the National Park Service to host weekly *Summer Reading ~ Library Reads* events. The theme is amazing because so much of literacy is about finding your voice; both as a reader, a writer, and an illustrator. Authors and artists/illustrators tell "the story" of many things that matter to them. The theme also lends itself to supporting the idea of learning life skills of being assertive and advocating.

We have been researching possibilities for replacing the boiler at the library after Mark Berry recommended its replacement in December of 2022. After servicing it in December because it shut down for an unknown reason, he said the inside of the boiler is degrading. We will continue to research boiler replacements and will report to the council in our next quarterly report. We are especially interested in energy-efficient options.

The carpet in high-traffic sections of the library is becoming stained and worn. We are making a plan to clean the carpet (with help from volunteers) in the entire library. We have also discussed replacing sections of the carpet since the carpet in the library is "carpet tiles." We've obtained a quote to replace the carpet. One idea we have discussed is replacing the carpet in the meeting room, which is the worst of it, with a product that is more durable and easier to clean.

We have the best volunteers! Many of them have projects they are working on while they work their shifts at the library. These projects include organizing historical library photos, helping with the Art Club, taking care of all the plants in the library, mentoring young aspiring librarians, taking ownership of a section of the library, and more. We are incredibly appreciative of Amy Erfling for getting our Seed Library up and running before moving to Juneau to start her new job. We'll miss her but wish her good luck. We love our volunteers and our library benefits so much from them!



We continue to reach out to the school and offer support and programming. Currently the preschool class comes to the library for weekly visits. We are also collaborating with Megan Bishop to support the TACO group.

4. Past, Current, or Upcoming Trainings

LeAnn and Jessie will be attending the Alaska Library Association Conference in Fairbanks March 23-25. The theme of this year's conference is "Rising to Challenges."

Jessie is taking a graduate level online class, "Library Materials for Young Adults" through the University of Wisconsin Milwaukee.

Thank you to our City Council!

We appreciate all your efforts on behalf of Gustavus.

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2022 through February 2023

| | Jul '22 - Feb 23 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Business License Fees | 2,475.00 | 3,700.00 | -1,225.00 | 66.9% |
| Donations | 1,480.00 | 1,800.00 | -320.00 | 82.2% |
| DRC Income | | | | |
| Community Chest Sales | 7,963.70 | 11,500.00 | -3,536.30 | 69.2% |
| Landfill Fees paid @ City Hall | 25,445.93 | 0.00 | 25,445.93 | 100.0% |
| Landfill Fees/Sales | 36,311.31 | 90,450.00 | -54,138.69 | 40.1% |
| Recyclable Material Sales | 8,505.48 | 3,600.00 | 4,905.48 | 236.3% |
| Total DRC Income | 78,226.42 | 105,550.00 | -27,323.58 | 74.1% |
| Federal Revenue | | | | |
| American Rescue Plan Act | 65,189.08 | 65,043.96 | 145.12 | 100.2% |
| ARPA - 22-LGLR | 161,525.64 | 161,525.64 | 0.00 | 100.0% |
| Disaster Assistance (FEMA funds) | 0.00 | 95,000.00 | -95,000.00 | 0.0% |
| Natl Forest Receipts-Encumbered | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| Payment In Lieu of Taxes | 130,512.17 | 130,512.17 | 0.00 | 100.0% |
| Total Federal Revenue | 357,226.89 | 502,081.77 | -144,854.88 | 71.1% |
| Fundraising | 39.00 | 600.00 | -561.00 | 6.5% |
| Grant Income | 0.00 | 500.00 | -500.00 | 0.0% |
| GVFD Income | | | | |
| Ambulance Billing | 7,211.92 | 9,000.00 | -1,788.08 | 80.1% |
| ASP | 1,455.00 | 600.00 | 855.00 | 242.5% |
| Training | 200.00 | 150.00 | 50.00 | 133.3% |
| Total GVFD Income | 8,866.92 | 9,750.00 | -883.08 | 90.9% |
| Interest Income | 384.79 | 350.00 | 34.79 | 109.9% |
| Lands Income | | | | |
| Gravel Pit Gravel Sales | 44,640.00 | 27,000.00 | 17,640.00 | 165.3% |
| Gravel Pit Bond (Bond - Gravel Pit Contractor) | -1,800.00 | | | |
| Total Lands Income | 42,840.00 | 27,000.00 | 15,840.00 | 158.7% |
| Lease Income | 7,190.32 | 13,753.67 | -6,563.35 | 52.3% |
| Library Income | 351.00 | 0.00 | 351.00 | 100.0% |
| Marine Facilities Income | | | | |
| Facilities Usage Fees | | | | |
| Landing Craft Use Fee | 2,600.00 | 0.00 | 2,600.00 | 100.0% |
| Single Use Fee | 5.00 | 0.00 | 5.00 | 100.0% |
| Facilities Usage Fees - Other | 15.00 | 0.00 | 15.00 | 100.0% |
| Total Facilities Usage Fees | 2,620.00 | 0.00 | 2,620.00 | 100.0% |
| Commercial Vessel Registration | 1,500.00 | 0.00 | 1,500.00 | 100.0% |
| Private Vessel Registration | | | | |
| Kayak Registration | 60.00 | | | |
| Private Vessel Registration - Other | 2,785.00 | 0.00 | 2,785.00 | 100.0% |
| Total Private Vessel Registration | 2,845.00 | 0.00 | 2,845.00 | 100.0% |
| Storage Area Fee | 2,150.00 | 1,700.00 | 450.00 | 126.5% |
| Marine Facilities Income - Other | 0.00 | 17,500.00 | -17,500.00 | 0.0% |
| Total Marine Facilities Income | 9,115.00 | 19,200.00 | -10,085.00 | 47.5% |
| State Revenue | | | | |
| Community Assistance Program | 90,577.16 | 90,577.16 | 0.00 | 100.0% |
| Shared Fisheries Business Tax | 484.52 | 896.00 | -411.48 | 54.1% |
| Total State Revenue | 91,061.68 | 91,473.16 | -411.48 | 99.6% |
| Tax Income | | | | |
| Retail Tax Income | 394,734.30 | 400,000.00 | -5,265.70 | 98.7% |

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2022 through February 2023

| | Jul '22 - Feb 23 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|--------------------|---------------|
| Remote Sellers Retail Tax | 46,038.02 | 35,000.00 | 11,038.02 | 131.5% |
| Room Tax Income | 100,545.81 | 90,000.00 | 10,545.81 | 111.7% |
| Fish Box Tax | 8,520.00 | 7,500.00 | 1,020.00 | 113.6% |
| Penalties & Interest | 2,565.47 | 4,000.00 | -1,434.53 | 64.1% |
| Tax Exempt Cards | 200.00 | 300.00 | -100.00 | 66.7% |
| Total Tax Income | 552,603.60 | 536,800.00 | 15,803.60 | 102.9% |
| Total Income | 1,151,860.62 | 1,312,558.60 | -160,697.98 | 87.8% |
| Gross Profit | 1,151,860.62 | 1,312,558.60 | -160,697.98 | 87.8% |
| Expense | | | | |
| Administrative Costs | 7,740.49 | 35,000.00 | -27,259.51 | 22.1% |
| Advertising | 0.00 | 100.00 | -100.00 | 0.0% |
| Bank Service Charges | 4,202.82 | 4,750.00 | -547.18 | 88.5% |
| Building | | | | |
| Insurance | 12,789.74 | 10,650.90 | 2,138.84 | 120.1% |
| Maintenance & Repair | 2,570.01 | 14,900.00 | -12,329.99 | 17.2% |
| Total Building | 15,359.75 | 25,550.90 | -10,191.15 | 60.1% |
| Contractual Services | | | | |
| Ambulance Billing Expense | 764.00 | 1,300.00 | -536.00 | 58.8% |
| Managed IT Services | 19,990.00 | 27,450.00 | -7,460.00 | 72.8% |
| Contractual Services - Other | 14,754.50 | 79,600.00 | -64,845.50 | 18.5% |
| Total Contractual Services | 35,508.50 | 108,350.00 | -72,841.50 | 32.8% |
| Dues/Fees | 10,184.42 | 10,050.00 | 134.42 | 101.3% |
| Economic Development Services | | | | |
| GVA | 35,600.00 | 35,600.00 | 0.00 | 100.0% |
| Total Economic Development Services | 35,600.00 | 35,600.00 | 0.00 | 100.0% |
| Election Expense | 150.99 | 250.00 | -99.01 | 60.4% |
| Emergency & Disaster | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| Equipment | | | | |
| Equipment Fuel | 2,390.24 | 2,200.00 | 190.24 | 108.6% |
| Equipment Purchase | 3,603.11 | 9,500.00 | -5,896.89 | 37.9% |
| Insurance | 317.77 | 242.49 | 75.28 | 131.0% |
| Maintenance & Repair | 3,730.76 | 4,000.00 | -269.24 | 93.3% |
| Total Equipment | 10,041.88 | 15,942.49 | -5,900.61 | 63.0% |
| Events & Celebrations | 3,828.18 | 4,100.00 | -271.82 | 93.4% |
| Freight/Shipping | 18,726.49 | 30,000.00 | -11,273.51 | 62.4% |
| Fundraising Expenses | 0.00 | 500.00 | -500.00 | 0.0% |
| General Liability | | | | |
| Public Entity Crime Coverage | 75.54 | | | |
| Cyber Liability | 3,940.00 | | | |
| General Liability - Other | 13,760.99 | 19,963.00 | -6,202.01 | 68.9% |
| Total General Liability | 17,776.53 | 19,963.00 | -2,186.47 | 89.0% |
| Gravel Pit Fund | 6,000.00 | 6,000.00 | 0.00 | 100.0% |
| Holiday gift | 25.00 | | | |
| Library Materials | | | | |
| Donated/Fundraised | 0.00 | 700.00 | -700.00 | 0.0% |
| Non-Fiction Add/Replacement | 1,427.14 | 1,000.00 | 427.14 | 142.7% |
| Library Materials - Other | 260.14 | 1,000.00 | -739.86 | 26.0% |
| Total Library Materials | 1,687.28 | 2,700.00 | -1,012.72 | 62.5% |
| Marine Facilities | | | | |
| Insurance | 2,578.53 | 2,368.37 | 210.16 | 108.9% |
| Maintenance & Repairs | 0.00 | 18,000.00 | -18,000.00 | 0.0% |

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2022 through February 2023

| | Jul '22 - Feb 23 | Budget | \$ Over Budget | % of Budget |
|--------------------------------------|-------------------|-------------------|------------------|---------------|
| Total Marine Facilities | 2,578.53 | 20,368.37 | -17,789.84 | 12.7% |
| Occupational Health | 0.00 | 500.00 | -500.00 | 0.0% |
| Payroll Expenses | | | | |
| Wages | 288,246.92 | 479,065.96 | -190,819.04 | 60.2% |
| Payroll Taxes | 27,601.87 | 42,340.35 | -14,738.48 | 65.2% |
| Paid Time off | 8,303.34 | 0.00 | 8,303.34 | 100.0% |
| Sick Leave | 5,092.06 | | | |
| Health Insurance (company paid) | 11,352.20 | 26,803.20 | -15,451.00 | 42.4% |
| Health Insurance Stipend | 8,059.09 | 11,100.00 | -3,040.91 | 72.6% |
| 457(b) Employer Contribution | 10,553.49 | 29,132.60 | -18,579.11 | 36.2% |
| Workers Comp Insurance | 6,165.44 | 8,551.51 | -2,386.07 | 72.1% |
| Payroll Expenses - Other | -6,393.53 | 230.00 | -6,623.53 | -2,779.8% |
| Total Payroll Expenses | 358,980.88 | 597,223.62 | -238,242.74 | 60.1% |
| Professional Services | 4,627.50 | 25,000.00 | -20,372.50 | 18.5% |
| Public Relations | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Repair & Replacement Fund | 0.00 | 16,545.71 | -16,545.71 | 0.0% |
| Road Maintenance | | | | |
| ARPA & FEMA Projects | 8,600.00 | | | |
| Grading | 38,350.40 | 0.00 | 38,350.40 | 100.0% |
| Snow Plowing | 37,718.90 | 0.00 | 37,718.90 | 100.0% |
| Road Maintenance - Other | 29,463.10 | 150,000.00 | -120,536.90 | 19.6% |
| Total Road Maintenance | 114,132.40 | 150,000.00 | -35,867.60 | 76.1% |
| Stipend | 2,250.13 | 10,000.00 | -7,749.87 | 22.5% |
| Supplies | | | | |
| Donated/Fundraised | 0.00 | 700.00 | -700.00 | 0.0% |
| Program | 890.84 | 3,050.00 | -2,159.16 | 29.2% |
| Supplies - Other | 13,700.66 | 18,500.00 | -4,799.34 | 74.1% |
| Total Supplies | 14,591.50 | 22,250.00 | -7,658.50 | 65.6% |
| Telecommunications | 15,382.50 | 21,540.00 | -6,157.50 | 71.4% |
| Training | 6,123.26 | 8,950.00 | -2,826.74 | 68.4% |
| Travel | 9,465.20 | 16,000.00 | -6,534.80 | 59.2% |
| Utilities | | | | |
| Electricity | 6,267.31 | 5,900.00 | 367.31 | 106.2% |
| Fuel Oil | 14,198.98 | 14,000.00 | 198.98 | 101.4% |
| Utilities - Other | 0.00 | 3,400.00 | -3,400.00 | 0.0% |
| Total Utilities | 20,466.29 | 23,300.00 | -2,833.71 | 87.8% |
| Vehicle | | | | |
| Fuel | 291.20 | 1,200.00 | -908.80 | 24.3% |
| Insurance | 3,438.58 | 3,635.67 | -197.09 | 94.6% |
| Maintenance & Repair | 415.55 | 2,000.00 | -1,584.45 | 20.8% |
| Mileage Reimbursement | 847.42 | 1,950.00 | -1,102.58 | 43.5% |
| Total Vehicle | 4,992.75 | 8,785.67 | -3,792.92 | 56.8% |
| Total Expense | 720,423.27 | 1,270,319.76 | -549,896.49 | 56.7% |
| Net Ordinary Income | 431,437.35 | 42,238.84 | 389,198.51 | 1,021.4% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Prior-Year Cash Balance | 0.00 | 300,000.00 | -300,000.00 | 0.0% |
| Total Other Income | 0.00 | 300,000.00 | -300,000.00 | 0.0% |
| Net Other Income | 0.00 | 300,000.00 | -300,000.00 | 0.0% |
| Net Income | 431,437.35 | 342,238.84 | 89,198.51 | 126.1% |

City of Gustavus
Balance Sheet
 As of February 28, 2023

| | Feb 28, 23 |
|---|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| AMLIP Capital Improv Current (0630598.1) | 30.54 |
| AMLIP Capital Improv Long-Term (0630598.2) | 779,505.76 |
| AMLIP Repair & Replacement (0630598.3) | 332,278.11 |
| AMLIP Road Maint - Unencumbered (0630598.4) | 83,883.72 |
| AMLIP Gravel Pit Fund (0630598.8) | 18,204.69 |
| AMLIP Reserve (0630598.12) | 339,710.67 |
| APCM.Endowment Fund | 1,458,609.31 |
| FNBA - Checking | 1,186,683.60 |
| FNBA Endowment Fund - Checking | 63,467.12 |
| Petty Cash | 301.49 |
| Total Checking/Savings | 4,262,675.01 |
| Accounts Receivable | |
| Accounts Receivable | 22,892.30 |
| Total Accounts Receivable | 22,892.30 |
| Other Current Assets | 921.29 |
| Total Current Assets | 4,286,488.60 |
| TOTAL ASSETS | 4,286,488.60 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | 767.27 |
| Other Current Liabilities | |
| Deferred Income | 9,670.00 |
| Direct Deposit Liabilities (Direct Deposit Liabilities) | -421.75 |
| Payroll Liabilities | 9,283.01 |
| Total Other Current Liabilities | 18,531.26 |
| Total Current Liabilities | 19,298.53 |
| Total Liabilities | 19,298.53 |
| Equity | |
| Fund Balance | 2,800,558.46 |
| Opening Bal Equity | 1,084,743.57 |
| Net Income | 381,888.04 |
| Total Equity | 4,267,190.07 |
| TOTAL LIABILITIES & EQUITY | 4,286,488.60 |

Accounts Receivable Detail**As of 02/28/2023**

| | |
|--------------------|---|
| \$3,612.56 | Delinquent Sales Tax |
| \$11,538.96 | Ambulance Transport Billing - In Progress |
| \$6,973.33 | Fish-Box Tax Deferred Income |
| \$408.50 | Net of Other Customer Account Balances |
| \$22,533.35 | Total |

FNBA Checking Account - Unrestricted Funds Balance**As of 01/31/2023**

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

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

FNBA Checking Account Balance: \$1,160,409.96

Obligated Funds Currently in Checking Account:

| | | |
|---------|---|---------------|
| MF | CP18-01 Salmon River Harbor | (\$9,856.96) |
| Roads | CP18-02 Wilson Rd Drainage | \$0.00 |
| DRC | CP18-05 DRC Pre-Processing | (\$10,697.61) |
| DRC | CP18-07 Household Haz Waste Fac. | (\$9,930.34) |
| Admin | CP19-03 Gustavus Beach Improv. | (\$9,529.89) |
| DRC | CP19-06 DRC Composting Facility | (\$80,979.50) |
| Library | CP19-08 Library Roof/Awning/Shed | (\$41,455.00) |
| Admin | CP21-02 Refurbish Old P.O. | (\$7,250.00) |
| Roads | CP21-03 Good River Bridge Repairs | (\$1,238.96) |
| MFC | CP21-04 MFC Building at SRBH | (\$1,323.29) |
| DRC | CP21-05 DRC Main Bldg Replacement: Design | (\$1,786.60) |
| MF | CP21-06 Fish Waste Disposal | (\$3,034.00) |
| GVFD | CP22-01 Structural Fire Gear | \$0.00 |
| MFC | CP22-02 Marine Facility Vessel | (\$30,000.00) |
| Beach | CP22-03 Beach Hardened Trail | (\$41,740.00) |
| Admin | CP22-04 Septage Storage Facility | (\$27,275.00) |
| Library | FY23 PLA Grant | (\$2,917.75) |
| Library | SoA OWL Internet Subsidy | (\$2,520.00) |
| Roads | USFWS Chase Drvwy | (\$251.02) |

Unrestricted Funds: **\$878,624.04**

Pending Transfers:

| | | | |
|------------|---|-------------|-----------------------------|
| FY23-14NCO | Returning Unused funds from CP18-05 & 18-07 | \$20,627.61 | Public Hearing 0: 3/13/2023 |
| FY23-15NCO | GVFD Radio Tower Capital Project funding | \$43,000.00 | Introduction 3/13/2023 |

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

| | |
|-----------------------------------|-----------------------|
| FY23 budgeted operating expenses: | \$1,270,319.76 |
| 25% = | \$317,579.94 |
| 17% = | \$215,954.36 |
| 35% = | \$444,611.92 |

CERTIFICATE OF RECORDS DESTRUCTION

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

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

6. Records to Be Destroyed

[illegible]

DESTRUCTION APPROVALS

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

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

7. MAYOR _____ **DATE** _____

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

9. RECORDS DESTRUCTION

AFFIRMED BY: _____

DATE _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-15NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, the following City held account balance transfers are to be made for the reasons stated.

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

| CITY HELD ACCOUNTS | Amounts | | Change |
|---|------------------------|------------------------|----------------|
| | Account Balance | Amended Balance | |
| CP23-01 GVFD Radio Tower | \$ 0.00 | \$ 43,000.00 | <\$ 43,000.00> |
| AMLIP Capital Improv Long-Term* | \$ 779,505.76 | \$ 736,505.76 | \$ 43,000.00 |
| <small>*Approximate, this is a dynamic value.</small> | | | |
| 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: *March 13, 2023*

DATE OF PUBLIC HEARING: *April 10, 2023*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2023.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-14NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

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 2023, 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 |
| CP18-05 DRC Pre-Processing Stor | \$ 10,697.61 | \$ 0.00 | <\$ 10,697.61> |
| <i>Project was completed in FY22. Returning funds to AMLIP Capital Improv Long-Term account.</i> | | | |
| CP18-07 DRC Haz. Waste Facility | \$ 9,930.34 | \$ 0.00 | <\$ 9,930.34> |
| <i>Project was completed in FY22. Returning funds to AMLIP Capital Improv Long-Term account.</i> | | | |
| AMLIP Capital Improv Long-Term* | \$ 779,505.76 | \$ 800,133.71 | \$ 20,627.95 |
| <i>*Approximate, this is a dynamic value.</i> | | | |
| Total Change in City Held Account Balances | | | \$ 0.00 |

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

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

DATE INTRODUCED: February 13, 2023

DATE OF PUBLIC HEARING: March 13, 2023

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2023.

Mike Taylor, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Karen Platt CMC, City Clerk

Gustavus Visitors Association
FY24 CoG Budget request
July 2023 through June 2024

Item #8.

| | <u>Budget</u> |
|------------------------------------|------------------------|
| Ordinary Income/Expense | |
| Income | |
| CityTax Revenue | 36,000.00 |
| Membership | 5,050.00 |
| Total Income | <u>41,050.00</u> |
| Gross Profit | <u>41,050.00</u> |
| Expense | |
| Administration | |
| Postage | 210.00 |
| Software | 800.00 |
| Supplies | 100.00 |
| Total Administration | <u>1,110.00</u> |
| Contractor Work | |
| Administrative | 2,000.00 |
| Marketing Coordinator | 14,400.00 |
| Total Contractor Work | <u>16,400.00</u> |
| Fees/Licenses | 500.00 |
| Marketing | |
| Community Outreach | 2,500.00 |
| Memberships | |
| ATIA/Travel Alaska | 140.00 |
| DTN Travel Juneau | 400.00 |
| JCVB/Juneau Guide | 400.00 |
| Total Memberships | <u>940.00</u> |
| Online | |
| GVA Website | 1,000.00 |
| Promotional Video | 13,000.00 |
| Social Media | 100.00 |
| Total Online | <u>14,100.00</u> |
| Print / Digital Media | |
| Brochure | 2,000.00 |
| Total Print / Digital Media | <u>2,000.00</u> |
| Total Marketing | <u>19,540.00</u> |
| Special Projects | |
| Community Projects | 2,000.00 |
| Total Special Projects | <u>2,000.00</u> |
| Total Expense | <u>39,550.00</u> |
| Net Ordinary Income | <u>1,500.00</u> |
| Net Income | <u><u>1,500.00</u></u> |

Gustavus Visitors Association



GUSTAVUS

GATEWAY TO GLACIER BAY

GUSTAVUS VISITORS ASSOCIATION
WWW.GUSTAVUSAK.COM
INFO@GUSTAVUSAK.COM

FY24 Marketing Plan

Prepared by:

Leah Okin - President & Brian Taylor- Marketing
Gustavus Visitors Association
www.gustavusak.com
info@gustavusak.com

GUSTAVUS VISITORS ASSOCIATION

Gustavus is an incredibly special place, one that has cultivated a powerful connection with adventurers for over half a century. Southeast Alaska is a must-see and do destination and Gustavus is ideally situated in a beautiful wilderness and surrounded by Glacier Bay National Park. We excel in experience and hospitality in an increasingly competitive Alaska market. We continue to innovate while honoring the deeply rooted history, geography and singularity that has landed us prominently on the map. The travel and tourism sector are currently the driving force behind Gustavus's economy.

Mission Statement

The Gustavus Visitors Association's (GVA) primary mission is to enhance the economics of the City of Gustavus through tourism marketing that increases business revenue, tax revenue and creates jobs.

Target Audience

- New & returning independent travelers
- Independently traveling artists
- Independent adventure travelers
- Science & eco-oriented travelers
- Families Traveling Independently

Ongoing Marketing Goals

Item #8.

1. The branding of Gustavus and our story to be established and nurtured respectfully
2. Increase the visitor stay length
3. Increase visitor spending in the Gustavus economy
4. Build and maintain positive relationships with local vendors, businesses and travel industry partners.
5. Enhance and grow Gustavus as a destination State, Nationally and Internationally through marketing leads.

Strategic Initiatives For Ongoing Marketing

1. **Increase** Gustavus' "discoverability" and the average visitor "stay time" through:
 - a. Increased global interest with the creation of more videos & social content
 - b. Showcasing activities and local businesses while expanding our organic reach online.
 - c. Encouraging local tour companies and lodging businesses to develop multi-day travel packages.
2. **Showcase** Gustavus as a sustainable destination by:
 - a. Coordinating with ATIA on Sustainable tourism branding initiatives & certificates.
 - b. Proudly promoting and displaying Gustavus's Community Gardens and Award winning Recycling Center.
 - c. Joining Juneau's Carbon Offset programs.
3. **Build** Partnerships and bridges with our neighboring communities by:
 - a. Creating itineraries around the Alaska Marine Highway system
 - b. Creating itineraries around neighboring community events
4. **Boost** and maintain positive relationships with local vendors, businesses, non-profit organizations and travel industry partners:
 - a. Creating value added incentives for businesses and non-profits to join GVA.
 - b. Directing quality visitor traffic to Gustavus businesses
 - c. Maintaining and growing our travel industry contacts and associations to market Gustavus both regionally, nationally and globally.
5. **Become** a Gustavus Community and Visitor Information Center by:
 - a. Keeping our website up to date with current events, neighborhood news, notable wildlife, and bird sightings as blog/social media posts.
 - b. Maintaining current and encouraging more service businesses to be showcased on the website. To enable viewers to see what else is available in Gustavus.

6. **Develop** the value of our digital assets and online presence through:

Item #8.

- a. Consistent, quality content production
- b. Leveraging the data we collect to effectively guide decisions
- c. Incrementally improving and modernizing our website.

Strategic Initiative Tasks

1. Retain memberships/advertising with the following:

- Alaska Travel Industry Association (ATIA)
- Travel Juneau (formerly the Juneau Convention and Visitors Bureau)
- Alaska Travel Publication
- Southeast Alaska Tourism Council- Alaska's Inside Passage (SATC)
- Alaska Magazine
- The Milepost
- KTOO radio program

2. Move towards consistently producing quality content which draws visitors and showcases the best of Gustavus:

- Hosting the Frostline Film crew for filming this summer.
- Create other videos, possibly gaining images and video content through a contest.
- Onboard Trisha to our social media accounts & begin running ad campaigns.
- Blog section on website and producing posts/articles (~ 1/month as a goal)

3. Continue development of new web features, analytics & reporting infrastructure:

- Individualized analytics reports for business members in the GVA's online directory. (ie. # of phone calls, clicks to their website, etc)
- Construct and Launch a blog section of the GVA website

4. Collaborate on projects with local artists & businesses

- Gustavus postcards
- 2023 Map and Visitor brochures
- Movement and improved content for Kiosk welcome sign

5. Continue to generate the GVA Community News Bulletin.

6. Add 'nearby communities' to the website and link itineraries with neighbor towns via AMHS.

Date of opening: 03/07/2023 Place: Gustavus City Hall Time: 9:00am

1. Bid Envelope received on 03/06/2023

Total bid: \$ 21,760.00

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

2. Bid Envelope received on _____

Total bid: \$ _____

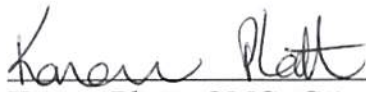
- ☐ Completed and signed RFQ Cover Sheet
- ☐ Completed and signed RFQ Bid Sheet


3. Bid Envelope received on ____/____/____

Total bid: \$ _____

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

City Clerk Karen Platt and City Treasurer Ben Sadler verified the lowest responsible bidder to be GLACIER BAY CONSTRUCTION INC..


Karen Platt, CMC, City Clerk


Ben Sadler, City Treasurer



City of Gustavus, Alaska
P.O. Box 1
Gustavus, Alaska 99826

Phone: 907.697.2451
Fax: 907.697.2631
Email: treasurer@gustavus-ak.gov

Project: RFQ FY23-03

**Hardened Beach Trail
Request for Quotation**

THIS IS NOT AN ORDER

COVER SHEET

Important Dates:

Issue Date: February 21, 2023

Bid Submittal Due: March 7, 2023

Deliver to: Gustavus City Hall
By: 9:00 a.m.

Bid Opening: March 7, 2023

Location: Gustavus City Hall
Time: 9:00 a.m.

Bid submissions are being accepted for construction of the Hardened Beach Trail project at the Gustavus Beach Park. Bidders are asked to provide a quote to furnish the equipment, material and labor to construct a hard surface trail from the west side of the Dock Road turnaround toward the Salmon River to the existing bench and fire pit, including the Bench Pad and Fire Pit Pad as described in Appendix 1 "Scope of Work and General Specifications", and shown on the attached Hardened Beach Trail Site Plan drawing dated February 15, 2023.

The terms and conditions in this document shall become part of any contract resulting from this Invitation for Bid. Your bid must be received at the location and by the date and time shown above. Bids shall be submitted on the form furnished and must include original signatures.

THE PERIOD OF PERFORMANCE for this work is from the date of award to June 15, 2023. Throughout the period, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer.

Contractor Bid Submission Form

Construct the Hardened Beach Trail as described in Appendix 1 – "Scope of Work and General Specifications" and the attached Hardened Beach Trail Site Plan drawing.

In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid 2-6-2023

Contractor Business Name Glacier Bay Construction Inc.

Business License # 305980 Contractor's License Number # CONE 30143

Insurance Company HUB International Policy Date 3-22 ^{on file} ☒ Provided

Business Name Glacier Bay Construction Inc.

Mailing Address PO Box 389 Physical Location 98 Gustavus Rd

Cell or Business Phone # 907-209-0514 Email gbciak@gmail.com

Project Element Quotes:

1. Construct hardened trail from Sta. 0+00 to Station 5+30: \$ 19,450⁰⁰
2. Construct 32 ft bench spur and 8 ft square pad at bench: \$ 2360⁰⁰
3. Construct trail from Sta. 5+30 to Sta. 6+15 and 22 ft square pad at the fire pit:
\$ 2950⁰⁰

4. Complete Project Total Bid \$ 24,760⁰⁰

By Kenneth J Marchbanks
Print Name


Signature

Title Secretary

RFQFY23-03

March 7, 2023

Glaiss Bay Construction Inc.





City of Gustavus, Alaska
P.O. Box 1
Gustavus, Alaska 99826

Phone: 907.697.2451
Fax: 907.697.2631
Email: treasurer@gustavus-ak.gov

Project: RFQ FY23-03

**Hardened Beach Trail
Request for Quotation**

THIS IS NOT AN ORDER

COVER SHEET

Important Dates:

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Contractor Bid Submission Form

Construct the Hardened Beach Trail as described in Appendix 1 – “Scope of Work and General Specifications” and the attached Hardened Beach Trail Site Plan drawing.

In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid _____

Contractor Business Name _____

Business License # _____ Contractor's License Number # _____

Insurance Company _____ Policy Date _____ Provided ☐

Business Name _____

Mailing Address _____ Physical Location _____

Cell or Business Phone # _____ Email _____

Project Element Quotes:

1. Construct hardened trail from Sta. 0+00 to Station 5+30: \$ _____

2. Construct 32 ft bench spur and 8 ft square pad at bench: \$ _____

3. Construct trail from Sta. 5+30 to Sta. 6+15 and 22 ft square pad at the fire pit:

\$ _____

4. Complete Project Total Bid \$ _____

By _____

Print Name

Signature

Title _____

GENERAL PROVISIONS

INSTRUCTIONS TO BIDDER

- Bidder must submit quotes for all bid schedule items listed.
- Bid Schedule sheets must be manually signed (original signature).
- Erasure or other changes made to the Bid Schedule sheets must be initialed by the person signing the bid. Note: "White Out" or other liquid correction methods must be initialed.
- The quotes must be sealed in an envelope with RFQ number, opening date, and contractor's name written on the outside of the envelope.
- Any response not meeting the requirements of the bidding documents shall be considered non-responsive.
- Offers made in accordance with the bidding documents must be good and firm for a period of ninety days from the date of bid opening unless otherwise noted.
- Bids will be received at the time and place stated in the bidding documents. It is the sole responsibility of the bidder to see that the bid is submitted on time. Any bid received after the scheduled opening time will not be considered, but will be held unopened. No responsibility will be attached to any officer for the premature opening of or failure to open a bid not properly addressed and identified.
- The City of Gustavus, hereinafter "City," may accept or reject any or all bids for good cause shown, to waive minor deviations from the specifications, and to waive any informality in bids received, when such acceptance, rejection, or waiver is in the best interest of the City. Informalities in bids are matters of form rather than substance evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible, and waiver of the informality does not grant the bidder a competitive advantage.
- The City may cancel the RFQ if such cancellation is in the best interest of the City.
- It is the responsibility of the bidder to obtain a current copy of all bid documents from the City Treasurer.
- If any Addenda are issued pertaining to the bidding documents and subject Addenda are not acknowledged, the bid will be considered non-responsive.
- Faxed transmittals will not be accepted unless specifically noted on the cover sheet and agreed to by the City Project Manager.

- Each bid shall be made on the form provided by the City or copy thereof and shall be signed by the bidder with signature in full.
- After depositing a bid, a bidder may withdraw, modify, or correct his bid, providing the City receives the request for such withdrawal, modification, or correction before the time set for opening bids. The original bid, as modified by such written communication will be considered as the bid. No bidder will be permitted to withdraw his bid after the time set for opening bids.
- The Contractor shall perform the duties specified in this solicitation. The Contractor understands that the City makes no representation that it will look exclusively to the Contractor for the type of goods or services requested. The Contractor will perform the duties under this agreement as an independent contract. The City assumes no responsibility for any interpretation or representations made by any of its officers or agents unless such interpretations or representations are made by Addenda.

METHOD OF AWARD

Award will be made to the lowest responsive, responsible bidder meeting all the requirements. In determining whether the lowest bidder is “responsible” the City Council shall consider:

- a. The price;
- b. Current General Contractor license and business license;
- c. Local bidder (proposer) preference;
- c. The experience, capacity, and skill of the bidder to perform the contract within the time and amount desired;
- d. The potential bidder’s reputation, honesty and integrity shown in the commission of previous City contracts;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract and the City;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract.

Local Bidder (Proposer) Preference: In accordance with City of Gustavus Code 4.17.190, a qualified responsible bidder who maintains an office within the City of Gustavus may be awarded the contract in preference if their bid does not exceed the lowest responsible bid by a non-local bidder by more than five percent.

When the award is given to other than the lowest bidder, a full and complete written statement of reasons will be delivered to the unsuccessful low bidder or bidders and filed with the other papers relating to the transaction.

The City Council may reject the bid of a bidder who is in arrears on taxes, permits, special assessments and/or any other monies that may be due the City or who failed to perform on a previous contract with the City.

PURCHASE ORDER/CONTRACT

It is the intent of the City to use a purchase order and the bidding documents to establish the contractual relationship between the City and the lowest responsive, responsible bidder. The following conditions shall apply:

- a. The unilateral right of the City to order, in writing, temporary stopping of work or delaying performance that does not alter the scope of the contract;
- b. Liquidated damages;
- c. Termination of the contract for default;
- d. Termination of the contract in whole or in part for the convenience of the City.

CONTRACTOR LICENSE

Contractor shall hold a current license as a General Contractor in the State of Alaska.

SUBCONTRACTING

Subcontracting is permitted when authorized in writing by the City Project Manager. In the event that subcontracting is authorized, the general contractor is responsible to the City to verify insurance on all subcontractors and furnish copies of same to the City. All subcontractors must carry and show proof of the minimum limits of liability insurance.

INSURANCE

The contractor must meet and have in place the insurance requirements listed below at all times during the period set out above.

INDEMNIFY AND HOLD HARMLESS

The bidder shall defend and indemnify the City, its officers, agents, and employees, against any claims, loss, or damages arising from injury to person(s), damage to property, or economic loss, arising out of, in whole or in part, the bidder's performance or non-performance of its duties under this agreement and any defects in the goods and services provided by the bidder. This duty to defend and indemnify shall include responsibility for all damages, costs, and attorney fees. This obligation shall be continuing in nature and extend beyond the term of this agreement.

END OF GENERAL PROVISIONS

SUPPLEMENTAL CONDITIONS

1. Some of the elements of the bid schedule may be subject to the provisions of Alaska Statutes Title 36. AS Title 36 provides for the payment of prevailing rates of pay on public construction or public works as published in the current *State of Alaska Department of Labor Wage and Hour Administration Pamphlet No. 600*, and requires weekly submission of certified payrolls.

Public construction or public works means the on-site field surveying, erection, rehabilitation, alteration, extensions or repair, including painting or redecorating of buildings, highways or other improvements to real property under contract for the state, a political subdivision of the state, or a regional school board.

It is the bidder's responsibility to study the elements of bid schedule and determine the applicability of provisions of AS Title 36. If you have questions regarding the applicability of Alaska Statute to the work to be performed, please contact the Department of Labor, Wage and Hour Administration, 1111 W 8th St, Juneau, AK, or call (907) 465-4842.

2. Bidders are encouraged to visit the premises to ascertain pertinent conditions, such as the area, location, accessibility, and general character of the premises. Bidders assume the risk that actual site conditions differ from the proposed contract documents or from those ordinarily encountered.

3. The Contractor shall supply knowledgeable and competent crafts persons, with tools and equipment, capable of doing the required work.

4. The City reserves the right to increase or decrease quantities to the limits of the available funding.

5. All work required under the Contract shall be completed in a timely manner. Failure to complete work in a timely manner shall be grounds for termination of this Contract. In case of default by the contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the contractor responsible for any resulting increase in cost or other remedies under law or equity.

6. Debarment or Suspension: The Gustavus City Council may debar (for a period of not more than three years) or suspend (for a period of not more than three months) a person for cause from consideration for award of contracts. The causes for debarment include but are not limited to:

a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract, or

b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for debarment.

7. Contractor shall be responsible for any damage sustained by any and all parties affected by utility outages caused by Contractor unless it is determined said utilities do not meet PUC Standard installations i.e. bury depth, or setback requirements. The Contractor shall make all necessary efforts to prevent damage, i.e. the location of electrical or telephone wire, and shall make all necessary efforts to promptly repair and restore facilities or equipment damaged as a result of such outages.

8. All Contractors submitting a bid for this contract shall have and keep in effect an Alaska Business License, a City of Gustavus Business Permit, and an Alaska Contractors License. The Contractor shall be responsible for any additional licenses and/or permits required in the locality of the work. The City is responsible for all special permits such as ADF&G and Army Corp of Engineers permitting. The Contractor shall further be responsible for current licenses for all subcontractors and suppliers, if allowed, as required by law, during the term of the Contract and provide proof thereof upon request. If proof of required licensure is not submitted to the City Treasurer within 10 days of bid closure, then bidder shall be determined to be non-responsive.

9. Gustavus City Engineer John Barry will serve as the City Project Manager with authority to approve work under this contract.

10. Other Goods and Services:

a. In addition to specifications included in this RFQ, other work relating to this project may be required to fulfill the scope of the agreement, and may be proposed by the Contractor or requested by the City Project Manager.

b. At the City Project Manager's discretion, the Contractor may be requested to provide a written quotation prior to the work and in such case shall proceed only upon written (or e-mailed) notice by the City Project Manager. The City Project Manager shall have the right to reject any such quotation and to independently contract with another party to perform the requested work.

c. After completion of the work, the Contractor shall provide to the City Project Manager all material invoices and receipts and a log of equipment and/or labor time for payment.

11. Billing and Payment: The contractor may submit billing at the end of the month for work completed during the month. The approved billing shall be paid within 30 days.

12. Convenience Termination: This contract may be terminated by: (A) mutual consent of the parties, (B) for the convenience of the City, provided that the City notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination. (C) For cause, by either party where the other party fails in any material way to perform its obligations under this contract; provided, however, that as a condition of the exercise of its right of termination under this paragraph the terminating party shall notify the other party of its intent to terminate this contract and state with reasonable specificity the grounds

therefore, and the defaulting party shall have filed within 30 days of receiving the notice to cure the default. (D) Termination pursuant to this section shall not affect the parties' continuing obligations under this contract and all other portions shall continue to be in full force and effect. The City shall pay the Contractor for all satisfactory work performed before notice of termination.

END OF SUPPLEMENTAL CONDITIONS

INSURANCE REQUIREMENTS

During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated “Excellent” or “Superior” by A. M. Best Company or as specifically approved by the City Council.

Limits: The Contractor shall obtain insurance for not less than the following limits:

- Commercial general liability: coverage written on an occurrence basis with limits of not less than \$1,000,000 per occurrence;
- Comprehensive automobile liability: \$1,000,000 combined single limit;
- Workers’ compensation: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.

Automobile Liability Insurance: All autos, or all owned, non-owned, and hired automobiles must be insured when the Contractor is using them to do work under this Agreement. If the Contractor submits insurance covering only scheduled autos, then the Contractor must assure that any additional vehicles are insured before using them in the work under this contract.

Workers’ Compensation: Any employee of the Contractor must be covered by workers’ compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Contractor is not required to provide a certificate of workers’ compensation insurance if the Contractor certifies in a manner acceptable to the City that the Contractor has no employees subject to the Act. The Contractor is not required to provide a certificate of workers’ compensation covering certain employees under the following circumstances:
Corporations - If the executive officer claims an exemption, then the Contractor must provide a certificate of waiver for that officer from the Alaska Department of Labor;
Sole Proprietors – The Contractor must sign a workers’ compensation release on a form provided by the City; Partnerships - Every partner must sign a workers’ compensation release on a form provided by the City.

Alternate Coverage: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.

Additional Insured: During the contract term, the Contractor shall add and maintain the City as an additional insured in the Contractor’s commercial general liability policy. This policy will provide primary coverage for the City, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.

Certificate of Insurance: Prior to commencing any work under this Agreement, the Contractor will provide a certificate of insurance in a form acceptable to the City showing that the Contractor has the required insurance coverage.

Cancellation: The Contractor must assure that the City receives notice if the Contractor’s insurance is going to be canceled, not renewed, or changed. The

certificate of insurance must say that the insurer will notify the City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

Increased Coverage: If during the Agreement term the City requires higher limits of insurance than those listed in this section, and if the insurer increases the premium as a result of the higher limits of insurance, then the City will pay the Contractor the difference between the new and old premiums.

Subcontracting: The Contractor is responsible to the City to verify insurance on all subcontractors and furnish copies of it to the City upon request. All subcontractors must carry and show proof of the minimum limits of liability indicated above.

END OF INSURANCE REQUIREMENTS

Appendix 1
Gustavus Beach Park
Hardened Beach Trail
Scope of Work and General Specifications

The contractor will provide the equipment, material and labor to construct a hard surface trail from the west side of the Dock Road turnaround toward the Salmon River to the existing bench and fire pit, including the Bench Pad and Fire Pit Pad as shown on the attached Hardened Beach Trail Site Plan drawing dated February 15, 2023.

- 1) Grading:
 - a) The trail running slope shall not exceed 5% and the cross slope shall not exceed 2%.
 - b) The trail route from approximately Station 1+70 to 2+80 requires fill material in the low area to reduce the trail running slope along the path and prevent rainwater ponding. The fill will be field fit and not exceed the trail running and cross slope limits. Fill material along the side slopes of the trail will be left in a stable condition and capped with soil or sand that has a similar color to the surrounding soil and sand.
 - c) The trail route from Station 5+30 to 6+04 requires a cut through the dune. The side slopes of the cut shall be left in a stable condition. Material removed from the cut area can be used for filling or capping other areas as needed.
 - d) Fill will be necessary to level the north side of the fire pit pad. Before fill is placed the debris around the existing fire pit will be removed.
 - e) In order to prepare the ground for the application of the new hard surface material, fill material will be compacted and fresh sandy soil in cut areas will be either compacted or left in its natural state, to the extent that is practical and reasonable considering the nature of the soil.
- 2) Hard Surface Trail:
 - a) The hard surface trail will be constructed of 3/4 inch minus crushed rock with fines, also known as D-1, with geotextile underlay.
 - b) Finished compacted crushed rock dimensions will be minimum 42 inches wide by 4 inches thick.
 - c) The main trail to the start of the fire pit pad is approximately 604 feet long.
 - d) The bench spur to the start of the bench pad is approximately 32 feet long.
 - e) The crushed rock material must be approved by the Project Manager.
 - f) The end segments of geotextile will overlap by two feet.
- 3) Bench Pad:
 - a) The bench crushed rock pad will be level and have finished compacted dimensions of approximately eight feet square by four inches thick.
 - b) The pad will be field fit as far back from the eroded beach crest as possible without disturbing the existing cottonwood and alders except for minor pruning necessary to provide a clear access to the bench.

- 4) Fire Pit Pad:
- a) The fire pit crushed rock pad will be level and have finished compacted dimensions of approximately twenty two feet square by four inches thick.
 - b) The fire pit fill and crushed rock pad will be field fit along the north side of the partially buried log on the south side of the existing pad. That log will remain undisturbed.

End Scope of Work and General Specifications



Scale 1 inch = 100 feet

Hardened Beach Trail Notes

| | |
|--------------|---|
| Station 0+00 | Edge of Pavement |
| Station 1+70 | Begin low area fill |
| Station 2+80 | End low area fill |
| Station 4+90 | Begin Bench Spur to 8 ft x 8 ft gravel pad and bench |
| Station 5+30 | Begin cut through dune on trail to Fire Pit |
| Station 6+04 | End cut through dune Begin Fire Pit gravel pad 22 ft x 22 ft |
| Station 6+15 | Center of Fire Pit gravel pad and Fire Pit |

Hardened Beach Trail Site Plan

Gustavus Beach Park

City of Gustavus Public Works

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

February 15, 2023

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

Date of opening: 02/28/2023 Place: Gustavus City Hall Time: 9:00am

1. Bid Envelope received on 02/28/2023

Total bid: \$ 35,795.00

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

2. Bid Envelope received on _____

Total bid: \$ _____

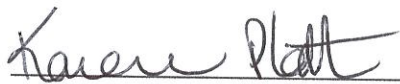
- ☐ Completed and signed RFQ Cover Sheet
☐ Completed and signed RFQ Bid Sheet

3. Bid Envelope received on ____/____/____

Total bid: \$ _____

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

City Clerk Karen Platt and City Treasurer Ben Sadler verified the lowest responsible bidder to be TERRA CONSTRUCTION & DESIGN LLC.



Karen Platt, CMC, City Clerk



Ben Sadler, City Treasurer



City of Gustavus, Alaska
P.O. Box 1
Gustavus, Alaska 99826

Phone: 907.697.2451
Fax: 907.697.2631
Email: treasurer@gustavus-ak.gov

Project: RFQ FY23-13

**Public Library Bike Shelter
Request for Quotation**

THIS IS NOT AN ORDER

COVER SHEET

Important Dates:

Issue Date: February 3, 2023

Bid Submittal Due: February 28, 2023

Deliver to: Gustavus City Hall
By: 9:00 a.m.

Bid Opening: February 28, 2023

Location: Gustavus City Hall
Time: 9:00 a.m.

Please provide quotes to furnish the material and construction of the City of Gustavus Public Library Bike Shelter. The attached terms and conditions shall become part of any contract resulting from this Invitation for Bid. RFQ must be received at the location and by the date and time shown above. Bids shall be submitted on the forms furnished and must include original signatures.

The work to be bid is the work required to construct the Bike Shelter as described in the attached drawing set from PND Engineers, dated 12/14/2022, and the site plan drawing dated 1/31/2023. The bid shall include the cost of the materials and labor for the concrete, timber framing, and roofing construction. The gravel pad will be completed before construction of the shelter begins. The Special Inspection requirement in the PND Structural General Notes will be the responsibility of the City Project Manager.

THE PERIOD OF PERFORMANCE for this work is from the date of award to June 15, 2023. Throughout the period, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer. In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid _____

Business License # _____ Contractor's License Number # _____

Insurance Company _____ Policy Date _____ Provided ☐

Business Name _____

Mailing Address _____ Physical Location _____

Cell or Business Phone # _____ Email _____

By _____
Print Name Signature

GENERAL PROVISIONS

INSTRUCTIONS TO BIDDER

- Bidder must submit quotes for all bid schedule items listed.
- Bid Schedule sheets must be manually signed (original signature).
- Erasure or other changes made to the Bid Schedule sheets must be initialed by the person signing the bid. Note: "White Out" or other liquid correction methods must be initialed.
- The quotes must be sealed in an envelope with RFQ number, opening date, and contractor's name written on the outside of the envelope.
- Any response not meeting the requirements of the bidding documents shall be considered non-responsive.
- Offers made in accordance with the bidding documents must be good and firm for a period of ninety days from the date of bid opening unless otherwise noted.
- Bids will be received at the time and place stated in the bidding documents. It is the sole responsibility of the bidder to see that the bid is submitted on time. Any bid received after the scheduled opening time will not be considered, but will be held unopened. No responsibility will be attached to any officer for the premature opening of or failure to open a bid not properly addressed and identified.
- The City of Gustavus, hereinafter "City," may accept or reject any or all bids for good cause shown, to waive minor deviations from the specifications, and to waive any informality in bids received, when such acceptance, rejection, or waiver is in the best interest of the City. Informalities in bids are matters of form rather than substance evident from the bid document, or insignificant mistakes that can be waived or corrected without prejudice to other bidders; that is, the effect on price, quantity, quality, delivery, or contractual conditions is negligible, and waiver of the informality does not grant the bidder a competitive advantage.
- The City may cancel the RFQ if such cancellation is in the best interest of the City.
- It is the responsibility of the bidder to obtain a current copy of all bid documents from the City Treasurer.
- If any Addenda are issued pertaining to the bidding documents and subject Addenda are not acknowledged, the bid will be considered non-responsive.

- Faxed transmittals will not be accepted unless specifically noted on the cover sheet and agreed to by the City Project Manager.
- Each bid shall be made on the form provided by the City or copy thereof and shall be signed by the bidder with signature in full.
- After depositing a bid, a bidder may withdraw, modify, or correct his bid, providing the City receives the request for such withdrawal, modification, or correction before the time set for opening bids. The original bid, as modified by such written communication will be considered as the bid. No bidder will be permitted to withdraw his bid after the time set for opening bids.
- The Contractor shall perform the duties specified in this solicitation. The Contractor understands that the City makes no representation that it will look exclusively to the Contractor for the type of goods or services requested. The Contractor will perform the duties under this agreement as an independent contract. The City assumes no responsibility for any interpretation or representations made by any of its officers or agents unless such interpretations or representations are made by Addenda.

METHOD OF AWARD

Award will be made to the lowest responsive, responsible bidder meeting all the requirements. In determining whether the lowest bidder is “responsible” the City Council shall consider:

- a. The price;
- b. Current General Contractor license and business license;
- c. Local bidder (proposer) preference;
- c. The experience, capacity, and skill of the bidder to perform the contract within the time and amount desired;
- d. The potential bidder’s reputation, honesty and integrity shown in the commission of previous City contracts;
- e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract and the City;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract.

Local Bidder (Proposer) Preference: In accordance with City of Gustavus Code 4.17.190, a qualified responsible bidder who maintains an office within the City of Gustavus may be awarded the contract in preference if their bid does not exceed the lowest responsible bid by a non-local bidder by more than five percent.

When the award is given to other than the lowest bidder, a full and complete written statement of reasons will be delivered to the unsuccessful low bidder or bidders and filed with the other papers relating to the transaction.

The City Council may reject the bid of a bidder who is in arrears on taxes, permits, special assessments and/or any other monies that may be due the City or who failed to perform on a previous contract with the City.

PURCHASE ORDER/CONTRACT

It is the intent of the City to use a purchase order and the bidding documents to establish the contractual relationship between the City and the lowest responsive, responsible bidder. The following conditions shall apply:

- a. The unilateral right of the City to order, in writing, temporary stopping of work or delaying performance that does not alter the scope of the contract;
- b. Liquidated damages;
- c. Termination of the contract for default;
- d. Termination of the contract in whole or in part for the convenience of the City.

CONTRACTOR LICENSE

Contractor shall hold a current license as a General Contractor in the State of Alaska.

SUBCONTRACTING

Subcontracting is permitted when authorized in writing by the City Project Manager. In the event that subcontracting is authorized, the general contractor is responsible to the City to verify insurance on all subcontractors and furnish copies of same to the City. All subcontractors must carry and show proof of the minimum limits of liability insurance.

INSURANCE

The contractor must meet and have in place the insurance requirements listed below at all times during the period set out above.

INDEMNIFY AND HOLD HARMLESS

The bidder shall defend and indemnify the City, its officers, agents, and employees, against any claims, loss, or damages arising from injury to person(s), damage to property, or economic loss, arising out of, in whole or in part, the bidder's performance or non-performance of its duties under this agreement and any defects in the goods and services provided by the bidder. This duty to defend and indemnify shall include responsibility for all damages, costs, and attorney fees. This obligation shall be continuing in nature and extend beyond the term of this agreement.

END OF GENERAL PROVISIONS**GUSTAVUS PUBLIC LIBRARY BIKE SHELTER SUPPLEMENTAL CONDITIONS**

1. Some of the elements of the bid schedule may be subject to the provisions of Alaska Statutes Title 36. AS Title 36 provides for the payment of prevailing rates of pay on public construction or public works as published in the current *State of Alaska Department of Labor Wage and Hour Administration Pamphlet No. 600*, and requires weekly submission of certified payrolls.

Public construction or public works means the on-site field surveying, erection, rehabilitation, alteration, extensions or repair, including painting or redecorating of buildings, highways or other improvements to real property under contract for the state, a political subdivision of the state, or a regional school board.

It is the bidder's responsibility to study the elements of bid schedule and determine the applicability of provisions of AS Title 36. If you have questions regarding the applicability of Alaska Statute to the work to be performed, please contact the Department of Labor, Wage and Hour Administration, 1111 W 8th St, Juneau, AK, or call (907) 465-4842.

2. Bidders are encouraged to visit the premises to ascertain pertinent conditions, such as the area, location, accessibility, and general character of the premises. Bidders assume the risk that actual site conditions differ from the proposed contract documents or from those ordinarily encountered.
3. The Contractor shall supply knowledgeable and competent crafts persons, with tools and equipment, capable of doing the required work.
4. The City reserves the right to increase or decrease quantities to the limits of the available funding.
5. All work required under the Contract shall be completed in a timely manner. Failure to complete work in a timely manner shall be grounds for termination of this Contract. In case of default by the contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the contractor responsible for any resulting increase in cost or other remedies under law or equity.
6. Debarment or Suspension: The Gustavus City Council may debar (for a period of not more than three years) or suspend (for a period of not more than three months) a person for cause from consideration for award of contracts. The causes for debarment include but are not limited to:
 - a. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract, or
 - b. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the Contractor shall not be considered to be a basis for debarment.
7. Contractor shall be responsible for any damage sustained by any and all parties affected by utility outages caused by Contractor unless it is determined said utilities do not meet PUC Standard installations i.e. bury depth, or setback requirements. The Contractor shall make all necessary efforts to prevent damage, i.e. the location of electrical or telephone wire, and shall make all necessary efforts to promptly repair and restore facilities or equipment damaged as a result of such outages.
8. All Contractors submitting a bid for this contract shall have and keep in effect an Alaska Business License, a City of Gustavus Business Permit, and an Alaska Contractors License. The Contractor shall be responsible for any additional licenses and/or permits required in the locality of the work. The City is responsible for all special permits such as ADF&G and Army Corp of Engineers permitting. The Contractor shall further be responsible for current licenses for all subcontractors and

suppliers, if allowed, as required by law, during the term of the Contract and provide proof thereof upon request. If proof of required licensure is not submitted to the City Treasurer within 10 days of bid closure, then bidder shall be determined to be non-responsive.

9. Gustavus City Engineer John Barry will serve as the City Project Manager with authority to approve work under this contract.

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a. In addition to specifications included in this RFQ, other work relating to the Public Library Bike Shelter may be required to fulfill the scope of the agreement, and may be proposed by the Contractor or requested by the City Project Manager.

b. At the City Project Manager's discretion, the Contractor may be requested to provide a written quotation prior to the work and in such case shall proceed only upon written (or e-mailed) notice by the City Project Manager. The City Project Manager shall have the right to reject any such quotation and to independently contract with another party to perform the requested work.

c. After completion of the work, the Contractor shall provide to the City Project Manager all material invoices and receipts and a log of equipment and/or labor time for payment.

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12. Convenience Termination: This contract may be terminated by: (A) mutual consent of the parties, (B) for the convenience of the City, provided that the City notifies the Contractor in writing of its intent to terminate under this paragraph at least 10 days prior to the effective date of the termination. (C) For cause, by either party where the other party fails in any material way to perform its obligations under this contract; provided, however, that as a condition of the exercise of its right of termination under this paragraph the terminating party shall notify the other party of its intent to terminate this contract and state with reasonable specificity the grounds therefore, and the defaulting party shall have filed within 30 days of receiving the notice to cure the default. (D) Termination pursuant to this section shall not affect the parties' continuing obligations under this contract and all other portions shall continue to be in full force and effect. The City shall pay the Contractor for all satisfactory work performed before notice of termination.

**END OF GUSTAVUS PUBLIC LIBRARY BIKE SHELTER ADDITION
SUPPLEMENTAL CONDITIONS**

INSURANCE REQUIREMENTS

During the term of the contract, the Contractor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated “Excellent” or “Superior” by A. M. Best Company or as specifically approved by the City Council.

Limits: The Contractor shall obtain insurance for not less than the following limits:

- Commercial general liability: coverage written on an occurrence basis with limits of not less than \$1,000,000 per occurrence;
- Comprehensive automobile liability: \$1,000,000 combined single limit;
- Workers’ compensation: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.

Automobile Liability Insurance: All autos, or all owned, non-owned, and hired automobiles must be insured when the Contractor is using them to do work under this Agreement. If the Contractor submits insurance covering only scheduled autos, then the Contractor must assure that any additional vehicles are insured before using them in the work under this contract.

Workers’ Compensation: Any employee of the Contractor must be covered by workers’ compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Contractor is not required to provide a certificate of workers’ compensation insurance if the Contractor certifies in a manner acceptable to the City that the Contractor has no employees subject to the Act. The Contractor is not required to provide a certificate of workers’ compensation covering certain employees under the following circumstances:
Corporations - If the executive officer claims an exemption, then the Contractor must provide a certificate of waiver for that officer from the Alaska Department of Labor;
Sole Proprietors – The Contractor must sign a workers’ compensation release on a form provided by the City; Partnerships - Every partner must sign a workers’ compensation release on a form provided by the City.

Alternate Coverage: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.

Additional Insured: During the contract term, the Contractor shall add and maintain the City as an additional insured in the Contractor’s commercial general liability policy. This policy will provide primary coverage for the City, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.

Certificate of Insurance: Prior to commencing any work under this Agreement, the Contractor will provide a certificate of insurance in a form acceptable to the City showing that the Contractor has the required insurance coverage.

Cancellation: The Contractor must assure that the City receives notice if the Contractor’s insurance is going to be canceled, not renewed, or changed. The

certificate of insurance must say that the insurer will notify the City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

Increased Coverage: If during the Agreement term the City requires higher limits of insurance than those listed in this section, and if the insurer increases the premium as a result of the higher limits of insurance, then the City will pay the Contractor the difference between the new and old premiums.

Subcontracting: The Contractor is responsible to the City to verify insurance on all subcontractors and furnish copies of it to the City upon request. All subcontractors must carry and show proof of the minimum limits of liability indicated above.

END OF INSURANCE REQUIREMENTS

Bid Schedule

Construct Gustavus Public Library Bike Shelter per attached drawings and specifications. The work does not include the gravel pad which will be contracted separately.

Quoted price \$_____

Contractor Business Name _____

Signature _____

Printed Name _____

Title _____

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-03**

A RESOLUTION DECLARING THE ELGIBILITY OF THE CITY OF GUSTAVUS, ALASKA, TO SUBMIT AN APPLICATION TO THE ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES (ADOT&PF) FOR USE OF TRANSPORTATION ALTERNATIVES PROGRAM FUNDS SET FOR BY MAP-21 FOR THE PEDESTRIAN/BICYCLE SIDEPATH PROJECT IN GUSTAVUS, ALASKA, AND AUTHORIZING THE MAYOR OF THE CITY OF GUSTAVUS, ALASKA, TO SIGN THE APPLICATION AND FUTURE PROJECT AGREEMENTS.

WHEREAS, the City of Gustavus, Alaska, has received a request from the Alaska Department of Transportation and Public Facilities to nominate projects for inclusion in the Alaska Transportation Alternatives Program funds as outlined in ADOT&PF's application packet for 2023-2026; and,

WHEREAS, the City of Gustavus, Alaska, is participating as an eligible project sponsor in the Alaska Department of Transportation and Public Facilities Transportation Alternatives Program; and,

WHEREAS, federal monies are available under a Transportation Alternatives Program, administered by Alaska Department of Transportation and Public Facilities, for the purpose of creating and promoting the planning and development of active transportation facilities and programs in Alaska; and,

WHEREAS, the City of Gustavus, Alaska, acknowledges that the proposed facility would exist in the State ROW and the 9.03% match would be covered by DOT&PF; and,

WHEREAS, the City of Gustavus, Alaska, acknowledges availability of an additional contribution of at least 1.00%; and,

WHEREAS, after appropriate public input and due consideration, the governing body of the City of Gustavus has recommended that an application be submitted to the State of Alaska for the pedestrian/bicycle sidepath project.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GUSTAVUS, ALASKA:

Section 1. That the City of Gustavus, Alaska, does hereby authorize the mayor of the City of Gustavus, Alaska, to submit and sign an application to the Alaska Department of Transportation and Public Facilities for Alaska Transportation Alternatives Program funds on behalf of the citizens of Gustavus, Alaska.

Section 2. That the City of Gustavus, Alaska, hereby assures the Alaska Department of Transportation and Public Facilities that sufficient funding of an additional one percent matching contribution for the pedestrian/bicycle sidepath project is available.

Section 3. That the City of Gustavus, Alaska, hereby assures the Alaska Department of Transportation and Public Facilities that the City of Gustavus, Alaska, will commit to - management and maintenance and operations responsibilities and that sufficient funding for the pedestrian/bicycle sidepath project will be available for the life of the project.

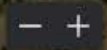
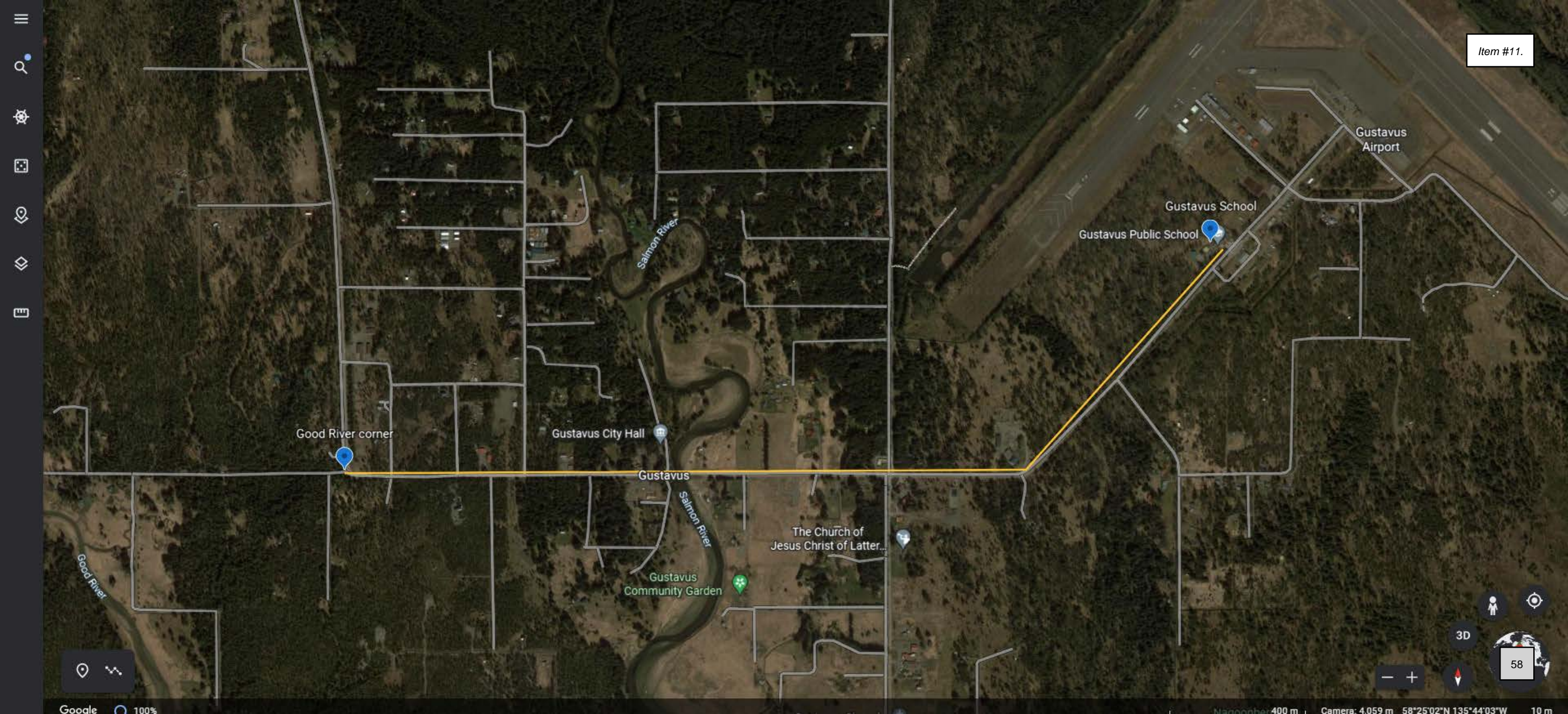
Section 4. That the City of Gustavus, Alaska authorizes the execution of an agreement with the State promising to provide the funding commitments and management responsibilities, and maintenance and operations responsibilities identified within the project application and authorizes the chief project sponsor to sign the project agreement detailing these commitments.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of , 2023, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

Item #11.



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: Pedestrian/Bicycle Sidepath System

City Department: Contact: City Hall

E-mail: Phone: 907-697-2451

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?
 - Construction of pedestrian/bicycle "sidepaths" within the State of Alaska right-of-ways parallel to Gustavus Road/Mountain View Road from the Gustavus airport to the Glacier Bay National Park boundary, approximately 5.2 miles, and from Four Corners to the Gustavus Dock, a distance of approximately 1.4 miles.
 - Who/what will be aided by this project? Who are the targeted stakeholders/customers?
 - A dedicated lane or path will help separate bicyclists and pedestrians from vehicular traffic, which will increase safety and foster an increase in bicycling and walking in Gustavus among:
 - Students (Today, a path from the airport to Good River Corner would serve the to-and-from-school route along Gustavus Road for about 85 percent of the students attending Gustavus School.) Students who walk or bicycle to school arrive at school more alert and ready to learn than if they are driven.
 - Gustavus residents, who will have an enhanced opportunity to conduct their normal business or to recreate by walking or riding a bicycle.
 - Visitors, who will have an enhanced opportunity to recreate in Gustavus by walking or riding a bicycle. (The lane of paths will enhance Gustavus as a tourist destination, offering a safe, healthy activity that few communities in Alaska can offer.)
 - Additionally, a dedicated lane or path will be an avenue to better community health because people of all ages will have an enhanced

opportunity to exercise.

- Is a preliminary survey necessary to identify the number of potential customers/users?
How will you design and conduct the survey?
 - No survey is necessary.
- What is NOT covered by this project? What are its boundaries?
 - The project covers only the pedestrian/bicycle paths within the right-of-ways along approximately 6.6 miles of road.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
 - Separate pedestrians and bicyclists from vehicular traffic.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
 - Health: provides a free means of healthy exercise
 - Safety: separates pedestrians and bicyclists from vehicular traffic. Of great concern is the safety of students traveling to and from school.
 - Environmental: walking and bicycling are no-carbon means of transportation
 - Compliance: n/a
 - Infrastructure: Increases transportation opportunities
 - Economic: Walking and bicycling are cheap forms of transportation. Having a system of pedestrian/bicycle paths will make Gustavus a more desirable place to live and to visit.

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

- People in Gustavus have for years noted the need to make Gustavus more conducive to walking and bicycling.
- The City of Gustavus received a \$15,000 Alaska Department of Transportation Safe Routes to Schools planning grant in 2013.
- In 2015, the City of Gustavus applied for a grant for the construction of a pedestrian/Bicycle connector trail between Gustavus and the boundary of Glacier Bay National Park. The City elected not to accept this grant because of the matching-fund requirements.
- Funding for a pedestrian/bicycle path may be available through Alaska's Statewide Comprehensive Outdoor Recreation Plan (SCORP) or through state and federal infrastructure-development funding.

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

- Ideally, the project would be completed in conjunction with a similar project along the Glacier Bay National Park & Preserve section of the road. The distance from the Glacier Bay National Park boundary to Glacier Bay Lodge, at Bartlett Cove, is about 4.2 miles. According to the park's 2019 Frontcountry Management Plan, the plan there would be to "Widen the entire park entrance road up to 60" and restripe it to support on-grade

bike and pedestrian use on one side. The road would be constructed for year-round active transportation (bike, pedestrian, and ski)."

5. What is your timeline for project planning?
 - By when do you hope to implement the project?
 - With funding and good fortune, this project could be completed within 3–4 years
 - Will the planning or final project occur in phases or stages?
 - It depends on funding, but the Dock Road section might be completed separately from the section from the airport to the Glacier Bay National Park boundary.
6. What is your budget for the planning process? Will you be using a consultant?
 - In 2015, the Federal Highway Administration listed the preliminary engineering cost of a pedestrian/bicycle path from the Gustavus airport to the Glacier Bay National Park boundary as \$510,000. This would be equivalent to approximately \$622,000 today. Adding the 1.4 miles of path between Four Corners and the dock, the preliminary engineering cost for the entire project would be approximately \$790,000.
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.
 - Regarding even a rough estimate of the cost of constructing these pedestrian/bicycle paths, we have to start somewhere. According to a 2013 report prepared by the University of North Carolina for the Federal Highway Administration, the national per-mile average cost, including design and engineering (adjusted to reflect year 2022 dollars) of an unpaved, eight-foot-wide multi-use trail is \$148,000.
 - Reducing the average cost by ten percent to approximately reflect the construction of a six-foot-wide trail, the per-mile cost of unpaved pedestrian/bicycle path would be about \$133,000.
 - This amount, however, must be adjusted. Aurah Landau, of HDR engineering, told me that construction costs in Alaska are 20 percent higher than in the lower-48, and that construction costs today are 100–150 percent higher than last year. Inflation—currently 8.5 percent—must also be factored in.
 - Based on Alaska costs being 20 percent higher than in the lower-48, the per-mile cost would be \$159,600 ($\$133,000 \times 120 \text{ percent} = \$159,600$). If costs are 100 percent higher than last year, the per-mile cost would be \$319,200 ($\$159,600 \times 200 \text{ percent} = \$319,200$). If cost are 150 percent higher than last year, the per-mile cost would be \$399,000 ($\$159,600 \times 250 \text{ percent} = \$399,000$). Factoring in 8.5 percent inflation, the per-mile cost will range approximately from \$346,332 to \$432,915.
 - Based on these figures, the approximate cost of constructing a path, not including a potential bridge over the Salmon River, between the Gustavus Airport and the Glacier Bay National Park boundary would range from \$1.7 million to \$2.1 million. The approximate cost of constructing a path from Four Corners to the beginning of the paved shoulders at Gustavus Dock would range from about \$447,000 to \$559,000. (Calculations: $5.2 \times \$319,200 = \$1,659,840$; $5.2 \times \$399,000 = \$2,074,800$; $1.4 \times \$319,200 = \$446,880$; $1.4 \times \$399,000 = \$558,600$)

Total Cost: \$2.7 million

That said, Todd Boris, an Alaska Department of Transportation engineer, thought the cost, including design and engineering, would be approximately \$500,000 to \$750,000 per mile. Based on these estimates, the total cost of the project would be \$3,300,000 to \$4,950,000.

Note, too, that two things work in this project's favor: Gustavus's flat terrain and the fact that along Gustavus Road/Mountain View Road, the sidepath can be constructed atop the recently installed electrical intertie that connects the Alaska Power Company's facility at Gustavus with the National Park Service electrical facility at Bartlett Cove. In the process of installing the intertie, essential environmental and social analysis was done, the vegetation where the intertie cable is buried was cleared, and the route leveled and filled, making an excellent subbase for a sidepath.

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.

Response: The only other option considered is to widen the road and put a pedestrian/bicycle lane on one or both sides. While this would facilitate snow removal, it would not provide the desired separation between pedestrians/bicyclists and vehicular traffic. Moreover, since it would require a large quantity of asphalt, it would be very expensive.

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

Response: A path separated from the road is the safest and provides the most satisfaction for users.

3. Identify your funding source(s).

Response: Various local, state, and federal infrastructure funds that are and may become available. (Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

| Will this project affect: | No | Yes (+/-) | Maybe |
|---------------------------|----|-----------|-------|
|---------------------------|----|-----------|-------|

| | | | |
|--|---|---|--|
| Environmental quality? (+ = impact is beneficial; - = harmful) | | | |
| • Climate change | | + | |
| • Streams/groundwater quality | x | | |
| • Air quality | | + | |
| • 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 | | + | |
| • Environmental sustainability | | + | |
| • Hazardous substances use | x | | |
| • Community waste stream | x | | |
| • Light pollution at night | x | | |
| Recreational opportunities? | | | |
| • Public land use and access | | + | |
| • Trails/waterways | | + | |
| • Parks | | + | |
| • Public assembly/activities | | + | |
| Education/training/knowledge & skill development? | x | | |
| Public safety? | | + | |
| Public health? | | + | |
| Medical services? | x | | |
| Emergency response? | x | | |
| Economic performance & sustainability? | | | |
| • Employment of residents | | | |
| ◦ Short-term (i.e. construction) | | + | |
| ◦ Long-term (operating and maintenance) | | + | |
| • Cost of living reduction | | + | |
| • Return on investment | | + | |
| • Visitor opportunities/impressions/stays/purchases | | + | |
| • Competitive business environment | x | | |
| • Support for existing businesses | | + | |
| • New business opportunities | | + | |
| • Economic sustainability | | + | |
| • Attractiveness of City to new residents/businesses | | + | |
| City government performance? | | | |
| • Infrastructure quality/effectiveness/reach (more people) | | + | |
| • Existing services | x | | |
| • New services | | + | |

| | | | |
|-------------------------|---|---|--|
| • Cost of City services | | | |
| • Tax income to City | | + | |
| Transportation? | | | |
| • Air | X | | |
| • Water | X | | |
| • Roads | X | | |
| 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.)

Response: It is environmentally sound and facilitates travel around Gustavus.

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

- Is this project dependent on other activities or actions?

Response: No.

- If yes, describe projects, action or activities specifying phases where appropriate.

Response: N/A

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?)

Response: The path will have to be maintained, which may include snow removal.

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

Response: Probably just a permit to utilize the Department of Transportation's right-of-way.

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

Response: The initial cost is discussed above. Operational costs should be minimal. Snow could be removed using a four-wheeler equipped with a plow.

7. Is an engineering design or construction estimate necessary?

Response: Yes, the cost of which is discussed above.

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?

Response: No user fees, sales tax, or new tax are involved.

Part 5. Project Budget

There is not yet a budget for this project.

Proposed Budget Line Items

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

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

1. What service jobs will be needed for operation and maintenance? A contracted person to plow snow.
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? N/A
4. How many local businesses will be affected by this project and how? The path will facilitate customers traveling to and from businesses.

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

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

Part 9. Feedback to the Council

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

Mayor's Report

March 13, 2023, General Meeting
(Drafted for 3-8-23 deadline)

Our City departments have been successfully delivering the services expected, while staff plans for the next fiscal year and developing the budget.

Budget preparation. Treasurer Ben Sadler has worked with department heads, City Administrator Kathy Leary, and me to draft the Fiscal Year (FY) 2024 budget. The budget must be adopted before the start of FY 24 on July 1, 2023. I asked for a conservatively balanced budget that positions us complete FY 24 safely with some unexpected events or exposures. As is prudent standard municipal fiscal practice, we will carry forward some surplus funds from this unfinished fiscal year, but we don't yet know how much carryover will be eventually be available. Therefore, the Treasurer has prepared a budget carrying over on the specific funded FY23 expenditures from FY23 that we know won't be spent. Examples are the disaster readiness funding, which we now budget every year and if unused carry over to the next year, and funds set aside for an audit in FY 23 that is now scheduled for FY24. We also anticipate not needing a large portion of the budget for the contracted City Attorney. Those carry over funds total \$100,000. Currently we are running a \$400,000 surplus this fiscal year, so I feel confident we are budgeting conservatively for next year. After we close out accounting for FY23 in July we will plan to distribute some of the additional unexpended carry over to budget lines such as building repair and maintenance that have been tightly budgeted in the original budget. The great majority of the carryover I expect to add to savings for future capital projects.

The February 27 budget work session introduced the budget draft to the Council. Treasurer Ben Sadler has since rebalanced the budget to include funding for IT services, which we had mistakenly omitted from the first draft. The draft is ready for the scheduled budget town hall public meeting on March 15. We expect to introduce the budget as a Non-Code Ordinance (NCO) at the April 10 meeting and schedule public hearing for the May 8 general meeting. If necessary, we can adopt it in June.

Beach Park Signs Vandalism. The Council, staff and I were disappointed in February to have another vandalism event at the Beach Park in which a person chain-sawed one of the posts for the Beach Park name sign and another post that supported the "No Motor Vehicles" symbol sign. The vandal also cut up a plastic post for the dog waste collection bin on the Park's west side. This vandalism followed an earlier event in which someone sprayed red paint on signs. The City Administrator reported the crime to the State Troopers, who confirmed that malicious damage exceeding \$750 is a Class C felony. Such destructive behavior is disappointing and disrespectful of our community, but we are repairing the damage and will have the signs back in place as soon as ground conditions allow. We will remount the dog waste bins on treated wooden posts for a better appearance. I am deeply grateful to Kathy Hocker for carefully cleaning and reconditioning the vandalized Beach Park sign for reinstallation at the trail entrance on the east side of the park. Thank you, Kathy!

I know some folks still express grievance that the beach park tracts are closed to motor vehicle use. Some claim incorrectly that the establishment of the beach park and the motor vehicle closure were not supported by the majority of the Gustavus public. The Beach Park was established because a large group of Gustavus citizens approached the City Council several years ago with a request to establish a park and manage it to protect the spectacular natural resource it is unimpaired for everyone's enjoyment. An *ad hoc* citizen's beach committee held over 20 public meetings to plan the park and draft a cooperative resource management agreement with the State Department of Natural Resources, which owns the two 15+ acre tracts on the east and west sides of Dock Road. The State insisted that the management plan respect the covenants and use limitations stated in the Quieting Title court judgment that transferred the land to the State of Alaska, and that the DeBoer family approve park plans. The Quieting Title allows traditional uses listed as "walking, camping, bird watching, jogging, horseback riding, picnicking, camping, sunbathing, hunting, fishing, recreational boating, beach-combing, berry picking, cross country skiing, and other similar recreational uses. It is intended that the recreational use be consistent with the natural state of the land and be of a low intensity nature." Note that off road motor-vehicle use is not included and is not a use that is "of a low intensity nature." We can drive to the beach park but *we don't need to drive on the beach park*.

The Gustavus City Council adopted ordinance taking responsibility for managing the beach park cooperatively with DNR through the established public process, involving multiple public hearings at which the public overwhelmingly spoke in favor of protecting the beach as a park and of closing it to motor vehicle use. The most recent such hearing on April 11, 2022, was attended by (then) DNR Regional Manager, Ben White, and a staff member. At it, public members spoke for and against approval of an updated CRMA Development Plan for the park. Public members also submitted written testimony to DNR on the CRMA and Development Plan. The Development Plan set forth management rules for the park including closure of the park to off-road motorized use beyond the established parking area. On July 19, 2022, in consideration of the public oral and written input, Regional Manager Ben White, issued DNR's official approval of the Development Plan with its management provisions. The plan was also approved by Ben and Donna DeBoer, the owners of the adjacent tracts and of the covenant provisions in the Quieting Title. The DeBoer family generously allows public low-intensity recreational use of their beach lands and shares the intent of the City to protect the natural character of the adjacent tracts for the enjoyment of present and future generations.

I can only hope that all Gustavus residents will appreciate that the efforts of the City of Gustavus, the Alaska Department of Natural Resources, and the DeBoer family to establish and protect the beach park were taken through the legal democratic public process and represent the wishes of the majority of our fellow citizens of Gustavus. Few of us got exactly what we wanted in the final plan and rules, but they represent the general will of our community and warrant everyone's respect and support.

APC Electric Rates Filing. On February 27, 2023, I issued a letter on the behalf of our City and Community to the Regulatory Commission of Alaska supporting adoption

of Alaska Power Company's (APC) filing TA905-2. I'll not detail that 2.5 page letter here but am attaching it to the report below for those who may not have seen our earlier release of it. In short, the filing, if approved by the RCA will alter the quarterly calculation of our electric rates to apply a credit for the power sales to the NPS through the newly-inaugurated intertie to Bartlett Cove, such that power cost equalization (PCE) credits are retained in full and the net electric rates for both businesses and PCE-qualified customers realize the full benefit possible. If the RCA concurs, we will see a major reduction in our electric rates.

Road Maintenance. Thanks to Ponch and Justin Marchbanks of Glacier Bay Construction, our road maintenance contractor, for diligent work to keep City gravel roads and parking areas open and drive-able after several high snowfall events. Thanks also to Jeff Jarvis and Ian Schroth at DOT for keeping the State maintained (paved) roads and the airport open. And the NPS crews have also done a fine job clearing snow quickly from the National Park entrance road, which many residents use to get to work or other activities in the Park. For the City facilities, we generally wait for snow to taper off and then plow roads as smooth as possible to minimize hardpack that will make a mess during break up. Despite the recent heavy snows Glacier Bay Construction has managed to maintain road width quite well. We can all help by keeping road easements free of parked vehicles, stored items and structures that inhibit plowing. Let's make it as easy as possible for the plowing team to keep our roads serviceable through the winter!

The Library bike shelter project received a successful bid from Terra Construction (Matt Davis) that is well within our budget. The project is scheduled for Council award at the March 13 General Meeting. John Barry, PE, our project manager, expects the project to be underway by late spring.

The Good River Bridge Repair Project is the subject of a major federal infrastructure grant application by City Administrator Kathy Leary. Kathy has worked diligently with our grant-writing agency Solstice and with representative of Alaska DOT&PF. If funded, the repair work will be engineered and constructed by Alaska DOT&PF bridge section, taking it off the City plate. Kathy has gathered supporting letters from key stakeholders, including state and federal agencies, served by the bridge to maximize the review score. If we fall short this time, the application can be edited quickly for other grant opportunities. Such is the grant application game.

The Salmon River Park Playground Equipment Project is moving forward. I issued requests for proposal to five firms that provide playground equipment asking for proposals with an equipment and freight budget around \$20,000. Proposals are due March 16. One firm has already submitted a proposal with several options. I'm finding playground equipment is surprisingly expensive now, but I hope we can build a nice addition more suitable for older children than is the existing equipment.

The Septage Holding Facility Project is also progressing. The City will purchase two used 10,000 gal tanks from a supplier in Juneau to be installed at the DRC to store septage pumped from local tanks until the material can be shipped to Juneau for processing. The tanks are undergoing minor repairs and modifications in Juneau

before shipping to Gustavus. John Barry, PE, the City's project manager, developed the DEC permit application and DEC issued us permits for the tank installation and storage operation. We will issue soon a request for quotation for contractors interested in installing the tanks and we hope they will be in place by late spring. We expect Juneau Septic soon thereafter to be offering regular septic pumping service here.

John Barry also completed an **Alaska Village Safe Water Program** planning grant application for possible partial septage processing at the DRC site to reduce shipping to Juneau. Local processing would cut the cost of septic tank pumping.

The Beach Park Hardened Trail Project will improve the trail to the west side viewing bench and campfire circle for walkers and wheel chair users. Glacier Bay Construction is the successful bidder on the RFQ for construction, which closed March 7. Project award is on the March 13 general meeting agenda. We look forward to seeing this long-anticipated project completed this summer. John Barry, PE, is managing this project for the City.

The Firehall Repeater Tower Project is also managed by John Barry. He developed the RFQ for installation which closes March 21. We plan to award the project to the lowest-price qualified bidder at the April 10 general meeting.

The Gustavus Bike Side Path Project will build a bike and pedestrian side path parallel to, but separated from, Gustavus Road between the Gustavus School and Good River Corner. The side path will enhance safety for bike riders and pedestrians along this busy route. Better safety for students commuting to and from school by bike is the primary goal. City Administrator Kathy Leary and our grant writers are preparing a grant application for submittal this month. If we are successful DOT&PF will construct it with the state paying the required 9.03% match. The Council has a resolution on the agenda March 13 supporting the grant and offering an additional 1% match from the City of Gustavus plus a commitment by the City to maintain the finished side path. With "skin in the game" the City enhances the chance of funding.

The Gustavus Dock Wave Barrier Project is in early stages seeking funding. On March 8, I participated in a federal government infrastructure webinar regarding grants for port and harbor improvements for small communities. We will work with DOT&PF to develop the project for construction by that State agency.

The Cul-De-Sac Turnarounds Improvement Project will improve turnarounds at Porcupine St., Extratuff Rd, Mary's Rd, Meadow Ln, and Glen's Ditch Rd to improve them for more turning space, particularly for snow plowing equipment. Glen's Ditch Rd will be improved from Same Old Road to the Nagoonberry Trail parking area. Road and neighborhood appearances will benefit from having more finished and usable cul-de-sac turnarounds. I will manage this project, through provisions in our existing Annual Road Maintenance Contract.

The City Hall Heat Pump Installation Project should be underway this spring. The manufacturer, Mr. Cool, is donating a demonstration system for City Hall and has already shipped the equipment our way. When we receive the package, Dean Weikle and I intend to install it as a trial of the "do-it-yourself" technology. If successful, I

hope to equip more City facilities with heat pump systems but will leave the existing oil-fueled heating units in place for exceptionally cold weather.

The Old Post Office Building Renovation work will resume when Kenn Magowan returns from seasonal work in Antarctic in April. He has agreed to renovate the facility and lease it for a bike repair and rental shop to open this summer. We are excited to see the historic World War II building renovated and back in productive service.

Other drainage projects along Wilson Road and Same Old Road are planned for later this summer as schedule allows, continuing our effort to control flooding from heavy rain events that occur more frequently now due to climate change. The flood control improvements are essential to a more resilient community.

A new Policy and Procedure for capital project management John Barry and I are developing will standardize our processes and forms for construction project management. Streamlined and better-defined processes will improve consistency and efficiency and may reduce project costs.

Initial bridge inspections of Grandpa's Farm Rd and Dickey Drive bridges were completed by the DOT bridge inspectors in February. The reports show the bridges to be in excellent condition with no corrective actions required.

ByteNet Internet for City buildings is being installed under an agreement for ByteNet to provide free internet service to City Hall, the Fire Hall, and the DRC for two years. Steven Nemeth was installing the equipment at City Hall this week. Thanks to Janusz and Ela Kunat for the offer and to Steven for installation work.

The Gustavus Health Fair will be held on Saturday, April 29 at the Gustavus Community Center. Fire Chief Sol Martinez is organizing the Fair this year on behalf of the City, with help from Council Member Tania Lewis, Colleen Stansbury PA(C), Rod Vaught, MD, and Kelly Warren from the SEARHC Clinic. Sol is recruiting outside practitioners and agencies such as AWARE to provide informational tables at the fair. We welcome those participants along with the professional team of the Alaska Health Fair and hope Gustavus residents will make the most of the services offered at the Fair. SEARHC plans to offer a tour of their new Gustavus Clinic that afternoon. Watch for more information from Sol as the date nears.

Thanks to Council Member Tania Lewis and Public Health Nurse Claire Geldhof for organizing and leading a community meeting Friday, Feb 10, at the Gustavus Community Center to understand approaches to preventing sexual abuse and exploitation of young women in Gustavus, particularly during the busy summer season. It was a thoughtful discussion among about 25 community members. Tania is following up with the AWARE agency in Juneau to offer additional protective programs here. **Thank you, Britney Cannamore, for hosting the meeting** at the Gustavus Community Center.

Mike Taylor
Mayor, City of Gustavus



City of Gustavus

P.O. Box 1

Gustavus, AK 99826

Phone: (907) 697-2451

February 27, 2023

Regulatory Commission of Alaska
701 West 8th Avenue, Suite 300
Anchorage, AK 99501

Dear Regulatory Commission of Alaska:

Subject: Alaska Power Company Filing TA905-2, for Gustavus, Alaska
Reference: RCA Public Notice of 2-21-23

I write as Mayor of the City of Gustavus for the benefit of the ratepayers of Gustavus, (population 658) supporting adoption of Alaska Power Company's (APC) filing TA905-2. APC proposes to create a Credit Balancing Account related to energy sold to the National Park Service (NPS) and to add new provisions to its tariff to pass all revenues from the NPS on to APC's non-NPS Rate Group 3 customers. Both the City of Gustavus and I are APC Rate Group 3 customers.

The construction of the Falls Creek Hydroelectric Facility over a decade ago ended the community's total dependance on expensive, polluting diesel generation. Nearly all our electricity is now generated by non-polluting hydropower. The Falls Creek project was designed and constructed to a size that would meet both the community and the NPS' energy needs. However, the community distribution system did not originally include the NPS facilities at Bartlett Cove, which remained on remote diesel generation. While the NPS planned to develop an intertie, funding and completing the project took far longer than anticipated. In the interim, Falls Creek was underutilized for years, and fixed costs were shouldered by the community without support from the NPS. High electricity costs to businesses and residents have been a drag on the Gustavus economy, while a substantial excess of hydroelectric generating capacity went unused. High electric rates discourage customers from switching

from fossil fuel energy to hydroelectric power for local transportation, heating, and appliances.

Environmental responsibility, plus the need to use our hydroelectric resource more fully and reduce electricity costs, led the community and the City of Gustavus to support construction of an intertie from the Gustavus distribution system to the NPS facilities at Bartlett Cove. The benefits were clear. Eliminating the need for diesel generation at Bartlett Cove would eliminate about 600 tons of carbon dioxide emission per year, while allowing the fixed costs of the power system in Gustavus to be spread over more kilowatt hours; a major efficiency improvement. Based on energy use data provided by the NPS, Gustavus anticipated the NPS provisions of the 2017 Stipulation accepted by the RCA should have resulted in cost-savings of approximately 11 to 12 cents per kilowatt-hour, a substantial improvement for residences and businesses. Expecting these benefits, the Gustavus City Council unanimously supported and promoted the intertie construction.

The intertie was completed in fall of 2021 and went into operation in December 2022 to the celebration of all. The diesel engines at Bartlett Cove shut down and hydropower flowed to the NPS facilities. However, when new electric bills arrived in January, we found the net reduction in electric rates would not be as expected. Nearly all the benefits expected by residential ratepayers were transferred to the Power Cost Equalization fund. You can imagine the resulting disappointment and even cynicism. This result is particularly unfortunate for our community's lower income families, who struggle the most to afford energy. But fortunately, APC stepped in with the TA 905-2 filing, proposing to solve the problem and meet the intent of the original Stipulation.

The City of Gustavus urges the RCA to approve APC's proposed tariff revisions, which will correct the formula for rate calculation, restore the full PCE credit to qualified ratepayers, and restore to Gustavus residents and businesses the full economic benefit of the increased electricity sales through the intertie to the NPS at Bartlett Cove. Citizens in Gustavus will feel that their State government is working in their favor. Ratepayers will be better able to afford clean energy and have increased incentive to switch to hydroelectric energy for transportation, heating, and appliances. The City of Gustavus will encourage them to do so. The City is planning to install its first heat pump system for City Hall and hopes to apply the technology to other City buildings. More residents are considering electric vehicles, appliances, and heat pumps. The NPS intends to electrify vehicles, heating, and eventually even boats.

Revising the rate calculation structure as proposed by the APC TA 905-2 filing will help us reduce carbon emissions, make wise energy use decisions, and boost our economy. Importantly, it will meet the intent of the original Stipulation. We are grateful to the Alaska Power Company for identifying the rate calculation problem and developing the filing to enable Gustavus ratepayers to capture the full value of public investments in clean power generation and the intertie. We are glad to be part of a system that encourages communities to reduce their carbon footprint by making the most of alternative generation means. On behalf of our community, I urge the Regulatory Commission of Alaska to approve APC's filing as presented. Thank you for giving the APC filing your most thoughtful consideration.

Sincerely,

Mike Taylor

Mike Taylor, MS
Mayor, City of Gustavus, Alaska

Copy: Mr. Jason Custer, VP, Alaska Power Company