



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, October 10, 2022 at 7:00 PM
via Zoom

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/81089145201?pwd=QTc1YXFJTG9hT1VIS1VwTlpIRFIVQT09>

ID: 810 8914 5201 **PASSCODE:** 718670 **TEL:** 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

1. Swearing in of new Council Member Seats A, B and D
2. Election of Mayor
3. Election of Vice Mayor

APPROVAL OF MINUTES

4. 09-19-2022 General Meeting Minutes
5. 10-03-2022 Special Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

6. Gustavus Volunteer Fire Department Quarterly Report
7. Marine Facilities Coordinator Quarterly Report
8. City Clerk Quarterly Report
9. City Treasurer Monthly Financials
10. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

11. FY23-05NCO AMLIP Gravel Pit Fund (Introduced 09-19-2022)
12. FY23-06NCO Capital Project Funding 2023 - Hardened Beach Trail (Introduced 09-19-2022)

UNFINISHED BUSINESS

NEW BUSINESS

13. CY22-21 Resolution In Support of the Cordova Telephone Cooperative USDA Reconnect Grant Application

- [14.](#) CY22-20 Updating Policy and Procedure on Submission of Grant Proposals and Capital Requests of \$5,001 or Greater
- [15.](#) CY22-19 Resolution Updating Policy and Procedure for Submission of Small Grant Proposals (Less than \$15,001)
- [16.](#) Approve Scoping Document - Septage Storage Facility
- [17.](#) FY23-07 Introduction Providing for the Amendment of City Ordinance Title 6 - City Departments and Contracted Services, Section 03.040 Services Provided (Public Hearing 11-10-2022)
- [18.](#) FY23-08NCO Capital Project Funding 2023 Introduction (Public Hearing 11-14-2022)
- [19.](#) FY23-09NCO Departmental Budgets Introduction (Public Hearing 11-14-2022)

CITY COUNCIL REPORTS

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

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: October 5, 2022 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
SEPTEMBER 19, 2022**

MINUTES - PENDING

ROLL CALL

PRESENT

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

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

1. 08-08-2022 General Meeting Minutes

Motion made by Council Member Furr to approve by unanimous consent the 08-08-2022 General Meeting Minutes.

Seconded by Council Member Vanderzanden.

Hearing no objections, the minutes were adopted by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Taylor requested the addition of a Marine Facilities Coordinator update on the steel float to Staff Reports.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Public Library Quarterly Report
Gustavus Public Library Administrative Director, Jessie Soder submitted a written report and Gustavus Public Library Services Director, LeAnn Weikle provided an oral summary.
3. City Treasurer Monthly Financials
No monthly financial were submitted to council for this meeting.
4. City Administrator General Meeting Report
City Administrator, Kathy Leary submitted a written General Meeting report and provided an oral summary.
5. Marine Facilities Report

Marine Facilities Coordinator, Ben Sadler provided an update on the steel float mooring issues.

Item #4.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

6. Confirm Appointment of Disposal & Recycling Center Operator, Ian Barrier
7. Approve Scoping Document - Boat Harbor Waste Removal Project (BHWRP)
8. Approve Scoping Document - GVFD New Water Tender
9. Approve Grant Proposal - 2022 Assistance to Firefighters Grant Program for a New Water Tender
10. FY23-05NCO Introduction of AMLIP Gravel Pit Fund (Public Hearing 10-10-2022)

Motion made by Council Member Mackovjak to adopt the consent agenda by unanimous consent.

Seconded by Council Member Lewis.

Hearing no objections, the consent agenda is adopted as presented.

ORDINANCE FOR PUBLIC HEARING

11. FY23-02NCO Capital Project Funding 2023 (Introduced 08-08-2022)

Mayor Taylor opened the Public Hearing at 7:36 PM

Public Testimony: None

Mayor Taylor Closed the Public Hearing at 7:36 PM

Motion made by Vice Mayor Bishop to approve FY23-02NCO Capital Project Funding 2023 as Introduced on 08-08-2022

Seconded by Council Member Mackovjak.

Council Comment: None

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

12. FY23-03 Providing Amendments to City Ordinance Title 5 Elections, Chapter 5.40 - Absentee Voting, Sections 5.40.100, Chapter 6.60 - Contest of Elections, Sections 5.60.010 and 5.60.020 (Introduced 8-08-2022).

Mayor Taylor opened the Public Hearing at 7:39 PM

Public Testimony:
Liz Vanderzanden
Leslie Sirstad

Mayor Taylor Closed the Public Hearing at 7:47

Motion made by Mayor Taylor to substitute for the version that we introduced last month with the Mayor's substitute as projected on the screen and to adopt.

Seconded by Council Member Vanderzanden.

Council Comment:
Council Member Lewis
Mayor Taylor
Council Member Vanderzanden
Council Member Furr
Vice Mayor Bishop

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

Mayor Taylor called for a 5-minute recess at 8:14 PM. Meeting reconvened at 8:19 PM.

13. FY23-04 Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals (Introduced 08-08-2022)

Mayor Taylor opened the Public Hearing at 8:21 PM

Public Testimony:
Leslie Sirstad

Mayor Taylor Closed the Public Hearing at 8:22 PM

Motion made by Council Member Sharman for council approval FY23-04 Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals as Introduced 08-08-2022.

Seconded by Council Member Lewis.

Council Comment:
Mayor Taylor

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

UNFINISHED BUSINESS

None

NEW BUSINESS

14. QUASI-JUDICIAL MATTER City of Gustavus Waives the Right to File a Protest of the New Alcohol License Application for the Sunnyside Eatery

There were no council member conflicts of interest or Ex Parte communication to declare.

Applicant, Camille Bacon-Schulte was present to provide a summary of the new liquor license application for the Sunnyside Eatery.

Mayor Taylor opened the Public Hearing at 8:30 PM
Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:30 PM

Motion made by Council Member Furr to waive the right to file a protest of the new alcohol license application for the Sunnyside Eatery.

Seconded by Council Member Sharman.

Council Comment: None

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

15. CY22-16 Approving the Appointment of Election Officials for the 2022 Municipal Election

Motion made by Council Member Mackovjak to approve the appointment of election officials listed on resolution CY22-16 for the October 4, 2022, Municipal Election.

Seconded by Council Member Furr.

Public Comment: None

Council Comment: None

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

16. CY22-17 Updating the Policy and Procedure for Authorized Account Signers and Administrative Account Access

Motion made by Vice Mayor Bishop to adopt Resolution CY22-17 Updating the Policy and Procedure for Authorized Account Signers and Administrative Account Access.

Seconded by Council Member Furr.

Public Comment:
Leslie Sirstad

Council Comment: None

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

17. CY22-18 Updating Policy and Procedures for Purchase Requisitions and Purchase Orders

Motion made by Council Member Vanderzanden adopt CY22-18 Updating Policy and Procedures for Purchase Requisitions and Purchase Orders

Seconded by Council Member Sharman.

Public Comment: None

Council Comment: None

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

18. Approve Scoping Document - Beach Park Hardened Trail

Motion made by Council Member Sharman to approve the Scoping Document - for the Beach Park Hardened Trail.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment:
Council Member Vanderzanden
Mayor Taylor
Council Member Furr
Vice Mayor Bishop
Council Member Mackovjak

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

Voting Nay: Council Member Vanderzanden

Item #4.

19. FY23-06NCO Introduction of Capital Project Funding 2023 - Hardened Beach Trail (Public Hearing 10-10-2022)

Motion made by Council Member Furr to approve the introduction of FY23-06NCO Capital Project Funding 2023 - Hardened Beach Trail for consideration at the Public Hearing on 10-10-2022.

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment: None

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

CITY COUNCIL REPORTS

20. Mayor's Report

Mayor Taylor submitted a written report and provided an oral summary. Mayor Taylor added the appointment of City Administrator, Kathy Leary giving temporary authority as signatory in the absence of a City Treasurer.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Mackovjak – Thank you to Mayor Taylor for his hard work.

Council Member Vanderzanden – Hardened Beach Trail funding and Steel float anchor lines funding.

Council Member Furr – Announced resignation submitted on August 17, effective upon swearing in of new council member for her seat. Mayor Taylor accepted her resignation.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Liz Vanderzanden

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 5:52 PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS
CITY COUNCIL SPECIAL MEETING
OCTOBER 03, 2022**

MINUTES - PENDING

ROLL CALL**PRESENT**

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Joe Vanderzanden
Council Member Tania Lewis
Council Member Bella Furr

ABSENT

Council Member Jim Mackovjak
Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

None

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Amendment of CY22-16 Appointing Election Officials for the 2022 Municipal Election

Mayor Taylor moved to amend Resolution CY22-16 Appointing Election Officials for the 2022 Municipal Election previously adopted at the September 19, 2022 General Meeting by striking the name Shelley Owens Election Official from the last line of the 4th WHEREAS,.

Seconded by Council Member Vanderzanden.

Public Comment: None

Council Comment: None

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

2. Appointment of Acting City Treasurer, ~~Kathy Leary~~ Ben Sadler

Motion made by Mayor Taylor to appoint Ben Sadler as acting City Treasurer, serving at the pleasure of the Gustavus City Council until the vacant position is filled.

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment:
Council Member Vanderzanden

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

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Vanderzanden - FY23-03 Providing for the Amendment of City Ordinance Title 5 Elections Adopted 09-19-2022.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Leslie Sirstad

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 5:52 PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



2022 Fire Conference

The 2022 Fire conference has been a very beneficial conference for me and Johan to attend and will be advocating to attend the future conferences to come. In signing in for the conference I made sure I did not attend the same classes as Johan so we can bring more knowledge to our fire Conference, so this is what I have learned from my time at the fire Conference.

The first two days of my Conference was in the maintenance and inspections. I feel I have a more of a foundation in trying to receive a new water tender to replace the tanker we have today. There are a lot of exemptions for first responder vehicles, like the amount of weight that can be on a large vehicle. In attending the class, I have learned what to look for, as the mechanical side of things go. There are certain lengths the breaks must be under and other items on the vehicle that is not supposed to move at all. I also learned of several programs to help keep track of vehicle maintenance and inspections which I hope to explore more in the next couple of days.

Wednesday was the official opening sessions for the conference and fire chiefs' meetings. I did attend the rural fire chief meeting and learned the contacts for training on the fire side. I also learned that the AFG Grant may not be the best option for the use of purchasing a new water tender as they may deny us due to the lack of FF1 and FF2 training. I might be able to start a discussion with other vendors in them helping us work on a grant. I also learned about the state-run program call BFAST. This is a state-run department which allows rural fire departments to have access to fire training, SEREMS for Fire for example. I will be using this to find training we need for our fire department.

There was also a vendor trade show which I saw a couple items which I believe would help the fire department function smoother. Both of which is something I will present on another presentation when ready.

The next day was a community support which was not much of a class but a talk about how the fire chief's fire department handled their community outreach. I do believe there some value for the class, but it may not be adding anything new for us as we are already doing the work for that. The second half of the day may open some options for us, however. The next class was the Burn Trailer overview. This class was to go over the new burn trailer the state of Alaska purchased, which they would bring to rural communities in Alaska. This trailer is capable for providing simulated fire for firefighters to run training scenarios during training. This is something I would like to work with the National Park Service to see if we can have a week or two training with this trailer. This would possibly allow us to add Fire Fighter 1 and/or 2 firefighters to the cadre of volunteers.

The next class was Does your Training Meet the standards which I have learned about different departments how they work with their training and which standards we should follow. While there is a starting point on our paperwork, we do not have anything to reference for moving forward in a volunteer career. While I am not going add anything drastic, I would like to add on to the training for the fire department. While the class did not go over the how in detail, it showed their department's training record and how they use it to rank their staff. The item I would like to set up four department is a step-by-step process. The first step would be to have a list of training skills which every volunteer be able to do in their perspective field whether is just fire, EMS, or both. Next would be items they should have if they wanted to move along in the volunteer career, nothing huge, and things they may be crossing off without knowing.

I want to thank the city for allowing us to attend the 2022 Fire Conference in Fairbanks and will be putting a request for funding for the 2023 fire conference in Valdez.

Marine Facilities Coordinator (MFC) Quarterly Staff Report

Ben Sadler, Marine Facilities Coordinator / Harbormaster

Monday, July 18th

My last quarterly report was at the July 18th General Meeting, and my next report will be at the December 12th General Meeting.

General Day to Day

I will be separating the Harbormaster position from the MFC portion for clarity on specific tasks performed.

Harbormaster

In my role as harbormaster, I spent my time monitoring activities at the dock, beach, and boat harbor. I worked with different charter captains and other community members to try to locate the missing anchors and lines in Bullmoose Cove. I have continued the regular maintenance schedule on the City's floats. I also completed training for use of the City's Bobcat in anticipation of moving fish waste from the boat harbor to the DRC once the Gustavus Fish Waste Disposal Station (GFWDS) is up and operational. I also did other work required by the Mayor and City administrator.

Marine Facilities Coordinator

In my role as Marine Facilities Coordinator (MFC), I have been working on updating the signage in our marine facilities. I have gotten a scoping document and funding approved for looking into getting a work skiff for the City's marine facilities department. I also got a scoping document approved for the continued removal of debris from the Salmon River Boat Harbor. I have been working with Western Marine to ensure that the rest of the repairs to the steel float are completed. I am also working with Fairweather Construction to get the wooden floats moved back into the river this month. We also received our Bear resistant fish waste container this month. I am working on a plan to have the GFWDS completed in time for next year's summer season. So far this year we have 102 private vessels and 27 commercial vessels registered with the City. I have

removed 616#'s of trash and 312#'s of recyclables from the Beach receptacles. I have also been working with community members to try to come up with a plan to make the unused City floats in the Boat Harbor more accessible.

Additionally, I was able to do maintenance work for other departments with direction from the Mayor and City Administrator.

Completed by BPS 10/05/2022.



**CLERK'S REPORT
OCTOBER 10, 2022
Submitted by Karen Platt**

Council ATTENDANCE SHEET is attached

✓ **Gustavus Municipal Election**

It was a great election year with a good turnout by Gustavus voters and volunteers. I am thrilled to have the Municipal Election behind us and move forward with getting the new council members set up and up to speed. A warm welcome to our new council members and thank you for your dedication to this important volunteer position. There will be several training opportunities for current and new council members on which I am working.

Each year, as part of my election's duties, I review Title 5 on elections and make recommendations to the council for updates. This year I recommended updates to our section on contesting an election and adding a section addressing personal representative voting that were adopted at the September 19 General Meeting. Our code does not currently address write-in candidates. Next year along with my annual review of Title 5, I plan to recommend adding another section addressing write-in candidates.

✓ **General Election**

10-09-2022 Voter Registration Deadline for General Election

10-24-2022 In-Person Early Voting begins at City Hall for General Election

10-29-2022 Absentee by Mail Request Deadline for General Election

11-08-2022 General Election Day at the Gustavus Community Center

✓ **The Clerk Position Description Duties includes cross training with the City Treasure. In an effort to get started on this, I completed a four-day introductory course on QuickBooks. I found it an interesting and useful course. It also gave me a basic understanding of the treasurer processes. I appreciate the opportunity to take time out of my normal duties to attend this class and grateful for Kim Ney who volunteered at City Hall so that I could have uninterrupted.**

✓ **Public Outreach**

In response to requests from the public, I have added a calendar to each of the department pages on our website and the Library has started using their events page for special events.

I have also requested that the Community Chest create their own Facebook page.

✓ **Records Retention**

With the near future transition of our DRC Manager, I will be working with Paul Berry to catch up and organize his department records.

Meeting Date	Seat A-exp. 2022 Sharman	Seat B-exp. 2022 Vanderzanden	Seat C-exp. 2023 Lewis	Seat D-exp. 2023 Furr	Seat E-exp. 2024 Mackovjak	Seat F-exp. 2024 Bishop	Seat G-exp. 2024 Taylor
10/11/2021 General Meeting							
11-01-2021 Regular Work Session							
11-08-2021 General Meeting							
11-22-2021 Work Session							
11-23-2021 Special Meeting							
11-30-2021 Work Session							
12-06-2021 Regular Work Session							
12-13-2021 General Meeting							
01-10-2022 Regular Work Session							
01-17-2022 General Meeting							
01-24-2022 Work Session CIP/Budget							
02-07-2022 Regular Work Session							
02-14-2022 General Meeting							
02-28-2022 Work Session Budget							
03-07-2022 Regular Work Session							
03-14-2022 General Meeting							
03-16-2022 Town Hall Budget							
04-04-2022 Regular Work Session							
04-11-2022 General Meeting							
04-25-2022 Special Meeting							
05-02-2022 Regular Work Session							
05-09-2022 General Meeting							
05-25-2022 Special Meeting							
06-06-2022 Regular Work Session							
06-13-2022 General Meeting							
06-21-2022 Special Meeting							
07-11-2022 Regular Work Session							
07-18-2022 General Meeting							
08-01-2022 Regular Work Session							
08-08-2022 General Meeting							
09-12-2022 Regular Work Session							
09-19-2022 General Meeting							
10-03-2022 Regular Work Session							
10-07-2022 Special Meeting							
10-10-2022 General Meeting							

Special Meeting/Work Session Present

General Meeting Present

Absent (unexcused)

Absent (excused)

Section 2.20.100 - Vacancies.

(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.

Section 2.30.040 - City council member attendance policy for regular meetings.

(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.

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

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	300.00	3,700.00	-3,400.00	8.1%
Donations	1,151.00	1,800.00	-649.00	63.9%
DRC Income	30,719.54	105,550.00	-74,830.46	29.1%
Federal Revenue				
American Rescue Plan Act	54,096.29	102,543.96	-48,447.67	52.8%
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%
Nat'l Forest Receipts-Encumbered	0.00	50,000.00	-50,000.00	0.0%
Payment In Lieu of Taxes	130,512.17	121,078.00	9,434.17	107.8%
Federal Revenue - Other	945.00			
Total Federal Revenue	347,079.10	530,147.60	-183,068.50	65.5%
Fundraising	0.00	600.00	-600.00	0.0%
Grant Income	0.00	500.00	-500.00	0.0%
GVFD Income	8.17	9,750.00	-9,741.83	0.1%
Interest Income	82.71	350.00	-267.29	23.6%
Lands Income	22,650.00	27,000.00	-4,350.00	83.9%
Lease Income	7,190.32	13,753.67	-6,563.35	52.3%
Marine Facilities Income	3,970.00	19,200.00	-15,230.00	20.7%
State Revenue				
Community Assistance Program	90,577.16	77,598.84	12,978.32	116.7%
Shared Fisheries Business Tax	0.00	896.00	-896.00	0.0%
Total State Revenue	90,577.16	78,494.84	12,082.32	115.4%
Tax Income				
Retail Tax Income	135,294.12	400,000.00	-264,705.88	33.8%
Remote Sellers Retail Tax	15,939.23	35,000.00	-19,060.77	45.5%
Room Tax Income	36,239.02	90,000.00	-53,760.98	40.3%
Fish Box Tax	5,990.00	7,500.00	-1,510.00	79.9%
Penalties & Interest	988.81	4,000.00	-3,011.19	24.7%
Tax Exempt Cards	10.00	300.00	-290.00	3.3%
Total Tax Income	194,461.18	536,800.00	-342,338.82	36.2%
Total Income	698,189.18	1,327,646.11	-629,456.93	52.6%
Gross Profit	698,189.18	1,327,646.11	-629,456.93	52.6%
Expense				
Administrative Costs	669.50	35,000.00	-34,330.50	1.9%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	923.75	4,750.00	-3,826.25	19.4%
Building	14,193.50	20,550.90	-6,357.40	69.1%
Contractual Services	8,867.50	108,350.00	-99,482.50	8.2%
Dues/Fees	6,400.56	10,050.00	-3,649.44	63.7%
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	-76.96	250.00	-326.96	-30.8%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
Equipment	2,821.02	15,942.49	-13,121.47	17.7%
Events & Celebrations	0.00	4,100.00	-4,100.00	0.0%
Freight/Shipping	5,473.25	30,000.00	-24,526.75	18.2%

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

	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Fundraising Expenses	0.00	500.00	-500.00	0.0%
General Liability	21,265.69	19,963.00	1,302.69	106.5%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	192.27	2,700.00	-2,507.73	7.1%
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	148,424.07	597,223.62	-448,799.55	24.9%
Professional Services	3,115.00	25,000.00	-21,885.00	12.5%
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	46,442.10	150,000.00	-103,557.90	31.0%
Stipend	750.00	10,000.00	-9,250.00	7.5%
Supplies	3,170.09	22,250.00	-19,079.91	14.2%
Telecommunications	3,741.04	21,540.00	-17,798.96	17.4%
Training	2,129.41	6,950.00	-4,820.59	30.6%
Travel	3,393.45	8,000.00	-4,606.55	42.4%
Utilities	8,962.31	23,300.00	-14,337.69	38.5%
Vehicle	4,743.31	8,785.67	-4,042.36	54.0%
Total Expense	<u>323,779.39</u>	<u>1,255,319.76</u>	<u>-931,540.37</u>	<u>25.8%</u>
Net Ordinary Income	<u>374,409.79</u>	<u>72,326.35</u>	<u>302,083.44</u>	<u>517.7%</u>
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	300,000.00	-300,000.00	0.0%
Total Other Income	<u>0.00</u>	<u>300,000.00</u>	<u>-300,000.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>300,000.00</u>	<u>-300,000.00</u>	<u>0.0%</u>
Net Income	<u>374,409.79</u>	<u>372,326.35</u>	<u>2,083.44</u>	<u>100.6%</u>

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	11.75			
Business License Fees	3,200.00	3,000.00	200.00	106.7%
Donations	2,830.00	800.00	2,030.00	353.8%
DRC Income	114,529.63	86,100.00	28,429.63	133.0%
Federal Revenue				
American Rescue Plan Act	102,543.96	107,902.33	-5,358.37	95.0%
Natl Forest Receipts-Encumbered	47,599.28	35,000.00	12,599.28	136.0%
Payment In Lieu of Taxes	121,077.95	121,077.95	0.00	100.0%
Total Federal Revenue	271,221.19	263,980.28	7,240.91	102.7%
Fundraising	440.00	1,100.00	-660.00	40.0%
GVFD Income	9,848.05	9,750.00	98.05	101.0%
Interest Income	347.56	350.00	-2.44	99.3%
Lands Income	27,690.00	25,000.00	2,690.00	110.8%
Lease Income	14,011.93	13,125.67	886.26	106.8%
Library Income	2,583.50	500.00	2,083.50	516.7%
Marine Facilities Income	24,730.00	15,700.00	9,030.00	157.5%
Other Income	7.00	0.00	7.00	100.0%
State Revenue				
Community Assistance Program	77,370.21	77,370.21	0.00	100.0%
Shared Fisheries Business Tax	896.34	500.00	396.34	179.3%
Total State Revenue	78,266.55	77,870.21	396.34	100.5%
Tax Income				
Retail Tax Income	431,820.90	400,000.00	31,820.90	108.0%
Remote Sellers Retail Tax	47,042.78	30,000.00	17,042.78	156.8%
Room Tax Income	81,730.82	65,000.00	16,730.82	125.7%
Fish Box Tax	8,860.00	8,860.00	0.00	100.0%
Penalties & Interest	6,187.66	0.00	6,187.66	100.0%
Tax Exempt Cards	300.00	300.00	0.00	100.0%
Total Tax Income	575,942.16	504,160.00	71,782.16	114.2%
Total Income	1,125,659.32	1,001,436.16	124,223.16	112.4%
Gross Profit	1,125,659.32	1,001,436.16	124,223.16	112.4%
Expense				
Administrative Costs	1,340.40	2,000.00	-659.60	67.0%
Advertising	830.91	1,120.00	-289.09	74.2%
Bank Service Charges	6,541.54	4,750.00	1,791.54	137.7%
Building	20,387.86	22,344.48	-1,956.62	91.2%
Contractual Services	47,540.19	124,700.00	-77,159.81	38.1%
Dues/Fees	9,333.55	9,900.00	-566.45	94.3%
Economic Development Services				
GVA	30,000.00	30,000.00	0.00	100.0%
Total Economic Development Services	30,000.00	30,000.00	0.00	100.0%
Election Expense	129.92	350.00	-220.08	37.1%
Equipment	29,559.25	35,410.99	-5,851.74	83.5%
Events & Celebrations	3,570.51	3,675.00	-104.49	97.2%
Freight/Shipping	32,024.86	26,250.00	5,774.86	122.0%

09/28/22

City of Gustavus

Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Fundraising Expenses	700.00	850.00	-150.00	82.4%
General Liability	19,963.18	17,480.61	2,482.57	114.2%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials	2,207.83	2,700.00	-492.17	81.8%
Marine Facilities	4,186.20	5,486.20	-1,300.00	76.3%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	431,178.76	498,354.09	-67,175.33	86.5%
Professional Services	11,527.50	15,000.00	-3,472.50	76.9%
Public Relations	0.00	250.00	-250.00	0.0%
Relocation	0.00	1,000.00	-1,000.00	0.0%
Repair & Replacement Fund	16,545.71	16,545.71	0.00	100.0%
Road Maintenance	256,295.54	205,000.00	51,295.54	125.0%
Stipend	3,000.15	3,000.00	0.15	100.0%
Supplies	27,836.83	22,000.00	5,836.83	126.5%
Telecommunications	18,305.79	21,540.00	-3,234.21	85.0%
Training	10,929.20	14,900.00	-3,970.80	73.4%
Travel	796.00	4,500.00	-3,704.00	17.7%
Utilities	18,434.97	19,360.00	-925.03	95.2%
Vehicle	7,728.40	7,985.67	-257.27	96.8%
Total Expense	1,016,895.05	1,122,952.75	-106,057.70	90.6%
Net Ordinary Income	108,764.27	-121,516.59	230,280.86	-89.5%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	65,000.00	65,000.00	0.00	100.0%
Total Encumbered Funds	65,000.00	65,000.00	0.00	100.0%
Total Other Income	65,000.00	65,000.00	0.00	100.0%
Net Other Income	65,000.00	65,000.00	0.00	100.0%
Net Income	173,764.27	-56,516.59	230,280.86	-307.5%

City of Gustavus
Balance Sheet
 As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	12.87
AMLIP Capital Improv Long-Term (0630598.2)	309,742.75
AMLIP Repair & Replacement (0630598.3)	328,261.59
AMLIP Road Maint - Unencumbered (0630598.4)	132,485.41
AMLIP Gravel Pit Fund (0630598.8)	12,029.01
AMLIP Reserve (0630598.12)	335,604.37
APCM.Endowment Fund	1,502,236.12
FNBA - Checking	1,313,065.73
FNBA Endowment Fund - Checking	65,770.53
Petty Cash	667.05
Total Checking/Savings	3,999,875.43
Accounts Receivable	
Accounts Receivable	26,013.50
Total Accounts Receivable	26,013.50
Total Current Assets	4,025,888.93
TOTAL ASSETS	4,025,888.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	719.27
Total Credit Cards	719.27
Other Current Liabilities	
Deferred Income	13,190.00
Payroll Liabilities	
State Unemployment	-0.02
Total Payroll Liabilities	-0.02
Total Other Current Liabilities	13,189.98
Total Current Liabilities	13,909.25
Total Liabilities	13,909.25
Equity	
Fund Balance	2,880,261.99
Opening Bal Equity	1,084,743.57
Net Income	46,974.12
Total Equity	4,011,979.68
TOTAL LIABILITIES & EQUITY	4,025,888.93

CITY ADMINISTRATOR'S REPORT October General Meeting

- This reporting timeframe has been particularly busy. With the departure of the treasurer, I've had to become familiar with many aspects of those duties and systems and sort out various tasks and priorities. It is a large (and not yet complete) task to update bank accounts and credit card access along with updates to be able to access to grants portals, agency contacts and other responsible entities, so we can get our work accomplished. For example, we had to complete an online enrollment process before being able to draw down Federal funds from the Grandpa's Farm Road Bridge Project. I'm still awaiting approval from the US Treasury.
- Some of this is starting to ease up thanks to Ben Sadler who has stepped in as acting treasurer and with Phoebe's excellent tutelage, is doing a yeoman's job. He continues his MFC duties during this time.
- Updated the DRC Waste Disposal Ordinance to include (with specific language) septage holding tanks. This is before you for approval tonight. Even with approval, a permit will need to be obtained from ADEC which should not be problematic. Additionally, we will have to secure an agreement with Juneau Septic.
- John Barry, who we have contracted with to provide technical assistance with engineering and project matters, was in Juneau and went and looked at the proposed tanks. He reports the tanks are in good as new condition except for four small holes in the outer shell of one tank caused by rocks, probably during extraction. These holes can be easily repaired. The walls of these tanks are far sturdier than needed for storing septage. This is the best plan presented to the City to date. It's feasible without any obvious issues regarding permitting, cost, logistics or installation. I have his full report if anyone would like a copy, I can forward it.
- John Barry had provided us a report on the 5 options presented by PND Engineering for the Good River Bridge Project bank stabilization piece and then provided the City with his recommendation on which option is the most viable and cost conscious. We have settled for option number 2 with incorporating the riprap piece of suggestion one to make it a most secure option.
- The Call for Projects, or Notice of Intent to Apply (NOIA), has been made public for the Alaska DOT's Community Transportation Program (CTP) and Transportation Alternatives Program (TAP). I have now submitted the basic information for the Good River Bridge Repair and Embankment Stabilization into the Project Intake Survey which begins the process to allow DOT&PF and AML to help applicants sort out prospective funding sources. This submission is also considered our Notice of Intent to Apply. This intake process helps to determine which federal grants and state programs the project may be eligible for. I have been in contact with our grant writer who is on board to help us write a grant proposal for infrastructure or other funding once the source is identified.
- Worked on both the Resolutions Updating Policy and Procedure for Submission of Small Grant Proposals (Less than \$15,001) and the Policy and Procedure on Submission of Grant Proposals and Capital Requests of \$5,001 or Greater.
- Communicated Jeremiah Beckett and Sarah Kathrein with Cordova Telephone Cooperative regarding the USDA Reconnect Grant Application; the resolution of which is before you tonight.
- Submitted updated drawings and information to Solstice grant writers for both the DRC new compost building and recycling facility. We will reach out to other agencies to see what other resources there are to fund these projects. ADEC and SWAT is aware of these and has already endorsed the compost

facility project. Olivia of Solstice explained to me that sometimes it is better to combine the request into one large project; that the likelihood of funding may be better.

- Walked the ditches on Willow Way and Pine with road contractors to see where the overflowing was occurring and causing maintenance road issues for the whole area. We discussed what might be done to resolve the issue. The fix appears to fairly minor and simple but consensus by residents not so much. It will take some planning and coming together of local residents to correct the issue.
- I wish to reiterate to the council; especially new members who may not have heard this last meeting, that we need to plan and be ready with the necessary project outlines and design documents so we can be competitive in applying for infrastructure funding. We may have to spend some money to reap the benefits of obtaining funding for larger scale projects such as a dock breakwater or bike path. The funds are being allocated and we don't want to wait till something gets to critical mass to have to deal with infrastructure breakdowns we either can't handle or are forced to manage at the FEMA level. We must be proactive.
- Comments or suggestions?

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-05NCO**

**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, the budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change		
	Account Balance*					
	<i>*Approximate, this is a dynamic value.</i>					
AMLIP Gravel Pit Fund	\$	12,029.01	\$	18,029.01	\$	6,000.00
<i>Contribution to this AMLIP account per the FY23 approved budget.</i>						
FNBA Checking Account	\$	1,758,695.23	\$	1,752,695.23	<\$	6,000.00>
Total Change in City Held Account Balances					\$	0.00

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

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

DATE INTRODUCED: September 19, 2022

DATE OF PUBLIC HEARING: October 10, 2022

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

_____, Mayor

Attest: _____, Acting City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-06NCO**

**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, the budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	<small>*Approximate, this is a dynamic value</small>			
CP22-03 Beach Hardened Trail	\$	0.00	\$ 43,000.00	\$ 43,000.00
AMLIP Capital Improv Long-Term	\$	339,742.75	\$ 296,742.75	<\$ 43,000.00>
Total Change in City Held Account Balances				\$ 0.00

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

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

DATE INTRODUCED: *September 19, 2022*

DATE OF PUBLIC HEARING: *October 10, 2022*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

_____, Mayor

Attest: _____, Acting City Treasurer

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS, ALASKA**RESOLUTION CY22-21****A RESOLUTION IN SUPPORT OF THE CORDOVA TELEPHONE COOPERATIVE USDA RECONNECT GRANT APPLICATION**

WHEREAS, the City of Gustavus supports initiatives which will improve the quality of life for citizens of the community, including access to affordable and reliable broadband internet; and

WHEREAS, Cordova Telephone Cooperative (CTC) is seeking federal funding via the USDA ReConnect Grant which will provide access to submarine fiberoptic cable for the community of Gustavus, Alaska; and

WHEREAS, CTC's grant application, "FISH in SEAK" (Fiber Internet Serving Homes in Southeast Alaska), is intended to provide wholesale opportunities in order to increase community connectivity and reduce broadband costs within Gustavus; and

WHEREAS, the Gustavus City Council believes that the project, if funded, is in the best interests of Gustavus, its citizens, its businesses, local providers, and the future of the community.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council, by this resolution, supports the efforts of Cordova Telephone Cooperative as reasonably necessary to validate land ownership, Environmental Reviews, and other documentation related to the City land, if CTC receives the USDA ReConnect Grant;

BE IT FURTHER RESOLVED that the Gustavus City Council will provide a letter of support for CTC's USDA ReConnect Grant application.

BE IT FURTHER RESOLVED that the Gustavus City Council will grant permission to CTC to perform construction on City property, in consultation with the City and only to the extent reasonably necessary, in order to provide utility services to residential and business building units;

BE IT FURTHER RESOLVED that this resolution shall remain in effect, without limitation, until such time as it has been expressly rescinded by the City of Gustavus; and

BE IT FURTHER RESOLVED that the officers and employees of the City of Gustavus have the authority to take all action necessary to carry out the intent of this resolution.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this ____ day of October, 2022.

Mayor

Attest: Karen Platt, CMC
City Clerk

CITY OF GUSTAVUS, ALASKA

RESOLUTION CY22-21

A RESOLUTION IN SUPPORT OF THE CORDOVA TELEPHONE COOPERATIVE USDA RECONNECT GRANT APPLICATION

WHEREAS, the City of Gustavus supports initiatives ~~which~~ that will improve the quality of life for citizens of the community, including access to affordable and reliable broadband internet; and

WHEREAS, Cordova Telephone Cooperative (CTC) is seeking federal funding via the USDA ReConnect Grant ~~which~~ that will provide access to submarine fiberoptic cable for the community of Gustavus, Alaska; and

WHEREAS, CTC's grant application, "FISH in SEAK" (Fiber Internet Serving Homes in Southeast Alaska), is intended to provide wholesale opportunities ~~in order~~ to increase community connectivity and reduce broadband costs within Gustavus; and

WHEREAS, the Gustavus City Council believes that the project, if funded, is in the best interests of Gustavus, its citizens, its businesses, local providers, and the future of the community.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council, ~~by this resolution~~, supports the efforts of Cordova Telephone Cooperative as reasonably necessary to validate land ownership, easements, ~~e~~Environmental rReviews, and other documentation ~~related to the City land for the City of Gustavus~~, if CTC receives the USDA ReConnect Grant;

BE IT FURTHER RESOLVED that the Gustavus City Council ~~will provide a letter of support for encourages~~ CTC's USDA ReConnect Grant application.

BE IT FURTHER RESOLVED that the City of Gustavus ~~City Council~~ will grant permission ~~issue civil work permits with conditions~~ to CTC to perform construction on City property, and in City-maintained easements, in consultation with the City ~~and only to the extent reasonably necessary, in order~~ as necessary to ~~provide utility services to residential and business building units~~ connect Gustavus to regional fiberoptic infrastructure;

BE IT FURTHER RESOLVED that this resolution shall remain in effect, without limitation, until such time as it has been expressly rescinded by the City of Gustavus; and

BE IT FURTHER RESOLVED that the officers and employees of the City of Gustavus have the authority to take all action necessary to carry out the intent of this resolution.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this ____ day of October 2022.

Mayor

Attest: Karen Platt, CMC
City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-20**

**A RESOLUTION UPDATING CITY OF GUSTAVUS POLICY AND PROCEDURES FOR
SUBMISSION OF GRANT PROPOSALS AND CAPITAL REQUESTS TO \$15,001 OR
GREATER**

WHEREAS, the Gustavus City Council recognizes the need to update policy and procedure for the submission of grant proposals and capital requests; and,

WHEREAS, the Gustavus City Council last updated its policy and procedure for the submission of grant proposals and capital requests in 2011; and,

WHEREAS, a grant proposal or capital request for a large project or purchase requires a documented planning process that is more formal and extensive than that required for small grant proposals of under \$15,001; and,

WHEREAS, this policy and procedure document pertaining to the submission of grant proposals needs revision to reflect current practices, policies, and procedures, and since the threshold for small grants is being increased to \$15,000; and,

WHEREAS, this policy and procedure has been recently under discussion by the City Administrator, the Mayor and other staff and has been published since December 17, 2011.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council updates the Policy and Procedures for the submission of grant proposals and capital requests as attached.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __th day of _____, 2022, and effective upon adoption.

_____, Mayor

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS POLICIES AND PROCEDURES

Policy on Submission of Grant Proposals and Capital Requests of \$15,001 or Greater

POLICY

This policy and procedure applies to requests of \$15,001 or greater for projects and capital purchases. For smaller requests, please see *Policy on Submission of Small Grant Proposals*. Grant proposals and other funding requests may be submitted for special one-time projects or capital purchases consistent with the City's Capital Improvement Plan and Strategic Plan priorities. A grant proposal or capital request will be the funding stage in a long-term planning process (*Policy on Project Planning* with attachments: *Project Planning and Approval Process Flow Chart*, *Project Scoping and Development Form*). For large projects or purchases, the scoping plan must be pre-approved by the City Council. The proposal will undergo review by the originating staff member, council member and/or workgroup and forwarded to the City Council for their review and vote. All funds will be administered by the City.

PROCEDURE

At the staff/council member/function level: A staff member at the request of the council, or a council member who may be developing a project along with a work group identifies a grant opportunity reflecting the City's planning priorities. If the plan has not previously been accepted by the City Council or is not part of the City's Capital Improvement Plan, it will go through a planning process, following the *P&P on Project Planning*. Once an accepted plan is in place, the terms of the grant will be reviewed by the appropriate council member/work group to see if it is worthy of further action. The proposal may be written as a collaborative effort within the council and/or work group (where no staff association exists) or between a staff member and potentially a contracted grant writer.

A grant proposal generally includes the following elements:

- Project title
- City name and contact person (e-mail, telephone)
- Overview of the issue/department and its purpose
- Reason for funding request
- Amount requested
- The need the project/purchase intends to meet
- Business plan (if relevant)
- Budget (if relevant; include continuing budget needs for maintenance or management or staffing in the future)
- Matching fund requirement (if any) and source of that funding
- History (Prior requests, etc.)
- Related resolutions
- Grant deadline

Each grant proposal or other funding request must reflect the department or City's goals or have been prioritized in the in the *City's Capital Improvements*

Plan and must be accompanied by the *Project Scoping and Development Form* (completed to the extent applicable), which documents impacts, public input, alternatives explored, and several other items.

Submission to the City Council: Next, the proposal and related documents will be submitted to the City Council, which will determine whether the proposal falls within the parameters of the Gustavus Strategic Plan and will consider possible impacts on the community, including financial ramifications. The City Council may consult appropriate staff for additional viewpoints.

City Council Determination: The City Council will vote on the merits of endorsing the proposal. In approving or rejecting the proposal, the Council will consider the merits of the intended outcome as well as the quality, clarity, and thoroughness of the proposal and its documentation. The Council may also vote to refer the proposal back to the originator or workgroup for further work. Copies of proposals and accompanying documentation will be retained in the City files pursuant to the City's record retention schedule.

Administration: Grant monies awarded to the City (any city department) shall be administered by the City (the Mayor and/or the City Treasurer).

Grant Reports: Grant reports are the responsibility of the staff/department member or workgroup submitting the proposal. Grant reports shall be signed by the Mayor or authorized official and retained in City files pursuant to the City's record retention schedule.

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-19**

**A RESOLUTION UPDATING CITY OF GUSTAVUS POLICY AND PROCEDURES FOR
SUBMISSION OF SMALL GRANT PROPOSALS (LESS THAN \$15,001)**

WHEREAS, the Gustavus City Council recognizes the need to update policy and procedure for the submission of small grant proposals (less than \$15,001); and,

WHEREAS, the City of Gustavus needs a streamlined procedure for smaller grant proposals not requiring the level of planning and documentation required for larger grants; and,

WHEREAS, this policy and procedure has been recently under discussion by the City Administrator and various department staff regarding both the current threshold and in order to encourage department staff to apply for grants for their programs and other needs, and since the current ordinance has been published since December 17, 2010.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council updates the Policy and Procedures for the submission of small grant proposals (less than \$15,001) as attached.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __th day of _____, 2022, and effective upon adoption.

_____, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
POLICIES AND PROCEDURES**

**Policy on Submission of Small Grant Proposals
(\$15,000 or less)**

POLICY

It is the policy of the City of Gustavus to facilitate the submission of meaningful small grant related proposals by utilizing a shorter procedure than that required for large grant proposals (\$15,001 or higher). The grant proposal will reflect the goals and priorities of the department or workgroup. Administration: Grant funds awarded to the City (any city department) shall be administered by the City (the Mayor and/or the Treasurer). Any major construction related projects should be submitted to the council with an accompanying scoping document.

PROCEDURE

Departments submitting small grant proposals will fill out the Small Grant Proposal Form. This form will be submitted with the grant proposal to the City Clerk for review by the City Administrator, City Treasurer, or the Mayor. Proposals will be retained in the City files pursuant to the City's record retention schedule.

Small Grant Proposal Form

Part I.

Title of Grant/Proposal/Project: _____

Committee: _____ Committee Contact: _____

E-mail: _____ Phone: _____

Name of funding agency: _____

Funding amount: _____

Are matching funds required? Yes _____ No _____.

If yes, how much? _____

Have these matching funds already been allocated in your budget?

Part II.

1. Provide a brief description of the project in question or the items/class of items to be purchased. If this is a recurring/annual grant from the same source and for the same purpose(s), name the grant, the recurring grant cycle, and complete only this question and enter N/A – recurring, for the rest of the questions.

2. How does this project/purchase fit into your annual work plan?

- What community problem, need, or opportunity will it address?
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

3. Will the purchase require any on-going expenses for operation, supplies, licenses, subscriptions, maintenance, etc.?

Mayor's Approval (signature): _____ **Date:**

Or reason for denial:

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: Septage Storage Facility

City Department: [Disposal and Recycling Center](#)

Contact: Kathy Leary, City Administrator

E-mail: kathy.leary@gustavus-ak.gov 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?
This project will provide 20,000 gallons of temporary storage capacity for pumped septage prior to shipment out of Gustavus.
- The operating model, proposed by Juneau Septic Service Company would work as follows:
 - a. Customers in Gustavus would order septic service from the Juneau pumping service.
 - b. When there are enough customers lined up for service, the Juneau pumping firm would bring their small pumping truck to Gustavus for a week or so between ferry trips.
 - c. The pumping firm would pump tanks at customer sites and transfer up to 10,000 gallons of contents to the storage tanks.
 - d. The small pumper would return to Juneau carrying a load at its capacity.
 - e. The pumping firm would occasionally bring their large pumper to Gustavus on the ferry to pump materials from the storage tanks at the DRC facility while the ferry is in Gustavus and then return on the same ferry trip. They would arrange with the ferry to be first off in Gustavus on arrival and last onboard for the departure so as to have time to load the truck to capacity at the DRC while the ferry is at the Gustavus port.
 - f. The pumping firm would charge customers directly for the pumping and disposal services.
- Who/what will be aided by this project? Who are the targeted stakeholders/customers? Residential, business, and agency owners of septic tanks in Gustavus will have

improved opportunities for septic system pumping service with availability of temporary storage and later shipment to processing facilities outside of Gustavus. The project also will enable septic pumping firms located outside Gustavus to provide service here more frequently and effectively.

- Is a preliminary survey necessary to identify the number of potential customers/users?
No preliminary survey done, but it is estimated that there are several hundred septic tanks in Gustavus that will need periodic pumping
How will you design and conduct the survey?
N/A
- What is NOT covered by this project? What are its boundaries?
The project is only to purchase and install on city property two used 10,000-gallon storage tanks available in Juneau. The City will lease the storage capacity to an outside firm providing septic pumping service. The city would not own or operate pumping trucks or ship septic materials out for processing. Those services would be provided by a private business entity.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
Gustavus residents, businesses, agencies, and the City of Gustavus own septic tanks that need to be pumped periodically. The community has found it difficult to arrange for septic pumping service from Juneau largely because of the number of individual trips required to move the pumping truck to and from Gustavus on the Alaska Marine Highway. Pumping firms in Juneau have to tie up a truck here for the time between ferry trips if they are going to pump tanks here.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
When septic tanks are not pumped regularly, they can overflow or plug drain fields. Repairs can be extensive, and overflow may cause environmental degradation on the site. Septic overflow contamination may spread to adjacent properties with liability implications for tank owners.

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

The city has frequently been asked for assistance in arranging for septic pumping services by owners with overfilled or failing tanks.

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

The project is not specifically listed in any larger plan.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
Project implementation Fall 2022-Winter 2023.

- Will the planning or final project occur in phases or stages?
No

6. What is your budget for the planning process? Will you be using a consultant?
Planning is in-house by City Administration. No planning budget is required.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.
Total Cost: \$27,000 (See budget breakdown below)

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

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

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

The city has considered options for purchasing pumping equipment and portable storage tanks. The City would operate the pumping service and store materials in the portable tanks, which would periodically be hauled to Juneau by a landing craft service for transfer to the wastewater treatment facility. This option was described in a scoping document approved by the City Council in Spring, 2022. The estimated cost was \$100,000 and it would require the City to employ staff to provide the pumping service.

We also have considered an option of leaving septage pumping entirely to outside firms with whom tank owners would contract directly. However, this is the current model and it has been unsuccessful due to logistical problems for the pumping services.

2. What solution was chosen as the best and why is it the best?
The option proposed in this scoping document minimizes expense to the city by limiting investment and by not requiring employment of additional city staff. The project would make it more attractive to Juneau-based pumping services to serve Gustavus customers because they could make better use of their trucks and reduce the potential for trucks to be stranded in Gustavus.
3. Identify your funding source(s). (Potential funding sources are an Endowment Fund grant or capital funding from the City or other infrastructure grant opportunities.)
Funding from Capital projects reserve

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	X		
• Streams/groundwater quality		+	
• Air quality	X		
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character	X		
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream		+	
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?	X		
Public safety?	X		
Public health?		+	
Medical services?	X		
Emergency response?	X		
Economic performance & sustainability?		+	
• Employment of residents			
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)	X		
• Cost of living reduction			+
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases	X		
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses			+

City government performance?	X		
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
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.)

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

- Is this project dependent on other activities or actions?

No

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

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

No

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

The City will apply for a DRC permit for temporary storage of septage materials at the DRC or Harbor property site.

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

Tanks purchase: \$15,000
Shipping: \$ 3,000
Installation: \$ 4,000
Project Mgmt: \$ 2,000
Contingency: \$ 3,000
Construction total: \$27,000

Operating cost: No city operating cost is expected.

7. Is an engineering design or construction estimate necessary?

This simple installation can be done without engineering design support. Cost estimate is by the administration.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

No new revenue, except for a possible lease fee to the Juneau pumping service firm.

Part 5. Project Budget

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	\$4,000	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$15,000	Insurance	\$0
Freight	\$3,000	Repair & maintenance	\$0
Contingencies	\$3,000	Other (list)	\$0
Other Project management	\$2,000	Other (list)	\$0
Other (list)		Total direct costs	\$27,000
		Indirect costs	\$0
		Income (fees, taxes)	\$0
		Balance: costs-income	\$27,000

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?

None

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?

4. How many local businesses will be affected by this project and how?

Part 7. Business Plan (Upon Council request)

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

There are a number of good Internet sites that will assist you in developing a business plan.

One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

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

Part 9. Feedback to the Council

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

**CITY OF GUSTAVUS
ORDINANCE FY23-07**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
CITY ORDINANCE TITLE 6 - CITY DEPARTMENTS AND CONTRACTED SERVICES,
CHAPTER 6.03 – WASTE DISPOSAL AND RECYCLING, SECTION 6.03.040 SERVICES
PROVIDED**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that City Ordinance Title 6 - City Departments and Contracted Services, Chapter 6.03 – Waste Disposal and Recycling, Section 6.03.040 Services Provided are to be amended as follows:

Bold and Underlined items are additions. ~~Strikethrough~~ items are deletions.

Title 6- CITY DEPARTMENTS AND CONTRACTED SOCIAL SERVICES

Chapter 6.03 – WASTE DISPOSAL AND RECYCLING

Section 6.03.040 – Services Provided

The DRC shall provide the following integrated services:

- (1) Acceptance and resale of donated reusable items;
- (2) Acceptance, processing and shipping of recyclable materials, such as glass, metal, plastic, and paper products;
- (3) Acceptance of organic materials such as food and yard waste for composting;
- (4) Acceptance of household and business waste and construction and demolition debris for land-filling;
- (5) Acceptance, processing, and shipping of selected household and business hazardous wastes;
- (6) Contracted waste pick-up for business and government facilities;
- (7) Resale of reusable items within the community with proceeds to support DRC operation or to fund special community humanitarian needs as approved by the DRC ~~advisory committee Manager~~ **or Community Chest volunteer work group;**
- (8) Sale of landfill-generated products such as compost, wood chips, crushed and pulverized glass with proceeds to support DRC operations.

(Ord. No. FY18-09 , § 3, 2-12-2018)

The DRC may provide the following services:

- (1) Storage of septic waste in properly permitted holding tanks to be disposed of in accordance with all applicable federal, state and local laws by contract with a private business entity, if authorized by the Council and by contract as approved by the Council, which contract shall provide that the entity shall defend and indemnify the City from all damages and liability related to or resulting from the disposal process.

Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: October 10, 2022

Date of Public Hearing: November 14, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2022

_____, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-08NCO**

**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, the budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	<small>*Approximate, this is a dynamic value</small>			
CP 22-04 Septic Storage Facility	\$	0.00	\$ 30,000.00	\$ 30,000.00
FNBA Checking Account	\$	1,313,065.73	\$ 1,283,065.73	\$ 30,000.00
<small>This project is being funded by American Rescue Plan Act funds that are currently housed in FNBA Checking and allocated to the FY23 Operating Budget. \$30,000 is being removed from the operating budget with a concurrent NCO.</small>				
<hr/> 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: *October 10, 2022*

DATE OF PUBLIC HEARING: *November 14, 2022*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

_____, Mayor

Attest: _____, Acting City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-09NCO**

**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, estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Federal Revenue: American Rescue Plan	\$ 102,543.96	\$ 72,543.96	<\$ 30,000.00 >
\$30,000 is being removed from the operating budget to fund CP 22-04 Septage Storage Facility Construction with ARPA funds. See the concurrent NCO.			
Federal Revenue: Payment in Lieu of Taxes	\$ 121,078.00	\$ 130,512.17	\$ 9,434.17
State Revenue: Community Assist. Program	\$ 77,598.84	\$ 90,577.16	\$ 12,978.32
Total Change in Income			< \$ 7,587.51 >

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

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

DATE INTRODUCED: *October 10, 2022*

DATE OF PUBLIC HEARING: *November 14, 2022*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

_____, Mayor

Attest: _____, Acting City Treasurer

Attest: Karen Platt CMC, City Clerk

**Mayor's Report for October 10, 2020, General Meeting
(Drafted for packet deadline October 5, 2020)**

1. Grandpa's Farm Road Bridge is complete. Our primary public works task during September was to construct the Grandpa's Farm Road Bridge over Harry Hall Creek. This is the first project in Alaska to be completed with funding from the Bipartisan infrastructure bill. The bridge replaces a failing, perched culvert that was a fish passage barrier in addition to presenting a road traffic hazard. Glacier Bay Construction, as always, did a fine job. This was the seventh timber bridge they have constructed here with US FWS and other grant funding as part of the Fish Passage Improvement Project since 2016. The bridge will now provide a safe crossing for traffic for decades to come and rearing salmon fry will no longer be challenged by the perched culvert as they seek to reach habitat from the bridge upstream five miles into the National Park. Hooray for the fish and for the safer driving!



We are thankful to US Fish and Wildlife Service for funding the \$535,000 bridge project, and especially to Andy Stevens, the FWS Habitat biologist who offered us the opportunity to do the project and was our POC throughout. Thanks also to Brad Melocik of Dowl Engineering for the project design and construction advice. Thanks to neighbors Kathy Streveler, Hank Lentfer, and Anya Meyer for graciously permitting construction detours across their properties. Thanks to Paul Barnes and Melissa Senec for graciously enduring construction on the edge of their lot. Thanks to Western Wood Structures for the bridge package manufacturing—in times of tight supply chains and high wood and steel costs. And

especially thanks to Glacier Bay Construction for bidding the project with all its uncertainties and for working diligently through the unexpected issues of the stream and site reconstruction. We are grateful always to Senator Lisa Murkowski for her support of the Bipartisan Infrastructure Bill that funded this project and for working hard to help Alaskan communities to qualify for infrastructure funds.

2. Softball field. Three months ago, we applied to DOT&PF for a special use permit for local use of the softball field by the Post Office. The lot is a DOT airport lease lot and DOT informed us last summer of the need for a permit. The process is taking longer than expected. When I checked in with the Leasing point of contact on Tuesday 10/4 here is what she said:

“We are still working on the Section 4(f) determination (getting approval for a recreational activity on the Airport). It requires research and I have been slammed with urgent items all summer so it is taking a bit longer than I expected. That said, I am almost done and was actually hoping to get it off this week. Then our Environmental section will be working it and getting it signed off. If the 4(f) determination gets approved, I will next need to get DOT&PF commissioner and FAA approval. If that gets approved, the application will need to go through an internal DOT&PF application review and a 30-day public notice period.

“So we are still working the process, it is just a bit of a complicated application so is taking a bit longer than other applications. The softball field has been in its location for years, so I don’t think a few more weeks or even months will matter at all as long as we come out the other end with a valid and secure agreement for you.”

I will continue to follow up monthly. We should be able to have it in place by softball season next summer!

3. Airport Ditch Cleaning. I continue to press DOT, requesting that the DOT Airport ditches be cleaned to open them to handle floods through the gravel pits onto Wilson and Rink Creek Roads when the Salmon River overflows in the National Park. Having had no responses to emails over the last two months, I emailed the DOT Commissioner on October 3 asking for assistance. Cleaning the ditches is essential to assurance that the City’s efforts will be sufficient to contain the flooding and direct it to tidewater via the DOT airport ditches.

4. City Treasurer Hiring. We were sorry to lose Eduarda Loggins as our Treasurer the first week of September. We have had the position posted for three weeks and are holding it open until we have a satisfactory candidate. We hope to make an offer very soon. In the meantime, Ben Sadler has stepped up as Acting Treasurer. Ben was the City’s first City Clerk and Treasurer when we first incorporated and has operated a bookkeeping business off and on since then, so he knows the financial ropes. We thank former Treasurer Phoebe Vanselow for helping get Ben up to speed with recent developments and processes.

5. Public Works Management Contracted. We are pleased that local resident, John Barry, PE, has agreed to help us get more projects done by serving on a consultant basis as a contract project manager for select assigned projects. We will pay John out of funding appropriated for specific projects. This will enable us to capture grants for infrastructure projects for roads, marine facilities, DRC facilities and get those projects done more quickly. John’s first project is the Good River Bridge repairs. He reviewed the bridge inspection reports and recommendations from PND Engineering and helped us select the best

options as we seek a grant for the needed repairs. Once funding is identified John will continue to manage the project through construction.

6. Septage Handling. City Administrator Kathy Leary reports on her work to improve the reliability and frequency of septic-pumping services. John Barry, PE, is also advising us. This month we introduce a code change to authorize the city to support septage-handling by providing holding tanks to enable more efficient services. We continue to work with Juneau Septic Pumping Service to implement the system. We have a new project scoping document and non-code-ordinance funding appropriation for the capital purchase of the tanks on the agenda this month. With the addition of the authority and installation of the storage tanks we will be prepared to support improved service in the months ahead.

7. It's been a productive year, enabled by a supportive City council and staff. Despite the trials associated with continuing city services through a pandemic, I'm pleased we have served the public well and have completed so many good projects. The Council's support for more staff hours this fiscal year has enabled better service delivery. City Hall hours have been increased from four days per week to five. I have been surprised to see so much business traffic into City Hall on Fridays for vessel stickers, business licenses, tax payments, voting, and other business. Extra staff hours have supported more project work, faster processing of payments and other services. Having the City Administrator on full time is a major help. At the library increased hours have enabled more programs for young readers. The DRC was able to hold a successful household hazardous waste event. Our Marine Facilities Coordinator, Ben Sadler, oversaw the best marine summer activities ever. His leadership and guidance at the float system kept things orderly and productive. Thanks also to the charter fishing firms who set a new, higher standard for compliance with environmental expectations and cooperation.

I am especially appreciative of the many dedicated volunteers who extend the ability of the city to deliver services at the library, the Community Chest, the Gustavus Volunteer Fire Department, at the Salmon River Park, and more. Our park looked great for the Independence Day celebration and all summer long because of the volunteer work to clean up the forest edges, mow the grass, and plant flowers in boxes and hanging baskets. Summer readers also planted flowers at the library, which continue showy even into early October. *Thank you all for caring so much for our community!*

We had a busy construction summer with many improvements to roads, flood control, cul-de-sac turnarounds, parking areas, and capped off with the completion of the Grandpas Farm Road Bridge. The recovery work from the December 2020 flood is nearly complete. We worked with FEMA in endless zoom meetings and untold hours of documenting project costs. We will recover over \$200,000 in funding, which we will turn back into doing more useful road and drainage projects. I thank former City Administrator Tom Williams for his detailed work to document project costs and enter data into the FEMA grant database for recovery. He was more patient with the process than I could ever be. And our new City Administrator Kathy Leary has hit the ground running, also with remarkable patience—quickly getting up to speed on the FEMA and US FWS grants and so much more.

In conclusion, I'm thankful to our hard-working effective staff, volunteers, and to the council for its guidance and support this Council year. Together we have moved the City of Gustavus forward.

Mike Taylor
Mayor