



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

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

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/5155019406?pwd=UjNNbjBOT0czdnNreUdWSE1DUHJUQT09&omn=89229437255>

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

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 12-11-2023 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report
3. City of Gustavus Clerk Quarterly Report
4. Marine Facilities Quarterly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

5. Certificate of Records Destruction 01-16-2024

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

6. Glens Ditch Cleaning and Culvert Replacement Project
7. CY24-XX Submission of Captial Projects Submission and Information System (CAPSIS) to the Alaska Legislature
8. CYXX-XX Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2024
9. FY24-XXNCO Surplus Transfer to AMLIP Captial Project Long Term (Public Hearing 02-12-2024)
10. EMS Coordinator Position
11. FY24-XX NCO EMS Coordinator Position (Public Hearing 02-19-2024)

CITY COUNCIL REPORTS

12. Bike Path Update/SS4A Grant
13. Beach Wheelchair Update
14. Salmon River Playground Update
15. Town Hall Meeting Update
16. The Nature Conservancy potential land transfers
17. Xunaa Borough Formation Petition
18. Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: Month Day, 202X at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

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

COUNCIL MEMBERS

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

CITY HALL

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

MINUTES – PENDING

VIRTUAL MEETING INFORMATION

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

ID: 515 501 9406

PASSCODE: 2451

TEL: 253-215-8782

ROLL CALL

PRESENT

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

ABSENT

Council Member Kyle Bishop
Council Member Rachel Patrick

Reading of the City of Gustavus Vision Statement

Vision Statement read by Council Member Mackovjak.

APPROVAL OF MINUTES

- 11-13-2023 General Meeting Minutes

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

Seconded by Council Member Driscoll

Public Comment: None

Council Comment: None

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

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Library Director Quarterly Report

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

Council Questions: Council Member M. Taylor

3. Marine Facilities Quarterly Report

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

4. City Treasurer Monthly Report

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

Council Questions: Vice Mayor B. Taylor

5. City Administrator Report

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

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

Council Comment: Council Member M. Taylor

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

6. CY22-24 2023 Endowment Fund Grant Extension Requests

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

Seconded by Council Member Mackovjak

Public Comment: None

Council Comment: Council Member Driscoll

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

Item #1.

Motion Passes

CITY COUNCIL REPORTS

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

CITY COUNCIL QUESTIONS AND COMMENTS

Council Question: Council Member Driscoll

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

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

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

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VISION STATEMENT

We envision a distinctive community:

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Shelley K. Owens, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

Marine Facilities Coordinator Quarterly Report
12/22/2023

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

General run down

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

Things in the works

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

That's all,

Larry Platt Marine Facilities Coordinator

2. Why is the project needed?

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

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

5. What is your timeline for project planning?

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

6. What is your budget for the planning process? Will you be using a consultant? **The City will use its local contracted engineering consultant to develop plans and bid documents and to**

oversee project construction. Planning, design, and oversight is estimated at \$20,000.

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

Estimated Total Cost: \$100,000.

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

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

Summary:

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

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

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

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

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

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change		+	
• Streams/groundwater quality			X
• Air quality	X		
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		

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

• TV/radio	X		
Other? (type in)			

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

Part 5. Project Budget

Proposed Budget Line Items

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

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

DRAFT General Meeting Agenda and Packet

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

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

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

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

Meeting Record

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

Part 9. Feedback to the Council

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

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



Gustavus Road

Glen's Ditch Road

Glen's Ditch
700

ASLS 207-27
Tract D
City of Gustavus

Private Property Line

Glen's Ditch

Glen's Ditch Road

Same Old Road

Remove Culvert

1882

Nagoonberry Loop
Trail Parking

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

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

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

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

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

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

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

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

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

\$100,000.00

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

Shelley K. Owens, Mayor

Attest: Liesl M. Barker, City Clerk

DRAFT General Meeting Agenda and Packet

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY24-XXNCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
FNBA Checking Account <i>Surplus funds are being moved to AMLIP accounts per the City's Restricted Funds and AMLIP policy and City Banking policy.</i>	\$ 497,524.54	\$ 297,524.54	<\$ 200,000.00>
AMLIP Capital Project Long-Term <i>*Approximate, this is a dynamic value.</i>	\$ 750,473.11	\$ 950,473.11	\$ 200,000.00

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: *January 16, 2024*
DATE OF PUBLIC HEARING: *February 12, 2024*

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

Shelley K Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

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

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

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

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

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

Qualifications: See attached position description for full details.

Physical Requirements: See attached position description for full details.

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

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

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

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

Notice

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

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

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

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

Title: Emergency Medical Service Coordinator (EMS Coordinator)

Position: Regular part-time position

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

Technical oversight from: GVFD EMS Medical Director

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

Supervises: EMS volunteer responders

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

DUTIES TO INCLUDE:

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

KNOWLEDGE AND ABILITIES:

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

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

EMPLOYMENT STANDARDS:

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

WORK CONDITIONS & ENVIRONMENT:

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

Notice

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

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

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

DRAFT General Meeting Agenda and Packet