



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, July 08, 2024 at 7:00 PM  
Gustavus City Hall

## COUNCIL MEMBERS

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

## CITY HALL

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

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://rb.gy/aq23r3>  
**ID:** 820 9485 2857    **PASSCODE:** 5142    **TEL:** 253-215-8782

### ROLL CALL

**Reading of the City of Gustavus Vision Statement**

### APPROVAL OF MINUTES

- [1.](#) 06-03-2024 Special Meeting Minutes
- [2.](#) 06-10-2024 General Meeting Minutes
- [3.](#) 06-21-2024 Special Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

- [4.](#) Gustavus Volunteer Fire Department Quarterly Report
- [5.](#) City Clerk Quarterly Report
- [6.](#) City Treasurer Monthly Report
- [7.](#) City Administrator Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

### UNFINISHED BUSINESS

### NEW BUSINESS

- [8.](#) Award RFQ FY25-01 DRC Drainage Ditch Relocation
- [9.](#) Approve Advancing Economic Mobility Rapid Grant
- [10.](#) Accept resignation of Council Member Driscoll

### CITY COUNCIL REPORTS

11. SS4A Grant Update
- [12.](#) Mayor's Monthly Report

### CITY COUNCIL QUESTIONS AND COMMENTS

### PUBLIC COMMENT ON NON-AGENDA ITEMS

**EXECUTIVE SESSION**

**ADJOURNMENT**

**POSTED ON:** July 3, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

**ADA NOTICE**

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

**VISION STATEMENT**

*We envision a distinctive community:*

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



# CITY OF GUSTAVUS CITY COUNCIL SPECIAL MEETING

Monday, June 03, 2024 at 5:30 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  
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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES - DRAFT

### VIRTUAL MEETING INFORMATION

<https://rb.gy/4kfxi6>

**ID:** 515 501 9406

**PASSCODE:** 2451

**TEL:** 253-215-8782

### **ROLL CALL** (08 Seconds)

#### PRESENT

Mayor Shelley Owens  
Vice Mayor Brian Taylor (Arrived Late at 5:40 pm)  
Council Member Janene Driscoll  
Council Member Rachel Patrick  
Council Member Jim Mackovjak  
Council Member Kyle Bishop  
Council Member Mike Taylor

### **Reading of the City of Gustavus Vision Statement** (51 Seconds)

Vision Statement read by Council Member Driscoll.

### **NEW BUSINESS**

1. Award RFQ FY24-05 GVFD Building Painting Project (1 Minute 50 Seconds)

Motion made by Council Member M. Taylor to award the contract for the GVFD Building Painting Project to Clinton Ventures LLC per their response to RFQ FY24-05 - this being subject to Council approval of FY24-18NCO Repair and Replace Funding 2024 Firehall Building Painting.

Seconded by Council Member Driscoll

Summary City Administrator Leary

Public Comment: None

Council Debate:

Mayor Owens

Council Member M. Taylor

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

Motion Passed

2. FY24-18NCO Repair and Replace Funding 2024 Firehall Building Painting

(10 Minute 18 Seconds)

Motion made by Vice Mayor B. Taylor to introduce FY24-18NCO Repair and Replace Funding 2024 Firehall Building Painting.

Seconded by Council Member Bishop

Public Comment: None

Council Comment:

Vice Mayor B. Taylor

City Administrator Leary

City Treasurer Sadler

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

Motion Passed

**ADJOURNMENT** (18 Minute 49 Seconds)

With no further business and hearing no objections, the meeting was adjourned at 5:49 PM.

**POSTED ON:** May 29, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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**VISION STATEMENT**

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- 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.*

\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Liesl M Barker, City Clerk

\_\_\_\_\_  
Date



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, June 10, 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](mailto:clerk@gustavus-ak.gov)

## MINUTES

### VIRTUAL MEETING INFORMATION

<https://rb.gy/zuduqh>

**ID:** 515 501 9406

**PASSCODE:** 2451

**TEL:** 253-215-8782

### **ROLL CALL** (4 seconds)

#### PRESENT

Mayor Shelley Owens  
Vice Mayor Brian Taylor  
Council Member Janene Driscoll  
Council Member Rachel Patrick  
Council Member Mike Taylor

#### ABSENT

Council Member Jim Mackovjak (excused)  
Council Member Kyle Bishop (excused)

### **Reading of the City of Gustavus Vision Statement** (30 seconds)

Vision Statement read by Council Member Patrick.

### **APPROVAL OF MINUTES** (4 Minutes 25 seconds)

- 05-13-2024 General Meeting Minutes

Motion made by Vice Mayor B. Taylor to approve by unanimous consent the 05-13 - 2024 Meeting Minutes.

Seconded by Council Member Patrick

Public Comment: None

Council Comment: None

Hearing no objections, the 05-13 -2024 General Meeting Minutes were approved by unanimous consent.

**MAYOR'S REQUEST FOR AGENDA CHANGES** *(5 Minutes 40 seconds)*

There were no agenda changes.

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

**COMMITTEE / STAFF REPORTS**2. Library Quarterly Report *(6 Minutes 25 seconds)*

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

Council Clarifying Questions: None

3. Gustavus Visitors Association Quarterly Report *(10 Minutes 27 seconds)*

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

GVA Marketing Technician, Brian Taylor provided an oral summary about website analytics.

Council Clarifying Questions:

Mayor Owens

Council Member M. Taylor

Vice Mayor B. Taylor

4. City Treasurer Monthly Report *(17 Minutes 5 seconds)*

City Treasurer, Ben Sadler submitted monthly financial documents.

5. City Administrator Monthly Report *(17 Minutes 15 seconds)*

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

Clarifying Questions: None

**PUBLIC COMMENT ON NON-AGENDA ITEMS** *(22 Minutes 30 seconds)*

Public Comment:

Artimis BonaDea - Library and City Administrative concerns

**CONSENT AGENDA**

None

**ORDINANCE FOR PUBLIC HEARING**

6. FY24-15NCO Budget for Fiscal Year 2025 (Introduced 05-13-2024)

*(27 Minutes 32 seconds)*

Mayor Owens opened the public hearing at 7:28 pm.

Public Testimony: None

Mayor Owens closed the public hearing at 7:29 pm.

Motion made by Council Member Patrick to approve FY24-15NCO Budget for Fiscal Year 2025.

Seconded by Council Member M. Taylor

Council Debate:

Council Member Driscoll

City Administrator Leary

Vice Mayor B. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member M. Taylor

Motion Passed.

7. FY24-16NCO Amendment of Departmental Budgets in Fiscal Year 2024 (Introduction 05-13-2024) *(33 Minutes 49 seconds)*

Mayor Owens opened the public hearing at 7:35 pm.

Public Testimony: None

Mayor Owens closed the public hearing at 7:36 pm.

Motion made by Council Member Driscoll to approve FY24-16NCO Amendment of Departmental Budgets in Fiscal Year 2024.

Seconded by Vice Mayor B. Taylor

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member M. Taylor

Motion Passed.

8. FY24-17NCO Same Old Road Drainage Improvement Project (Introduced 05-13-2024) *(37 Minutes 09 seconds)*

Mayor Owens opened the public hearing at 7:40 pm.

Public Testimony: None

Mayor Owens closed the public hearing at 7:41 pm.

Motion made by Council Member M. Taylor to approve FY24-17NCO Same Old Road Drainage Improvement Project.

Seconded by Vice Mayor B. Taylor

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member M. Taylor

Motion Passed.

9. FY24-18NCO GVFD Exterior Paint Project (Introduced 06-03-2024)

*(41 Minutes 40 seconds)*

Mayor Owens opened the public hearing at 7:45 pm.

Public Testimony: None

Mayor Owens closed the public hearing at 7:46 pm.

Motion made by Council Member M. Taylor to approve FY24-18NCO GVFD Exterior Paint Project.

Seconded by Vice Mayor B. Taylor

Council Debate:

Council Member M. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member M. Taylor

Motion Passed.

## UNFINISHED BUSINESS

10. CY24-10 Resolution asserting unfettered public access to the Falls Creek lands Via the Hydro Road is a Public Right *(47 Minutes 14 seconds)*

Motion made by Vice Mayor B. Taylor to table CY24-10 A Resolution by the City of Gustavus Asserting that Unfettered Public Access to the Falls Creek Lands Via the Hydro Road is a Public Right.

Seconded by Council Member Patrick

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member M. Taylor

Motion Passed.

## NEW BUSINESS

11. CY24-13 A Resolution supporting Local Boundary Commission's preliminary staff report *(49 Minutes 20 seconds)*



Motion made by Council Member Patrick to approve CY24-13 A Resolution supporting Local Boundary Commission's preliminary staff report.

Seconded by Vice Mayor B. Taylor

Resolution read by Vice Mayor B. Taylor

Public Comment: None

Council Debate:

Council Member M. Taylor

Mayor Owens

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member M. Taylor

Motion Passed.

12. CY24-14 Pertaining to the Authorized Investments of and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment

*(56 Minutes 34 seconds)*

Motion made by Council Member Driscoll to approve CY24-14 Pertaining to the Authorized Investments of and Establishing Appropriate Benchmarks to Measure Performance of the City's Endowment.

Seconded by Vice Mayor B. Taylor

Resolution read by Council Member Driscoll

Public Comment: None

Council Debate:

Vice Mayor B. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member M. Taylor

Motion Passed.

13. FY25 Road Maintenance Contract *(1 Hour 06 Minutes 10 seconds)*

Motion made by Council Member M. Taylor to approve FY25 Road Maintenance contract with Glacier Bay Construction per their response to RFP25-01.

Seconded by Council Member Patrick

Council Debate:

Vice Mayor B. Taylor

Point of Order by Clerk Barker- Public Comment was missed, well taken

Public Comment:

Susan Warner

Council Debate Continued:

Vice Mayor B. Taylor

City Administrator Leary

Council Member Patrick

Council Member M. Taylor

Clerk Barker

Council Member Driscoll

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Driscoll, Council Member Patrick, Council Member M. Taylor

Motion Passed.

### **CITY COUNCIL REPORTS**

14. Coffee with Council *(1 Hour 26 Minutes 00 seconds)*

Council Member Driscoll and Mayor Owens provided an oral update.

15. City Beautification *(1 Hour 27 Minutes 06 seconds)*

Council Member Driscoll gave an oral update.

16. Payment Processing Fees/Bank Service Charge *(1 Hour 31 Minutes 00 seconds)*

Vice Mayor B. Taylor - no change

17. SS4A Grant

Council Member Mackovjak was absent - no update.

18. Mayor's Report *(1 Hour 31 Minutes 46 seconds)*

Mayor Owens provided a written report and an oral summary.

### **CITY COUNCIL QUESTIONS AND COMMENTS**

None

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Susan Warner - Appreciation for work on TSA issue/request city administrator reports to be in packet.

David Olney- Contacted by the state about testing Wilson road for possible paving

Jim Kearns - Request resolutions for paving of Wilson road and wave barrier

### **EXECUTIVE SESSION**

None

**ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 8:40 pm.

**POSTED ON:** June 5, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

\_\_\_\_\_  
Date



# CITY OF GUSTAVUS CITY COUNCIL SPECIAL MEETING

Friday, June 21, 2024 at 5:00 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  
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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES - DRAFT

### VIRTUAL MEETING INFORMATION

<https://rb.gy/g8hvsz>  
**ID:** 876 1173 7268    **PASSCODE:** 1542    **TEL:** 253-215-8782

### ROLL CALL

#### PRESENT

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

#### ABSENT

Council Member Rachel Patrick  
Council Member Kyle Bishop

### Reading of the City of Gustavus Vision Statement

Vision Statement read by Vice Mayor B. Taylor

### NEW BUSINESS

1. QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the transfer of the Slack Tide LLC Restaurant/Eating Place liquor license to Gustavus Holding LLC

There were no Council Member conflicts of interest of Ex Parte communication to declare.

Applicant Representative, Layne Parker provided a brief overview of the application.

Mayor Owens opened the Public Hearing at 5:04pm.

Public Testimony: None

Mayor Owens closed the Public Hearing at 5:04 pm

Motion made by Council Member M. Taylor that the City of Gustavus Waives the Right to File a Protest of the transfer of the Slack Tide LLC Restaurant/Eating Place liquor license to Gustavus Holding LLC.

Seconded by Vice Mayor B. Taylor

Council Debate: None

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

Motion Passed.

**ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 5:07pm.

**POSTED ON:** June 19, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

The public is welcome to testify during this hearing or may send comments by email to [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov) to be read at the time of the hearing. Please do not speak to any council members regarding this hearing prior to the time of the hearing since it is a Quasi-Judicial matter.

**ADA NOTICE**

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**VISION STATEMENT**

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\_\_\_\_\_  
Shelley K. Owens, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

\_\_\_\_\_  
Date



# GVFD Quarterly Report July 2024

**EMS: 16**

**Fire: 0**

- **April:**

- EMT 1 class prep.
- Submitted paperwork to the DMV to get new license plates for our rigs. This is to stay compliant with new insurance requirements. We are still waiting for the DMV to send them.
- The Building Painting RFQ was sent out this month. This is to re-paint the firehall and have a better maintained building.
- I am still working on a program manager course. This will help me get better organized on large and small projects.
- The Gustavus Volunteer Fire Department received about 2,700 dollars for a Mini Grant to send our EMS Coordinator to the Southeast EMS Conference, which was hosted in Sitka.
- Was still working on, but now submitted, the Brothers Helping Brothers Grant. This is in the hopes to find the rest of the funds to purchase the LUCAS Chest Compression device.
  - We are still looking for additional funding. While I was told we have till 2028 to spend the funds, the money still can be pulled away by the state before 2028 if we have yet to make the purchase. It was recommended to make the purchase as soon as possible.
- There is a new OSHA regulation proposal which will affect fire/EMS Departments in the USA right now. The proposal is for OSHA to adopt a series of National Fire Protection Association (NFPA) recommended standards into their regulations. While it was highly stressed that fire departments follow NFPA standards as closely as possible, it was not a requirement. If this proposal passes, this will expose fire/EMS departments everywhere to new lawsuits and / or fines who are not following the regulations. There are a lot of new standards which are being added and I can only list some of them here; but an example of the regulations would be annual physicals for every volunteer, geared to what they are responding tasks are. These physicals would include items like heart stress tests which are either administered in Anchorage or Seattle. Other standards include how to retire fire equipment, including rigs, whether they need to be replaced or not, training standards, PPE, and more.
  - There are organizations and larger departments writing letters to comment on the new regulations, and from what I am seeing mostly against. I am keeping an eye out for the outcome. The comment period was extended till July 22, 2024.
  - While federally, volunteers do not fall under the OSHA regulations and the states have the right to decide if they want volunteers to follow OSHA.



Alaska is one of the states which made the decision to include volunteers in OSHA regulations.

- In late 2023 we submitted the Wildfire Protection Planning grant along with several other cities, I received word we did not receive the funding.
- **May:**
  - The park hosted an EMT 1 class which we were able to send a volunteer over which he did pass.
  - Worked on prepping a trip to Palmer for a four-day Rural Fire Protection Training hosted by the State of Alaska. I went ahead and added some days to provide some time to tour other fire departments to see how they run their volunteer programs; I am hoping to get some probationary training papers from them soon.
  - We had our 2024 Health Fair. Besides an unavoidable interruption the fair went smoothly. Want to thank everyone who supported and helped and thank you for your patience waiting for your turn to have your blood drawn.
- **June:**
  - Spent most of the month traveling in South Central Alaska. I spent four days in Palmer in the Rural Fire Protection Training. This training was an overview of exterior firefighting and prevention training techniques for rural areas. I spent the rest of the week touring Girdwood, Chugiak and Anchorage Fire Departments looking at different avenues at how they run their departments. Spent some time looking at the training books for their new volunteers, which I am hoping to get a copy of to use for our new volunteers.
  - Met with the Cybersecurity assessment employee to see what their recommendations for the fire department would be.
  - The work for painting the firehall is starting. It is now finished; I want to thank Zach Williams for his time and work put into the project.
- **Announcement**
  - A month or so ago the Gustavus Volunteer Fire Department Truck and Skid Unit was submitted to the state of Alaska. Senator Jesse Kiehl pushed it into the Alaska State Budget. It was passed through the house and senate, then later signed by Governor Mike Dunleavy. We will be looking into the procurement, then purchasing a new truck for the Gustavus Volunteer Fire Department. This will help the Fire Department better respond in tight spaces for both fire and medical emergencies and provide better support in wildfire operations.







Quarterly Clerk Report  
July 2024  
Submitted by: Liesl Barker

I have spent over 80 hours in training this quarter. I want to thank you all for your support in sending me to train to help me work towards my Certified Municipal Clerk and Registered Parliamentarian Certification. I have been able to continue to learn how to be an effective clerk. I have also had amazing networking opportunities with fellow clerks. This alone has been valuable, especially as I am working on updating ordinances.

As we are coming into election season, I will be looking for volunteers to help me work the City's election polls for our October election on 10-01-2024. I am holding a voters registration drive at the library on Thursday July 18<sup>th</sup> from 4pm-7pm. It is being held 2 days prior to the registration deadline for the Alaska primary election to allow for any last-minute registrations/updates. I am approved by the Department of Elections to register voters and the application will be good on the date I sign it. Instead of having to wait until been verified by the Regional Elections office. This could be important as we approach the primary deadline. All early in -person absentee voting for State, REAA, and City elections will be held in City Hall. If you have any election questions, please reach out to me at [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov).

- Tasks completed to include but not limited to
  - Business Directory for 2024
  - Updating website Continued
  - Started Elections information.
    - If Council Member Driscoll's resignation is accepted tonight, we will have 4 open City Council seats for this October's election.
  - Normal daily tasks- creating meeting packets, posting notices, flyers, notary public, emails, RFQ and RFP bid openings, civil work permits, NEWS emails, public information request, etc.
  - Destroyed all documents that council certified over past few months – Thank you GVFD and DOT for letting me join in on your large burn.
  - Completing two sets of post training KATP, surveys, and quizzes
  - Met with Librarians they now have a webform that people can use to sign up for different training courses available at the library.
- Clerk Development/Training – I am working towards my Certified Municipal Clerk certification which is a 2-year process. I am also working towards becoming a registered parliamentarian, this is typically a 2- 3-year process.
  - Training Completed (Since April 2024)
    - International Institute of Municipal Clerks Conference 2024 – IIMC (5/19-5-22)
    - Northwest Clerk Institute Professional Development 2024 – NCI (6/1-6/7)
      - Awarded \$1,800 Scholarship from AAMC to help offset costs of training.
  - Training In Progress – None
  - Training Upcoming – Association of Alaska Municipal Clerks 2024- AAMC (December)
- Goals and projects for 2024 (in no specific order)
  - To work on transparency and communication with the public.
    - Making it easier for the public to access information. One way is with the use of QR Code for public notices and forms.
  - Adding video of the meeting to the website
  - Creating a Naming Convention system to assist with continuity in naming documents – In progress.
  - City Ordinances to update – In progress.



- Change our NEWS distribution list to an email subscription through our municode website, this was a suggestion given by Atlantic Technical Support, our contracted IT group. – Delayed because I was away at training
- Updating COG election regulations to include special needs voting. – In progress
- Creating a portal (password protected) on the website to house EMS training drill as a resource for responders – This will be more likely in January 2025 after Drupal update.
- The City Council attendance history. This record starts with the October 2023 general meeting when our new council members started their term.

Meeting Date	Owens Seat A-exp. 2025	Driscoll Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	Mackovjak Seat E-exp. 2024	Bishop Seat F-exp. 2024	M Taylor Seat G-exp. 2024
10.9.23 General Meeting					via zoom		
11.6.23 Work Session Meeting					via zoom		
11.13.23 General Meeting		via zoom					
12.4.23 Work Session Meeting	via zoom	via zoom	via zoom		via zoom		
12.11.23 General Meeting		via zoom		via zoom	via zoom		
01-08-2025 Work Session Meeting		via zoom		via zoom	via zoom		
01-16-2024 General Meeting		via zoom		via zoom	via zoom		
01-25-2024 Work Session L&C Meeting		via zoom			via zoom		
01-29-2024 Work Session CIP Meeting		via zoom		via zoom			
02-12-2024 Work Session Meeting		via zoom	via zoom	via zoom	via zoom		
02-20-2024 General Meeting			via zoom	via zoom	via zoom late 1915hrs		
03-04-2024 Work Session Meeting					via zoom		
03-11-2024 General Meeting							
04-01-2024 Work Session Meeting					via zoom		
04-08-2024 General Meeting					via zoom	via zoom	
04-15-2024 Special Meeting					via zoom		
04-15-2024 Budget Work Session Meeting					via zoom		
04-24-2024 Special Meeting		via zoom			via zoom		
04-24-2024 Townhall Budget Work Session Meeting		via zoom			via zoom		
05-06-2024 Work Session Meeting			via zoom		via zoom		via zoom
05-13-2024 General Meeting			via zoom		via zoom		
06-03-2024 Special Meeting					via zoom	via zoom	
06-03-2024 Work Session Meeting					via zoom	via zoom	
06-10-2024 General Meeting							
06-21-2024 Special Meeting		via zoom			via zoom		
07-01-2024 Work Session Meeting					via zoom	via zoom	

Special Meeting/Work Session Present							
General Meeting Present							
Absent (unexcused)							
Absent (excused)							

Section 2.20.100 - Vacancies.


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

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

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

Thank you for your time.

Respectfully,

 Digitally signed by Liesl M. Barker  
 DN: cn=Liesl M. Barker, o=City of Gustavus, ou=City Clerk, email=liesl.barker@gustavus-ak.gov, c=US  
 Date: 2024.07.03 12:29:56 -0800

Liesl M. Barker

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	3,275.00	3,500.00	-225.00	93.6%
Donations	613.00	1,000.00	-387.00	61.3%
<b>DRC Income</b>				
C Chest paid at City Hall	695.00			
Community Chest Sales	12,240.50	13,500.00	-1,259.50	90.7%
Landfill Fees paid @ City Hall	45,389.99			
Landfill Fees/Sales	58,420.99	75,000.00	-16,579.01	77.9%
Recyclable Material Sales	2,505.21	3,600.00	-1,094.79	69.6%
<b>Total DRC Income</b>	119,251.69	92,100.00	27,151.69	129.5%
<b>Federal Revenue</b>				
ARPA - 22-LGLR	33,904.06	35,987.92	-2,083.86	94.2%
Disaster Assistance (FEMA funds)	5,459.67			
Natl Forest Receipts-Encumbered	45,016.82	45,000.00	16.82	100.0%
Payment In Lieu of Taxes	152,913.58	152,913.58	0.00	100.0%
<b>Total Federal Revenue</b>	237,294.13	233,901.50	3,392.63	101.5%
<b>Fundraising</b>	313.00	600.00	-287.00	52.2%
<b>Grant Income</b>	0.00	13,000.00	-13,000.00	0.0%
<b>GVFD Income</b>				
Ambulance Billing	-1,037.38	9,000.00	-10,037.38	-11.5%
ASP	1,310.00	1,500.00	-190.00	87.3%
Training	120.00	150.00	-30.00	80.0%
<b>Total GVFD Income</b>	392.62	10,650.00	-10,257.38	3.7%
<b>Interest Income</b>	477.10	0.00	477.10	100.0%
<b>Lands Income</b>				
Gravel Pit Gravel Sales	39,936.00	40,000.00	-64.00	99.8%
<b>Total Lands Income</b>	39,936.00	40,000.00	-64.00	99.8%
<b>Lease Income</b>				
Rent	2,000.00	0.00	2,000.00	100.0%
Lease Income - Other	7,190.32	16,011.00	-8,820.68	44.9%
<b>Total Lease Income</b>	9,190.32	16,011.00	-6,820.68	57.4%
<b>Library Income</b>	1,418.90	500.00	918.90	283.8%
<b>Marine Facilities Income</b>				
Facilities Usage Fees				
Landing Craft Use Fee	2,300.00			
Single Use Fee	105.00			

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Facilities Usage Fees - Other	0.00	2,000.00	-2,000.00	0.0%
<b>Total Facilities Usage Fees</b>	<b>2,405.00</b>	<b>2,000.00</b>	<b>405.00</b>	<b>120.3%</b>
<b>Commercial Vessel Registration</b>				
Kayak Registration	180.00			
Commercial Vessel Registration - Other	13,500.00	15,000.00	-1,500.00	90.0%
<b>Total Commercial Vessel Registration</b>	<b>13,680.00</b>	<b>15,000.00</b>	<b>-1,320.00</b>	<b>91.2%</b>
<b>Private Vessel Registration</b>				
Kayak Registration	30.00			
Private Vessel Registration - Other	4,425.00	5,000.00	-575.00	88.5%
<b>Total Private Vessel Registration</b>	<b>4,455.00</b>	<b>5,000.00</b>	<b>-545.00</b>	<b>89.1%</b>
<b>Storage Area Fee</b>	<b>2,340.00</b>	<b>2,250.00</b>	<b>90.00</b>	<b>104.0%</b>
<b>Total Marine Facilities Income</b>	<b>22,880.00</b>	<b>24,250.00</b>	<b>-1,370.00</b>	<b>94.4%</b>
<b>State Revenue</b>				
Community Assistance Program	83,489.34	80,000.00	3,489.34	104.4%
Shared Fisheries Business Tax	503.10	632.77	-129.67	79.5%
<b>Total State Revenue</b>	<b>83,992.44</b>	<b>80,632.77</b>	<b>3,359.67</b>	<b>104.2%</b>
<b>Tax Income</b>				
Retail Tax Income	437,609.86	430,000.00	7,609.86	101.8%
Remote Sellers Retail Tax	76,295.46	70,000.00	6,295.46	109.0%
Room Tax Income	105,378.58	105,400.00	-21.42	100.0%
Fish Box Tax	11,730.00	8,000.00	3,730.00	146.6%
Penalties & Interest	3,016.71	1,000.00	2,016.71	301.7%
Tax Exempt Cards	300.00	300.00	0.00	100.0%
<b>Total Tax Income</b>	<b>634,330.61</b>	<b>614,700.00</b>	<b>19,630.61</b>	<b>103.2%</b>
<b>Total Income</b>	<b>1,153,364.81</b>	<b>1,130,845.27</b>	<b>22,519.54</b>	<b>102.0%</b>
<b>Gross Profit</b>	<b>1,153,364.81</b>	<b>1,130,845.27</b>	<b>22,519.54</b>	<b>102.0%</b>
<b>Expense</b>				
Administrative Costs	46,235.50	46,235.50	0.00	100.0%
Advertising	0.00	100.00	-100.00	0.0%
Bad Debt	4,332.00	4,332.00	0.00	100.0%
Bank Service Charges	10,485.14	10,950.00	-464.86	95.8%
<b>Building</b>				
Insurance	15,336.68	12,658.62	2,678.06	121.2%
Maintenance & Repair	6,141.08	13,200.00	-7,058.92	46.5%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Total Building</b>	21,477.76	25,858.62	-4,380.86	83.1%
<b>Contractual Services</b>				
City Engineer	9,999.60	20,000.00	-10,000.40	50.0%
Ambulance Billing Expense	526.18	1,300.00	-773.82	40.5%
Managed IT Services	26,720.00	25,020.00	1,700.00	106.8%
Contractual Services - Other	30,229.56	41,560.00	-11,330.44	72.7%
<b>Total Contractual Services</b>	67,475.34	87,880.00	-20,404.66	76.8%
<b>Dues/Fees</b>	11,889.57	14,707.00	-2,817.43	80.8%
<b>Economic Development Services</b>				
GVA	41,400.00	41,400.00	0.00	100.0%
<b>Total Economic Development Services</b>	41,400.00	41,400.00	0.00	100.0%
<b>Election Expense</b>	81.56	250.00	-168.44	32.6%
<b>Emergency &amp; Disaster</b>	0.00	50,000.00	-50,000.00	0.0%
<b>Equipment</b>				
Equipment Fuel	2,437.93	2,200.00	237.93	110.8%
Equipment Purchase	7,882.15	12,050.00	-4,167.85	65.4%
Insurance	298.09	278.86	19.23	106.9%
Maintenance & Repair	7,010.51	6,000.00	1,010.51	116.8%
<b>Total Equipment</b>	17,628.68	20,528.86	-2,900.18	85.9%
<b>Events &amp; Celebrations</b>	3,898.54	4,400.00	-501.46	88.6%
<b>Freight/Shipping</b>	29,901.93	31,000.00	-1,098.07	96.5%
<b>Fundraising Expenses</b>	500.00	500.00	0.00	100.0%
<b>General Liability</b>				
Public Entity Crime Coverage	122.49			
Cyber Liability	2,817.00			
General Liability - Other	12,574.44	20,700.00	-8,125.56	60.7%
<b>Total General Liability</b>	15,513.93	20,700.00	-5,186.07	74.9%
<b>Gravel Pit Fund</b>	6,000.00	6,000.00	0.00	100.0%
<b>Library Materials</b>				
Donated/Fundraised	0.00	800.00	-800.00	0.0%
Non-Fiction Add/Replacement	-7.00	13,200.00	-13,207.00	-0.1%
Library Materials - Other	5,242.95	0.00	5,242.95	100.0%
<b>Total Library Materials</b>	5,235.95	14,000.00	-8,764.05	37.4%
<b>Marine Facilities</b>				
Insurance	5,804.01	2,722.48	3,081.53	213.2%
Maintenance & Repairs	476.00	3,000.00	-2,524.00	15.9%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
<b>Total Marine Facilities</b>	6,280.01	5,722.48	557.53	109.7%
<b>Occupational Health</b>	0.00	500.00	-500.00	0.0%
<b>Payroll Expenses</b>				
<b>Wages</b>	401,386.36	444,099.13	-42,712.77	90.4%
<b>Payroll Taxes</b>	39,510.80	39,446.57	64.23	100.2%
<b>Paid Time off</b>	12,798.95	0.00	12,798.95	100.0%
<b>Sick Leave</b>	6,568.08	0.00	6,568.08	100.0%
<b>Health Insurance (company paid)</b>	35,206.70	26,493.60	8,713.10	132.9%
<b>Health Insurance Stipend</b>	6,720.00	9,600.00	-2,880.00	70.0%
<b>457(b) Employer Contribution</b>	17,436.97	29,220.00	-11,783.03	59.7%
<b>Workers Comp Insurance</b>	6,218.05	8,979.10	-2,761.05	69.3%
<b>Payroll Expenses - Other</b>	-10,786.48	230.00	-11,016.48	-4,689.8%
<b>Total Payroll Expenses</b>	515,059.43	558,068.40	-43,008.97	92.3%
<b>Professional Services</b>	5,930.00	15,000.00	-9,070.00	39.5%
<b>Public Relations</b>	1,075.57	500.00	575.57	215.1%
<b>Repair &amp; Replacement Fund</b>	16,545.71	16,595.71	-50.00	99.7%
<b>Road Maintenance</b>				
<b>Grading</b>	110,099.26			
<b>Snow Plowing</b>	67,855.40	65,000.00	2,855.40	104.4%
<b>Road Maintenance - Other</b>	2,415.94	131,000.00	-128,584.06	1.8%
<b>Total Road Maintenance</b>	180,370.60	196,000.00	-15,629.40	92.0%
<b>Stipend</b>	2,019.60	3,000.00	-980.40	67.3%
<b>Supplies</b>				
<b>Donated/Fundraised</b>	190.00	800.00	-610.00	23.8%
<b>Program</b>	2,251.60	2,975.00	-723.40	75.7%
<b>Supplies - Other</b>	20,382.87	23,400.00	-3,017.13	87.1%
<b>Total Supplies</b>	22,824.47	27,175.00	-4,350.53	84.0%
<b>Telecommunications</b>	13,723.46	20,412.00	-6,688.54	67.2%
<b>Training</b>	8,517.68	18,200.00	-9,682.32	46.8%
<b>Travel</b>	20,219.58	25,607.89	-5,388.31	79.0%
<b>Utilities</b>				
<b>Electricity</b>	11,982.65	10,200.00	1,782.65	117.5%
<b>Fuel Oil</b>	9,045.59	11,600.00	-2,554.41	78.0%
<b>Total Utilities</b>	21,028.24	21,800.00	-771.76	96.5%
<b>Vehicle</b>				
<b>Fuel</b>	988.12	1,200.00	-211.88	82.3%
<b>Insurance</b>	3,225.58	3,635.67	-410.09	88.7%
<b>Maintenance &amp; Repair</b>	2,692.40	2,000.00	692.40	134.6%

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

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Mileage Reimbursement	1,144.10	2,150.00	-1,005.90	53.2%
<b>Total Vehicle</b>	<b>8,050.20</b>	<b>8,985.67</b>	<b>-935.47</b>	<b>89.6%</b>
<b>Total Expense</b>	<b>1,103,700.45</b>	<b>1,296,409.13</b>	<b>-192,708.68</b>	<b>85.1%</b>
<b>Net Ordinary Income</b>	<b>49,664.36</b>	<b>-165,563.86</b>	<b>215,228.22</b>	<b>-30.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Prior-Year Cash Balance</b>	0.00	184,025.00	-184,025.00	0.0%
<b>Total Other Income</b>	0.00	184,025.00	-184,025.00	0.0%
<b>Net Other Income</b>	0.00	184,025.00	-184,025.00	0.0%
<b>Net Income</b>	<b>49,664.36</b>	<b>18,461.14</b>	<b>31,203.22</b>	<b>269.0%</b>

**City of Gustavus  
Balance Sheet  
As of June 30, 2024**

	Jun 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
AMLIP Capital Improv Current (0630598.1)	352,835.03
AMLIP Capital Improv Long-Term (0630598.2)	670,685.34
AMLIP Repair & Replacement (0630598.3)	362,275.09
AMLIP Gravel Pit Fund (0630598.8)	25,629.93
AMLIP Reserve (0630598.12)	1,215,582.71
APCM.Endowment Fund	1,584,161.67
FNBA - Checking	152,553.72
FNBA Endowment Fund - Checking	37,897.44
Petty Cash	868.11
<b>Total Checking/Savings</b>	4,402,489.04
<b>Accounts Receivable</b>	8,068.86
<b>Total Current Assets</b>	4,410,557.90
<b>Fixed Assets</b>	-8,199.00
<b>TOTAL ASSETS</b>	<b>4,402,358.90</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	300.00
Credit Cards	4,457.18
Other Current Liabilities	72,053.59
<b>Total Current Liabilities</b>	76,810.77
<b>Total Liabilities</b>	76,810.77
<b>Equity</b>	4,325,548.13
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,402,358.90</b>

<b>Accounts Receivable Detail</b>	
<b>As of 07/01/2024</b>	
\$3,998.73	Delinquent Sales Tax
\$3,961.95	Ambulance Transport Billing - In Progress
\$108.18	Net of Other Customer Account Balances
<hr/>	
\$8,068.86	Total

<b>FNBA Checking Account - Unrestricted Funds Balance</b>	
<b>As of 07/01/2024</b>	
FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.	
City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.	
FNBA Checking Account Balance:	\$260,980.44
Obligated Funds Currently in Checking Account:	
Admin CP23-03 SRP Playground Equipment	(\$27,980.00)
Library FY24 PLA Grant	\$0.00
Library SoA OWL Internet Subsidy	(\$2,280.00)
Roads USFWS Chase Drvwy	(\$251.02)
Unrestricted Funds:	\$230,469.42

Pending Transfers:

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

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



0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded Capital Projects				Date and NCO	
		AMLIP	Project	Remaining	
MF	CP18-01 Salmon River Harbor	\$9,856.96		\$9,856.96	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP19-03 Gustavus Beach Improv.	\$5,234.41		\$5,234.41	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP19-06 DRC Composting Facility	\$77,973.00		\$77,973.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Library	CP19-08 Library Roof/Awning/Shed	\$1,000.78	\$271.98	\$728.80	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Admin	CP21-02 Refurbish Bike Shop	\$1,730.67	\$1,715.24	\$15.43	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
Roads	CP21-03 Good River Bridge Repairs	\$0.00		\$0.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-04 MFC Building at SRBH	\$1,323.29		\$1,323.29	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$1,786.60		\$1,786.60	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP21-06 Fish Waste Disposal	\$2,162.08		\$2,162.08	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
MF	CP22-02 Marine Facility Vessel	\$30,000.00		\$30,000.00	Moved to AMLIP Current 08/15/2023 - NCO FY24-02
DRC	CP24-01 DRC Balefill Expansion	\$110,000.00		\$110,000.00	Moved to AMLIP Current 05/13/2024 - NCO FY24-13
RM	CP24-02 Same Old Road Drainage	\$70,923.00		\$70,923.00	Moved to AMLIP Current 06/10/2024 - NCO FY24-17
GVFD	CP24-03 Firehall Painting Project	\$26,900.00		\$26,900.00	Moved to AMLIP Current 06/10/2024 - NCO FY24-18
		\$338,890.79	\$1,987.22	\$336,903.57	

Pending Transfers:

- Grant submissions awaiting notification:
  - Good River Bridge Repairs and Embankment Stabilization – Denali Commission – 792,500 (79,490 match)
  - Safe Streets 4 All Sidepath Planning Grant – Federal USDOT – 200K
  - Crossett Foundation Salmon River Park Phase II Playground Expansion Pathway – 20K
  - National League of Cities – Advancing Economic Mobility – Match AP&T for heat pump acquisition - 20K
  - CDS for Compost Facility – was moved by Senator Murkowski but has a long way to go – 596K
  - AFG- Water Tender - FEMA has completed the peer reviews as of the end of May, and applications that have passed this stage are currently undergoing desk reviews. Award announcements to begin between late July and early August – 700K
  - PIDP – 2M This project will advance the planning and design for a critical small boat harbor system in the rural town of Gustavus, Alaska. This grant will fund a feasibility study and preliminary design to at least 35%, to include a Federal NEPA document. Award announcements are expected around Oct. - Nov.
  - Brothers Helping Brothers – Lucas Device – 17,211.05
- The GVFD Truck and Skid Unit CIP request for 90K passed and thankfully was not vetoed. Many thanks to Senator Kiehl and staff for his work in moving this forward in the capital budget. It was included in our CIP and CAPSIS.
- We are awaiting the Cybersecurity Assessment report from Structured.
- We received – bids for the DRC Ditch relocation. The apparent low bidder is Gustavus Landscaping
- On June 12, Karen Taylor and I participated in the first meeting of the Alaska Municipal Coastal Resilience Council (AMCRC). The AMCRC is a forum for municipal governments to share successes, needs, and lessons learned in responding to and preparing for economic, social, and physical impacts to communities from environmental change, and for members to receive support from AML staff in addressing challenges and needs.
- Met with DNR reps here in Gustavus about the Salmon River erosion. Hopefully DNR will be looking at options for stabilization. A hydrology study to find solutions to the problem might be necessary. GBC – Justin Marchbanks met with the DNR folks at the gravel pits to discuss potential solutions for prolonging the life of the pits or for expanding it. Also discussed the nearby mining claims that have gravel and future use. Finding a solution to the gravel pit issue is critical and it needs to become a priority if we want to continue to improve our roads and have available material for other local projects. (DRC expansion and long term septage solutions and road improvements.)
- Road Maintenance Notice to Proceed for FY25 new 2-year contract model has been issued.
- The Environmental Information Document and supporting documents have been submitted to the NEPA review team at EPA HQ. They will let us know if there is anything more that they need. Now we need to pull together a draft work plan and budget. There are many hoops to jump through to get the funds being approved by the EPA.
- The SAIL Workforce Development Program student has been working with Larry and Sol on various projects for the City. Students are aligned with various employers around town for 6 weeks of employment.
- RFQ's will be going out for Same Old Road and End of the Trail Drainage Projects shortly after John Barry returns from his trip north. The NCO was approved at the last General Meeting.
- Council questions or comments?

**Bid Opening for RFQ FY25-01**

Date of opening: 07/03/24 Place: Gustavus City Hall Time: 1312 hrs.

1. Bid Envelope received on 7/3/24  
Glacier Bay Construction Inc. Total bid: \$ 36,361.06

- Bid Form
- ~~N/A~~ Bid schedule
- ~~N/A~~ Bid modification (if applicable) \*
- Contractor Registration
- Business License

2. Bid Envelope received on 7/3/24  
Gustavus Landscaping & Construction Total bid: \$ 28,900.00

- Bid Form
- ~~N/A~~ Bid schedule
- ~~N/A~~ Bid modification (if applicable) \*
- Contractor Registration
- Business License

City Clerk, Liesl Barker and City Treasurer, Ben Sadler verified the lowest responsible bidder to be Gustavus Landscaping & Construction

Liesl M. Barker 07/03/2024  
Liesl Barker, City Clerk Date

Ben Sadler 07/03/24  
Ben Sadler, City Treasurer Date



**City of Gustavus, Alaska**  
 PO Box 1  
 Gustavus, Alaska 99826

Phone: 907-697-2451  
 Fax: 907-697-2136  
 Email: treasurer@gustavus-ak.gov

**Project: RFQ FY25-01(ADDENDUM #1)**  
**Drainage Ditch Relocation**  
**Request for Quotation**

**COVER SHEET**

**Important Dates:**

**Issue Date: June 13, 2024**

**Bid Submittal Due: July 3, 2024**

Deliver to: Gustavus City Hall  
 By: 1:00 PM

**Bid Opening: July 3, 2024**

Location: Gustavus City Hall  
 Time: 1:00 PM

**Subject:** Addendum #1 to RFQ FY24-05

**Date:** June 26, 2024

Due to questions and after further consideration, we are including those questions and responses below to provide clarifying information to RFQ FY25-01 previously announced on June 13, 2024. Because of this change, we are extending the bid submittal due date by one day until July 3, 2024, at 1:00 PM and the Bid Opening will commence directly after that.

This date change and answers to questions will be included in a revised RFQ FY25-01 that will be issued to the successful bidder and referred to in future correspondence regarding the award of the contract.

Questions asked with answers following:

- Has there been effort to locate utilities?

Locating utilities has been the contractor's responsibility for past projects, and that should be expected for this project. However, prospective bidders can check with Ian Barrier at the DRC to see if any existing DRC area maps might provide additional information.

- Is the hydro seeding to include seed? All I see is mulch. The native sand also needs a soil amendment. The permit language is vague, mentions something about no invasives but not much more. We have never seen a hydro seeding task that didn't include a very specific seed specification especially near DOT right of way.

Only the mulch/fibrous material is available at the DRC. Please check with Ian Barrier at the DRC to view the product and amount available. The seed and any other materials needs to be included in the bid. We didn't find any seed specs on the DOT website or anywhere else on the state web pages, so what seed species that have been used in Gustavus in the past should be fine.

- Will the proposed route be flagged by the owner and approved by the engineer prior to construction? The route is in fairly close proximity to the state right of way. I see no mention of a requirement for a PLS.
- There are 3 survey monuments (not 1) within the work area. Are they clear of the proposed route?

Marking a boundary line should be ok if there is line of sight between the survey monuments. If not, then we will have to get a surveyor.

- There is a large area depicted as an existing horseshoe bend toward the beach end of the project on the plans that is more of a large hole that is roughly the elevation of the bottom of the proposed new drainage. We anticipate this would possibly fill during certain tides if the new ditch is routed through it. Is that the intent and if so, is DOT good with a pool right next to their road embankment during large tides?

A 17+ foot tide last winter was observed that didn't get to the DRC west boundary. Sea water flooding shouldn't be an issue.



**City of Gustavus, Alaska**  
 P.O. Box 1  
 Gustavus, Alaska 99826  
 Phone: (907) 697-2451  
 Fax: (907) 697-2136  
 Email: treasurer@gustavus-ak.gov

**Project: RFQ FY25-01**  
**DRC Drainage Ditch Relocation**  
**Request for Quotation**

**COVER SHEET**

Important Dates:

**Issue Date: June 13, 2024**

**Bid Submittal Due: July 2, 2024**

Deliver to: Gustavus City Hall  
 By: 1:00 PM

**Bid Opening: July 2, 2024**

Location: Gustavus City Hall  
 Time: 1:00 PM

Bid submissions are being accepted for the relocation of the drainage ditch on the east side of the DRC property. Bidders are asked to provide a quote to furnish the equipment, material and labor to dig a new ditch within the 50 foot wide DRC buffer zone along the eastern DRC property line and backfill the existing ditch. Details are described in the General Specifications and Scope of Work sections, and the Appendices.

The ditch relocation will make additional space available for the upcoming bale fill expansion project.

The water in the ditch below the project area is habitat for rearing coho salmon as identified in May by the Alaska Department of Fish & Game area Fish Habitat Biologist. The project will be conducted under the terms of the Fish Habitat Permit (Appendix 1).

The project places fill material into Waters of the United States. The work will be conducted under the terms of the attached US Army Corps of Engineers Nationwide Permit issued for this project (Appendix 2).

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

**THE PERIOD OF PERFORMANCE** for this work is from the date of award to September 30, 2024 unless otherwise agreed to with the City Project Manager. Throughout the period, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer.

**City of Gustavus RFQ FY25-01**

**DRC Drainage Ditch Relocation**

## **General Specifications**

The City plans to initiate work on the DRC drainage ditch relocation in 2024 and requests proposals to complete the work. The proposed realignment is part of an incremental expansion of the landfill that is expected to provide about twenty years of landfill capacity.

Because the ditch flows into the Salmon River, it is Waters of the United States and the US Army Corps of Engineers has jurisdiction. Refer to the US Army Corps of Engineers Nationwide Permit for this project to deposit fill in Waters of the United States (Appendix 2). The design plan and section drawings are on pages 4 & 5 (Figures 1 & 2) of the permit.

The ADF&G Fish Habitat Biologist surveyed the water in the ditch downstream from the project area in May and found rearing coho salmon. The Fish Habitat Permit is issued based on the ditch relocation design submitted in February (Appendix 1).

During the February review the Biologist requested that the depth, width, shape and gradient of the new channel match that of the bypassed section, and that some bends be included in the channel (Figure 1) since there is a possibility that fish could inhabit this section of the ditch in the future. The drawing showing a typical cross section view of the existing channel (Figure 2), taken from the site topography, compares closely to the proposed new channel dimensions for the channel depth, width and slope of the banks (also Figure 2). In the plan view of the ditch relocation (Figure 1) there are two sweeping bends in the new channel that stay within the 50 ft. wide buffer zone. The new channel gradient is approximately the same as the old channel. The meandering thalweg in the existing channel developed over time and created small scour pools and cut banks, and slightly varies the depth and flow characteristics which benefits aquatic habitat. A similar one to two foot wide meandering thalweg must be established in the bottom of the new channel.

## **Scope of Work**

The work must be done in compliance with the US Army Corps of Engineers Nationwide Permit and the ADF&G Fish Habitat Permit issued for this project.

Soil excavated from the new ditch will be used to fill the old ditch. The sequence for excavating and filling isn't specified in this RFQ and will be left to the contractor. The new channel length is about 320 ft. and drops about 2 ft. over its length. The quantity of soil removed from the new excavation is approximately 1268 cu. yds. and the fill requirement for the existing ditch is 1322 cu. yds. The difference will be made up by contouring the fill at both ends of the filled in section of the ditch.

Erosion control best practices must be used by the contractor to prevent sediment from reaching the coho salmon rearing area downstream from the project area. Refer

to the Corps permit condition 12. *Soil Erosion and Sediment Controls*. The erosion control plan must be approved by the Project Manager.

The one to two foot wide meandering thalweg will be encouraged to establish itself by minor contouring done in the bottom of the new channel similar to the watercourse in the existing ditch bottom. A few logs can be added to create current breaks.

The banks and bottom of the new ditch will be hydroseeded to control erosion. The topsoil and vegetation excavated from the new ditch can be put on top of the backfilled ditch to encourage revegetation, or it can be hydroseeded.

**End General Specifications and Scope of Work**



**Contractor Bid Submission Form**

Construct the *(Project Name)* as described in General Specifications and Scope of Work; *(More details about the work if appropriate)*

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

Date of Bid \_\_\_\_\_

Contractor Business Name \_\_\_\_\_

Business License # \_\_\_\_\_ Contractor's License Number # \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Date \_\_\_\_\_ Provided

Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Physical Location \_\_\_\_\_

Cell or Business Phone # \_\_\_\_\_ Email \_\_\_\_\_

Project Element Quotes:

DRC Drainage Ditch Relocation:            Total Bid    \$ \_\_\_\_\_

Subcontractor(s) Name(s) \_\_\_\_\_

By \_\_\_\_\_

Print Name

Signature

Title \_\_\_\_\_

## **GENERAL PROVISIONS**

### **INSTRUCTIONS TO BIDDER**

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

13. Each bid shall be made on the form provided by the City or copy thereof and shall be signed by the bidder with signature in full.

14. After depositing a bid, a bidder may withdraw, modify, or correct his bid, providing the City receives the request for such withdrawal, modification, or correction before the time set for opening bids. The original bid, as modified by such written communication will be considered as the bid. No bidder will be permitted to withdraw his bid after the time set for opening bids.

15. The Contractor shall perform the duties specified in this solicitation. The Contractor understands that the City makes no representation that it will look exclusively to the Contractor for the type of goods or services requested. The Contractor will perform the duties under this agreement as an independent contract. The City assumes no responsibility for any interpretation or representations made by any of its officers or agents unless such interpretations or representations are made by Addenda.

#### **METHOD OF AWARD**

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

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

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

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

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

**PURCHASE ORDER/CONTRACT**

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

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

**CONTRACTOR LICENSE**

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

**SUBCONTRACTING**

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

**INSURANCE**

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

**INDEMNIFY AND HOLD HARMLESS**

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

**PUBLIC SAFETY**

The contractor is responsible for the general safety and welfare of the public within the area where the work is conducted, and must provide reasonable measures to prevent the public from encountering hazardous or dangerous situations during work activities. The Contractor and Project Manager will consult with one another about specific public safety issues.

**CHANGE ORDERS**

Change orders approved by the Project Manager and Mayor or Mayor's Designee are required for work outside the project Scope of Work that results in additional cost to the City.

**BID AWARD PROCESS**

The successful bidder will be notified promptly in writing with a “Notice of Apparent Low Bidder” letter.

After outstanding issues (if any) are resolved a “Notice of Intent to Award” letter will be issued and the contract award will be placed on the agenda for the next City Council General Meeting.

After the bid is accepted and approved by the City Council, the bidder will be issued a “Notice of Award” letter.

A purchase order will be issued by the City following the Notice of Award. Once signed by both parties, the purchase order and RFQ combined will establish the contractual relationship between the City and the contractor.

Any outstanding issues remaining must be settled before a “Notice to Proceed” letter is issued by the City to the contractor. Upon receipt of the letter the contractor is expected to begin making arrangements to start work on the project.

**END OF GENERAL PROVISIONS**

For more information on the project please see the full RFQ at <https://www.gustavus-ak.gov/drc/page/rfq-fy25-01>



**City of Gustavus**  
P.O. Box 1  
Gustavus, AK 99826  
Phone: (907) 697-2451

June 25, 2024

To: The National League of Cities.

As Mayor of the City of Gustavus, Alaska I am writing to confirm our application to the NLC Advancing Economic Mobility Rapid Grant program for \$20,000, which will be used to provide \$500 matching incentives for residents and community facilities converting to use of air source heat pumps powered by clean, locally-produced renewable energy.

If awarded funding – and subject to finalization of a grant agreement approved by the City Council – I would serve as the seniormost authority for the project. City Administrator Kathy Leary would serve as the administrative lead. Councilman Mike Taylor, a retired engineer with heat pump experience, would serve as a project coordinator. The local utility – Alaska Power & Telephone – has offered to provide additional technical assistance and support. Their key point of contact will be Jason Custer – Vice President of Corporate Development, and a certified accountant and project manager. Together, the members of this team have successfully managed well over \$100m in grant-funded projects.

Quote to be used in NLC communications materials: *“The City of Gustavus, Alaska is excited to provide residents with the ability to switch from heating oil barged into the community at costs as high as \$6 per gallon, to air-source heat pumps using clean, affordable electricity produced at the local Falls Creek hydropower project. Our new incentive match program will help residents to access an additional \$500 incentive from local utility Alaska Power & Telephone, to access federal tax credits, and to utilize Power Cost Equalization to help pay for home heating costs.”* - Mayor Shelley Owens.

Sincerely,

Shelley K. Owens  
Mayor, City of Gustavus, AK

**1. What is your municipality's vision and overarching goals for the work that will be funded by a rapid grant and support from NLC? (Limit your response to a maximum of 250 words.)\***

The City of Gustavus is an islanded municipal government in rural southeast Alaska. It has a vision of leading the region as a sustainable, resilient community powered by clean, renewable energy from the local Falls Creek hydropower project. It requests \$20,000, which will be used to provide \$500 matching incentives for residents and community facilities converting to use of air source heat pumps powered by clean, locally-produced renewable energy. Goals are to 1) help facilitate conversion from diesel heating oil (barged into the community at costs as high as \$6 per gallon) to electric air source heat pumps powered by local renewable energy from the Falls Creek project; 2) reduce emissions in the Glacier Bay National Park region; 3) better position residents to access federal tax incentives and utility incentives for heat pumps through a local matching incentive of \$500 per resident; 4) help residents utilize power cost equalization (an electrical subsidy available in Alaska) for their heating costs. 5) make rural energy costs more affordable through use of more efficient heat pumps.

**2. Describe your proposed project and note any populations that will be prioritized and why? (Limit your response to a maximum of 500 words.)\***

The City of Gustavus is an islanded municipal government in rural southeast Alaska. It has approximately 660 residents, and is most famous for being located next to Glacier Bay National Park. The community's electrical grid is 89% hydropower-based. Residents lack access to natural gas and use diesel heating oil at a cost of \$6 per gallon and more - a tremendously high cost. Local electrical utility Alaska Power & Telephone provides a \$500 incentive for customers converting to air-source heat pumps. Gustavus proposes to use NLC funds to provide an additional \$500 matching incentive, bringing the total clean energy incentive to \$1,000. This will help empower residents to access the utility's incentive, as well as federal tax incentives that are currently available. Rural Alaska residents receive "power cost equalization" - a subsidy that applies to electric, but not to heating oil. Switching from heating oil to electric heat will allow Gustavus residents to access the benefit of "power cost equalization" to help support home heating costs. All full-time residents face significant socioeconomic challenges due to the high cost of living in a rural location, and will be eligible to apply. Gustavus will prioritize matching incentives to community facilities, the school, and non-profit organizations serving the community as a whole. It will also seek to prioritize requests by vulnerable populations such as low-income families, single parent homes, disabled residents, and senior citizens - people who may otherwise have difficulty accessing incentives and participating in the clean energy economy. The program will catalyze new economic opportunity, by providing work for rural installers within the community. Additionally, the program will help reduce emissions in the Glacier Bay National Park area, substituting clean, locally-available hydropower for diesel heating oil that must be barged into town. The existing hydropower project - Falls Creek - is significantly underutilized. Increased sale of electricity helps to spread the utility's fixed costs over a larger volume of sales, helping to keep rates more affordable.

**3. Note any potential challenges or obstacles you anticipate encountering during the implementation of your proposed project and how you plan to mitigate them.? (Limit your response to a maximum of 500 words.)\***

The City of Gustavus does not anticipate significant challenges. This program will match an existing, well-proven incentive program that has been used successfully by Alaska Power & Telephone Company (AP&T). AP&T has helped other entities establish local matching programs successfully. The personnel involved in managing this process will be the Mayor, the City Administrator, Councilman Mike Taylor (a retired engineer), and utility liaison Jason Custer - a certified accountant and project manager. In combination, these individuals have managed more than \$100m of grant-funded projects.

**4. What, if any, existing municipal priorities or initiatives support the selected focus area? (Limit your response to a maximum of 250 words.)\***

This project fits within the energy objectives of the Southeast Conference Community Economic Development Strategy (CEDS)- a regional economic development plan by the local EDA-designated ARDOR for the region. For years, Gustavus has highly prioritized clean, sustainable, affordable energy within the community. It has issued numerous letters supporting efforts by the utility to help increase availability of clean energy at an affordable cost.

**5. Describe any specific opportunities you would capitalize on if selected for funding and support. This could include new state or federal investments in your community, emerging community needs or trends, etc.? (Limit your response to a maximum of 250 words.)\***

1. Increased use of the underutilized Falls Creek hydroelectric project.
2. Expanding community access to federal tax incentives for heat pumps.
3. Expanding access to the utility's \$500 incentive for heat pumps.
4. Allowing community members to access "power cost equalization" (a state electrical subsidy) for heating purposes. (Power cost equalization does not apply to diesel heating oil or propane costs, but it helps to pay power bills.)
5. The utility is proposing optional "time of use" rates for on-peak and off-peak energy use. This is pending regulatory approval. Residents may soon be able to access the benefits of off-peak rates, as well.

82 / 250 words

**6. What outcomes do you hope to measure to gauge your teams' success in meeting your previously stated goals? (Limit your response to a maximum of 250 words.)\***



Gustavus would track:

- 1) Incentives utilized by community members.
- 2) Community facilities using the program.
- 3) Amount of federal tax credits leveraged through use of the program.
- 4) Amount of utility heat pump incentive payments leveraged through use of the program.
- 5) Amount of private investment leveraged by the program.
- 6) Vulnerable population use of the program. This would be self-reported on an optional basis, and may include: a) low income b) disabled c) senior citizen d) single parent family e) tribal member.

Gustavus would obtain this information by asking recipients of the \$500 incentive to fill out a questionnaire after completing the installation.

**7. What key partners are (or will be) engaged and committed to realizing your plan and meeting your outcomes? What will their roles be? How can they contribute to the strength of the team? (Limit your response to a maximum of 500 words.)**

Local utility Alaska Power & Telephone Company - will provide a matching incentive, and will promote availability of the program through its social media, and possibly utility bill mailings.

The Tongass Green Bank - a new initiative by Spruce Root (an indigenous CDFI). Tongass Green Bank can provide technical information and support as needed, in concert with their heat pump deployment initiative for Prince of Wales Island. (And other projects.)

Southeast Conference - the local economic development organization for the region. SE Conference is working to provide administrative support for heat pump projects.

The Sustainable Southeast Partnership - a network of rural villages and indigenous communities. SSP can help promote awareness of the program.

Sitka Conservation Society - Alaska's oldest conservation and environmental organization. SCS can help promote awareness of the program.

Alaska Heat Smart - a state-wide heat pump deployment organization. While not active in Gustavus yet, Alaska Heat Smart can help provide technical advice.

List each senior leader or high-level staff with expertise related to the objectives of the Advancing Economic Mobility Rapid Grant who will serve on your local municipal team. For each, provide a brief description of their expected role. Note that the project lead must be a municipal leader or staff member.



	A	B	C	D	E
1	Name	Title	Organization	City, State	Role
2	Mike Taylor	Council Member	City of Gustavus	Gustavus, AK	Former engineer. Tecl
3	Shelley Owens	Mayor	City of Gustavus	Gustavus, AK	Senior Oversight
4	Kathy Leary	City Administrator	City of Gustavus	Gustavus, AK	Administrative Oversig
5	Jason Custer	Volunteer	Volunteer	Juneau, AK	Administrative Support
6					

**Budget: Complete and submit the budget template demonstrating the anticipated use of funds.**

Budget: Complete and submit the budget template demonstrating the anticipated use of funds. \*



	A	B	C	D	E
21	Training		0		0
22	Subcontract to Partner Organization/ Consultant		0		0
23	Food		0		0
24	Other:	\$ 20,000	0		0
25	Other:		0		0
26	Other:		0		0
27	Total Program Costs:		0		0
28					
29	TOTAL ANTICIPATED EXPENSES	\$20,000	0		0
30	Please provide a brief budget narrative:	\$20,000 for \$500			

**From:** [Janene Driscoll](#)  
**To:** [Shelley Owens](#); [Liesl Barker](#)  
**Subject:** Resignation  
**Date:** Monday, July 1, 2024 16:06:35

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Mayor Owens,

I am informing you of my resignation from the City Council effective July 9, 2024. It is my intent that the effective date of my resignation and the Council's acceptance provide adequate time for the position to be considered "vacant" thus allowing time for potential candidates to file for a one-year term by the August 17 - September 11, 2024 filing period.

Respectfully  
Janene Driscoll



## MAYOR'S REPORT JULY 8, 2024

We have had a busy month meeting with visitors:

Cybersecurity Assessment. Thanks to a grant the City Administrator obtained, we were able to have a team spend two days with City departments assessing the security of our computers. We will be receiving a report with recommendations on how we can improve the system.

AK Department of Natural Resources. Kaitlyn Raffier, Southeast Regional Director of the Division of Mining, Land, and Water, and two staff members visited Gustavus for two days to tour DNR-managed lands. We visited the gravel pit to discuss potential solutions for prolonging the life of or extending the gravel pit, hiked the Hydro Road, and visited the DNR lands south and east of the airport. It was a collegial and informative visit and we appreciate the time they were able to spend with us.

Southeast Alaska Land Trust. Margaret Custer, the Executive Director of the Southeast Alaska Land Trust, met with members of the City Council and the Conservation Lands working group. She was accompanied by her husband Jason and daughter. The group toured the beach meadows and walked the Hydro Road. After lunch, we had the fortune to meet with Dick and Lin Levitt during their visit to Gustavus. Dick shared a history of the development of the Falls Creek Hydro Project and public access on the Hydro Road.

Public Access on the Hydro Road. The dispute resolution process with the Federal Energy Regulatory Commission (FERC), the Olneys, AP&T, and a City work group continues. The City submitted a proposal on behalf of the community on June 27<sup>th</sup> and is awaiting a response from the parties.

The Xunaa Borough Petition. As noted last month, the Local Boundary Commission released its preliminary staff report on May 28<sup>th</sup> recommending against adoption of the Xunaa Borough petition in its current form. There is a public comment period until July 8<sup>th</sup> after which a public hearing is currently scheduled for September 10<sup>th</sup> in Hoonah. LBC website:  
<https://www.commerce.alaska.gov/web/dcra/LocalBoundaryCommission>

Councilmember Janene Driscoll has resigned from the City Council effective July 8<sup>th</sup>. We thank her for her service to Gustavus, especially the beautification project, and wish her the very best.

And wishing you and your families a safe, happy, and healthy summer,

*Shelley*

