



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

CITY COUNCIL PACKET

February 12, 2018

Conference Call
1-218-844-1930
794467



GUSTAVUS CITY COUNCIL

GENERAL MEETING

FEBRUARY 12, 2018

7:00 PM CITY HALL

Gustavus City Council:

Mayor (Seat G):

Barb Miranda
barb.miranda@gustavus-ak.gov
Term Expires 2018

Vice-Mayor (Seat B):

Jake Ohlson
jake.ohlson@gustavus-ak.gov
Term Expires 2019

Council Member (Seat A):

Cheryl Cook
cheryl.cook@gustavus-ak.gov
Term Expires 2019

Council Member (Seat C):

Calvin Casipit
calvin.casipit@gustavus-ak.gov
Term Expires 2020

Council Member (Seat D):

Mike Taylor
mike.taylor@gustavus-ak.gov
Term Expires 2020

Council Member (Seat E):

Tim Sunday
tim.sunday@gustavus-ak.gov
Term Expires 2018

Council Member (Seat F):

Susan Warner
susan.warner@gustavus-ak.gov
Term Expires 2018

Gustavus City Hall:

City Clerk

Karen Platt
clerk@gustavus-ak.gov

City Treasurer

Phoebe Vanselow
treasurer@gustavus-ak.gov

1. **Call to Order**
2. **Roll Call**
3. **Approval of Minutes**
 - A. **General Meeting Minutes 01-15-2018**
4. **Mayor's Request for Agenda Changes**
5. **Committee/Staff Reports**
 - A. **GVA**
 - B. **DRC**
 - C. **Clerk**
 - D. **Financial**
6. **Public Comment on Non-Agenda Items**
7. **Consent Agenda**
 - A. **Introduction of FY18-10NCO** Providing for the Amendment of the Gustavus Public Library Budget for FY18
8. **Ordinance for Public Hearing**
 - A. **Approve Ordinance FY18-09 Title 6** Providing for the Revisions of City Ordinance Title 6 (Introduced 01/15/18)
 - B. **Approve FY18-07NCO** Providing for the amendment of the DRC Budget for FY18. (Introduced 01/15/18)
 - C. **Approve FY18-08NCO** Providing for the amendment of Department Budgets for FY 18. (Introduced 01/15/18)
9. **Unfinished Business**
 - A. **Public Input on Beach Camping and Infrastructure**
10. **New Business**
 - A. **Resolution CY18-03** Approving the Submission of a Capital Improvement Funding Request for a Disposal & Recycling Center Pre-Processing and Storage Area (Scoping Doc. Approved 09/2016)
 - B. **Approve Scoping Document** for Gustavus Volunteer Fire Department Building Expansion and Roof Repair
 - C. **Resolution CY18-04** Approving the Submission of a Capital Improvement Funding Request for Gustavus Volunteer Fire Department Building Expansion and Roof Repair
 - D. **Resolution CY18-05** Approving the Submission of a Capital Improvement Funding Request for a Household Hazardous Waste Facility (Scoping Doc. Approved 12/2016)
 - E. **Resolution CY18-06** Approving the Submission of a Capital Improvement Funding Request for Disposal & Recycling Center Storage Bins and Pallet Jack. (Scoping Doc. Approved 09/2016)
 - F. **Resolution CY18-07** Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2017
 - G. **Resolution CY18-08** Providing for the Cost of Living Pay Adjustment for City of Gustavus Employees in Regular Positions



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cheryl.cook@gustavus-ak.gov

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calvin.casipit@gustavus-ak.gov

Term Expires 2020

Council Member (Seat D):

Mike Taylor

mike.taylor@gustavus-ak.gov

Term Expires 2020

Council Member (Seat E):

Tim Sunday

tim.sunday@gustavus-ak.gov

Term Expires 2018

Council Member (Seat F):

Susan Warner

susan.warner@gustavus-ak.gov

Term Expires 2018

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H. Approve Scoping Document for Household Hazardous Waste Collection Event

I. Approval of Certificate of Records Destruction

J. Annie Mae Liquor License Renewal

K. Approve Pit Run Gravel Contracts

L. Approve RFP for Managed IT Services

M. Introduction of City Ordinance Title 4 Revisions

N. Resolution CY18-09 Revising Policy and Procedure for Disbursement of Room Tax Monies to the Gustavus Visitors Association

O. Resolution CY18-10 Establishing Policy and Procedure for Funding Limited Social Services

P. Resolution CY18-11 In Support of SB61 and HB130 Boundary Changes for the Dude Creek Critical Habitat Area

Q. Approve RFQ-FY18-03LIB Library Roofing Replacement

11. City Council Reports

12. City Council Questions and Comments

13. Public Comment on Non-Agenda Items

14. Executive Session

A. City Clerk and City Treasurer Evaluations

15. Adjournment



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P.O. Box 1
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APPROVAL OF MINUTES

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
January 15TH, 2018**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on January 15th, 2018, at 7:01pm by Mayor Miranda. There are twenty-two (22) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Miranda
Vice Mayor Ohlson
Council Member Casipit-Conference Call
Council Member Cook-Conference Call
Council Member Sunday
Council Member Taylor
Council Member Warner

The following members are not present: All Present

3. APPROVAL OF MINUTES:

A. General Meeting Minutes December 11th, 2017

MOTION: Council Member Cook moves to approve the General Meeting Minutes from December 11th, 2017 as presented.

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Miranda, Ohlson, Casipit, Cook, Sunday, Taylor, Warner

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS **7/0**

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

A. Move Consent Agenda to after New Business Item # 11

Hearing no objections, Mayors request for Agenda Changes passes by Unanimous Consent

5. COMMITTEE REPORTS/STAFF REPORTS:

A. Library-Bre provided a written and oral report

B. GVFD-Travis provided a written and oral report

C. Treasurer Phoebe provided a written and oral report

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

8. ORDINANCE FOR PUBLIC HEARING

9. UNFINISHED BUSINESS

A. Public Input on Beach Access and Parking

a) Greg Streveler: Access with regard to vegetation

b) Karen Colligan-Taylor: Access with regard to ecosystem

c) Jon Howell: Access with regard to self-regulation of motorized vehicles and the effects of noise pollution.

d) Annie Mackovjak: Historical Uses and thoughts on motorized vehicles and parking

- e) **Kimber Owen**-Provided input from her Seawolf clients regarding the condition and use of the beach. Suggested having disability view point parking/access.
- f) **Judy Brakel**- Provided childhood description of beach use and the importance of leaving no trace.
- g) **Ben DeBoer**-Expressed appreciation of the opinions being shared. Self-regulation isn't working anymore. Ben foresees parking and storage issues and would like the council to consider these issues.
- h) **Kim Heacox**-Appreciates the thoughtful testimonies. Access to Glacier Bay can be difficult for locals. Our beach is accessible to all. Let's take care of it.
- i) **Artemis BonaDea**: With regard to vegetation specifically, spruce trees.
- j) **Sally McLaughlin**: The condition of the beach will continue to worsen if we don't manage it in some way.

Mayor Miranda called for a 5-minute recess at 8:13pm. Meeting reconvened at 8:23pm

B. Introduction of City Ordinance Title 6

MOTION: Council Member Taylor moves to approve Introduction of City Ordinance Title 6

SECONDED BY: Council Member Sunday

PUBLIC COMMENT:

- a) Paul Berry

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Warner, Sunday, Cook, Miranda, Ohlson, Taylor, Casipit

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS **7 / 0**

10. NEW BUSINESS:

A. Approval of Certificate of Record Destruction

MOTION: Council Member Warner moves approve the Certificate of Record Destruction

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Casipit, Cook, Taylor, Sunday, Warner, Miranda, Ohlson

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS **7/0**

B. Excursion Restaurant Liquor License Renewal

No Objections, no action was taken

C. Approve Resolution CY18-01: A Resolution by the City of Gustavus Updating the City Benefits Policy and Procedure

MOTION: Council Member Miranda moves to approve Resolution CY18-01: A Resolution by the City of Gustavus Updating the City Benefits Policy and Procedure.

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

- a) **Paul Berry**

COUNCIL COMMENT:

- a) **Ohlson** requests to recuse himself from voting due to possible conflict of interest, his wife being an CoG employee.
- b) **Warner**: It's important to understand that this is a temporary solution.

CONFLICT OF INTEREST HEARING

Vice Mayor Ohlson declared a conflict of interest regarding CY18-01 and presented a statement.

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Mayor Miranda made the determination that a conflict of interest exists and requested that Vice Mayor Ohlson provide input on Resolution CY18-01 and recuse himself from any votes regarding the resolution.

AMENDMENT TO THE MAIN MOTION: Council Member Warner moves to insert the words 'where practicable' before the words 'to all qualified employees' in the last sentence of 'Now Therefore, be it Resolved 2). The line would read, '2) Offer a flexible work schedule, where practicable, to all qualified employees.'

SECONDED BY: Mayor Miranda

COUNCIL COMMENT:

a) Taylor

b) Sunday

ROLL CALL VOTE ON THE AMENDMENT

YES: Miranda, Casipit, Cook, Sunday, Taylor, Warner

NO: 0

RECUSED: 1

MOTION **PASSES**/FAILS 6/0

AMENDMENT TO THE MAIN MOTION: Mayor Miranda moves to insert a third section under 'Therefore, be it Resolved'. The line would read, '3) Item 1 in this Policy and Procedure will expire on December 31, 2018 unless renewed or modified by the majority vote of the council.'

SECONDED BY: Sunday

COUNCIL COMMENT:

a) Cook

ROLL CALL VOTE ON THE AMENDMENT

YES: Miranda, Casipit, Cook, Sunday, Taylor, Warner

NO: 0

RECUSED: 1

MOTION **PASSES**/FAILS 6/0

MOTION: Council Member Barb moves to pass Resolution CY18-01: A Resolution by the City of Gustavus Updating the City Benefits Policy and Procedure as amended

SECONDED BY: Council Member Sunday

ROLL CALL VOTE ON MAIN MOTION AS AMENDED

YES: Casipit, Cook, Taylor, Sunday, Warner, Miranda

NO:

RECUSED: 1

MOTION **PASSES**/FAILS 6/0

D. Approve Resolution CY18-02: A Resolution Amending the Policy and Procedure on Temporary Labor Pools

MOTION: Vice Mayor Ohlson moves to approve Resolution CY18-02: A Resolution Amending the Policy and Procedure on Temporary Labor Pools

SECONDED BY: Council Member Miranda

Ohlson read the Resolution to the public

PUBLIC COMMENT:

a) Paul Berry provided a summary

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Warner, Casipit, Cook, Ohlson, Miranda, Sunday

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

E. Approve Scoping and Development Document for the Disposal & Recycling Center (DRC) Quonset Replacement

MOTION: Council Member Sunday moves to Approve Scoping and Development Document for the Disposal & Recycling Center (DRC) Quonset Replacement

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

a) Paul Berry provided a summary of the project

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Ohlson, Sunday, Warner, Taylor, Miranda, Cook, Casipit

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS **7/0**

11. CONSENT AGENDA (Moved from Item #7 to Item #11)

~~**A. Introduction of FY18-07NCO Providing for the Amendment of the Disposal & Recycling Center (DRC) Budget for Fiscal Year 2018**~~

~~**B. Introduction of FY18-08NCO Providing for the Amendment of the Department Budgets for Fiscal Year 2018**~~

MOTION: Council Member Taylor moved to adopt the Consent Agenda as presented

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Ohlson, Sunday, Warner, Taylor, Miranda, Cook, Casipit

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS **7/0**

12. CITY COUNCIL REPORTS:

13. CITY COUNCIL QUESTIONS AND COMMENTS:

A. Warner: reminder AMHS meeting tomorrow at 2pm

B. Ohlson: expressed thanks for our training with Ryan

C. Sunday: expressed happiness with the cog scene and young people attending meetings

D. Miranda: working on proposal for administrator in the next week for discussion at our next work session

14. PUBLIC COMMENT ON NON-AGENDA ITEMS:

A. **Karen Colligan Taylor-**AMHS request to keep Juneau medical appointments in mind when suggesting AMHS schedules

15. EXECUTIVE SESSION

16. ADJOURNMENT:

Hearing no objections, Mayor Miranda adjourns the meeting at 8:56pm.

Barbara Miranda, Mayor

Attest: Karen Platt, City Clerk



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COMMITTEE/STAFF REPORTS

Gustavus Visitors Association

PO Box 167

Gustavus, AK 99826

February 9, 2018

Report to Gustavus City Council

The GVA has just undergone a change in its board. The president is James Kearns, vice-president is Deb Woodruff, treasurer is Leah Okin-Magowan, and board member at-large is Cam Cacioppo.

Additionally, we have just completed the hiring process of a new administrator. We thank Kaitlyn Tippery for her fine service this past year and wish her well in her other pursuits. And we welcome Nina Zarate as our new administrator. Nina filled this position in 2015 and we are grateful to have her experience and expertise back again. She will begin within a few weeks and Kaitlyn will get her up to speed before leaving the post.

With a new board just beginning their service, we do not have much of a report but we appreciate the support that the Gustavus City Council has expressed for the GVA. Additionally, we appreciate the specific policies and procedures the Council has formulated that will surely support the relationship between the two entities.

We can report that despite the new board, we will have our 2018-2019 marketing plan and budget, along with our funding request, into your hands before your March meeting, and that in subsequent years, we will have those documents available for your review by the 1st of February annually.

Additionally, we can report that we are finalizing the change of our fiscal year to correlate with that of the City. Also, we have finished and are distributing the updated Gustavus map and visitor's guide. Finally, we are proposing a change in our monthly meeting from the second Tuesday to the first Thursday of each month (September through April) in order to better coordinate with the regular Gustavus City Council meetings that are held on the second Monday of the month.

Any Questions?

Thank-you

City of Gustavus, Alaska
Disposal & Recycling Center (DRC)
Fiscal Year 2017 (July 1, 2016 - June 30, 2017)
Annual Report of Waste Processing, Income & Expenses

What the DRC Received from the Community

- 186,535 pounds of recyclable waste¹, 62% of total.
- 114,970 pounds of non-recyclable waste, 38% of total.

Total of 301,505 pounds of waste (151 tons). Our diversion rate is 62%.

- Ash, Construction/ Demolition (C/D) waste & Sheetrock - 110 cubic yards

Ash, Sheetrock and C/D waste does not pass over the scale and is therefore not included in the above totals or in the diversion rate. The cubic yard total is uncompressed material.

- The DRC was open to the public on 149 days². Total number of days receiving waste was 223. The daily average, including appointment days, was 1,352 pounds of waste.

Max 5,309 lbs. on Sat May 6, 2017; Min 171 lbs. on Tue March 14, 2017

- 4,921 customer transactions, an average of 33 customers per day not including appointment only days.

Max 98 customers on Sat May 6, 2017; Min 2 customers on Thu December 15, 2016

What the DRC Recycled

Exported Recyclables

	Weight in pounds	Value
Aluminum Beverage Cans	4,430	\$1,793.60
Tin Cans	6,080	\$190.30
Scrap Metal	16,280	\$627.40
Irony Aluminum	820	\$221.40
Misc Non-Ferrous	0	0
Cardboard	13,370	\$412.83
Mixed Paper & Books	17,375	\$389.21
White Sheet Paper	790	\$59.25
Type 1 – PETE Plastic	2,980	\$30.90
Type 2 – HDPE Plastic	1,320	\$44.55
Mixed Plastics	5,465	\$109.20
Lead Acid Batteries	0	0
Dry Cell Batteries	0	0
Computer Monitors & TVs	2,391	-\$597.75
Fluorescent Lamps	0	0
Totals	71,301	\$3,280.88

Number of shipping events	5
GST – JNU shipping charges	\$2,801.74
JNU – SEA shipping charges	\$5,444.18
GST – SEA shipping charges	\$5,517.50
Total shipping charges	\$13,763.42
Total return	-\$10,482.54

Note: Due to changes in how recyclables are shipped, certain materials such as aluminum cans, batteries or refrigerators are stockpiled and are shipped less frequently. What was received in a year does not equal what was shipped in a year.

Locally Recycled Materials

43,889 pounds of food waste was composted (composted food waste cures for 6 to 9 months)

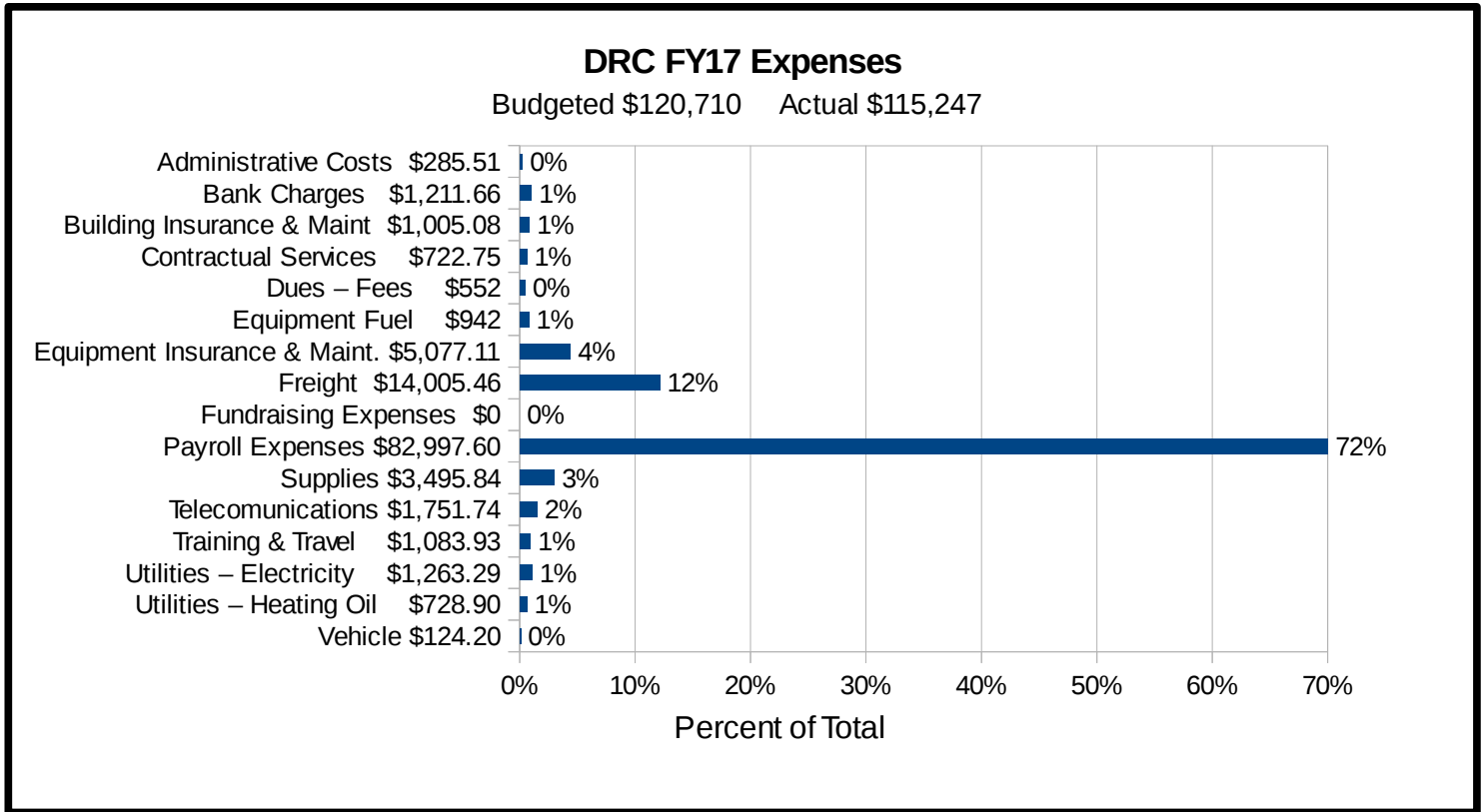
- Approximately 16 cubic yards of marketable compost from the previous year was sold (none remaining) generating a return of \$1,858.58

47,810 pounds of glass bottles and jars were pulverized and land-spread

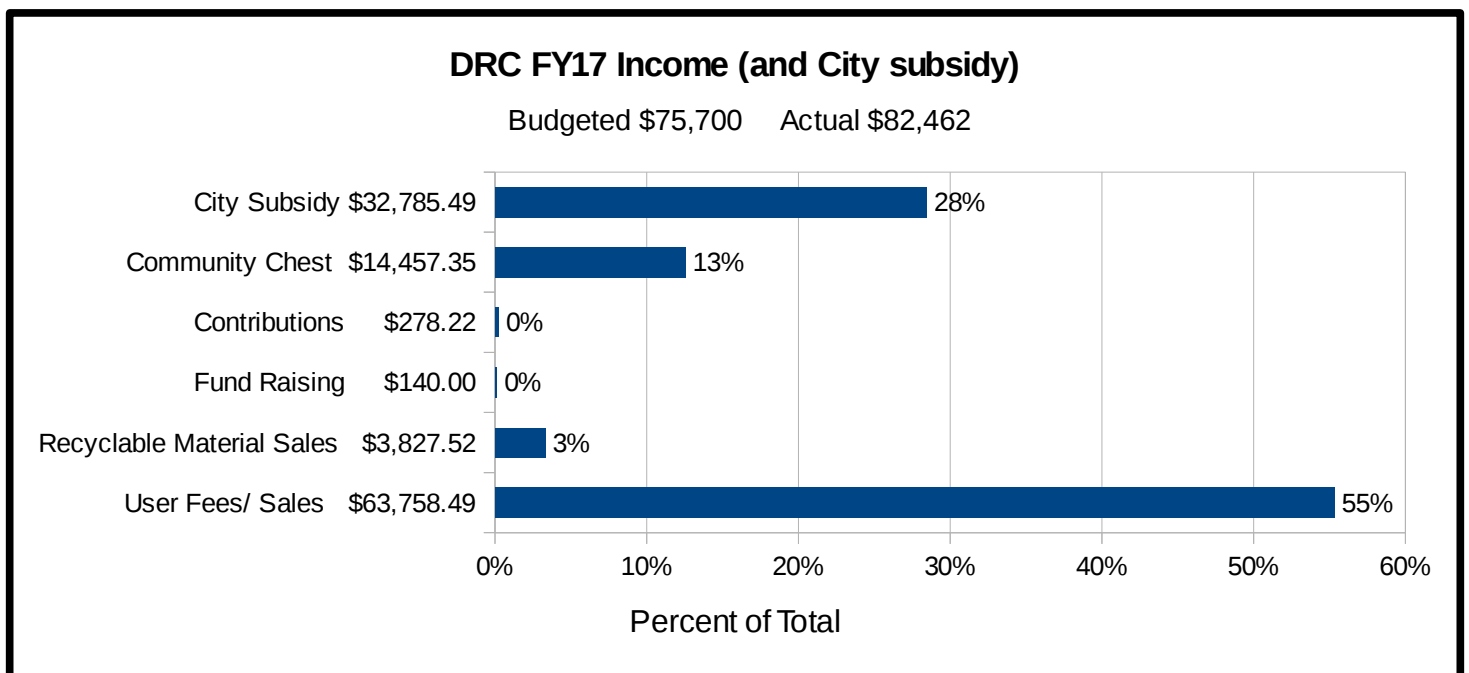
- 1 2,215 pounds of aluminum cans and 500 pounds (conservative) of brass, copper & misc. aluminum was added to the scale weight (less than 2% increase of scale weight). These items are accepted for free so there is no record of their weight. However, all exported weights of recyclables are recorded.
- 2 Excludes days that are only open by appointment.

Where the Money to Operate the DRC is Spent

The averaged cost for processing each pound of waste received by the facility is \$0.39 per pound (rounded). This average does not include waste that does not flow across the scale: Sheetrock, Ash and C/D waste, estimated at 110 cubic yards (uncompressed).



Where the Money to Operate the DRC Comes From



Financial and Miscellaneous Notes

The DRC completed the fiscal year within budget.

Compost sales (\$1,858.58), thrift sales at the DRC (\$214.10) and donations of change received at the point-of-sale terminal at the DRC (\$83.67) are included in “User Fees/ Sales” income.

Income was \$6,762 greater than budgeted and expenses were \$5,463 less than budgeted resulting in an actual City subsidy of \$32,785 for the DRC.

There was one administrative action to modify the DRC's operating budget: \$1,000 was moved from Contractual Services to the Equipment expense categories.

There was a total of 3,141 hours of paid labor at the DRC: 1,955 hours by the Manager/ Operator (includes PTO) and 1,186 hours by the DRC Temporary Labor Pool (the “Pool”).

The Pool is organized by calendar year. The CAL2016 Pool had six members of which five were active and the CAL2017 Pool had four members all of which were active.

There was also approximately 72 hours of volunteer labor at the DRC.

Non-revenue waste streams (recyclable and non-recyclable) picked up by or delivered to the DRC include

Account	Pounds of waste
Anonymous	17
Beach Receptacles	2,025
City Hall and Salmon River Park	820
Community Chest	9,777
Gustavus Library	1,124
GVFD - Fire Department	880
Litter	1,096
TOTAL	15,739

Community Chest statistics for FY2017

The Community Chest does not record the volume (or weight) of the merchandise that is sold and reused by the community (and consequently kept out of the landfill), so there is no direct measure of this very important benefit.

- Open to the public 120 days
- Peak sales of \$442.20 on Saturday, August 6th
- Total sales: \$14,457.35
- 954.5 hours of volunteer labor was recorded
- 9,777 pounds waste hauled to DRC, ranked 4th highest user of the DRC.
 - Made up of 3,827 pounds of recyclable waste and 5,950 pounds of non-recyclable waste
- Total sales minus major expenses (electricity \$266, heating oil \$729 & waste \$3,613) equals an approximate net income of \$9,849
- There were several shipments of goods to the Hoonah Thrift store and one shipment of winter clothing to Glory Hole in Juneau

Quick Books Budget vs Actual Statement for FY2017

	<u>Jul '16 - Jun '17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Donations	\$278.22	\$0.00	\$278.22	100.0%
DRC Income (Disposal & Recycling Center)				
Community Chest Sales	\$14,457.35	\$12,800.00	\$1,657.35	112.95%
Landfill Fees paid @ City Hall	\$24,288.62	\$0.00	\$24,288.62	100.0%
Landfill Fees/Sales	\$39,469.87	\$56,500.00	-\$17,030.13	69.86%
Recyclable Material Sales	<u>\$3,827.52</u>	<u>\$5,400.00</u>	<u>-\$1,572.48</u>	<u>70.88%</u>
Total DRC Income (Disposal & Recycling Center)	<u>\$82,043.36</u>	<u>\$74,700.00</u>	<u>\$7,343.36</u>	<u>109.83%</u>
Fundraising	<u>\$140.00</u>	<u>\$1,000.00</u>	<u>-\$860.00</u>	<u>14.0%</u>
Total Income	<u>\$82,461.58</u>	<u>\$75,700.00</u>	<u>\$6,761.58</u>	<u>108.93%</u>
Gross Profit	<u>\$82,461.58</u>	<u>\$75,700.00</u>	<u>\$6,761.58</u>	<u>108.93%</u>
Expense				
Administrative Costs	\$285.51	\$30.00	\$255.51	951.7%
Bank Service Charges	\$1,211.66	\$700.00	\$511.66	173.09%
Building				
Insurance	\$430.91	\$630.00	-\$199.09	68.4%
Maintenance & Repair	\$574.17	\$1,200.00	-\$625.83	47.85%
Building - Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.0%</u>
Total Building	<u>\$1,005.08</u>	<u>\$1,830.00</u>	<u>-\$824.92</u>	<u>54.92%</u>
Contractual Services	\$722.75	\$1,000.00	-\$277.25	72.28%
Dues/Fees	\$552.00	\$600.00	-\$48.00	92.0%
Equipment				
Equipment Fuel	\$942.00	\$0.00	\$942.00	100.0%
Insurance	\$75.75			
Maintenance & Repair	\$5,001.36	\$0.00	\$5,001.36	100.0%
Equipment - Other	<u>\$0.00</u>	<u>\$5,000.00</u>	<u>-\$5,000.00</u>	<u>0.0%</u>
Total Equipment	<u>\$6,019.11</u>	<u>\$5,000.00</u>	<u>\$1,019.11</u>	<u>120.38%</u>
Freight/Shipping	\$14,005.46	\$14,100.00	-\$94.54	99.33%
Fundraising Expenses	\$0.00	\$500.00	-\$500.00	0.0%
Payroll Expenses	\$82,997.60	\$85,000.00	-\$2,002.40	97.64%
Supplies	\$3,495.84	\$3,900.00	-\$404.16	89.64%
Telecommunications	\$1,751.74	\$1,600.00	\$151.74	109.48%
Training	\$130.00	\$1,000.00	-\$870.00	13.0%
Travel	\$953.93	\$3,000.00	-\$2,046.07	31.8%
Utilities				
Electricity	\$1,263.29	\$0.00	\$1,263.29	100.0%
Fuel Oil	\$728.90	\$0.00	\$728.90	100.0%
Utilities - Other	<u>\$0.00</u>	<u>\$2,300.00</u>	<u>-\$2,300.00</u>	<u>0.0%</u>
Total Utilities	<u>\$1,992.19</u>	<u>\$2,300.00</u>	<u>-\$307.81</u>	<u>86.62%</u>
Vehicle	<u>\$124.20</u>	<u>\$150.00</u>	<u>-\$25.80</u>	<u>82.8%</u>
Total Expense	<u>\$115,247.07</u>	<u>\$120,710.00</u>	<u>-\$5,462.93</u>	<u>95.47%</u>
Net Ordinary Income	<u>-\$32,785.49</u>	<u>-\$45,010.00</u>	<u>\$12,224.51</u>	<u>72.84%</u>
Other Income/Expense				
Other Expense				
Returned NSF Check	<u>\$9.25</u>			
Total Other Expense	<u>\$9.25</u>			
Net Other Income	<u>-\$9.25</u>			
Net Income	<u><u>-\$32,794.74</u></u>	<u><u>-\$45,010.00</u></u>	<u><u>\$12,215.26</u></u>	<u><u>72.86%</u></u>

Report compiled by Paul Berry paul.berry@gustavus-ak.gov

Version 1.0 2018-01-17

City Clerk's Report February 12, 2018

Council ATTENDANCE SHEET is attached

- In addition to our regular posting areas for notices, I have been posting on our website <http://cms.gustavus-ak.gov/> and to reach a broader audience, to the Gustavus News Group e-mail. If you would like to be added (or removed) from this e-mail list, please contact me at City Hall (907) 697-2451.
- I have spent time over the last few months updating the website content. This will be an ongoing project as discrepancies present themselves and ideas for improvement come up. Please help me by letting me know if you notice anything incorrect or have suggestions for additional information.
- The work continues of going through and sorting records for destruction and permanent storage. With the help of volunteers, we have sorted through the back log of boxes in storage and will move on to filing cabinets, electronic files and eventually our other City Departments.
- Government Specialist, Ryan Wilson spent an entire day at City Hall January 11th, 2018 conducting a training for our Admin Staff and City Council.
- Our current Ordinance resources are five binders at City Hall and the Ordinances on our website. We have found these do not to match up. I am beginning work on updating those binders and Ordinances on the website. I will also be reducing the number of binders being maintained to two instead of five.
- Once I'm finished with making sure the Ordinance files are good, I plan to move on to making sure our Policy and Procedures are up to date.
- Plans are underway to install a projector and screen at City Hall for use during meetings.
- I am also shopping for a replacement council table and additional chairs.
- I continue to have the help of many volunteers. Total number of hours received from volunteers since December is 77.5. Work has included staffing City Hall while Phoebe and I were in Anchorage, creation of a Business Listing to be posted on our website in the spring, going through records for destruction and permanent storage, updating forms for 2018 and other odds and ends.
- I am, and will continue to work towards my Municipal Clerk Certification. I am scheduled to attend the International Institute for Municipal Clerks (IIMC) Conference in Norfolk, Virginia, May 20th as well as the Northwest Clerks Institute in Washington State, June 3rd. There are several scholarships available to attend both events for which I have applied.
- To connect with other clerks around the state, earn additional points towards my Municipal Clerk Certification as well as give back to the scholarships I hope to receive, I am serving on the Alaska Association of Municipal Clerks (AAMC) Fundraising Committee.
- With all my questions regarding Records Retention and Management, I have also landed myself on a Records Management Committee. This will provide me with an opportunity to learn more about records management in addition to earning yet additional points towards my Municipal Clerk Certification.
- I've been invited to speak with the Gustavus Highschool Careers Class on Feb 8th.

[illegible]

11:05 AM

02/01/18

Accrual Basis

City of Gustavus
Balance Sheet
As of January 31, 2018

Jan 31, 18

ASSETS

Current Assets

Checking/Savings

AMLIP - CoG Main account (0630598.1)

1,177,814.53

AMLIP Admin (0630598.10)

40,652.95

AMLIP Beach (0630598.11)

36.02

AMLIP DRC (0630598.9)

14,017.40

AMLIP GCN (0630598.5)

1,970.32

AMLIP GVFD (0630598.4)

0.38

AMLIP Lands (0630598.7)

6,579.52

AMLIP Library (0630598.2)

48,615.73

AMLIP MFC (0630598.3)

88,312.71

AMLIP Public Works (0630598.6)

35,050.53

AMLIP Road Maint (0630598.8)

93,928.94

APCM.Endowment Fund

1,446,366.45

FNBA - Checking

518,052.28

FNBA Endowment Fund - Checking

62,221.01

FNBA First Investment Account

750,587.89

Petty Cash

412.50

Total Checking/Savings

4,284,619.16

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	2,350.00	3,000.00	-650.00	78.3%
City Subsidy Income	0.00	0.00	0.00	0.0%
Community Revenue Sharing	88,824.00	82,515.28	6,308.72	107.6%
Donations	960.00	2,000.00	-1,040.00	48.0%
DRC Income (Disposal & Recycling Center)	63,291.60	88,280.00	-24,988.40	71.7%
Facilities Usage Fees	0.00	0.00	0.00	0.0%
Fundraiser - Kates Local Artist	10.00			
Fundraising	1,000.00	5,200.00	-4,200.00	19.2%
GCN Income	0.00	0.00	0.00	0.0%
Gravel Pit Gravel Sales	9,906.00	8,000.00	1,906.00	123.8%
GVFD Income	1,025.00	1,500.00	-475.00	68.3%
In-Kind Income	0.00	0.00	0.00	0.0%
Interest Income	493.39	70.00	423.39	704.8%
Lease Income	7,227.00	15,541.42	-8,314.42	46.5%
Library Income	1,043.20	3,000.00	-1,956.80	34.8%
Marine Facilities Income	2,885.00	14,000.00	-11,115.00	20.6%
NSF Checks Paid	0.00	0.00	0.00	0.0%
NSF Fees	0.00	-10.00	10.00	0.0%
Other Income	0.00	0.00	0.00	0.0%
Payment In Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
Sales Tax Income				
Fish Box Tax	12,580.00	15,000.00	-2,420.00	83.9%
Penalties & Interest	2,364.53	0.00	2,364.53	100.0%
Retail Tax Income	294,668.28	319,000.00	-24,331.72	92.4%
Room Tax Income	68,391.80	67,000.00	1,391.80	102.1%
Seller's Compensation	-790.77	0.00	-790.77	100.0%
Tax Exempt Cards	130.00	150.00	-20.00	86.7%
Sales Tax Income - Other	0.00	0.00	0.00	0.0%
Total Sales Tax Income	377,343.84	401,150.00	-23,806.16	94.1%
Shared Fisheries Business Tax	410.40	1,656.21	-1,245.81	24.8%
Total Income	664,314.69	733,458.17	-69,143.48	90.6%
Gross Profit	664,314.69	733,458.17	-69,143.48	90.6%
Expense				
Administrative Costs	1,460.79	28,400.00	-26,939.21	5.1%
Advertising	75.00	500.00	-425.00	15.0%
Ambulance Subscription Expense	400.00	2,000.00	-1,600.00	20.0%
Bank Service Charges	1,129.44	2,630.00	-1,500.56	42.9%
Building	11,136.26	28,747.26	-17,611.00	38.7%
Capital Expense	0.00	0.00	0.00	0.0%
City Subsidy Expense	0.00	0.00	0.00	0.0%
Contractual Services	10,843.47	29,500.00	-18,656.53	36.8%
Dues/Fees	1,454.00	7,740.00	-6,286.00	18.8%
Election Expense	212.17	500.00	-287.83	42.4%
Encumbered Funds transfer	0.00	0.00	0.00	0.0%
Equipment	3,696.27	11,845.00	-8,148.73	31.2%
Freight/Shipping	9,008.09	18,760.00	-9,751.91	48.0%
Fundraising Expenses	101.60	2,100.00	-1,998.40	4.8%
General Liability	4,424.75	4,000.00	424.75	110.6%

11:04 AM

02/01/18

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2017 through January 2018

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
GVA	0.00	0.00	0.00	0.0%
Holiday gift	2,500.00	2,500.00	0.00	100.0%
Library Materials	0.00	300.00	-300.00	0.0%
Marine Facilities	1,654.51	12,000.00	-10,345.49	13.8%
Occupational Health	0.00	500.00	-500.00	0.0%
Other Expense	0.00	0.00	0.00	0.0%
Payroll Expenses	178,210.19	401,000.00	-222,789.81	44.4%
Postage & Shipping	0.00	0.00	0.00	0.0%
Professional Services	21,328.07	45,000.00	-23,671.93	47.4%
Public Relations	345.91	2,000.00	-1,654.09	17.3%
Relocation	0.00	0.00	0.00	0.0%
Road Maintenance	54,258.24	90,000.00	-35,741.76	60.3%
Supplies	7,225.41	21,500.00	-14,274.59	33.6%
Telecommunications	13,050.96	18,210.00	-5,159.04	71.7%
Training	5,725.80	20,600.00	-14,874.20	27.8%
Travel	8,982.35	23,350.00	-14,367.65	38.5%
Utilities	9,144.16	16,320.00	-7,175.84	56.0%
Vehicle	5,072.16	8,550.00	-3,477.84	59.3%
Total Expense	351,439.60	798,552.26	-447,112.66	44.0%
Net Ordinary Income	312,875.09	-65,094.09	377,969.18	-480.7%
Other Income/Expense				
Other Income				
Encumbered Funds				
National Forest Receipts	0.00	0.00	0.00	0.0%
Encumbered Funds - Other	90,000.00	90,000.00	0.00	100.0%
Total Encumbered Funds	90,000.00	90,000.00	0.00	100.0%
Total Other Income	90,000.00	90,000.00	0.00	100.0%
Other Expense				
Returned NSF Check	25.00			
Total Other Expense	25.00			
Net Other Income	89,975.00	90,000.00	-25.00	100.0%
Net Income	402,850.09	24,905.91	377,944.18	1,617.5%

Incoming Grants/Scholarships to City of Gustavus FY18

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Internet	6/21/2017	\$2,000.00	SoA OWL Internet Subsidy	\$2,000.00	\$0.00	Alaska Online with Libraries (OWL) internet installation subsidy
	Reading with Rachel	7/1/2017	\$600.00	Reading with Rachel	\$600.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/7/2017	\$1,278.41	SoA OWL Internet Subsidy	\$532.65	\$745.76	Alaska OWL monthly internet subsidy
	Library Supplies	8/2/2017	\$7,000.00	FY18 PLA Grant	\$3,670.81	\$3,329.19	State of AK Public Library Assistance (PLA) grant for library materials
	Library Training	Spring 2018	not yet awarded	--			State of AK grant for conference reimbursement
GVFD	GVFD Supplies	4/24/2017	\$7,101.00	2017 VFA Grant	\$7,101.00	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	GVFD Equipment	8/28/2017	\$1,500.00	2017 FM Global Grant	\$1,500.00	\$0.00	Factory Mutual Insurance for equipment
	GVFD Equipment	Oct. 2017	\$14,000.00	4 sets of gear awarded	--	--	Globe Fire Gear Grant
	GVFD Supplies	12/7/2017	\$2,589.00	4 adult & 4 infant CPR mannequins; rescue litter wheel			EMS Code Blue Grant
	GVFD Training	12/26/2017	\$2,762.76	Ken Akerley Grant	\$2,762.76	\$0.00	Ken Akerley Grant for Sept. 2017 ASFA conference
	GVFD Equipment	Spring 2018	applying for grant - unknown whether it will be received	airpak replacements			Assistance to Firefighters Grant (AFG) Program
	GVFD Equipment	Spring 2018	applying for grant - unknown whether it will be received				SEREMS Code Blue Grant
	GVFD Training	Spring 2018	not yet awarded	--			SEREMS MiniGrant for conference reimbursement
Admin	City Clerk Training	10/10/2017	\$1,500.00	--	\$1,500.00	\$0.00	State of AK/DCRA grant for travel reimbursement
	City Treasurer Training	10/23/2017	\$400.00	conference registration fee waived		--	AGFOA Conference Scholarship
	City Clerk Training	12/26/2017	\$850.00	--	\$850.00	\$0.00	AAMC scholarship for Nov. 2017 annual conference
	City Treasurer Training	12/28/2017	\$1,000.00	--	\$1,000.00	\$0.00	State of AK/DCRA grant for travel reimbursement
	City Clerk Training	Spring 2018	applying for scholarship - unknown whether it will be received				\$1200 scholarship for IIMC conference
	City Clerk Training	Spring 2018	applying for scholarship - unknown whether it will be received				\$1166 scholarship for IIMC conference registration
	City Clerk Training	Summer 2018	applying for scholarship - unknown whether it will be received				\$625 scholarship for IIMC institute registration

\$42,581.17

Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY16-04	Gustavus Community Center	3/14/2016	\$33,447.45	2016-2019 EFG - GCC	\$9,839.36	\$23,608.09	3-year grant, ends March 15, 2019
CY17-14	Gustavus Community Center	12/12/2017	\$13,812.73	2018 EFG - GCC		\$13,812.73	
CY17-14	GCEP	12/12/2017	\$4,727.21	2018 EFG - GCEP	\$3,454.60	\$1,272.61	
CY17-14	GHAA	12/12/2017	\$3,475.00	2018 EFG - GHAA		\$3,475.00	
CY17-14	SRP Playground	12/12/2017	\$20,000.00	2018 EFG - SRP Playground		\$20,000.00	

Capital Projects 2018-2023

Capital Projects	Budget Requested	Amount Funded	Funded Project Class Name	Dept./Committee	Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Landscape Design consulting		\$ -		-split-				Phase 1	2018-19	CP
Bike Shelter	\$18,695.85	\$ -		Library	10/31/2017			Phase 2	2019	
Shed	\$1,100.00	\$ -		Library				Phase 2	2019	
Driveway Relocation or River Bank Stabilization	\$ 20,000.00	\$ -		Admin				Phase 2		CP
Beach Landscaping/Signage/Road blocks		\$ -		Beach				Phase 2	Fall 2018?	
City Vehicle to share b/n departments		\$ -		-split-						
IT Overhaul - equipment purchases		\$ -		Admin					2018	CP or oper. budget?
City Hall front room - carpeting, painting, windows		\$ -		Admin						
City Hall - paint exterior		\$ -		Admin						
City Hall - roof over front door	Karen getting est.	\$ -		Admin					2018?	CP
Old P.O./Preschool building refurbish		\$ -		Admin						
Salmon River Playground	\$ 20,000.00	\$ 20,000.00	2018 EFG - SRP Playground	Admin		12/11/2017	12/11/2017	Endowment Fund Grant 2018	2018	EFG
Community Chest facility maintenance		\$ -		DRC						
Preprocessing Storage & Driveway:		\$ -		DRC	9/16/2016	9/16/2016	Partial 3/13/17	Several sub-projects:	ASAP	CP
Driveway Improvements (\$10,000)		\$ 10,000.00	CP17-02 DRC	DRC	10/3/2016	10/10/2016	3/13/2017	propose to amend scoping document	2018	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ -		DRC	9/16/2016	9/16/2016			2018	CIP - state, CP - city
Preprocessing Storage (\$26,400)	\$ 26,400.00	\$ -		DRC	9/16/2016	9/16/2016			2018	CIP - state, CP - city
Tree Planting/Earth work (\$3,300)	\$ 3,300.00	\$ -		DRC						
Household Hazardous Waste Facility	\$ 59,450.00	\$ -		DRC	12/5/2016	12/12/2016			2018	CIP - state, CP - city
Composting Quonset Replacement - design	\$2500-\$5000	\$ 2,500.00	oper. budget	DRC	1/2/2018	Jan. 2018	NCO 1/15/2018	Phase 1	2018	oper. budget
Composting Quonset Replacement - structure	unknown	\$ -		DRC				Phase 2	2019	
Refurbishing Old Quonset	\$12,310.00	\$ -		DRC				Phase 3	2020	
Main Building Replacement	before landfill closes	\$ -		DRC	will be part of plan to be submitted in July 2018					
Landfill Closure 4-8 years	long-term	\$ -		DRC	will be part of plan to be submitted in July 2018					
Baler Purchase	long-term	\$ -		DRC	will be part of plan to be submitted in July 2018					
SCBA sets x 10	\$52,000-\$72,000	\$ -		GVFD				applying for grant in 2018	2018	grant or 2019 CP
Utility Pick-up Truck		\$ -		GVFD						
Water Tender / Road Water Truck		\$ -		GVFD						
Roof/Building Expansion	\$700,000			GVFD					2018	CIP - state, federal grant
Dry Hydrants & Alternative Water Sources - design		\$ -		GVFD				Phase 1	2018	
Dry Hydrants & Alternative Water Sources - implementation		\$ -		GVFD				Phase 2		
911 System Upgrade		\$ -		GVFD						
Energy audit, engineering plan				Library				Phase 1	2018	CP
Change Heat Source		\$ -		Library				Phase 2		
Repair of lighting in Main Circulation Area		\$ -		Library				Phase 2		
Salmon River Harbor Clean-up	\$ 27,000.00	\$ -		MF	1/3/2017	1/9/2017		submitted by Mike Taylor	2018	CP
Good River bridge repairs	\$9,000			Roads					2018	CP
Wilson Rd. - ditching, culverts	\$40,000			Roads	Mike					
Road name signs				Roads	Mike				2019	
Total Capital Projects	\$955,255.85	\$ 32,500.00								
Department Head near-term priority						Other Projects/Major Purchases in the Future:				
CAPSIS 2018 submission						CH copier				
						GVFD telehealth				



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

Public Comment on Non-Agenda Items



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

CONSENT AGENDA

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-10NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE GUSTAVUS PUBLIC LIBRARY BUDGET FOR FISCAL YEAR 2018**

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 2018 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
EXPENSE			
Dues/Fees	\$ 4,540.00	\$ 3,900.00	<\$ 640.00>
Utilities	\$ 7,780.00	\$ 5,500.00	<\$ 2,280.00>
Contractual Services	\$ 2,000.00	\$ 3,100.00	\$ 1,100.00
Equipment	\$ 375.00	\$ 1,845.00	\$ 1,470.00
Freight/Shipping	\$ 100.00	\$ 450.00	\$ 350.00
<i>Dues/Fees and Utilities expenses less than budgeted. Funds to be used for shelving and backlogged list of equipment needs, plus freight/shipping expenses.</i>			
<hr/>			
Total Change in Expense			\$ 0.00

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

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

DATE INTRODUCED: *February 12, 2018*

DATE OF PUBLIC HEARING: *March 12, 2018*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2018.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-10NCO**

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

DATE INTRODUCED: *February 12, 2018*

DATE OF PUBLIC HEARING: *March 12, 2018*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2018.

Barbara Miranda, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk



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

ORDINANCE FOR PUBLIC HEARING

**CITY OF GUSTAVUS
Ordinance FY18-11**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
REVISIONS OF CITY ORDINANCE TITLE 6,**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that this revision of Title 6 deletes Title 6 in its entirety and adopts the new Title 6 attached.
- Section 4. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

Date Introduced: January 15, 2018

Date of Public Hearing: February 12, 2018

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 20XX

Jake Ohlson, Vice Mayor

Attest: Karen Platt City Clerk

City of Gustavus, Alaska Municipal Code

Title 6

City Departments and Contracted Service

Chapter: 6.01 Gustavus Public Library

Sections:

6.01.010	Library Established
6.01.020	Management
6.01.030	Library Advisory
6.01.040	Staff
6.01.050	Statement of Library Policy
6.01.060	Use of the library
6.01.070	Failure to Return Library Property

Section 6.01.010 Library Established

There shall be a library in and for the City of Gustavus known as the Gustavus Public Library, owned and operated by the City of Gustavus as a City Department.

Section 6.01.020 Management

The City Council of the City of Gustavus shall have overall authority over and responsibility of the library.

Section 6.01.030 Library Advisory Committee

There may be created a library advisory committee, that supports the librarian(s) in the operation of the library.

Section 6.01.040 Staff

The librarian(s), under the supervision of the mayor, or chief administrative officer, shall direct the services and perform all administrative tasks necessary for efficient and economical operation of the library.

Section 6.01.050 Statement of Library Policy

- (a) The library shall be operated in conformance with applicable federal and state laws and regulations including but not limited to:
- (1) AS 09.25.140, Confidentiality of Library Records.
 - (2) AS 14.56.030, State Library Programs.
 - (3) 4 AAC 57.020-33, Annual Report Library Operations.

- (b) The City of Gustavus adopts the American Library Association Library Bill of Rights and Freedom to Read. These documents will be maintained for reference in the Gustavus Public Library.

Section 6.01.060 Use of the library

- (a) All persons shall be extended the privilege of using the library, subject to Policy on Rules of Conduct - Exclusion, as amended.
- (b) A librarian, or librarian designee, may prohibit any person from using the library who willfully or persistently violates any rule or whose demeanor is deemed dangerous or offensive to other persons, as described in Policy on Rules of Conduct - Exclusion.

Section 6.01.070 Failure to Return Library Property

- (a) The librarians shall set and fix any overdue fees and materials replacement charges and may suspend library privileges for delinquent or non-returned library materials.
- (b) Any person who, after notice is provided under Section 6.01.060(a) does not return library material for sixty (60) days, shall be billed for the full replacement cost of the material(s) plus administrative fees and shall be subject to suspension of library privileges.

City of Gustavus, Alaska Municipal Code

Title 6

City Departments and Contracted Service

Chapter: 6.02 Fire Department and Emergency Medical Services

Sections:

6.02.010	Fire Department Established
6.02.020	Service Area
6.02.030	Fire Chief
6.02.040	Provisions for Support of the Volunteer Fire Department
6.02.050	Equipment
6.02.060	Authorization
6.02.070	Charges

Section 6.02.010 Fire Department Established

There shall be a fire department in and for the City of Gustavus, Alaska, to be known as the Gustavus Volunteer Fire Department (GVFD), that shall comply with all rules and regulations pertaining to fire and emergency medical services (EMS) as set forth in 13 AAC 52.030, Standards of Organization and Services of a Fire Department. It shall consist of a fire chief, supervised by the mayor or chief administrative officer, and as many other officers, firefighters, EMS, hazmat and search and rescue (SAR) responders as the chief deems appropriate for the effective operation of the department. Members of the fire department may include both paid and unpaid individuals.

Section 6.02.020 Service Area

- (a) The Gustavus Volunteer Fire Department shall serve as the primary emergency response agency within Gustavus city limits.
- (b) The fire chief has the authority to negotiate mutual aid agreements and memorandums of agreement or understanding, for signature by the mayor after approval by the city council.

Section 6.02.030 Fire Chief

- (a) The department shall be supervised by the fire chief, who shall be appointed by the mayor or chief administrative officer, with input from GVFD volunteers and search committee, which search committee would be appointed by the city council, and with confirmation by the city council. The fire chief shall be a person who is technically qualified by training and who has the managerial experience and leadership skills to administer and command the fire department.

- (b) The fire chief shall determine the number and kind of divisions and companies of which the fire department shall be composed; and shall determine the response of these units to alarms.
- (c) The fire chief shall appoint all other officers and firefighters/EMS/hazmat/SAR responders. Such appointments will follow fair and impartial evaluations. All paid positions within the department shall be established by the council and shall be staffed in accordance with City of Gustavus employment ordinances and policies and procedures. All officers shall report to and be supervised by the fire chief or to the fire chief's representative as designated by the fire chief.
- (d) The fire chief shall at least twice each month provide for suitable drills or instruction in the operation and handling of equipment, in the area of EMS, rescue work, salvage, preplans, fire prevention, water supplies, and all other matters generally considered essential to good fire suppression and safety of life and property.
- (e) The fire chief shall assist the proper authorities in suppressing the crime of arson by investigating or initiating the investigation of the cause and origin of fires within the city limits as required by 13 AAC 52.030(b-4).
- (f) The fire chief shall see that complete records are kept of all apparatus, equipment, personnel, training, fires, preplans, and other department activities.
- (g) Reports.
 - (1) The fire chief shall make periodic reports to the city council, as scheduled by the council, providing updates on the volunteer roster, participation in drills, frequency and type of call-outs, the status of equipment, grant and training opportunities, the budget, and other items considered pertinent by the fire chief.
 - (2) Incident reports will be filed with the state fire marshal as requested and scheduled by the state fire marshal.
- (h) The fire chief shall arrange for the services of a medical director and shall coordinate with the medical director to provide for safety, effectiveness, and legal compliance in responses to medical emergencies.
- (i) The fire chief shall prepare, submit, and administer the fire department budget.
- (j) The fire chief is authorized in accordance with city policy and procedures to develop and submit applications for grant funding to support the fire department and is responsible to recommend to the city council capital investments and purchases for the effective operation of the department.
- (k) The fire chief is responsible to safeguard and maintain all property of the fire department.
- (l) The fire chief shall develop, maintain, and enforce a comprehensive set of operating procedures or guidelines governing the discipline, training, and operation of the fire department. The fire chief shall have the authority to carry out the enforcement of these rules and regulations and is authorized to suspend or remove from service any officer, employee, member or volunteer.
- (m) The fire chief is responsible for the enforcement within the City of Gustavus of State of Alaska laws as authorized under AS 18.70.090, Enforcement Authority, and AS 18.70.075, Authority of Fire Department Officers; Penalty.
- (n) The fire chief shall perform duties incident to the office and such other reasonable duties as the mayor and/or city administrator may assign.

Section 6.02.040**Provisions for Support of the Volunteer Fire Department**

- (a) *Insurance and workman's compensation.* The City of Gustavus will maintain liability insurance and workman's compensation covering the volunteers on all responses and training. Compensation shall be based on the guidelines set forth in 13 AAC 52.040, Workers Compensation for Volunteer Firefighters.
- (b) *Private vehicles of volunteers.* Each member of the department driving a private vehicle may be issued a suitable insignia to be attached to the vehicle designating him or her as a member of the department.
- (c) Volunteer Association. The Gustavus Volunteer Fire Department may sponsor a volunteer association to be established as a separate NGO to support programs benefiting and recognizing department volunteers.
 - (1) The volunteer association may conduct fund-raising activities to support its programs and activities.
 - (2) The City Council is authorized to appropriate funds within the Fire Department budget for volunteer association programs and activities as proposed by the volunteer association and accepted by the Council.

Section 6.02.050**Equipment**

- (a) The fire chief shall be responsible to the city council for recommending such apparatus or other firefighting equipment as may be required to maintain fire department efficiency, and for providing suitable equipment for reporting fires or emergencies, and for notifying all members of the department to assure prompt response to such incidents.
- (b) All property used by the fire department is and remains the property of the City of Gustavus, and all expenses of the fire department shall be paid according to current purchase order policy and/or ordinance.
- (c) The fire chief or the fire chief's representative shall have the power to assign equipment for the response to calls for outside aid where mutual aid agreements are in force and in other cases only when the absence of such equipment will not jeopardize protection of the City of Gustavus.

Section 6.02.060**Authorization**

The fire department of the city is authorized to operate and maintain an ambulance for the purpose of providing emergency transportation to those individuals in need of emergency medical care. The department ambulance shall be considered an authorized emergency vehicle. ([Ord. of 4-14-2014\(4\)](#))

Section 6.02.070**Charges**

The charges for use of, and the services provided by each city ambulance shall be set forth in resolution by, the Gustavus City Council. It is the responsibility of the patient or individual transported to pay the charges for ambulance service provided by the city.

- (a) The Chief will develop a policy and procedure for Council approval, for emergency medical response services including basic life support, advanced life support, and transport.

- (b) If more than one patient is transported, mileage or delay charges only shall be apportioned between them equally. Each patient shall be individually responsible for the un-shared charges related to his or her acuity level.
- (c) Active members of the volunteer fire department and their immediate families may be exempted from emergency medical response charges.

City of Gustavus, Alaska Municipal Code

Title 6

City Departments and Contracted Service

Chapter: 6.03 Waste Disposal and Recycling

Sections:

6.03.010	Disposal and Recycling Center Established
6.03.020	Reserved (Service Area)
6.03.030	Mode of Operation and Mission Statement
6.03.040	Services Provided
6.03.050	Staff
6.03.060	Fees, Prices, and Standards, and Hours of Operation

Section 6.03.010 Disposal and Recycling Center Established

A Disposal and Recycling Center (DRC) is hereby established to serve the community of Gustavus, Alaska and to be managed as a department of the City of Gustavus, Alaska. The purpose shall be to provide means for residents and businesses to process the community waste stream efficiently, responsibly, and in compliance with all applicable City, State and Federal laws and regulations. The DRC absorbs the functions and facilities of the pre-City Gustavus Landfill and the Gustavus Community Chest. The Community Chest shall continue as a unit of the DRC responsible for the acceptance, processing and resale of reusable items.

Section 6.03.020 Reserved (Service Area)

Section 6.03.030 Mode of Operation and Mission Statement

The mission of the Gustavus Disposal & Recycling Center and Community Chest is to reuse locally or to recycle as much material from the community's waste stream as possible. What cannot be reused or recycled is disposed of in a safe and environmentally responsible manner.

The DRC shall be managed as an Integrated Resource Recovery and Waste Disposal Facility (IRRWDF).

Operating funds shall be generated from user fees, the sale of reusable items, the sale of DRC generated products such as compost, the sale of recyclable commodities such as aluminum, fundraising and donations. All revenue generated by the DRC shall be returned to the City's general fund except as provided in 06.03.040(h).

Capital and special project funds may be raised through grants from public and private agencies, and from donations.

Section 6.03.040

Services Provided

The DRC shall provide the following integrated services:

- (a) Acceptance and resale of donated reusable items;
- (b) Acceptance, processing and shipping of recyclable materials, such as glass, metal, plastic, and paper products;
- (c) Acceptance of organic materials such as food and yard waste for composting;
- (d) Acceptance of household and business waste and construction and demolition debris for land-filling;
- (e) Acceptance, processing, and shipping of selected household and business hazardous wastes;
- (f) Contracted waste pick-up for business and government facilities;
- (g) Resale of reusable items within the community with proceeds to support DRC operation or to fund special community humanitarian needs as approved by the DRC advisory committee;
- (h) Sale of landfill-generated products such as compost, wood chips, crushed and pulverized glass with proceeds to support DRC operations.

Section 6.03.050

Staff

- (a) The DRC paid staff shall consist of:
 - (1) DRC Manager/Operator, serves as the department head and is responsible for administration, planning, budgeting, public relations, agency contacts, permitting, regulatory compliance, supervision of DRC employees and volunteers and general operation of DRC facilities. Operating duties shall include labor and activities to provide DRC services and to maintain the DRC facilities and equipment. The DRC Manager/Operator shall be supervised by the Mayor or chief administrative officer.
 - (2) One or more part-time DRC Assistant Operators, supervised by the DRC Manager/Operator, whose duties shall include labor and activities to provide DRC services and to maintain DRC facilities and equipment.
- (b) The DRC is authorized to accept the labor of unpaid volunteers for DRC operations at the landfill site under the supervision and training of DRC paid staff.
- (c) The DRC is authorized to accept the labor of unpaid volunteers for the acceptance, processing, and resale of donated reusable items at the community chest site under the supervision of the community chest advisory subcommittee.
- (d) The DRC manager/operator has the authority to negotiate, but not enter into, mutual aid agreements and contracts with other agencies, with review by the city attorney.

Section 6.03.060**Fees, Prices, and Standards, and Hours of Operation**

- (a) The DRC shall set user fees and product prices for all DRC landfill site services and products with approval of the City Council by resolution. Temporary price changes or one-time material sales may be permitted by the DRC Manager/Operator with the approval of the mayor or chief administrative officer.
- (b) The Community Chest volunteers shall set prices for donated reusable items with the oversight of the DRC Manager/Operator.
- (c) The DRC is authorized to establish reasonable standards for the receipt of waste stream materials and to refuse to accept materials that do not meet posted standards. The DRC specifically may require customers to segregate recyclables from wastes and to deposit them in designated bins or locations.
- (d) The DRC shall set hours and days of operation to reflect seasonal demand and budget constraints. Temporary changes or closures are subject to approval by the mayor or chief administrative officer and permanent changes are subject to approval by the City Council.

City of Gustavus, Alaska Municipal Code

Title 6

City Departments and Contracted Service

Chapter: 6.04 Road Maintenance

Sections:

6.04.010	Road Maintenance Powers Adopted
6.04.020	Scope of Services
6.04.030	Roads Advisory Committee
6.04.040	Road Maintenance Standards
6.04.050	Contracting of Services
6.04.070	Gustavus Road Map
6.04.080	Use of Forest Receipts Funds
6.04.110	Limitation of Obligations
6.04.120	Limitation of Road Service
6.04.150	Parking During Maintenance and Snow Removal

Section 6.04.010 Road Maintenance Powers Adopted

The City of Gustavus hereby adopts road maintenance powers for the benefit of residents of the city.

Section 6.04.020 Scope of Services

The City of Gustavus shall provide maintenance services, by contract to outside firms or individuals, within the city limits for all constructed, publicly dedicated roadways except those maintained by the State of Alaska Department of Transportation and Public Facilities or by the U.S. Department of the Interior, National Park Service. Maintenance services may include improvements—such as widening, ditching, culvert installation, and embankment improvements—to constructed roadways within publicly dedicated rights-of-way. The city shall not be responsible for road construction nor for the maintenance of rights-of-way for subdivision roads that were left unconstructed by the subdivider or by subsequent owners, or that were not constructed to City minimum road standards.

Section 6.04.030 Roads Advisory Committee

There may be created a standing roads advisory committee that supports the administration in directing road maintenance projects and contracts. The board will have guidelines and objectives specified in policy and procedure. The board shall provide a quarterly report to the city council. Members of the city council may serve on the board as specified in 2.40.150, but may not serve as chair.

In the absence of a standing committee the mayor or chief administrative officer shall be responsible for the committee's duties.

Special projects. The road committee is authorized by the city to submit funding proposals to the State of Alaska, the federal government, or the Gustavus City Council for special road improvement projects that fall outside those activities considered as routine maintenance.

Section 6.04.040 Road Maintenance Standards

Road maintenance standards shall be maintained and posted on the city web site.

Section 6.04.050 Contracting of Services

A road maintenance contractor shall be selected in accordance with City purchasing policy and procedures. A request for quotation (RFQ) and contract documents shall be prepared by the city clerk, with selection and award to be made in accordance with city purchasing policies and procedures. The City may contract with any qualified firm for special projects or services following City purchasing policies and procedures.

Section 6.04.070 Gustavus Road Map

A map of roads within the City of Gustavus shall be maintained according to a plan and standards set out in policy and procedure. Roads can be added or deleted from the map following appropriate policy and procedure and approval by the city council.

Section 6.04.080 Use of Forest Receipts Funds

The City of Gustavus is obligated to use funds received through the U.S. Forest Service Forest Receipts program only for the maintenance of city roads but the Council may appropriate road maintenance funding from its savings accounts or general revenue stream as needed to meet road maintenance requirements, or to complete capital improvement road projects.

Section 6.04.110 Limitation of Obligations

The adoption of this power by the city in no way obligates the city to maintain all of the above-mentioned roads nor keep them free of snow at all times.

Section 6.04.120 Limitation of Road Service

The City of Gustavus is obligated to maintain roads and remove snow only to the extent that there are sufficient funds within the budget to do so.

Section 6.04.150 Parking During Maintenance and Snow Removal

City residents must park off city maintained roads during maintenance and snow removal and may not store equipment, materials, vehicles, vessels, trailers or other items in the road easement such that maintenance access is hindered. This requirement does not preclude temporary vehicle parking along roadsides at times when maintenance is not scheduled or expected.

City of Gustavus, Alaska Municipal Code

Title 6

City Departments and Contracted Service

Chapter: 6.06 Social Services

Sections:

6.06.010	Reserved
6.06.020	Preschool and/or Child Care Programs
6.06.030	Management
6.06.040	Mandatory Minimum Qualifications of the Contracted Organization
6.06.050	Financial Support
6.06.060	Other Assistance

Section 6.06.010 Reserved

Section 6.06.020 Preschool and/or Child Care Programs

The City of Gustavus hereby adopts powers to provide monetary and other assistance to a qualified organization which provides preschool and/or child care programs. The City may contract with a qualified service provider, in the sole discretion of the City Council.

Section 6.06.030 Management

The qualified provider shall have overall authority over and responsibility for all its program.

Section 6.06.040 Mandatory Minimum Qualifications of the Contracted Organization

- a) The provider currently meets all State licensing requirements.
- b) The provider shall not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or on any other basis that is prohibited by federal state, or local law.
- c) The provider admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the public school.
- d) The provider must supply insurance for property, workers compensation and general liability as specified by the City with the City of Gustavus designated as an additional insured.

Section 6.06.050**Financial Support**

The Gustavus City Council shall annually consider the needs of preschool and/or child care programs and may obligate funds to supplement the provider's operating budget, in the sole discretion of the City Council, provided that:

- a) The qualified provider applies for funds during the City's budget cycle as directed by the City's Policy and Procedures.
- b) The City's operating budget has sufficient revenue to provide this funding.
- c) The mandatory minimum requirements listed in Section 6.06.040 above are met.
- d) The provider is in compliance with the City's reporting requirements as outlined in policy and procedure.
- e) The amount obligated annually shall not exceed 20% of the service provider's operating budget; the operating budget considered for this funding cap shall not include in-kind or donated funds and/or goods and services.

Nothing herein precludes the provider from applying for separate City funding or the City appropriating funds for capital projects or non-operational expenses.

Nothing in this Section obligates the City to provide any funding to any provider even if the provider is qualified under this Section.

Section 6.06.060**Other Assistance**

The City of Gustavus may consider assisting the provider as a partner on grant proposals and/or as a pass-through funder on a case-by-case basis.

City of Gustavus, Alaska Municipal Code

Title 6

City Departments and Contracted Service

Chapter: 6.07 Economic Development

Sections:

6.07.010	Reserved
6.07.020	Gustavus Visitors Association
6.07.030	Minimum Requirements
6.07.040	Financial Support

Section 6.07.010 Reserved

Section 6.07.020 Gustavus Visitors Association

A request to provide funding for economic development services provided by the Gustavus Visitor Association was included in the 2003 petition to incorporate a city government in Gustavus. This authority was codified in Section 04.14.220 of this code which provides authority for the use of room tax for general expenses of the city and tourism enhancement activities. The City of Gustavus hereby clarifies the use of room tax revenue for tourism enhancement; this revenue, when allocated may be used by the Gustavus Visitor Association for all activities that enhance the City of Gustavus as a visitor destination; including personnel, advertising, materials, contracted services and reserve funds in accordance with GVA's annual marketing and/or business plan and approved budget. Additional tourism enhancement services, not provided by GVA, may also be funded with room tax revenue.

Section 6.07.030 Minimum Requirements

The Gustavus Visitor Association shall:

- a) Retain its 501(c)3 status.
- b) Report to the Gustavus City Council as outlined in policy and procedure.

Section 6.07.040 Financial Support

The Gustavus City Council shall annually consider the needs of economic development services and may obligate funds to supplement the Gustavus Visitor Association's operating budget, provided that:

- a) The City's operating budget is sufficient to provide this funding.
- b) The GVA applies for funds during the City's budget cycle as outlined in policy and procedure.
- c) The mandatory requirements listed in Section 6.07.010 above are met by GVA.

- d) The GVA meets the City's reporting requirements as outlined in policy and procedure.

Nothing in this Section obligates the City to provide any funding to the GVA even if the minimum requirements are met.

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-07NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE DISPOSAL & RECYCLING CENTER (DRC) BUDGET FOR FISCAL YEAR 2018**

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 2018 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
EXPENSE			
Training	\$ 1,100.00	\$ 600.00	<\$ 500.00>
Travel	\$ 2,350.00	\$ 350.00	<\$ 2,000.00>
Contractual Services	\$ 4,000.00	\$ 6,500.00	\$ 2,500.00

SWANA training not needed in FY18. Funds to be spent to work with a consultant on developing a plan to replace the Quonset.

Total Change in Expense			\$ 0.00
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Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: *January 15, 2018*

DATE OF PUBLIC HEARING: *February 12, 2018*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2018.

Jake Ohlson, Vice Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY18-08NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2018**

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 2018 estimated expenditures have changed from the estimates in the approved budget.

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

Budget Category	Amounts		
EXPENSE	Original Budget	Amended Budget	Change
DRC:Payroll Expenses:Health Ins. Stipend	\$ 0.00	\$ 4,800.00	\$ 4,800.00
Library:Payroll Expenses:Health Ins. Stip.	\$ 0.00	\$ 3,600.00	\$ 3,600.00
Admin:Payroll Expenses:Health Ins. Stip.	\$ 20,800.00	\$ 12,400.00	<\$ 8,400.00>
GVFD:Payroll Expenses:Health Ins. Stip.	\$ 10,400.00	\$ 8,400.00	<\$ 2,000.00>
GVFD:Payroll Exp.:Workers' Comp. Ins.	\$ 6,000.00	\$ 8,000.00	\$ 2,000.00

Budget adjustments to implement the City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective January 1, 2018.

GVFD workers' compensation insurance was higher than budgeted.

Total Change in Expense	\$ 0.00
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Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: *January 15, 2018*

DATE OF PUBLIC HEARING: *February 12, 2018*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2018.

Jake Ohlson, Vice Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk



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

Unfinished Business

PUBLIC INPUT REQUESTED!

GUSTAVUS BEACH: CAMPING AND INFRASTRUCTURE

The City of Gustavus is collaborating with the State of Alaska to take steps to cooperatively manage the two tracts of land on the east and west side of the dock (Tract A and B in the map below). To ensure that we properly consider all the issues related to the beach, we held our first public hearing about this effort at the City of Gustavus General Meeting on December 11, 2017. At this meeting we identified the following issues:



- Parking
- Education
- Vegetation Management
- Camping
- Private Property Boundaries
- Access
- Recreation Facilities
- Recreation Uses
- Maintenance and Trash Disposal

At our General Meeting on January 15th, we heard the public's views on parking and access. At the February 12th General Meeting we'd like to hear the public's views on Camping and Infrastructure. Some thoughts: Should camping be allowed? If so, how and where? If not, why not? Should the City think about developing and maintaining picnic tables, covered spaces to protect from rain, benches, swings, volleyball courts, etc.?

Join Us at City Hall Monday, February 12 at 7:30pm

(the General Meeting starts at 7, but this topic will not
be addressed until 7:30 at the earliest)



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

NEW BUSINESS

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-03**

**A RESOLUTION APPROVING THE SUBMISSION OF A CAPITAL IMPROVEMENT FUNDING
REQUEST FOR A DISPOSAL & RECYCLING CENTER PRE-PROCESSING AND STORAGE
AREA**

WHEREAS, the City of Gustavus Disposal and Recycling Center (DRC) serves Gustavus as a model Integrated Resource Recovery and Waste Disposal Facility; and

WHEREAS, the DRC currently lacks a dedicated pre-processing storage area for recyclable materials (scrap metal, aluminum cans, etc.). Pre-processing refers to materials stored until sufficient quantities are available for their efficient processing; and

WHEREAS, the lack of a centralized pre-processing storage area results in work flow inefficiencies for the DRC employees as the storage areas are currently scattered throughout the facility; and

WHEREAS, the lack of a centralized pre-processing storage area results in a public safety concern as the operator must drive the skid-steer loader through public-use areas; and

WHEREAS, the construction of the proposed pre-processing storage area will develop a visually screened, fenced 165' x 50' area very close to the building in which recyclable materials are processed and in an area not utilized by the public in conducting their waste deliveries.

NOW THEREFORE, BE IT RESOLVED that the Gustavus City Council approves and prioritizes as Number 1 the FY18 CIP funding request to the Alaska Legislature in the amount of \$26,400 for the creation of a pre-processing and storage area at the Disposal and Recycling Center and urges the Legislature and Governor to consider it favorably.

PASSED and **APPROVED** by the Gustavus City Council, this 12th day of February, 2018.

Jacob Ohlson, Vice-Mayor

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS, ALASKA
PROJECT SCOPING and DEVELOPMENT FORM

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

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

Part 1. Project Identification

Name of Project: Firehall Upgrades: Expansion and Roof Replacement

City Department: Fire Department

Contact: Travis Miller

E-mail: travis.miller@gustavus-ak.gov

Phone 697-2707

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

1. What is the project?

- What are its goals and objectives? **To expand the fire hall garage, which will create more storage space, bring the building into safety compliance, and provide overnight living quarters. The living quarters will allow for a Firehall live-in program which will reduce response times during non-business hours.**
- Who/what will be aided by this project? Who are the targeted stakeholders/customers? **The Gustavus Citizens will benefit by having a larger and more organized department, which will ultimately make the operation run more efficiently. The direct beneficiaries are the volunteers at the fire department. Expanded space will also result in longer life for GVFD equipment which is currently stored outside.**

Is a preliminary survey necessary to identify the number of potential customers/users?
How will you design and conduct the survey?

- What is NOT covered by this project? What are its boundaries?
N/A

2. Why is the project needed?

- What community problem, need, or opportunity will it address?
The Firehall roof is in need of replacement. This provides an opportunity to expand the firehall to accommodate additional storage for equipment and supplies and live-in quarters. By providing volunteers a room to overnight in or live in (rent exchanged for

chores) the expansion would cut the response time down a minimum of ten minutes.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
A vehicle exhaust system would be built-in to the design.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?) Working the building the last year and realizing the need for more covered space to keep our equipment out of the weather and to reduce response for better patient care.

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

5. What is your timeline for project planning?

- By when do you hope to implement the project?
The project would include two phases, Design is Phase 1 and Build is Phase 2. Both are contingent on funding. As soon as funding is secured, Phase 1 of the project could commence.
- Will the planning or final project occur in phases or stages?
The project would include two phases, Design is Phase 1 and Build is Phase 2. Both are contingent on funding.

6. What is your budget for the planning process? Will you be using a consultant?
Don't have one yet.

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.

Phase 2. Build is projected at \$700,000.00 rough estimate by a local contractor

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. Build new firehall on city-owned property.

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

Firehall Upgrades: Expansion and Roof Replacement

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life? Hopefully funding either from the State Capital Project Funding, USDA Rural Grant / low interest loan, or last by city funds.
- Is there a matching fund requirement? Please provide details.
-

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality	X		
• 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			X
• Environmental sustainability	X		
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities		+	
Education/training/knowledge & skill development?		+	
Public safety?		+	
Public health?			X
Medical services?		+	
Emergency response?			
Economic performance & sustainability?			
• Employment of residents			X
o Short-term (i.e. construction)			X
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	X		

• Attractiveness of City to new residents/businesses	X		
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services		+	
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (e.g., benefits both to the environment and to business performance.) **N/A**

3. Are other projects related to or dependent on this project? **No**

• Is this project dependent on other activities or actions? **No**

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

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?) **We will continue to utilize our volunteers in the same manner until our town has outgrown the needs of one paid person at the fire department.**

5. What regulatory permits will be required and how will they be obtained? **Unknown - the construction companies would know that.**

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? **The construction project is estimated at \$700,000. Operational cost will be a bit higher with a bigger building, but hopefully the building would be more efficient.**

7. Is an engineering design or construction estimate necessary? **Yes. Both are necessary. Thus the phasing of the project.**

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? **Nothing new**

Part 5. Project Budget

Proposed Budget Line Items

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	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

1. What service jobs will be needed for operation and maintenance?

None

2. How many full-time, permanent jobs will this project create or retain? **It would stay the same.**

_____ 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? **There will be no need to train the residents.**

4. How many local businesses will be affected by this project and how? **None**

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.

- Public comment on agenda item at committee or Council meeting
- Special public hearing
- Dates and attendance for the above.
- Written comment from the public (please attach)

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

Meeting Record

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

Part 9. Feedback to the Council

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

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-04**

**A RESOLUTION APPROVING THE SUBMISSION OF A CAPITAL IMPROVEMENT FUNDING
REQUEST FOR GUSTAVUS VOLUNTEER FIRE DEPARTMENT BUILDING EXPANSION AND
ROOF REPAIR**

WHEREAS, the Gustavus Volunteer Fire Department's (GVFD) main structure was built by volunteers in 1981, with expansions and repair over its lifetime; and

WHEREAS, the GVFD volunteer roster and equipment has continued to grow; and

WHEREAS, lack of adequate space within the building causes equipment to be stored outside or moved outside temporarily to create usable indoor work space; and

WHEREAS, an expanded upstairs would allow for volunteers to stay on site to reduce emergency response time, would create increased classroom space, and would create a second exit from the second story; and

WHEREAS, the building roof is a hot roof that is inadequately secured, requiring replacement.

NOW THEREFORE, BE IT RESOLVED that the Gustavus City Council approves and prioritizes as Number 2 the FY18 CIP funding request to the Alaska Legislature in the amount of \$700,000 for the expansion of the GVFD building and the repair of its roof and urges the Legislature and Governor to consider it favorably.

PASSED and **APPROVED** by the Gustavus City Council, this XXth day of _____, 20XX.

Jacob Ohlson, Vice-Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-05**

**A RESOLUTION APPROVING THE SUBMISSION OF A CAPITAL IMPROVEMENT FUNDING
REQUEST FOR A HOUSEHOLD HAZARDOUS WASTE FACILITY**

WHEREAS, the City of Gustavus Disposal and Recycling Center (DRC) serves Gustavus as a model Integrated Resource Recovery and Waste Disposal Facility; and

WHEREAS, the City of Gustavus intends to provide a safe and healthy workplace for all its employees and a healthy environment for all its citizens; and

WHEREAS, it is the policy of the City of Gustavus to comply with all environmental, health, and safety regulatory requirements applicable to its operations; and

WHEREAS, the current DRC facility lacks a proper facility for the receiving, collection, processing, and shipping of household hazardous waste and has been unable to accept these wastes; and

WHEREAS, U.S.-manufactured, portable modules specifically designed for these purposes are available; and

WHEREAS, the DRC seeks to enable community disposal of household hazardous wastes in an environmentally responsible manner.

NOW THEREFORE, BE IT RESOLVED that the Gustavus City Council approves and prioritizes as Number 3 the FY18 CIP funding request to the Alaska Legislature in the amount of \$59,450 for the purchase of a container designed as a household hazardous waste facility and urges the Legislature and Governor to consider it favorably.

PASSED and **APPROVED** by the Gustavus City Council, this XXth day of _____, 20XX.

Jacob Ohlson, Vice-Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-06**

**A RESOLUTION APPROVING THE SUBMISSION OF A CAPITAL IMPROVEMENT FUNDING
REQUEST FOR DISPOSAL & RECYCLING CENTER STORAGE BINS AND PALLET JACK**

WHEREAS, the City of Gustavus Disposal and Recycling Center (DRC) serves Gustavus as a model Integrated Resource Recovery and Waste Disposal Facility; and

WHEREAS, the DRC currently lacks a dedicated pre-processing storage area for recyclable materials (scrap metal, aluminum cans, etc.). Pre-processing refers to materials stored until sufficient quantities are available for their efficient processing; and

WHEREAS, the DRC's current recyclable material holding methods include plastic bags inside a 20' shipping container, 32 48"x45"x36" collapsible bulk storage containers or "bins", a variety of old totes, an open skiff, a plywood box, an old stock tank, and disposable, shortlife "super-sacks"; and

WHEREAS, the purchase of additional collapsible bulk storage containers will allow for greater organization of recyclable materials and would create more efficient use of space and time; and

WHEREAS, on a properly hardened surface the bins could be moved with a pallet jack rather than having to use the skid-steer loader for all the bin moving needs.

NOW THEREFORE, BE IT RESOLVED that the Gustavus City Council approves and prioritizes as Number 4 the FY18 CIP funding request to the Alaska Legislature in the amount of \$18,000 for the purchase of fifty collapsible bulk storage containers and a pallet jack for use at the Disposal and Recycling Center and urges the Legislature and Governor to consider it favorably.

PASSED and **APPROVED** by the Gustavus City Council, this XXth day of _____, 20XX.

Jacob Ohlson, Vice-Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-07**

A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2017

WHEREAS, the City of Gustavus is a recognized second-class city; and

WHEREAS, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2017, to the Department of Commerce, Community, and Economic Development; and

NOW THEREFORE, BE IT RESOLVED that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2017, is true and complete to the best of our knowledge.

PASSED and **APPROVED** by the Gustavus City Council, this XXth day of _____, 20XX.

Jacob Ohlson, Vice-Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

City of Gustavus
FY17 Certified Financial Statement
July 2016 through June 2017

Accrual Basis

	<u>Jul '16 - Jun 17</u>
Ordinary Income/Expense	
Income	
Admin Fees	5.00
Business License Fees	3,800.00
Capital Project Income	187,082.47
Community Revenue Sharing	77,202.00
Donation - Inter-library Loans	119.80
Donations	2,470.22
DRC Income (Disposal & Recycling Center)	82,043.36
Fundraiser - Kates Local Artist	64.00
Fundraising	672.00
Fundraising - GVFD	4,410.30
GCN Income	534.48
Grant Income	510,414.55
Grant Receivable	0.00
Gravel Pit Gravel Sales	8,084.00
GVFD Income	1,580.00
Interest Income	38,457.68
Lease Income	15,344.35
Library Income	4,603.93
Marine Facilities Income	15,227.75
Payment In Lieu of Taxes	97,777.98
Sales Tax Income	429,441.11
Shared Fisheries Business Tax	2,196.31
Unrealized Gain/Losses	54,693.93
Total Income	<u>1,536,225.22</u>
Gross Profit	1,536,225.22
Expense	
Administrative Costs	2,048.56
Bank Service Charges	3,478.72
Building	5,389.56
Capital Projects Funding	187,082.47
Cash Short/Over	489.59
Contractual Services	583,911.60
Dues/Fees	5,896.80
Election Expense	111.16
Endowment Management Fees	14,030.85
Equipment	67,831.04
Freight/Shipping	24,848.75
Fundraising Expenses	1,872.71
General Liability	1,865.68
Holiday gift	2,285.70
Library Materials	7,652.52
Marine Facilities	4,796.04
Payroll Expenses	347,966.16
Professional Services	16,078.81
Public Relations	575.00
Relocation	913.70
Road Maintenance	73,109.60
Supplies	56,232.70

City of Gustavus
FY17 Certified Financial Statement
July 2016 through June 2017

Accrual Basis

	<u>Jul '16 - Jun 17</u>
Telecommunications	20,356.25
Training	6,745.46
Travel	8,393.57
Utilities	12,658.79
Vehicle	<u>2,913.24</u>
Total Expense	<u>1,459,535.03</u>
Net Ordinary Income	76,690.19
Other Income/Expense	
Other Income	
Encumbered Funds	
National Forest Receipts	5,537.40
Encumbered Funds - Other	<u>67,572.20</u>
Total Encumbered Funds	<u>73,109.60</u>
Total Other Income	73,109.60
Other Expense	<u>9.25</u>
Net Other Income	<u>73,100.35</u>
Net Income	<u><u>149,790.54</u></u>

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-08**

**A RESOLUTION PROVIDING FOR A COST-OF-LIVING PAY ADJUSTMENT FOR CITY OF
GUSTAVUS EMPLOYEES IN REGULAR POSITIONS**

WHEREAS, the Gustavus City Council adopted an “Employee Payment and Earnings Policy” on June 8, 2006, and

WHEREAS, the Gustavus City Council adopted Resolution 2011-23 on December 8, 2011, which updates the Section of the “Employment Payment and Earnings Policy” entitled “Pay Raises”, and

WHEREAS, the adopted Policy of “Pay Raises” states that the Gustavus City Council may grant, from time to time, by Resolution, periodic adjustments to the City’s pay schedule. The City Council will consider the cumulative change in the Consumer Price Index (Anchorage) since the last such pay adjustment in formulating such adjustments. Such periodic pay adjustments, if any, will apply to all Regular Position employees of the City of Gustavus. A Regular Position is a full-time or part-time year-round position in which the employee generally works the same schedule every week, although actual hours each week may vary with season or with work load, and

WHEREAS, in adopting this policy, the Gustavus City Council has determined that adjusting the pay of its Regular Position employees in an amount equal to the change in the consumer price index (CPI) for Anchorage, the standard measure of CPI for Alaska, is appropriate, and

WHEREAS, the logical time to approve the Cost-of-Living Pay Adjustment is before the Gustavus City Council has adopted the next fiscal year budget, and

WHEREAS, the consumer price index (CPI) for Anchorage rose 0.5% for the calendar year 2017,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council grants a 0.5% Cost-of-Living Pay Adjustment to current hourly rates (nonexempt) and base salary (exempt) for all Regular Position Employees effective July 1, 2018.

PASSED and APPROVED by the Gustavus City Council this XXth day of _____, 2018, and effective upon adoption.

Jacob Ohlson, Vice-Mayor

Attest: Karen Platt, City Clerk

PROJECT SCOPING and DEVELOPMENT FORM
For Endowment Fund Applicants

This form is to be used to document project planning in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed;

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

Part 1. Project Identification

Name of project: Household Hazardous Waste (HHW) Collection Event
Entity Applying: Disposal and Recycling Center
Point Person: Paul Berry, DRC Manager/Operator
Email Contact: paul.berry@gustavus-ak.gov
Phone: 697-2118

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

1. What is the project? What are its goals and objectives?

Goal: Remove unwanted household hazardous waste (HHW) from Gustavus in an environmentally safe manner during a 1-2 day collection event.

Objectives:

1. Raise awareness about the need for removing HHW to prevent the spread of chemicals in our soil, air and water.
2. Provide Gustavus City Council with contractor proposals to identify the costs involved with a HHW collection event.
3. Bring Haz-mat specialists to Gustavus to correctly label and package the items for shipment (and teach us how to prepare future shipments on our own).
4. Arrange for shipment to appropriate facilities for the safe processing of the haz-mat material.
5. With raised awareness about the need for and costs involved with collection and processing, request that the City of Gustavus periodically allocate dollars for future events.

Who/what will be aided by this project? Who are the targeted stakeholders/customers?

There is hardly a person in Gustavus who wouldn't benefit from cleaner air, water, and soil. With our high water table, it is particularly important that we don't let toxic materials sit in outbuildings that can potentially leak into the ground, or release chemicals into the air/water. Much of Alaska's hazardous waste is sent to processing facilities in Washington at great expense, and therefore remote communities usually do not offer this as a regular service at their landfills, but rather offer yearly collection events. Gustavus has never had a HHW collection event.

Is a preliminary survey necessary to identify the number of potential customers/users?

A survey has not been conducted here in Gustavus to determine how many users would be willing to participate in a collection event, but individuals have asked the DRC if any future events are anticipated. Carson Dorn, an engineering firm based in Juneau, has been conducting once yearly collection events in Sitka, Ketchikan, Craig, Klawock, Petersburg, Wrangell, Unalaska, Haines, Skagway, and Valdez for the last 17 years. Their data shows that in one calendar year (2013) collectively these communities removed 128 drums of toxic waste and 111 cartons (each containing 1300 pounds of paint). So there is clearly a need for the service and a willingness of citizens to collect and deliver the items.

What is NOT covered by this project? What are its boundaries?

This application is intended for a one-time event as an opportunity to determine the costs involved, and demonstrate the need for allocating dollars for future events.

2. Why is the project needed?

What community problem, need, or opportunity will it address?

What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?

It seems that almost daily, we hear of friends, relatives and acquaintances being diagnosed with illness and diseases. And increasingly, research demonstrates these maladies are related to pollution. On Friday, October 20th as this application was being prepared, the following was in the news:

Pollution is the largest environmental cause of disease and premature death in the world, accounting for three times more deaths in 2015 than AIDS, tuberculosis and malaria combined, according to a sweeping global study published Friday in The Lancet medical journal.

This project is a proactive step to reduce HHW and insure cleaner air, water and soils for our community.

In 2015, the Environmental Professional for Carson Dorn (based on 17 years of experience working in SE Alaska communities) gave a best estimate for how much material he thought Gustavus might generate in a one-time collection event and his numbers suggest that we could remove 5,000# of unwanted toxic substances.

3. Where did the idea for this project originate?

Hazardous waste handling is an assigned responsibility of the DRC under its enabling ordinance. In 2015 DRC contacted Carson Dorn about a possible Gustavus two-day collection event. But given the financial constraints of state dollars these past few years, it was beyond reach. In 2016 the DRC submitted scoping for a \$44,000 project to purchase, install, and operate a portable containerized facility for receiving, processing, storing and shipping hazardous wastes from households. The scoping was adopted by the City Council at the Dec. 12, 2016 meeting, but was unfunded, awaiting future CIP dollars. Since then the DRC has been approached by individual citizens requesting the service, including Melanie Heacox who assisted with the research for this application. Without a long term solution in place, this endowment application provides a short-term remedy.

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

The Strategic Plan includes the services at the DRC. In Dec. 2016 the City of Gustavus adopted of the HHW scoping mentioned above demonstrating that the City of Gustavus has a concern for HHW, and will put a plan in action, as dollars become available.

5. What is your timeline for project planning?

By when do you hope to implement the project? In a best case scenario, **mid-May 2018**. But depending on the source of the dollars and the funding cycle, it could be moved to mid-May 2019.

Will the planning or final project occur in phases or stages? If this project gets funded, the planning will continue throughout the winter of 2017-2018.

6. What is your budget for the planning process? Will you be using a consultant?

Mark Hayes, CHMM
Technical Services Account Manager
Clean Harbors Environmental Services

Mark Hayes has been our consultant. In the Clean Harbors bid, he includes two employees (one chemist and one technician) who would arrive with the appropriate collection containers, labeling materials and expertise for handling, packaging and shipping the haz mat materials. On-site, we'll work with the volunteers and landfill employees. Paul Weltzin, owner/operator of the Lite Weight will transport items to Juneau.

Steve Haavig (formerly of Carson Dorn) was contacted about the potential for his participation as a project manager, but newly retired and currently traveling, we have not received a return phone call.

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.

\$18,535 see Part 5 for details

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.

There are only two companies that have provided these collection events in SE Alaska: Carson Dorn and Clean Harbors. Carson Dorn Inc. has been offering HHW collection for 17 years, but both Mr. Carson and Mr. Dorn recently retired. On their website, they recommend that inquiries be addressed to either Cox Environmental Services or Dahlberg Design. Both were contacted although Jolene Cox indicated she would submit a bid, she did not. And Dahlberg Design never returned the call. Luckily, Clean Harbor's Mark Hayes has been very positive, helpful and timely. His nationwide company (with a Juneau office) has been offering a HHW collection service to Kodiak on a once-per-year basis for the last dozen years. A new company BackHaul Alaska will commence operations in 2018.

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

It would have been helpful to have several bids for price comparison, but only one was submitted and it is attached.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
- Is there a matching fund requirement? Please provide details.

50% of the project funds is proposed to come from the Endowment Fund with the other 50% coming from another City account(s) as determined by the City Treasurer and City Council. The use of the DRC's AMLIP savings is not being suggested for this project as the AMLIP account has provided support for several DRC site and equipment improvements. Because this is a City project the final ratio of Endowment Funds to other City funds is a determination that is ultimately up to the City Council.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts/Benefits Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? Indicate No or Maybe with an X. Indicate Yes with + if impact is beneficial; Indicate Yes with - if impact is harmful			
• Climate change	X		
• Streams/groundwater quality		+	
• Air quality		+	
• Soils/land quality		+	
Will this project affect:	No	Yes (+/-)	Maybe
• Fish/wildlife habitat, populations		+	
• Plant Resources (timber, firewood, berries, etc)			X
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character		+	
• Noise or other environmental impacts		+	
• Environmental sustainability		+	
• Hazardous substances (removal)		+++++	
• Community waste stream		+	
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
Education/training/knowledge & skill development?		+	
Public safety?		+	
Public health?		+	
Medical services?	X		
Emergency response?	X		

Economic performance & sustainability?			
• Employment of residents			
o Short-term (i.e. construction)		+	
o Long-term (operating and maintenance)			X
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment (contractors)			X
• Support for existing businesses	X		
• New business opportunities			X
• Economic sustainability	X		
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)	X		
• Existing services		+	
• New services		+	
• Cost of City services	X		
• Tax income to City	X		
Transportation?			
• Air	X		
• Water	X		
• Roads	X		
Communications?			
• Internet	X		
• Phone	X		
• TV/radio	X		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

Short term employment will result from a successful application (haz-mat handlers). In an effort to maximize the amount that residents will bring to the DRC, they will not be charged for the service. Every day the health of our air, water and soils supports and sustains us. Gustavus would be a poorer place to live without our healthy seas, bountiful gardens, and abundant fresh air.

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

Is this project dependent on other activities or actions? Yes, the successful operation of a collection event depends on a viable DRC to administer the project.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity?

For this initial year, two Juneau based Haz Mat specialists will be hired to help our local landfill employees and volunteers learn the procedure for successfully handling, labeling, packaging and shipping the haz/mat materials.

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

Any potential contractors will be asked to submit their EPA permits numbers.

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

This is a one-time event. However, I would hope that future events would be funded within the yearly fiscal budgets.

7. Is an engineering design or construction estimate necessary?

N/A

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? Paul Weltzin, owner/operator of the Lite Weight, dba as SeaLevel Transport will transport the materials from Gustavus to Juneau which would include a payment for \$100 in taxes.

Part 5. Project Budget

Proposed Budget Line Items

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 (Clean Harbor bid for technicians, collection containers & processing HHW)	\$14,050	Postage for 450 flyers	\$250
Equipment	\$	Insurance	\$
Freight: Lite Weight from Gust Boat Harbor to Juneau	\$1,100	Repair & maintenance	\$
	\$	Juneau dock unloading Lite Weight	\$100
Other (list)	\$	Other (list)	\$
Other (list)		Total direct costs	\$
		Income	\$
Frontier Freight: Rent Conex, deliver to DRC, Conex from DRC to Lite Weight. Retrieve Conex in Juneau (via AML)	\$1350	Subtotal of all columns	\$16850
	\$	Contingencies 10% for unanticipated expense	\$1685
		TOTAL for PROJECT	\$18535

Part 6. Jobs and Training

1. What service jobs will be needed for operation and maintenance?

In this first year, two haz/mat specialists will travel to Gustavus to oversee the operation and at least one landfill employee and one volunteer will be tasked with serving as assistants to learn how to handle, label, package and ship the items.

2. How many full-time, permanent jobs will this project create or retain?

___ none ___ Create/retain in 1-3 years

___ none ___ Create/retain in 3-5 years

3. What training is necessary to prepare local residents for jobs on this project?

Hands-on learning will occur during the event. Periodically there is a HAZWHOPPER training conducted at Glacier Bay National Park. If we know in advance the exact date of the training and it corresponds with the collection event, we could approach the park about including one DRC employee to attend. In large communities, Carson Dorn used to arrive a day early and provide an 8 hour haz/mat class for handlers at a cost of \$125.00 per student.

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

At this time, no small business haz/mat collection is anticipated. In Kodiak, they provide a three day collection, with 2 days allocated for household collection and a separate day for small business collection (with an excess of 220# of waste). Should any Gustavus business want to participate, this could be included in future events.

Part 7. Business Plan (if needed for operating phase) – N/A



Clean Harbors Environmental Services, Inc.
42 Longwater Drive
P.O. Box 9149
Norwell, MA 02061-9149
781.792.5000
800.282.0058
www.cleanharbors.com

October 31, 2017

Melanie Heacox

City of Gustavus
2 Harbor rd
Gustavus AK 99826

Dear Melanie:

Thank you for considering Clean Harbors Environmental Services, Inc. (Clean Harbors) for your waste management needs. We are pleased to provide you with pricing for the following waste streams. This quotation is based upon the information that you provided.

We remind you that we offer our clients a broad spectrum of environmental services in addition to the ability to dispose of hazardous material at or through a Clean Harbors' owned and operated facility. A Clean Harbors' professional can assist you with:

-
- | | |
|-----------------------------------|--|
| • Waste Transportation & Disposal | • 24-Hour Environmental Emergency Response |
| • Laboratory Chemical Packing | • Industrial Services |
| • Field Services | • Apollo Onsite Services |

Clean Harbors has the appropriate permits and licenses for the acceptance and disposal of the waste streams identified within this quotation.

We look forward to continuing to service your environmental needs. To place an order, please contact our Customer Service group at 877.333.4244. If you have any questions about our new pricing or need further assistance, we can be reached at the number below.

Sincerely,

Mark Hayes, CHMM
Technical Services Account Manager
907-717-9933



COLLECTION/DISPOSAL/TRANSPORTATION of HHW Proposal

1 Chemist

1 Technician

1 Truck

Ferry charges (crew and truck), lodging, per diem, up to 12 drums and 4 Cubic yard boxes to event

Plan:

Mobilize on a Monday to Gustavus and Set up

Tuesday Collection

Wednesday breakdown, load Connex trailer, Demobilize

Maximum acceptance for event 5,000 lbs @ \$1.23/lbs (covers disposal and transportation from Juneau)

Total cost \$14,050.00*

*Does not include Shipment of waste from Gustavus to Juneau

Clean Harbors will transport waste from Juneau dock to Juneau HHW with assistance in loading our vehicle.

GENERAL CONDITIONS

1. Prices firm for 30 days.
2. Terms: Net 15 days, upon approved credit.
3. Interest to accrue at the rate of 1.5% per month or the maximum allowed by law after 15 days.
4. Applicable sales tax and state regulatory fees are not included in quoted prices.
5. Materials subject to additional charges if they do not conform to the listed specifications.
6. All drums for disposal must be in D.O.T. approved containers and in good condition.
7. All containers must be marked with the Clean Harbors' profile number.
8. A variable Recovery Fee (that fluctuates with the DOE national average diesel price), currently at 7.0%, will be applied to the total invoice.
9. Transportation rates are based on milkrun pickups. Additional costs may be incurred for out of milkrun service.
10. Pickups that require same day or next day service may be subject to additional charges.
11. Pickups cancelled within 72 hours of scheduling will be subject to cancellation charges.
12. Out of Service (OSD) for PCB incinerables should be clearly identified in Section J of the manifest.



Prices for these items are only effective if received within 6 months of the OSD.

13. Standard disposal conversions (excluding minimums) apply to containers other than 5 gallon drums:
6-20g 60%, 21-30g 75%, 31-55g 100%, 56-85g 145%, FBIN 350%, TOTE 630%.
14. In the event that legal or other action is required to collect unpaid invoice balances, Customer agrees to pay all costs of collection, including reasonable attorneys' fees, and agrees to the jurisdiction of the Commonwealth of Massachusetts.
15. Customer shall not, solicit, hire, or offer employment, directly or indirectly, to a Clean Harbors employee providing services under this Agreement for a period of one year after said employee last worked at a Customer facility. Customer acknowledges that Clean Harbors would suffer irreparable harm if this provision were violated, and that in addition to its remedies in law, Clean Harbors is entitled to enforce this provision through an equitable remedy in the event Customer, its agents or employees breach this provision.

WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
------------	-------------

Based upon approved profiles



Acknowledgement:

Your signature below indicates your acceptance of the pricing and terms detailed in the quote above.

Thank you for the opportunity to be of service.

Signature

PO #

Date

Print Name

Lee Parker

Frontier Freight

P.O. Box 14

Gustavus, Alaska 99826

(907) 209-2729 Desk

(907) 209-2674 Text Message

www.shipfrontier.com

Gustavus Home Haz Mat Collection Event

1. Rental of a 20 foot Conex	\$1,375
2. Delivery to the DRC	included
3. Transport Conex to LiteWeight	included
4. AML transport Auke Bay to Haz Mat Plant	\$150
5. Non Haz/mat AML transport to AML lot	<u>\$50</u>
6. Subtotal	\$1575
7. Credit for Liteweight taking Conex back	<u>\$225</u>
8. Total for Frontier Freight	\$1350

CERTIFICATE OF RECORDS DESTRUCTION

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

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-12	Accounting Payroll	2005 destroy 2010, 2002 destroy 2007	City Hall	Mixed Box	Recycle
A-15	Accounting-Sales Tax	2013 Destroy 2016	City Hall	Mixed Box	Recycle
A-4	Accounting-Accounts Receivable/Payable	FY-08 Destroy FY 2012 FY-11 Destroy 2015	City Hall	Mixed Box	Recycle
A-25	Business License, Permits, Applications	CY 2008 Destroy 2011	City Hall	Mixed Box	Recycle
C-16	Census Records	CY 2006 Destroy 2015	City Hall	Mixed Box	Recycle
A-4	Accounting- Accounts Payable/Receivable	2014 Destroy 2018	City Hall	Mixed Box	Recycle
A-17	Accounting-Grants	1993 Destroy 2018	City Hall	Mixed Box	Recycle
AD-1	General Admin	Destroy 2018	City Hall	Mixed Box	Recycle
A-13	Accounting-Payroll	Destroy 2018	City Hall	Mixed Box	Recycle
AD-3	Transitory Info	2015 Destroy 2018	City Hall	Mixed Box	Recycle
A-5	Accounting-Banking Records	CFY2004 Destroy CFY 2012 CFY2012 Destroy CFY2010	City Hall	Mixed Box	Recycle
A-12	Accounting-Payroll Taxes	2002 Destroy 2007	City Hall	Mixed Box	Recycle
A-6	Travel	2011-2014 Destroy 2018	City Hall	Mixed Box	Recycle
C-3	Council-Non-Permanent	2013 Destroy 2016	City Hall	Mixed Box	Recycle
A-18	Accounting-Grants not awarded	2013 Destroy 2014	City Hall	Mixed Box	Recycle
A-27	Accounting-General	2011 Destroy 2017	City Hall	Mixed Box	Recycle

DESTRUCTION APPROVALS

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

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

7. MAYOR _____ **DATE** _____

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

9. RECORDS DESTRUCTION
AFFIRMED BY: _____ **DATE** _____

CERTIFICATE OF RECORDS DESTRUCTION

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4. Address, City, State & Zip P.O. Box 1, Gustavus	5a. Telephone Number & Extension 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-12	Accounting Payroll	1995, 1997 Destroy after 5 years	City Hall	Mixed Box	Recycle
A-4	Accounting-Accounts Receivable/Payable	1995, 1996, 2001, 2004 Destroy after 4 years	City Hall	Mixed Box	Recycle
A-13	Accounting-Payroll	1995 Destroy after 15 years	City Hall	Mixed Box	Recycle
A-5	Accounting-Banking Records	1995-2002, 2004-2005 Destroy after 8 years	City Hall	Mixed Box	Recycle
A-27	Accounting-General	1993-99, 2001, 2005 Destroy after 6 years	City Hall	Mixed Box	Recycle

DESTRUCTION APPROVALS

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9. RECORDS DESTRUCTION
AFFIRMED BY: _____ **DATE** _____

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-4	Accounting; Accounts Payable/Receivable	1988; 1994; 2003-2010	City Hall	Mixed Box #1	
A-5	Accounting - Banking Records	2009	City Hall	Mixed Box #1	
AD-1	General Administration	1994; 2001-2002; 2004-2010; 2014	City Hall	Mixed Box #1	
AD-4	Policies & Procedures	(Duplicates) 2004	City Hall	Mixed Box #1	
C-18	Contract Administration; Contracts; Construction Project Files	2003-2004; 2008-2010	City Hall	Mixed Box #1	
C-20	Committee Files	2008-2009	City Hall	Mixed Box #1	
F-7	Fire & Rescue Response Dispatch Logs	2007	City Hall	Mixed Box #1	

DESTRUCTION APPROVALS

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7. MAYOR	DATE
8. CITY CLERK/TREASURER	DATE
9. RECORDS DESTRUCTION AFFIRMED BY:	DATE

CERTIFICATE OF RECORDS DESTRUCTION

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

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
P-9	Fire Prevention Education Programs	2001; 2003; 2007-2009	City Hall	Mixed Box #1	
P-16	Fire & EMS General	1981; 2003-2010	City Hall	Mixed Box #1	
HR-3	Human Resources - Job Descriptions/Class Specifications	2008	City Hall	Mixed Box #1	
HR-5	Human Resources - General	2010	City Hall	Mixed Box #1	

DESTRUCTION APPROVALS

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7. MAYOR _____ DATE _____

8. CITY CLERK/TREASURER _____ DATE _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____ DATE _____



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

January 13, 2017

City of Gustavus

Attn: City Clerk

Via email: clerk@gustavus-ak.gov

Re: Notice of 2018/2019 Liquor License Renewal Application

License Type:	Beverage Dispensary – Tourism	License Number:	5106
Licensee:	The Annie Mae Corporation		
Doing Business As:	Annie Mae Lodge		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Beverage Dispensary – Tourism License

Form AB-17d: 2018/2019 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing beverage dispensary – tourism liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	The Annie Mae Corporation	License #:	5106
License Type:	Beverage Dispensary - Tourism	Statute:	AS 04.11.400(d)
Doing Business As:	Annie Mae Lodge		
Premises Address:	2 Grandpa's Farm Road		
Local Governing Body:	City of Gustavus		
Community Council:	None		

Mailing Address:	PO Box 55		
City:	Gustavus	State:	AK
		ZIP:	99826

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	Lesli L.C. Sirstad		
Contact Phone:	907-697-2346	Business Phone:	907-697-2346
Contact Email:	accounting@anniemae.com		

Seasonal License? ☐ Yes ☒ No If "Yes", write your six-month operating period: _____





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Beverage Dispensary – Tourism License

Form AB-17d: 2018/2019 Renewal License Application

Section 2 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?



If "Yes", disclose the name of the individual and the reason for this authorization:

Rachel Parks - Manager

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4.
If more space is needed, please attach a separate sheet with the required information.

The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an: ☐ applicant ☐ affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Beverage Dispensary – Tourism License

Form AB-17d: 2018/2019 Renewal License Application

Section 4 – Entity Ownership Information

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by using the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>
Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:

77783D

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

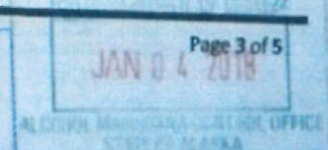
This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official Name:	Lesli L.C. Sirstad		
Title(s):	President, Treasurer, Sec.	Phone:	907-697-2346
Mailing Address:	PO Box 55		
City:	Gustavus	State:	AK
		ZIP:	99826

Entity Official Name:			
Title(s):		Phone:	
Mailing Address:			
City:		State:	
		ZIP:	

Entity Official Name:			
Title(s):		Phone:	
Mailing Address:			
City:		State:	
		ZIP:	





Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
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Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Beverage Dispensary – Tourism License

Form AB-17d: 2018/2019 Renewal License Application

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2016 2017

The license was regularly operated continuously throughout each year, for 8 or more hours each day.

☒ ☒

The license was regularly operated during a specific season each year, for 8 or more hours each day.

☐ ☐

The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day.

☐ ☐

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years.

☐ ☐

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2016 and 2017:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?

☐ ☒

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?

☐ ☒

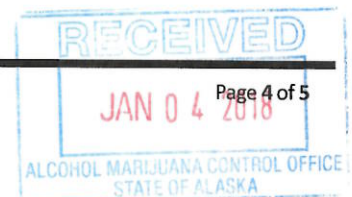
If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.





Alaska Alcoholic Beverage Control Board

Beverage Dispensary – Tourism License

Form AB-17d: 2018/2019 Renewal License Application

Alcohol and Marijuana Control Office

550 W 7th Avenue, Suite 1600

Anchorage, AK 99501

alcohol.licensing@alaska.gov

<https://www.commerce.alaska.gov/web/amco>

Phone: 907.269.0350

Section 8 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

I am submitting as part of this application a written statement that meets the attached Tourism Statement Guidelines, for review by the Alcoholic Beverage Control Board.

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

Lesli L.C. Sirstad

Printed name of licensee

Signature of Notary Public

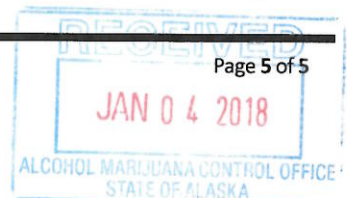
Notary Public in and for the State of ALASKA

My commission expires: With Office

Subscribed and sworn to before me this 29th day of December, 2017.

License Fee:	\$ 2500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

STACEY G. PROCTOR
POSTMASTER
GUSTAVUS, AK 99826-9998





City of Gustavus

P.O. Box 1

Gustavus, AK 99826

Phone: (907)697-2451

Solicitation of Interest for PIT RUN GRAVEL

The City of Gustavus anticipates making available approximately 10,000 cubic yards of pit run gravel for sale to private enterprise during calendar year 2018. The price will be \$2.00 per cubic yard.

An earnest money deposit of \$800.00 and a bond of \$1,000.00 may be required. Applicants must have the capability of excavating to a depth of twelve feet.

Contracts for pit run gravel will be awarded at the February 12, 2018 City Council General Meeting.

Requests must be received at City Hall by 4:00 PM on February 8, 2018. You may email this form with your "signature" typed in to treasurer@gustavus-ak.gov, or sign, scan, and email to same, or fax signed form to 697-2136.

Name (please print or type): _____

Address: _____

Cubic yards requested: _____

Date: _____ Telephone: _____

Signature: _____



City of Gustavus

PO Box 1

Gustavus, Alaska 99826

Phone: (907) 697-2451

CITY OF GUSTAVUS

REQUEST FOR PROPOSALS

RFP FY18-COG01

Managed IT Services

Opening Date: March 15, 2018

Time: 3:00pm AST

Location: Gustavus City Hall

PLEASE PROVIDE PROPOSALS to furnish the services listed for

Managed Information Technology Services

DELIVER QUOTES TO:

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

THIS IS NOT AN ORDER

PROPOSALS MUST BE RECEIVED BY THE DATE AND TIME SHOWN ABOVE.

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REQUEST FOR PROPOSALS

RFP FY18-COG01

1. REQUEST FOR PROPOSAL (RFP)

The City of Gustavus (City) invites you to respond to this Request for Proposal (RFP). The focus of the RFP is to select a single organization (Vendor) to provide managed information technology (IT) services to the City over a 14.5-month period, beginning April 11, 2018 (unless an extended selection process postpones this date) and ending no later than June 30, 2019. Following the initial term, there is a possibility to renew this contract for multiple one-year terms.

2. INTRODUCTION TO CITY OF GUSTAVUS

Gustavus, Alaska, gateway to Glacier Bay National Park, is located on the north side of Icy Strait and is situated on a large, flat, glacial outwash plain. The economy is based on government, tourism, commercial fishing, construction, education, and health services. The population was estimated at 544 in the most recent Population Determination by the State of Alaska and is thinly spread over 23 square miles. This is in marked contrast to the region's more typical fishing settlements built into dense clusters between sea and cliff. Our low population density, combined with our flat and heavily forested terrain, poses formidable technological and economic challenges to broadband networking. Gustavus is not connected to the State road system, but does have a large jet-capable airport about a half hour flight from Juneau. Alaska Marine Highway ferry service commenced in November 2010 and provides year-round service two times per week.

The City of Gustavus was incorporated on April 1, 2004 as a Second-Class City. The seven-member volunteer City Council governs the City. After each fall election, the new Council votes on one of its members becoming the volunteer Mayor for a one-year term. The City provides the following services: Fire/EMS, solid waste disposal, a second-hand store, small boat harbor and dock floats, and a library. Six residents are employed year-round, with additional part-time staff and many volunteers providing additional support. Law enforcement is provided by the Alaska State Troopers or by Park Rangers within the boundaries of Glacier Bay National Park.

Internet for community members comes from a variety of sources. There is a cell tower near the school that reaches most of the center of town but is sorely inadequate. Patches of poor service occur even just a mile away, and service is non-existent 2.5 miles down the road toward Glacier Bay National Park. AT&T owns this tower and provides 4G service in the immediate vicinity. Fibre Alaska/Byte Networking has provided internet access along some road corridors in town. Many other residents use satellite-based services such as HughesNet.

See Appendix A for a satellite view of the City of Gustavus facilities.

3. OVERVIEW OF CURRENT CITY OF GUSTAVUS TECHNICAL ENVIRONMENT

City employees are currently in charge of their respective department's IT environment. In the past, a local consulting company Corvid Computing provided annual maintenance contracts specifically to the Library and to City Hall and was also available for hire for specific tasks, but this business closed December 31, 2016.

In general, City-Wide technology consists of:

- gustavus-ak.gov domain, managed through Office 365
- all employees (6) and Council members (7) using Outlook email, either online or desktop app
- website cms.gustavus-ak.gov – cloud-based, support through aHa Consulting; content updated internally
- Location/Department current technology inventory is listed in Appendix B.

City of Gustavus Can Provide

- Staff members in each department to perform on site inexperienced tasks, including:
 - Be a good observer, telling an expert on the other end of the phone what they see.
 - Follow directions to perform simple tasks like typing in commands, pushing buttons, and plugging and unplugging things.
 - Move equipment around. Put a computer in place and hook it up to the point where it can be remotely managed. Dispose of excess equipment.
- Operating manuals, network diagrams, and other IT information from the previous network administrator/IT consultant.

4. SERVICE REQUIREMENTS

As part of this RFP, the current priority items for the City include a Technology Strategy Plan, City-Wide support services, and Library support services, as follows:

a. Technology strategy plan with site visit

Work with current staff to develop a long-term strategic technology plan. The plan will take advantage of new and existing technologies to produce a pragmatic and effective future roadmap that enables the organization to fulfill its overall mandate in the community. This deliverable will be the property of the City of Gustavus. The Plan will include:

- i. **A 5-Year budget projection** for the costs of equipment and services, with a 3-tiered approach to the prioritization of needs at the Urgent/Needed/and Desired levels
- ii. **An asset inventory and projected schedule for asset renewal and replacement**
- iii. **IT policy review and development** – Development of customized policies related to the use of technology, including an IT Security Plan, off-site data back-up plan, and network recovery/unplanned outage escalation protocols.

- iv. **Solution design** – Solution packages (e.g., hardware, software, licensing) and associated consolidation of data. Of particular note is the approach to providing library support services (Section 4.c)
- v. A technology plan update with site visit would be required for each annual contract extension.

b. City-Wide Support Services

- i. **Network and email system monitoring** – 24/7 monitoring of City's network and email services with proactive communication and escalation procedures.
- ii. **Technical support** – Ability to support City's inquiries as required, via help desk, including support for remote users.
- iii. **Evaluate/create backup protocols** – Ensure back-ups of employee and Council member computers and library server are occurring. Re-establish firehall back-ups to City Hall NAS. Establish backup for City Hall NAS (will require hardware purchase). Provide for off-site data storage.
- iv. **Warranty, break fixes and installation** – Planned and on-call services, including emergency response to server issues.
- v. **Move, Add, Change (MAC)** – Changes to the location or configuration of existing equipment or software, and installation of additional equipment or software. A desktop/server technician visit for on-site technical support will be required four times per fiscal year (quarterly). Beyond this, the City will negotiate for covering any additional transportation costs.
- vi. **Asset inventory management** – Tagging, tracking, and management of warehousing and inventory. This inventory will be the property of the City of Gustavus.
- vii. **Life cycle management of hardware units** – Process for end-of-life notification, replacement, and asset decommissioning/disposal.
- viii. **Reporting and communication** – Ensuring monthly reporting on current activities and issues, and project status reports.
- ix. **Software licensing control** – Oversight of automatic renewal of software applications and maintenance of appropriate documentation.
- x. **Unit evaluation and testing** – Formal evaluation of new hardware.
- xi. **Implementation planning and guidance** – Assistance in deployment planning and execution.
- xii. **Configuration** – Full assembly of hardware and software, including testing and burn-in.
- xiii. **PC deployment** – Delivery and setup of machines on-site.

c. Library Support Services

- i. **Library Server Basic Maintenance** – The library server is at end-of life, both for hardware and software. It is unclear whether an on-premises server is still required in this age of cloud computing. One of the early deliverables under this contract is a plan for library technology that addresses whether to replace the server in kind, versus migrating services to the cloud. Depending on the outcome of that plan, services in the next section could be quite different.
- ii. **Library Server Administration and Support**
 - 1. Manage and administer Active Directory (for example, user and group management, group policy).

2. Manage and administer DNS, DHCP, user profiles (including mandatory profiles for library patrons), file server, print server.
3. Manage and administer certain applications on the servers.
4. ResourceMate on DC2: Install updates, troubleshoot problems as needed (primary application support is from the software vendor).
5. Retrospect Backup: nightly disk backups of user data with two disks rotated off-site by library staff
6. Remote Desktop Services for terminals

d. Support for Library Devices and Users, including:

- i. Microsoft Office and Windows should be upgraded to current versions.
- ii. Confirmation of web content filtering to comply with the Children's Internet Protection Act (CIPA). Currently the library satisfies this requirement through its Internet service provider.
- iii. Planning and assistance for hardware and software upgrades. For example, assist library staff in obtaining an annual donation of software licenses through TechSoup and consult regarding new hardware purchases.

*****Everything below this is copied from City of St. Paul RFP and should be reviewed.*****

5. SELECTION CRITERIA

The City will use multiple criteria to select the most appropriate partner. Respondents are encouraged to be as aggressive and creative as possible in their proposals. The following list summarizes the major qualitative areas that will be evaluated, along with their overall weighting.

- Industry expertise and experience
- Demonstrated customer service quality and support
- Staff/company certifications (e.g. Microsoft Partner, CISSP)
- Previous relevant experience
- Vendor strength and stability
- Account management
- Reporting capabilities
- Financial considerations
- Fulfilling audit requirements
- Additional weighting will be given to:
 - local businesses or contractors who can provide a local/ on-site technician for routine desktop, server, and unexpected outage recovery (without having to fly someone out).
 - vendors who have experience in providing support for library technology and users.
 - a vendor who can fulfill all 3 sections of the service requirements
 - a vendor who builds in procedures designed to increase the Technology IQ of City Employees in order to foster greater IT autonomy and reduce the number of service calls over time.

6. RESPONSE CONTENTS AND FORMAT

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your

response. Your response to this RFP will serve as the basis for the consideration of your potential as a partner.

7. PROPOSAL FORMAT

Please use the following as a guideline to format your proposal:

a. Length and Font Size

- Please use Times New Roman 12 point font.
- Please use one inch (1") margins.
- Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 25 pages.

b. Title Page

The Title Page must not be more than one (1) page in length and must include the following:

- City of Gustavus Managed IT Services Proposal
- your company name
- your company address
- telephone number
- fax number
- website address
- e-mail address and primary contact person

c. Cover Letter

The Cover Letter must not be more than one (1) page in length and must be signed by the person or persons authorized to sign on behalf of the company.

d. Proposal

The Proposal must not be more than ten (10) pages in length. Discuss your proposed solution(s), including the features, benefits and uniqueness of your solution(s). You should also touch on your ability to deliver the project in a timely manner. Please provide a proposed work plan for a migration to your organization as a City preferred vendor. Specifically, provide the following information:

- Key activities
- Timing
- Information/resource requirements from the City
- Deliverables (including timeline for determining equipment needs)
- Key milestones, checkpoints, and other decision points

Please identify the team that will be assigned to the account, including certifications with expiration dates, and describe how you plan to interact with us (including when and how services will be provided on-site) and any third-party providers that may provide services to the City.

e. Qualifications

A list of Qualifications must not be more than five (5) pages in length. For the purposes of understanding more about your company and your ability to successfully fulfill this important City requirement, please provide the

information below as part of your response, clearly referencing each specific question.

- i. Give a brief overview of your organization's involvement in providing IT value added services in the marketplace.
- ii. How long has the organization been in this business and what is your current market share?
- iii. Provide your organization's annual sales volumes.
- iv. In what cities do you maintain offices?
- v. Indicate the number of employees in your organization. How many of those are dedicated to account management and/or technical support?
- vi. How many are full-time vs. contract?
- vii. Please describe your relationships and experience with manufacturers and major distribution partners in the technology marketplace.
- viii. What differentiates your organization from your competitors in the marketplace and how will this be relevant to us?
- ix. Will you subcontract any components of the proposed solution(s) to third party organizations? If so, please describe the components to be subcontracted and provide details of any agreement in place with the subcontracted firm/individuals as well as a summary of past work that you have successfully completed together.
- x. Please describe your organization's experience in transitioning clients to public or private cloud technology from more traditional IT service models.
- xi. Please provide details of three current customer accounts that are similar in scope and requirements to those of the City.
- xii. Please describe your experience in providing server technology and service for your customers, focusing on planning, implementation, and ongoing support.
- xiii. Can you provide specific examples of how you have worked with customers that began with significant technology limitations and helped to successfully transform them into organizations with well planned and executed technology strategies? What were the critical success factors in this transformation?
- xiv. Describe fully your technical support options including the assistance request process, escalation process, support hours, response times, staffing levels, staff expertise and certifications with expiration dates, and physical location of the help desk.
- xv. Please provide details on your standard reporting capabilities.
- xvi. Describe any documentation and support (e.g., user manuals, online help, interactive demos, web-based seminars, and online knowledge base) that will be available, both from the technical perspective and the end user perspective.
- xvii. What options are available for user training and technical training that may be required by our staff?
- xviii. Describe any user groups, websites, newsletters, conferences, or any other means you support for sharing information and soliciting service feedback.
- xix. How do you monitor customer satisfaction and quality assurance on an ongoing basis and how might we benefit from this process?

- xx. The City user base varies considerably in its level of technical sophistication. Please describe your experience in successfully supporting users that may be remote and possess limited technical skills.
- xxi. Describe the pricing model(s) that you typically employ for your standard services.

f. Budget

The budget must encompass all wages, supplies, travel, or other costs necessary to complete the project. Include the staff you anticipate working on the project, their hourly rates must be identified. The Budget must not be more than three (3) pages in length and must detail all the cost in the following categories:

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Sub Contractual
- Other
- Overhead
- Equipment –

Equipment purchases will likely be a component of the solution design phase of this contract and are outside the scope of this contract. Equipment needs proposed and justified by the vendor may be purchased by the City in separate procurement processes.

8. COMMUNICATIONS AND RESPONSE

The City Treasurer is designated as the City of Gustavus' representative for this initiative. For any information relative to this RFP, please direct all inquiries to his contact information as follows:

Phoebe Vanselow, City Treasurer
907-697-2451 (Office)
treasurer@gustavus-ak.gov

9. NOTIFICATION OF INTENT TO RESPOND AND CLARIFICATION QUESTIONS

Please indicate your intention to respond, by email, to the above email address by the Intent to Respond and Questions Due date outlined in the Key Dates table below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP. Answers will be provided to all respondents by the Answers Provided date.

10. RESPONSE DELIVERY INSTRUCTIONS

Please submit an electronic copy of your proposal to the email address indicated in the Communications and Response section above. All responses must be received on or before close of business (5:00 pm Alaska Standard Time) on the Proposals Due date indicated in the Key Dates table below.

11. VENDOR PRESENTATIONS

Our intention is to hold presentations/demonstrations with one or more firms on the Presentations date indicated in the Key Dates table below. The presentations will be held at the City's Council Chambers in person or via Skype, and we will endeavor to provide the successful firm with as much advance notice as possible.

12. KEY DATES

Date	Milestone
February 13, 2018	RFP is issued
February 23, 2018	Pre-proposal teleconference (vendor attendance optional but highly recommended)
March 1, 2018	Intent to Respond and Questions due
March 8, 2018	Answers to questions are sent to Vendors by e-mail and by postal mail, in the form of a formal addenda to this RFP.
March 15, 2018	Proposals must be received by the City Treasurer by 4 pm Alaska time. Proposals must be on paper, so must be submitted in person or by mail. Written acknowledgement of receiving addenda must also be received by this time.
March 30, 2018	Vendor presentations
April 9, 2018	Gustavus City Council regular meeting. Contract may be awarded at this date, or further consideration may be deemed necessary.

13. AGREEMENT OF NON-DISCLOSURE

Proposals submitted to the City become public records because they are evidence of a procurement decision by a public entity. As such, they are subject to provisions of the Alaska Statutes and may be made available to the public upon request. However, the City recognizes that proposals may contain information that a Vendor may consider proprietary or business confidential. Information is considered proprietary or business confidential when it is not usually disclosed outside your organization, and when its disclosure is likely to cause you substantial competitive harm. In order to ensure that such information is properly protected from disclosure, Vendors are asked to submit a second redacted version of their Proposal, with proprietary and business confidential information redacted. All non-public information about the vendor's staff (if applicable) should be removed as well. If a Vendor does not submit a redacted version of their Proposal, the City may disclose their Proposal in full in accordance with the City's public records request policy and procedure. If, in the City's judgement, Vendor has

redacted substantive information that is not proprietary or business confidential, the City may ask Vendor for a revised redacted version, and may not consider Vendor's proposal unless a satisfactory redacted version is supplied within 7 days of the City's request. The original, unredacted version of the Proposal will remain in the City's files until destroyed in accordance with the City's file records retention schedule, but the full proposal will be treated as confidential if a satisfactory redacted version is supplied.

14. CONTRACT TERMS

The Mayor/City Administrator will negotiate contract terms upon selection. All contracts are subject to review by the City staff, and a contract will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

15. GENERAL PROVISIONS

- a. Vendors are advised that their response to this RFP does not obligate City to pay for any costs incurred by vendors in preparation of responses.
- b. A proposal is not a guarantee of contract award. City reserves the right to reject all proposals, to request additional information concerning any proposals for purposes of clarification, to accept or negotiate any modification to any proposal, to select only parts of a proposal, or to select multiple proposals, following the deadline for receipt of all proposals, and to waive any irregularities, if doing so would serve the best interest of City.
- c. Ownership of deliverables. Should Vendor be offered and accept a contract for services, all documents, notes, and communication exchanged between Vendor and City in connection with said services shall be public records subject to disclosure by City. Furthermore, said contract shall specify that copyright for all deliverables resulting from said contract shall be owned by City, who may release them into the public domain or under any other license at its sole discretion. Vendor shall specifically disavow any intellectual property or ownership rights to any deliverables under said contract. However, City shall acknowledge or credit Vendor as co-author of said deliverables.
- d. Business and Professional Licenses. The successful respondent, and any sub-consultant(s), shall obtain necessary city and state business licenses on or before the commencement of work. Any successful respondent, and any sub-consultant(s), shall possess any necessary professional certifications and/or license(s) relative to the work to be performed required by the appropriate licensing authority for the State of Alaska and shall provide evidence of such to the City with their proposal or prior to contract award in such form as the City shall require.
- e. Term of Contract: The selected Vendor will be an independent contractor serving at the will of City, who may terminate the agreement, upon the provision of notice.
- f. City will not provide office space, equipment, or supplies.
- g. Vendor must meet and have in place the insurance requirements listed below at all times during the Term of Contract:
 - i. Vendor shall obtain and maintain in force the insurance coverage specified in this section with an insurance company rated "Excellent" or "Superior" by A. M. Best Company or specifically approved by City.

- ii. Limits: The Vendor shall obtain insurance for not less than the following limits:
1. Commercial general liability: coverage written on an occurrence basis with limits of not less than \$1,000,000 per occurrence;
 2. Comprehensive automobile liability: \$1,000,000 combined single limit;
 3. Workers' compensation: \$100,000 each accident, \$500,000 disease--policy limit, and \$100,000 disease--each employee.
- iii. Automobile Liability Insurance: All autos, or all owned, non-owned, and hired automobiles must be insured when the Vendor is using them to do work under this Agreement. If the Vendor submits insurance covering only scheduled autos, then the Vendor must assure that any additional vehicles are insured before using them in the work under this Agreement.
- iv. Workers' Compensation: Any employee of the Vendor must be covered by workers' compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the City. The Vendor is not required to provide a certificate of workers' compensation covering the owner(s) of the Vendor's business under the following circumstances:
- *Corporations* – If the executive officer(s) claims an exemption, then the Vendor must provide an Executive Officer Waiver for each officer from the Alaska Department of Labor and also provide the corporate filing with the State showing the person(s) named on the waiver is an owner. Only the person or persons who have the State Executive Officer Waiver and who are an owner shall be permitted to do any work or be on the work site or work area. If the Vendor permits any other person on the work area or work site or to do any work, and that person is injured, the Vendor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.
 - *Sole Proprietors, Partnerships, or LLCs* – If the sole proprietor, partner, or member claims an exemption, then the Vendor must provide the City with the business permit filing with the State of Alaska showing the person(s) are the owner, sole proprietor, partner, or member. Only the person or persons who are an owner, sole proprietor, partner, or member shall be permitted to do any work or be on the work site or work area. If the Vendor permits any other person on the work area or work site or to do any work, and that person is injured, the Vendor shall defend, indemnify, and hold harmless the City from any and all claims and liabilities for workers' compensation benefits of any kind and any nature, including costs and legal fees.

- v. Alternate Coverage: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section.
- vi. Additional Insured: During the contract term, the Vendor shall add and maintain City as an additional insured in the Vendor's commercial general liability policy. This policy will provide primary coverage for City, and it will provide that the policy treats each additional insured as though the insurer had issued separate policies.
- vii. Certificate of Insurance: Prior to commencing any work under this Agreement, the Vendor will provide a certificate of insurance in a form acceptable to City showing that the Vendor has the required insurance coverage.
- viii. Cancellation: The Vendor must assure that City receives notice if the Vendor's insurance is going to be canceled, not renewed, or changed. The certificate of insurance must say that the insurer will notify City at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

APPENDIX A – MAP OF CITY OF GUSTAVUS FACILITIES



APPENDIX B – CITY OF GUSTAVUS CURRENT TECHNOLOGY

The City's current technology is listed below by location:

Disposal and Recycling Center (DRC)

The DRC is largely self-sufficient and would not be requiring regular service. This list is for informational purposes only.

- Internet service provided by Fibre Alaska/Byte Networking.
- Dell XPS 8300 with Windows 10 or Linux
- Lenovo ThinkPad T60 with Windows XP or Linux
- HP OfficeJet Pro 8600 all-in-one
- UBIQUITI Networks AMG-PRO WIFI gateway
- Dell Dimension 8100 connected to digital scale, Linux OS, outside the scope of this contract

Firehall

- Internet service provided by Byte Networking through City Hall LAN.
- Microsoft Book and Microsoft Surface Pro
- Brother MFC-J5330
- Toshiba Protege with Windows 7, used for radio programming, outside the scope of this contract
- 911 equipment – Petron 48-max, outside the scope of this contract
- wireless router
- Networked to City Hall via Cat-5 cable on the ground, but file-sharing not used.

City Hall

LAN for two employee computers, seven City Council laptops, three printers, one Drobo NAS, and the Firehall.

- Internet service provided by Fibre Alaska/Byte Networking.
- Clerk's work station: Dell Optiplex 9020 with Windows 10 Pro, CyberPower 1500AVR battery back-up
- Treasurer's work station: Microsoft Surface Pro 3 with Windows 10 Pro
- 7 City Council laptops: four of Lenovo IdeaPad S415 Touch and three of Lenovo ThinkPad E535, all with Windows 10 Pro
- Drobo 5N 6TB Network Attached Storage
- Printers/scanners/copiers: Canon Color imageRunner C2550, Brother MFC-J870DW, Brother MFC-J825DW.
- Linksys wireless router
- 2 of Leviton 8-port gigabit ethernet switch
- Router connecting to Fibre Alaska/Byte Networking.
- MikroTik RouterBOARD 951G-2HnD router and switch

Public Library

Two employee computers, three terminals for the public, three desktop computers for the public, one children's computer, six iPads for loan, and one desk-sitter computer. Two printers. One physical server. WiFi internet available.

- gustavus.lib.ak.us domain
- Internet service put out to bid yearly with the contract beginning at the start of the City's fiscal year, July 1. Current internet service provided by Snow Cloud Services.
- Operating systems are Windows 7 Ultimate or Professional, unless noted.
- Patron computers: 3 HP T410 terminals, Dell Optiplex 7010, Dell Optiplex 790, Dell Optiplex 760. ASUS computer that is solely an offline AWE All-In-One Early Literacy Station. ASUS WOW! computer for seniors (Linux-based, pre-loaded with software).
- Employee computers: two of Dell XPS
- Desk-sitter computer: currently on order - Dell Inspiron i3650 (Windows 10)
- Six of iPad AIR for loan; Dell Latitude laptop for updating iPads
- Printers/scanners/copiers: Brother MFC-9980CDW, HP LaserJet 4200n. These will be replaced with a Brother MFC-L8850CDW that is on order.
- Library's gateway router is currently supplied and managed by the Internet provider. Internet provider also provides content filtering.
- ResourceMate is the circulation management software used at the library. It is a client-server system supported by the company under a maintenance contract, but occasional updates require administrator intervention.
- Windows Defender is used for antivirus on the desktops. Servers need updated antivirus protection. AVG Cloudcare will need to be purchased or removed from all systems.
- Dell Poweredge 2970 server named "File" is a rack-mountable server on site. Its roles are file server and Hyper-V server. Virtual servers running on this Hyper-V server are:
 - DC2: Virtual Windows domain controller and application server running Windows Server 2008R2 32-bit. ResourceMate database server, WSUS server, DNS (Active Directory-integrated for zone gustavus.lib.ak.us), DHCP, Dude Network monitor, print server.
 - vTS02: Virtual terminal server. This is what the terminals connect to. It is basically configured the same as a workstation and provides no network services other than terminal services.
 - Also two decommissioned virtual servers, Mail64 and vTS01.
 - APC uninterruptible power supply, Model SMT750RM2U. Notification January 2018 indicating it needs replacement battery.
- Retrospect software on server File backs up daily to an external hard drive, rotated every two weeks
- Library receives federal (e-Rate) and state (Online with Libraries – OWL) funding that have privacy and other stipulations.

**CITY OF GUSTAVUS
Ordinance FY18-12**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF CITY ORDINANCE TITLE 4 SECTION 4.14.220,**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification:** This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability:** If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment:** Now therefore, it is enacted by the Gustavus City Council that Title 4, Section 4.14.220 be amended as follows,

Section 04.14.220 Use of Proceeds

- a. Proceeds of Room Tax shall be used for the general expenses of the City which may include the expense of any municipal service.
- b. In accordance with the Petition for Incorporation, fifty percent (50%) of the collected four percent (4%) Room Tax may be made available to the visitor industry represented by the Gustavus Visitors' Association for tourism enhancement, upon submission and approval of a yearly marketing plan developed **and submitted** by the Gustavus Visitors' Association **by February 1st of each year.**
- c. The Room Tax revenue available to Gustavus Visitor's Association (GVA) in accordance with Section 04.14.220 (b) will be calculated on a fiscal year, **October 1 July 1st** through **September 30 June 30th**, and transferred to the GVA no later than **an July 31st November 15.**

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

Date Introduced: February 12, 2018

Date of Public Hearing: March 12, 2018

PASSED and APPROVED by the Gustavus City Council this XXth day of _____, 2018

Barb Miranda, Mayor

Attest: Karen Platt City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-09**

**A RESOLUTION REVISING POLICY AND PROCEDURE FOR DISBURSEMENT OF
ROOM TAX MONIES TO THE GUSTAVUS VISITORS ASSOCIATION**

WHEREAS, in 2008, with Resolution 2008-24, the Gustavus City Council established Policy and Procedure for the Disbursement of Room Tax Monies to GVA under Title 4.14, and

WHEREAS, in the process of implementing the Policy and Procedure, it became apparent that some clarifications and revisions were necessary, and

WHEREAS, formal action is needed to address the revisions necessary to the policy and procedure,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the revisions to the document entitled “Policy and Procedure for Disbursement of Room Tax Monies to the Gustavus Visitors Association”, as presented by this Resolution as a significant step toward addressing the needed revisions.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this XXth day of_____, 2018, and effective upon adoption.

Jake Ohlson, Vice Mayor

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS, ALASKA

POLICIES AND PROCEDURES

TITLE: POLICY AND PROCEDURE FOR DISBURSEMENT OF ROOM TAX MONIES TO THE GUSTAVUS VISTORS ASSOCIATION

BACKGROUND:

As stated in the Petition for Incorporation as a Second-Class City (Petition) compiled and submitted to the State of Alaska in 2003 by a group of Gustavus residents (Petitioner), in Exhibit F: Transition Plan, the Petitioner proposed a tax levy and collection plan to be enacted by ordinance by the future City Council, while acknowledging that “The Petitioner recognizes that it cannot bind a future City Council” (Exhibit F, page 18). Within that paragraph, the Petitioner went on to state that “while the council cannot be bound by the Petitioner, it is proposed that one-half of the proceeds of the commercial overnight accommodations (bed tax) collected by vendors will be granted to the Gustavus Visitors Association (GVA) to be used for promotion of the Gustavus visitor industry” (Exhibit F, Petition for Incorporation, page 18). In establishing the possible viability of this proposal to transfer tax funds to a non-City entity, in Exhibit E of the Petition, the Petitioner projected that including only half of the 4% bed tax could result in a viable City operating budget, and in Footnote 11 to the projected budget the petitioners stated: “Actual bed tax will be 4% but one half of this amount goes to Gustavus Visitors Association [...] for advertising by GVA” (Exhibit E, Petition to Incorporate, page 16). The Petition was approved by Gustavus voters in April, 2004.

POLICY:

In compliance with its fiduciary responsibility as established in State statute and City code, and in accordance with established budgetary requirements, the City of Gustavus adopts a policy to allocate funds for the Gustavus Visitors Association’s economic development and tourism enhancement activities, under the following procedure.

PROCEDURE:

The Gustavus Visitors Association will submit, for approval, a yearly marketing plan and budget request for tourism enhancement to the City Council as per Gustavus Municipal Code 04.14.220(b) by February 1 of each year.

The City Treasurer shall tally the Room Tax from the prior fiscal year and present that figure to the Mayor and/or City Administrator for budgeting purposes. The Mayor and/or City Administrator shall present that figure to the Gustavus City Council during the October General Meeting. Fifty percent of the room tax total from the prior fiscal year represents the maximum amount that can be disbursed to GVA without specific Council approval. Otherwise the City Council shall consider the GVA budget request and determine the amount of money to disburse to GVA and that amount can

be included in the next fiscal year budget and approved by the Council as a part of the regular budget cycle.

The City Council must review the marketing plan and budget request at the March general meeting. The Mayor and/or City Administrator, in conjunction with the City Treasurer shall consider the budget request and determine the amount to include in the City's annual operating budget no later than May 1 of each year (City Ordinance 4.04.04). The City Council may or may not approve the total amount requested as part of the regular budgeting process. If the amount of funding requested is more than fifty percent of the room tax total from the prior fiscal year, the Council may consider providing additional funding. This additional funding would need to be approved via City Council resolution.

Payment of the requested budget amount, if approved, shall occur by July 31. This payment does not require further Council action.

The Marketing Plan and Budget Request must include the following:

- Goals
- Objectives (specific and measurable)
- Membership and Board makeup
- Tourism Statistics – (including estimates # of residents, average stay, average spending, economic impact of the visitor industry)
- Budget
- Budget request of City

ADDITIONAL REPORTING REQUIREMENTS:

- Profit and Loss Budgeted vs. Actual
- Balance Sheet

CALENDAR:

October General Meeting	City Treasurer Reports Bed Tax totals.
February 1	Mid-Year Expense/Progress Report Due
February 1	GVA Marketing Plan and Budget Request submitted to City
March General Meeting	Council reviews marketing plan and budget request
May 1	Mayor/City Administrator's budget submitted for approval
May General Meeting	City budget approved
July 31	End of Year Expense/Progress Report Due
July 31	Approved funds are disbursed

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-10**

**A RESOLUTION ESTABLISHING POLICY AND PROCEDURE FOR FUNDING
LIMITED SOCIAL SERVICES**

WHEREAS, with adoption of Title 6 the Gustavus City Council authorized the expenditure of City Operating Funds for limited Social Services.

WHEREAS, formal action is needed to address adopt policy and procedure in order to provide these funds,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the document entitled "POLICY AND PROCEDURE FOR FUNDING LIMITED SOCIAL SERVICES", as presented by this Resolution.

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this 12th day of February, 2018, and effective upon adoption.

Jake Ohlson, Vice Mayor

Attest: Karen Platt

CITY OF GUSTAVUS, ALASKA

POLICIES AND PROCEDURES

TITLE:

BACKGROUND:

Affordable, accessible, quality preschool and child care services are critical components of the economic and social well-being of this community and the ongoing improvement of a sustainable city. Allowing families to stay employed by providing quality, professional, safe and reliable care creates self-sustainability for Gustavus residents and also for our businesses, the local economy in general, and is an attractive element to potential new residents and businesses. Society benefits from a well-educated and diverse citizenry, and research demonstrates that children who participate in high-quality early education programs have better overall literacy, better executive functions, require fewer remedial or special education services, and have a higher likelihood of economic productivity and social stability in adulthood.

POLICY:

In compliance with its fiduciary responsibility as established in State Statute and City code, and in accordance with established budgetary processes, the City of Gustavus adopts a policy to allocate funds for limited Social Services, under the following procedure.

PROCEDURE:

The qualified service provider will submit, for approval, a yearly business plan and budget request for preschool and childcare services to the City Treasurer and City Administrator and/or Mayor as per Gustavus Municipal Code 06.06.020 by February 1 of each year.

The City Council must review the business plan and budget request at the March general meeting. The Mayor and/or City Administrator, in conjunction with the City Treasurer shall consider the budget request and determine the amount to include in the City's annual operating budget no later than May 1 of each year (City Ordinance 4.04.04). The City Council may or may not approve the total amount requested as part of the regular budgeting process.

If the amount of funding requested is more than allowed by City Ordinance, the Council may consider providing additional funding. This additional funding would need to be approved via City Council resolution. [BM1]

Payment of the requested budget amount, if approved, shall occur by July 31. This payment does not require further Council action.

The Business Plan and Budget Request should include the following:

- Goals
- Objectives
- Membership and Board makeup
- Enrollment Statistics
- Operating Budget
- Budget request of City

ADDITIONAL REPORTING REQUIREMENTS:

If City funds are granted to the service provider, then a mid-year and end of year Progress Report should also be submitted.

CALENDAR:

February 1	Mid-Year Expense/Progress Report Due (if funds were disbursed the prior year)
February 1	Business Plan and Budget Request submitted to City
March General Meeting	Council reviews budget request
May 1	Mayor/City Administrator's budget submitted for approval
May General Meeting	City budget approved
July 31	End of Year Expense/Progress Report Due
July 31	Approved funds are disbursed

**CITY OF GUSTAVUS
RESOLUTION CY18-11**

**RESOLUTION BY THE CITY OF GUSTAVUS IN SUPPORT OF SB61 AND HB130
BOUNDARY CHANGES FOR THE DUDE CREEK CRITICAL HABITAT AREA**

WHEREAS, the community of Gustavus has long sought to protect the Dude Creek wetlands and adjacent beach and uplands for their value to wildlife and other traditional uses, and

WHEREAS, the State legislature, in response to a community initiative, established the Dude Creek Critical Habitat Area (CHA) in 1988, and

WHEREAS, the objectives, as set out in the legislation and accompanying intent language, were to protect sandhill cranes and other wildlife habitat in the CHA while allowing traditional uses to the degree not in conflict with crane and other wildlife habitat protection, and,

WHEREAS, The City of Gustavus has supported and encouraged the development of a Dude Creek CHA management plan by Alaska Department of Fish and Game to ensure long-term protection of the resources in the CHA while providing for appropriate public use of the CHA, and,

WHEREAS, Governor Walker has submitted SB 61 and HB130 providing for changes to boundaries of various State critical habitat areas, and

WHEREAS, SB 61 and HB 130 provide for boundary changes to the Dude Creek CHA in Gustavus, as shown on the attached maps, to add beach and uplands purchased by The Nature Conservancy (TNC) from the Alaska Mental Health Trust and donated back to the State of Alaska for addition to the adjacent Dude Creek CHA, and

WHEREAS, the proposed additional lands are of similar character and value for wildlife and the public as the lands within the original CHA boundaries, and,

WHEREAS, the bills will enable ADF&G to extend the Dude Creek CHA Management Plan provisions for resource protection and public use to the additional lands, and

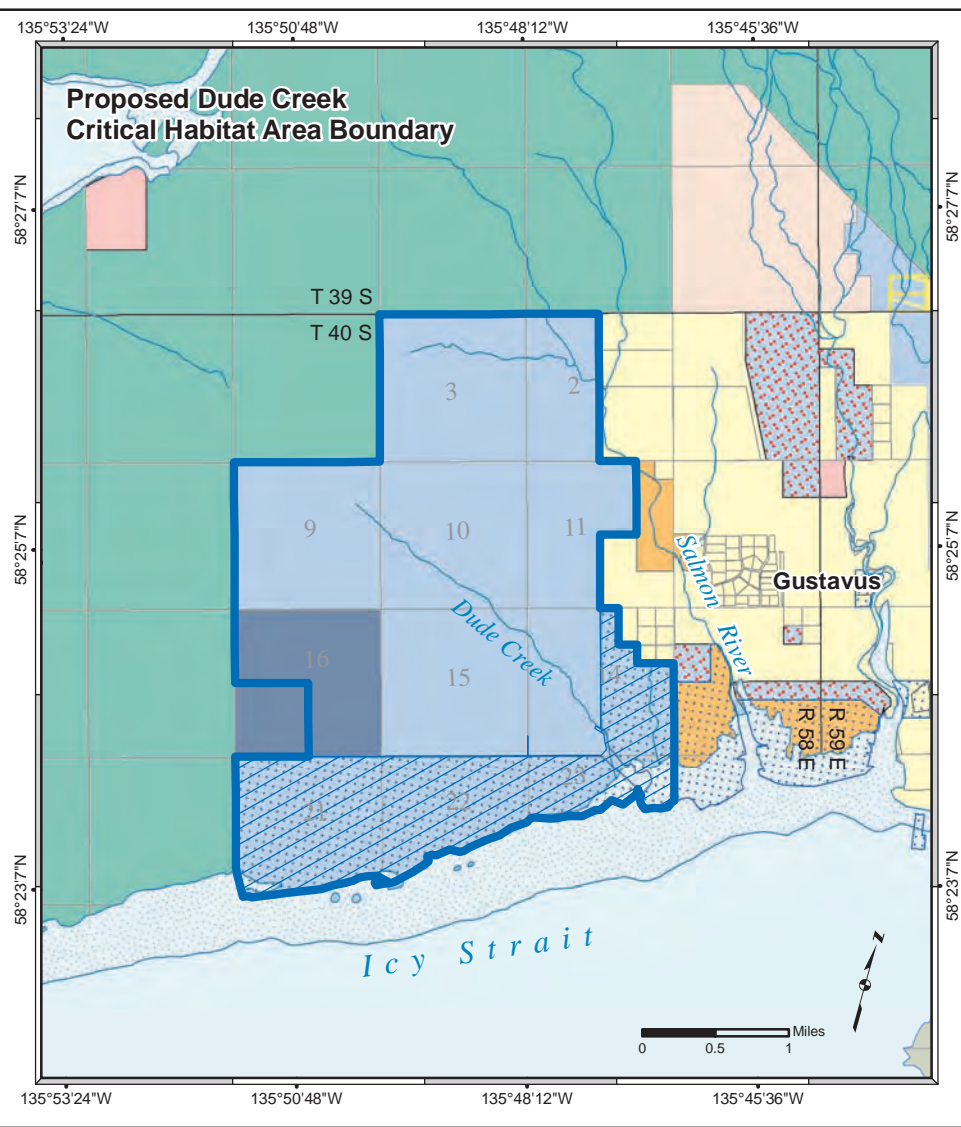
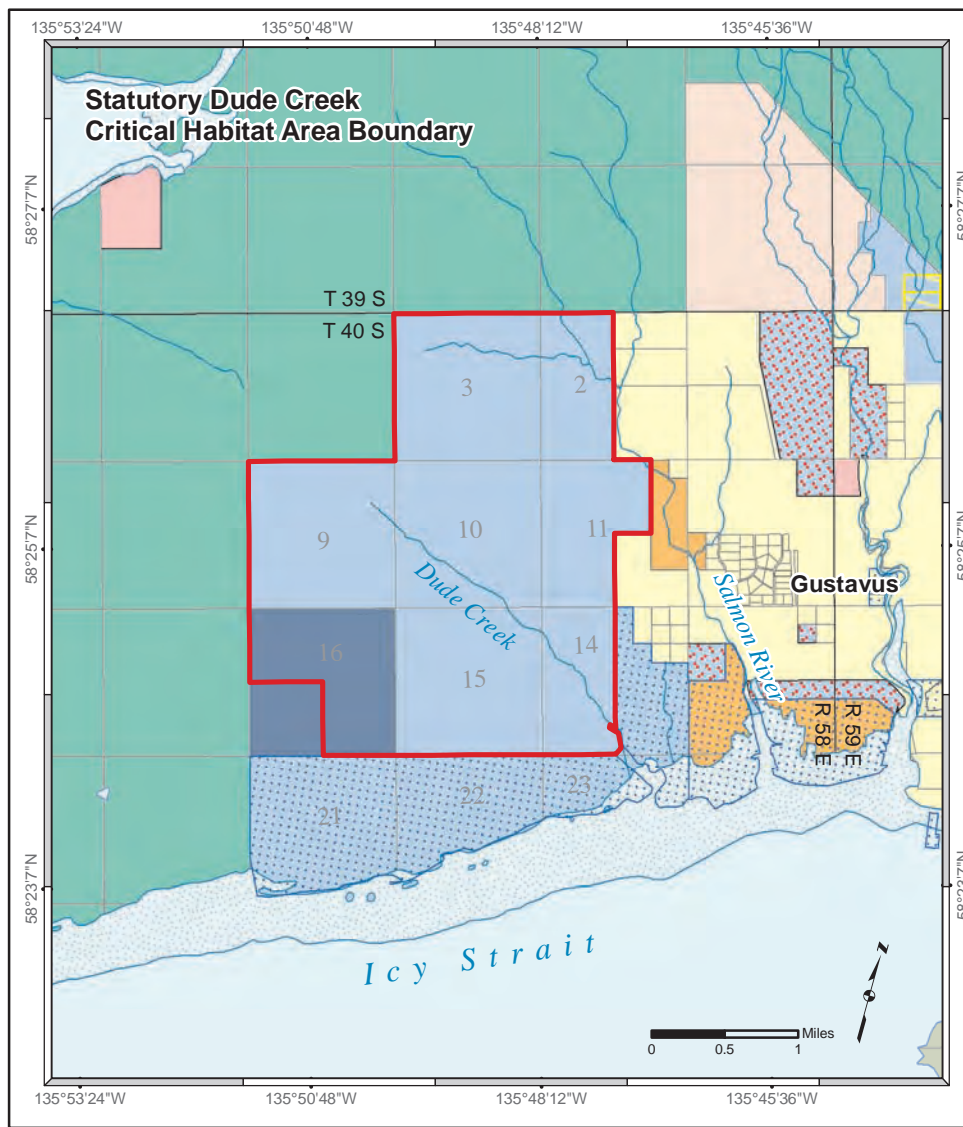
WHEREAS, the City of Gustavus is currently working with the Alaska Department of Natural Resources to provide for joint management of Gustavus Beach lands to the east of the CHA,

NOW THEREFORE BE IT RESOLVED: that the City of Gustavus supports and encourages passage of the portions of SB61 and HB130 that provide for the addition of TNC-purchased and donated land to the Dude Creek CHA.

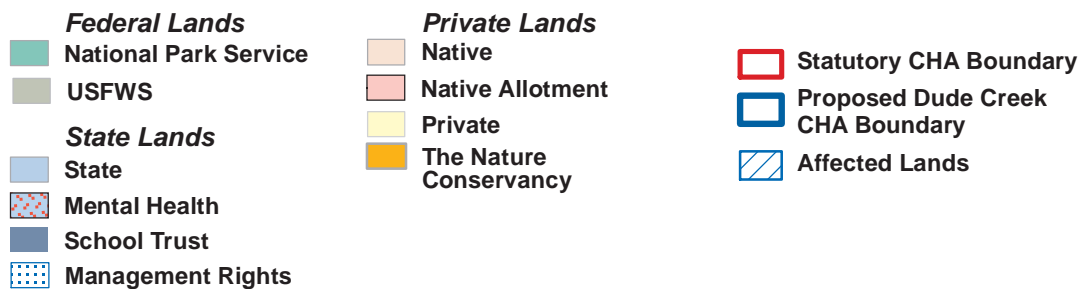
PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2018.

Jacob Ohlson, Vice-Mayor

Attest: Karen Platt, City Clerk



Proposed Dude Creek Critical Habitat Area Boundary



State of Alaska
Department of Fish and Game
8/26/2014



HOUSE BILL NO. 130

IN THE LEGISLATURE OF THE STATE OF ALASKA

THIRTIETH LEGISLATURE - FIRST SESSION

BY THE HOUSE RULES COMMITTEE BY REQUEST OF THE GOVERNOR

Introduced: 2/15/17
Referred: Resources

A BILL

FOR AN ACT ENTITLED

1 **"An Act relating to the Izembek State Game Refuge, Cape Newenham State Game**
2 **Refuge, Palmer Hay Flats State Game Refuge, Port Moller Critical Habitat Area,**
3 **Egegik Critical Habitat Area, Pilot Point Critical Habitat Area, Fox River Flats Critical**
4 **Habitat Area, Kachemak Bay Critical Habitat Area, and Dude Creek Critical Habitat**
5 **Area; and providing for an effective date."**

6 **BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:**

7 *** Section 1.** AS 16.20.030(a) is amended to read:

8 (a) The land areas now included in the National Wildlife Refuge System that
9 are cited in this subsection are designated as state game refuges, and the board shall
10 assign them appropriate refuge names:

11 (1) Aleutian Islands Refuge (except Umnak, Unalaska, Akun, Akutan,
12 Sanak, and Tigalda Islands);

13 (2) Bering Sea Refuge (St. Matthews and Hall Islands, and Pinnacle

Islet in Bering Sea);

- (3) Bogoslof Island Refuge;
- (4) Chamisso Island Refuge;
- (5) Forrester Island Refuge;
- (6) Hazen Bay (Nunivakchak and Kirgegag Islands);
- (7) Hazy Islands Refuge;
- (8) Kenai National Moose Range;
- (9) Kodiak National Wildlife Refuge;
- (10) Nunivak Island Refuge;
- (11) St. Lazaria Island Refuge;
- (12) Semidi Islands Wildlife Refuge;
- (13) Tuxedni Refuge (Islands in Tuxedni Harbor);
- (14) Izembek Refuge, including the tide and submerged land described

as follows:

(A) Township 58 South, Range 91 West, Seward Meridian

Sections 1 - 4

Sections 9 - 13 [9 - 12]

(B) Township 58 South, Range 90 West, Seward Meridian

Sections 1 - 12

Sections 16 - 17 [1 - 9 SECTION 16]

(C) Township 57 South, Range 91 West, Seward Meridian

Section 13

Sections 24 - 26

Sections 34 - 36 [35 - 36]

(D) Township 57 South, Range 90 West, Seward Meridian

Sections 1 - 36

(E) Township 57 South, Range 89 West, Seward Meridian

Sections 5 - 7

Sections 18 - 19

Section 30 [5 - 6]

(F) Township 56 South, Range 87 West, Seward Meridian

- 1 Sections 1 - 6
- 2 Sections 10 - 11
- 3 (G) Township 56 South, Range 88 West, Seward Meridian
- 4 Sections 1 - 23
- 5 Sections 27 - 33 [27 - 32]
- 6 (H) Township 55 South, Range 87 West, Seward Meridian
- 7 Sections 1 - 36
- 8 (I) Township 56 South, Range 89 West, Seward Meridian
- 9 Sections 1 - 36
- 10 (J) Township 55 South, Range 89 West, Seward Meridian
- 11 Sections 1 - 36
- 12 (K) Township 55 South, Range 88 West, Seward Meridian
- 13 Sections 1 - 36
- 14 (L) Township 55 South, Range 86 West, Seward Meridian
- 15 Sections 6 - 7
- 16 Sections 18 - 19
- 17 Sections 30 - 31
- 18 (M) Township 56 South, Range 90 West, Seward Meridian
- 19 Sections 1 - 36
- 20 (N) Township 54 South, Range 87 West, Seward Meridian
- 21 Sections 35 - 36
- 22 (O) Township 54 South, Range 86 West, Seward Meridian
- 23 Section 31 [(ENTIRE TOWNSHIP)];
- 24 (15) Cape Newenham National Wildlife Range, including tide and
- 25 submerged land in Chagvan Bay described as follows:
- 26 (A) Township 16 South, Range 75 West, Seward Meridian
- 27 Sections 1 - 2 [SECTION 1]
- 28 Sections 11 - 15
- 29 Sections 22 - 27
- 30 Sections 34 - 36
- 31 (B) Township 16 South, Range 74 West, Seward Meridian

Sections 5 - 9 [7 - 9]

Sections 17 - 19

Section 30;

(16) Clarence Rhodes National Wildlife Range;

(17) Arctic National Wildlife Range.

* **Sec. 2.** AS 16.20.032(a) is amended to read:

(a) The following state-owned land and water is established as the Palmer Hay Flats State Game Refuge:

(1) Township 16 North, Range 1 West, Seward Meridian

Sections 1 - 12

Section 13: N 1/2 Sections 14 - 18;

(2) Township 17 North, Range 1 West, Seward Meridian

Section 25

Section 26: S 1/2, S 1/2 N 1/2, N 1/2 NE 1/4, NE 1/4 NW 1/4

Section 27: S 1/2, SE 1/4 NE 1/4

Section 31: Lot 4, SE 1/4, E 1/2 SW 1/4, SE 1/4 NE 1/4, S 1/2 SW 1/4 NE 1/4

Section 32: S 1/2, S 1/2 NE 1/4, NE 1/4 NE 1/4, SE 1/4 NW 1/4

Sections 33 - 36;

(3) Township 17 North, Range 1 East, Seward Meridian

Section 19: Lots 3 and 4, E 1/2 SW 1/4, S 1/2 SE 1/4

Section 21: N 1/2 SE 1/4, S 1/2 S 1/2

Section 22:

excluding NW 1/4 NW 1/4

excluding N 1/2 NE 1/4 NW 1/4

excluding NE 1/4 NE 1/4 NE 1/4

excluding all portions of U.S. Survey No. 9024

Section 25 [: LOTS 1 - 6, NW 1/4, N 1/2 NE 1/4, N 1/2 SW 1/4, SW 1/4]

Section 26: SE 1/4 NE 1/4, S 1/2, excluding all portions of U.S. Survey No. 9024

Section 27: Lot 1, N 1/2, N 1/2 S 1/2, SE 1/4 SW 1/4, S 1/2 SE 1/4

Section 28: Lots 1 - 2, N 1/2, SW 1/4, N 1/2 SE 1/4, SW 1/4 SE 1/4

Section 29: N 1/2, N 1/2 SW 1/4, SE 1/4

Section 30: Lots 1 - 4, E 1/2, E 1/2 W 1/2

Section 31 [: LOTS 1 - 10, NE 1/4 NW 1/4, SW 1/4 NE 1/4, N 1/2 NE 1/4]

Section 32: Lots 3 - 7, NE 1/4, SW 1/4 SW 1/4, NE 1/4 SE 1/4, **including all state tide and submerged lands**

Section 33: Lots 5 - 9, S 1/2 SE 1/4, SW 1/4 NW 1/4, including all state tide and submerged land

Section 34: Lots 1 - 3, E 1/2 NW 1/4, SW 1/4, E 1/2, excluding all portions of U.S. Survey No. 9024

Section 35 [: LOTS 1 - 5, NW 1/4, N 1/2 SW 1/4, SW 1/4 SW 1/4, N 1/2 NE 1/4, SW 1/4 NE 1/4, NW 1/4 SE 1/4,] excluding all portions of U.S. Survey No. 9024

Section 36: **excluding all portions of U.S. Survey No. 9024** [LOTS 1 - 10, SE 1/4 SW 1/4, S 1/2 SE 1/4, NE 1/4 SE 1/4];

(4) Township 17 North, Range 1 East, Seward Meridian

Sections 19 - 21: Tracts B and D, according to Plat No. 2012-110, Palmer Recording District;

(5) Township 17 North, Range 1 East, Seward Meridian

U.S. Survey No. 1169: Lots 1 and 2, Block 31, within Section 26;

(6) Township 16 North, Range 1 East, Seward Meridian

Sections 4 - 9

Section 17: N 1/2

Section 18: N 1/2;

(7) Township 16 North, Range 1 East, Seward Meridian

Section 2: That portion lying westerly of Lot 7 and Parcel F of

U.S. Survey No. 9023

Section 3: That portion lying westerly of Lot 7, Lot 8, and
Parcel F of U.S. Survey No. 9023

Section 10: That portion lying westerly of Lot 4, Lot 5, and
Parcel C of U.S. Survey No. 9023

Section 15: That portion northerly of the left bank of the Knik
River and lying westerly of Lot 3, Lot 4, and Parcel A of U.S.
Survey No. 9023

Section 16: That portion northerly of the left bank of the Knik
River;

(8) Township 16 North, Range 2 West, Seward Meridian

Section 1: All, excluding South Hayfield Road right-of-way

Section 2: Lot 5

Section 11: Lots 1 and 3 - 6, N 1/2 NE 1/4

Section 12: Lots 1 - 4, N 1/2 NW 1/4, NE 1/4 NE 1/4;

(9) Township 17 North, Range 2 West, Seward Meridian

Section 36: That portion of the S 1/2 S 1/2 lying easterly of the
South Hayfield Road right-of-way.

* **Sec. 3.** AS 16.20.550 is amended to read:

Sec. 16.20.550. Port Moller Critical Habitat Area established. The
following described area is established as the Port Moller Critical Habitat Area:

(1) Township 50 South, Range 71 West, Seward Meridian

Sections 7 - 8

Section 14 (not tide or submerged land)

Sections 15 - 17

Sections 21 - 23

Section 32;

(2) Township 51 South, Range 71 West, Seward Meridian

Section 3 (not tide or submerged land)

Sections 4 - 5

Section 7

- 1 Sections 9 - 10
- 2 Sections 15 - 17;
- 3 (3) Township 49 South, Range 73 West, Seward Meridian
- 4 Sections 10 - 11
- 5 Section 12 (not tide or submerged land)
- 6 Sections 13 - 16
- 7 Section 21
- 8 Section 24
- 9 Section 28;
- 10 (4) Township 51 South, Range 72 West, Seward Meridian
- 11 Sections 5 - 8
- 12 Sections 11 - 12;
- 13 (5) Township 50 South, Range 72 West, Seward Meridian
- 14 Sections 18 - 19
- 15 Sections 30 - 32;
- 16 (6) Township 50 South, Range 73 West, Seward Meridian
- 17 Sections 7 - 13
- 18 Sections 14 - 17 (not tide or submerged land)
- 19 Section 18;
- 20 (7) Township 50 South, Range 74 West, Seward Meridian
- 21 Sections 5 - 7
- 22 Section 8 (not tide or submerged land)
- 23 Sections 9 - 13
- 24 Sections 14 - 16 (not tide or submerged land)
- 25 Sections 17 - 18
- 26 Section 20;
- 27 (8) Township 50 South, Range 75 West, Seward Meridian
- 28 Section 1
- 29 Sections 6 - 7;
- 30 (9) Township 49 South, Range 75 West, Seward Meridian
- 31 Section 3

- 1 Sections 4 - 6 (not tide or submerged land)
- 2 Sections 7 - 11
- 3 Sections 14 - 16
- 4 Sections 21 - 32;
- 5 (10) Township 48 South, Range 74 [75] West, Seward Meridian
- 6 Sections 15 - 18
- 7 Section 22
- 8 Sections 29 - 30
- 9 Section 31 (not tide or submerged land)
- 10 Section 32;
- 11 (11) Township 48 South, Range 75 [76] West, Seward Meridian
- 12 Sections 13 - 17
- 13 Sections 19 - 23
- 14 Sections 25 - 27
- 15 Sections 29 - 30
- 16 Sections 34 - 35
- 17 Section 36 (not tide or submerged land);
- 18 (12) Township 50 South, Range 76 West, Seward Meridian
- 19 Section 1
- 20 Section 3
- 21 Section 4 (not tide or submerged land)
- 22 Section 9 (not tide or submerged land)
- 23 Sections 10 - 13
- 24 Sections 14 - 16 (not tide or submerged land)
- 25 Sections 21 - 23 (not tide or submerged land)
- 26 Sections 24 - 25
- 27 Sections 26 - 28 (not tide or submerged land);
- 28 (13) Township 49 South, Range 76 West, Seward Meridian
- 29 Sections 1 - 4
- 30 Sections 7 - 9
- 31 Sections 10 - 11 (not tide or submerged land)

- 1 Sections 12 - 14
- 2 Sections 15 - 16 (not tide or submerged land)
- 3 Sections 17 - 18
- 4 Section 21 (not tide or submerged land)
- 5 Section 22
- 6 Sections 28 - 29
- 7 Sections 33 - 34;
- 8 (14) Township 49 South, Range 77 West, Seward Meridian
- 9 Sections 1 - 2
- 10 Sections 4 - 5
- 11 Sections 7 - 12
- 12 Sections 13 - 18 (not tide or submerged land);
- 13 (15) Township 48 South, Range 76 [77] West, Seward Meridian
- 14 Sections 20 - 23
- 15 Sections 26 - 28;
- 16 (16) Township 48 South, Range 77 [78] West, Seward Meridian
- 17 Sections 26 - 27
- 18 Sections 31 - 34;
- 19 (17) Township 49 South, Range 78 West, Seward Meridian
- 20 Sections 2 - 5
- 21 Sections 8 - 12
- 22 Sections 13 - 16 (not tide or submerged land)
- 23 Section 17.

24 * **Sec. 4.** AS 16.20.565 is amended to read:

25 **Sec. 16.20.565. Egegik Critical Habitat Area established.** The following
26 described area is established as the Egegik Critical Habitat Area:

- 27 (1) Township 24 South, Range 51 West, Seward Meridian
- 28 Sections 1 - 2
- 29 Section 11 N [S] 1/2
- 30 Section 12 N 1/2;
- 31 (2) Township 23 South, Range 51 West, Seward Meridian

Section 13

Sections 24 - 25

Sections 35 - 36;

(3) Township 23 South, Range 50 West, Seward Meridian

Section 7

Sections 18 - 19

Section 30

Section 31 (not tide or submerged land).

* **Sec. 5.** AS 16.20.570 is amended to read:

Sec. 16.20.570. Pilot Point Critical Habitat Area established. The following described area is established as the Pilot Point Critical Habitat Area:

(1) Township 30 South, Range 52 West, Seward Meridian (protracted)

Sections 1 - 3

Section 12;

(2) Township 30 South, Range 51 West, Seward Meridian (protracted)

Sections 5 - 8

Section 17;

(3) Township 31 South, Range 51 West, Seward Meridian (protracted)

Sections 5 - 8

Sections 13 - 15

Sections 17 - 27;

(4) Township 30 South, Range 52 West, Seward Meridian (protracted)

Sections 27 - 29

Sections 31 - 34;

(5) Township 31 South, Range 52 West, Seward Meridian (protracted)

Sections 1 - 3

Sections 5 - 6

Sections 11 - 14

Sections 23 - 24;

(6) Township 30 South, Range 53 West, Seward Meridian (protracted)

Section 36;

(7) Township 31 South, Range 53 West, Seward Meridian (protracted)

Sections 1 - 2

Sections 10 - 11

Sections 12 - 14 (not tide or submerged land)

Sections 15 - 16

Sections 20 - 21

Sections 22 - 28 (not tide or submerged land)

Sections 29 - 31

Sections 32 - 36 (not tide or submerged land);

(8) Township 31 [32] South, Range 54 West, Seward Meridian
(protracted)

Section 36.

* **Sec. 6.** AS 16.20.580 is amended to read:

Sec. 16.20.580. Fox River Flats Critical Habitat Area established. The
following described area is established as the Fox River Flats Critical Habitat Area:

(1) Township 4 South, Range 10 West, Seward Meridian

Section 20 SE 1/4 [(NOT TIDE OR SUBMERGED LAND)]

Section 21 S 1/2 [(NOT TIDE OR SUBMERGED LAND)]

Section 22 S 1/2

Section 23 S 1/2 [(NOT TIDE OR SUBMERGED LAND)]

Sections 25 - 29

Sections 33 - 36;

(2) Township 4 South, Range 9 West, Seward Meridian

Section 30 W 1/2. [(NOT TIDE OR SUBMERGED LAND)]

* **Sec. 7.** AS 16.20.590(a) is amended to read:

(a) The following described area is established as the Kachemak Bay Critical
Habitat Area:

(1) Township 4 South, Range 10 West, Seward Meridian (only tide
and submerged land and waters);

(2) Township 4 South, Range 11 West, Seward Meridian (only tide
and submerged land and waters;

1 **(3)** [(2)] Township 5 South, Range 10 West, Seward Meridian (only
2 tide and submerged land and waters);

3 **(4)** [(3)] Township 5 South, Range 11 West, Seward Meridian (only
4 tide and submerged land and waters);

5 **(5)** [(4)] Township 5 South, Range 12 West, Seward Meridian (only
6 tide and submerged land and waters);

7 **(6)** [(5)] Township 6 South, Range 11 West, Seward Meridian (only
8 tide and submerged land and waters);

9 **(7)** [(6)] Township 6 South, Range 12 West, Seward Meridian (only
10 tide and submerged land and waters);

11 **(8)** [(7)] Township 6 South, Range 13 West, Seward Meridian (only
12 tide and submerged land and waters);

13 **(9)** [(8)] Township 6 South, Range 14 West, Seward Meridian (only
14 tide and submerged land and waters);

15 **(10)** [(9)] Township 7 South, Range 11 West, Seward Meridian (only
16 tide and submerged land and waters);

17 **(11)** [(10)] Township 7 South, Range 12 West, Seward Meridian (only
18 tide and submerged land and waters);

19 **(12)** [(11)] Township 7 South, Range 13 West, Seward Meridian (only
20 tide and submerged land and waters);

21 **(13)** [(12)] Township 7 South, Range 14 West, Seward Meridian (only
22 tide and submerged land and waters);

23 **(14)** [(13)] Township 8 South, Range 12 West, Seward Meridian (only
24 tide and submerged land and waters);

25 **(15)** [(14)] Township 8 South, Range 13 West, Seward Meridian (only
26 tide and submerged land and waters);

27 **(16)** [(15)] Township 8 South, Range 14 West, Seward Meridian (only
28 tide and submerged land and waters);

29 **(17)** [(16)] Township 9 South, Range 14 West, Seward Meridian (only
30 tide and submerged land and waters);

31 **(18)** [(17)] Township 9 South, Range 15 West, Seward Meridian (only

1 tide and submerged land and waters east of a line from Anchor Point to Point
2 Pogibshi);

3 **(19)** [(18)] Township 5 South, Range 15 West, Seward Meridian
4 (including all tide and submerged land and waters east of a line from Anchor Point to
5 Point Pogibshi);

6 **(20)** [(19)] Township 6 South, Range 15 West, Seward Meridian
7 (including all tide and submerged land and waters east of a line from Anchor Point to
8 Point Pogibshi);

9 **(21)** [(20)] Township 7 South, Range 15 West, Seward Meridian
10 (including all tide and submerged land and waters east of a line from Anchor Point to
11 Point Pogibshi);

12 **(22)** [(21)] Township 8 South, Range 15 West, Seward Meridian
13 (including all tide and submerged land and waters east of a line from Anchor Point to
14 Point Pogibshi);

15 **(23)** [(22)] Township 9 South, Range 12 West, Seward Meridian (only
16 tide and submerged land and waters).

17 * **Sec. 8.** AS 16.20.610(b) is amended to read:

18 (b) The following described area is established as the Dude Creek Critical
19 Habitat Area:

20 **(1)** Township 40 South, Range 58 East, Copper River Meridian

21 Section 2: W1/2

22 Section 3

23 Sections 9 - 10

24 Section 11: W1/2NE1/4, W1/2

25 Section 14: Lot 3, NW1/4, N1/2SW1/4, SW1/4SW1/4,

26 **S1/2SE1/4NE1/4, SW1/4NE1/4, W1/2NW1/4NE1/4,**

27 **N1/2SE1/4 and the tide and submerged lands of Dude**

28 **Creek**

29 Section 15

30 Section 16: N1/2, SE1/4

31 **Section 23: The tide and submerged lands of Dude Creek;**

(2) Tracts A & B of Gustavus Flats, Trust Land Survey No. 2004-01, located within Township 40 South, Range 58 East, Copper River Meridian, containing 1279.09 acres, more or less, according to the survey plat filed in the Juneau Recording District on October 22, 2004, as Plat Number 2004-39.

* **Sec. 9.** AS 16.20.610 is amended by adding a new subsection to read:

(f) Egress and ingress to and from private property within the parcels described in (b) of this section shall be allowed through access corridors established through agreement between the Department of Natural Resources, the Department of Fish and Game, and the private property owners involved.

* **Sec. 10.** The uncodified law of the State of Alaska enacted in sec. 2, ch. 119, SLA 2010, is amended to read:

Sec. 2. AS 16.20.030(a)(14) is amended to read:

(14) Izembek Refuge, including the tide and submerged land described as follows:

(A) Township 58 South, Range 91 West, Seward Meridian

Sections 1 - 4

Sections **9 - 13** [9 - 12]

(B) Township 58 South, Range 90 West, Seward Meridian

Sections **1 - 12**

Sections 16 - 17 [1 - 9 SECTION 16]

(C) Township 57 South, Range 91 West, Seward Meridian

Section 13

Sections 24 - 26

Sections **34 - 36** [35 - 36]

(D) Township 57 South, Range 90 West, Seward Meridian

Sections 1 - 36

(E) Township 57 South, Range 89 West, Seward Meridian

Sections **5 - 7** [5 - 6]

Section 12, N1/2, N1/2N1/2S1/2

Sections 18 - 19

Section 30

(F) Township 56 South, Range 87 West, Seward Meridian

Sections 1 - 6

Sections 10 - 11

Sections 26 - 35

(G) Township 56 South, Range 88 West, Seward Meridian

Sections 1 - 23

Section 25

Sections 27 - 33 [27 - 32]

Section 36

(H) Township 55 South, Range 87 West, Seward Meridian

Sections 1 - 36

(I) Township 56 South, Range 89 West, Seward Meridian

Sections 1 - 36

(J) Township 55 South, Range 89 West, Seward Meridian

Sections 1 - 36

(K) Township 55 South, Range 88 West, Seward Meridian

Sections 1 - 36

(L) Township 55 South, Range 86 West, Seward Meridian

Sections 6 - 7

Sections 18 - 19

Sections 30 - 31

(M) Township 56 South, Range 90 West, Seward Meridian

Sections 1 - 36 [(ENTIRE TOWNSHIP);]

(N) Township 57 South, Range 88 West, Seward Meridian

Sections 1 - 6

(O) Township 54 South, Range 87 West, Seward Meridian

Sections 35 - 36

(P) Township 54 South, Range 86 West, Seward Meridian

Section 31;

* **Sec. 11.** The uncoded law of the State of Alaska enacted in sec. 3, ch. 119, SLA 2010, is amended to read:

1 Sec. 3. AS 16.20.030(a)(14), as amended by sec. 2 of this Act, is amended to
2 read:

3 (14) Izembek Refuge, including the tide and submerged land described
4 as follows:

5 (A) Township 58 South, Range 91 West, Seward Meridian

6 Sections 1 - 4

7 Sections 9 - 13 [9 - 12]

8 (B) Township 58 South, Range 90 West, Seward Meridian

9 Sections 1 - 12

10 Sections 16 - 17 [1 - 9 SECTION 16]

11 (C) Township 57 South, Range 91 West, Seward Meridian

12 Section 13

13 Sections 24 - 26

14 Sections 34 - 36 [35 - 36]

15 (D) Township 57 South, Range 90 West, Seward Meridian

16 Sections 1 - 36

17 (E) Township 57 South, Range 89 West, Seward Meridian

18 Sections 5 - 7

19 Sections 18 - 19

20 Section 30 [5 - 6]

21 (F) Township 56 South, Range 87 West, Seward Meridian

22 Sections 1 - 6

23 Sections 10 - 11

24 (G) Township 56 South, Range 88 West, Seward Meridian

25 Sections 1 - 23

26 Sections 27 - 33 [27 - 32]

27 (H) Township 55 South, Range 87 West, Seward Meridian

28 Sections 1 - 36

29 (I) Township 56 South, Range 89 West, Seward Meridian

30 Sections 1 - 36

31 (J) Township 55 South, Range 89 West, Seward Meridian

1 Sections 1 - 36
2 (K) Township 55 South, Range 88 West, Seward Meridian
3 Sections 1 - 36
4 (L) Township 55 South, Range 86 West, Seward Meridian
5 Sections 6 - 7
6 Sections 18 - 19
7 Sections 30 - 31
8 (M) Township 56 South, Range 90 West, Seward Meridian
9 **Sections 1 - 36**
10 **(N) Township 54 South, Range 87 West, Seward Meridian**
11 **Sections 35 - 36**
12 **(O) Township 54 South, Range 86 West, Seward Meridian**
13 **Section 31** [(ENTIRE TOWNSHIP)];
14 * **Sec. 12.** This Act takes effect July 1, 2017

RECORD OF SURVEY - NOTES

- This survey was accomplished in accordance with an agreement between The Nature Conservatory and R&M ENGINEERING, INC. The survey was accomplished in accordance with additional general and verbal instructions from Wendy Woolf of the Trust Land Office, Anchorage, Alaska.
- All bearings shown are true bearings as oriented to the basis of bearing. The basis of bearing with a line of sight between recovered cadastral monument representing the common corner monument for Section 11/12/13/14 and Section 10/11/14/15 T.40S., R.58E., C.R.M. The bearing between the basis of bearing monuments is EAST by G.L.O. records.
- All bearings noted on this plat have been rounded to the nearest 0°00'01" of arc.
- Distances shown are reduced to horizontal field measurements in U.S. Survey feet, tenths and hundredths of a foot.
- Where measured, and/or computed survey courses (bearings and/or distances) by this survey differ from record survey courses, the measured or computed survey course by the surveyor is shown without parenthesis, followed by the record survey course shown within parenthesis, thusly: EAST - 5,279.44' (5,280.0').
- The method used to accomplish the accretion survey of Gustavus Flats followed procedures as described below.
 - Existing area survey monuments were searched for and recovered as shown on sheets 1 thru 6 of 6. Please refer to the symbols for original GLO/BLM monuments that have been recovered by this survey.
 - All recovered monuments were located by either field search traverse line, or their position was identified by GPS-RTK survey search procedures.
 - A combination of Trimble Total Station Traverse surveys using "leap frog" survey methods using calibrated backsight and foresight prisms was used in conjunction with the utilization of a Trimble RTK-GPS units.
 - The basis of geodetic position for this survey was "CORS" station GUS-2

- located in Gustavus, Alaska.
- Utilizing published Tidal elevations for the several nearby areas, tide observations at the time and elevation of Mean High Tide for the area of survey was accomplished in both September, 2003 and March, 2004. The elevation of Mean High Tide for this survey was taken as elevation 14.0', Mean Lower Low Water.
 - Utilizing the GPS survey technique, the line of Mean High Water as presented on drawings 1 thru 6 of 6 was field surveyed. In addition to the line of Mean High Water, the vegetation line where it differed from the line of Mean High water was also surveyed. The vegetation line is not shown but is available in the office of R&M ENGINEERING, INC.
 - Procedures for projecting the Riparian Right between DNR Lands and those lands owned by others (National Park Service, or private land ownership) utilized direction found in the Manual of Survey Instructions of the United States (1973) and/or such textbooks as Boundary Control and Legal Principles by Curtis M. Brown, as updated by others.
 - Corner referenced monuments were established as shown on sheets 2 thru 6 of 6 for this survey.
 - The accuracy of this survey is greater than third-order survey accuracies, or one part in 5,000 parts.
7. The method used to accomplish the retracement and subdivision of sectional land lines was per the B.L.M. Manual of Survey Instructions - "1973" and "1902", which ever manual was appropriate.
8. The natural meanders of mean high water line, form true bounds of the tracts of this survey. The approximate line of mean high water as shown, is for area computations only, the true corners being on the extension of the sidelines and their intersection with the natural meanders.
9. The National Park Service does not object to the filing and recording of this plat pursuant to a letter dated September 21, 2004 from Charles M. Gilbert, Chief, Land Resources Program Center, Alaska Region, National Park Service, United States Department of the Interior.

CERTIFICATE OF OWNERSHIP AND DEDICATION

I, Wendy C. Woolf, the undersigned, hereby certify that I am the ~~Acting Executive~~ ^{Deputy} Director of the Alaska Mental Health Trust Land Office, and that the Alaska Mental Health Trust Authority is the owner of the property shown hereon. As agent for the owner, I approve this survey and plat, and dedicate or reserve for public use, as noted, all easements public utility areas, and rights-of-way as shown and described on this plat.

ALASKA MENTAL HEALTH TRUST AUTHORITY

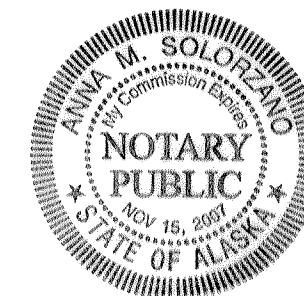
Date: 10/14/04

By: Wendy C. Woolf

Wendy C. Woolf, Acting ~~Executive~~ ^{Deputy} Director
Alaska Mental Health Trust Land Office
Department of Natural Resources
718 L Street, Suite 202
Anchorage, AK. 99501

STATE OF ALASKA } ss.
Third Judicial District }

This is to certify that on this 14th day of October, 2004, personally appeared Wendy C. Woolf, known to me to be the ~~Acting~~ ^{Deputy} Director of the Alaska Mental Health Trust Land office and acknowledged to me that she executed this Certificate of Ownership, as agent pursuant to AS 37.04.009(a)(2), for the Alaska Mental Health Trust Authority, a public corporation within the Alaska Department of Revenue (AS 47.30.011 et. seq.), freely and voluntarily and for the purposes therein stated.



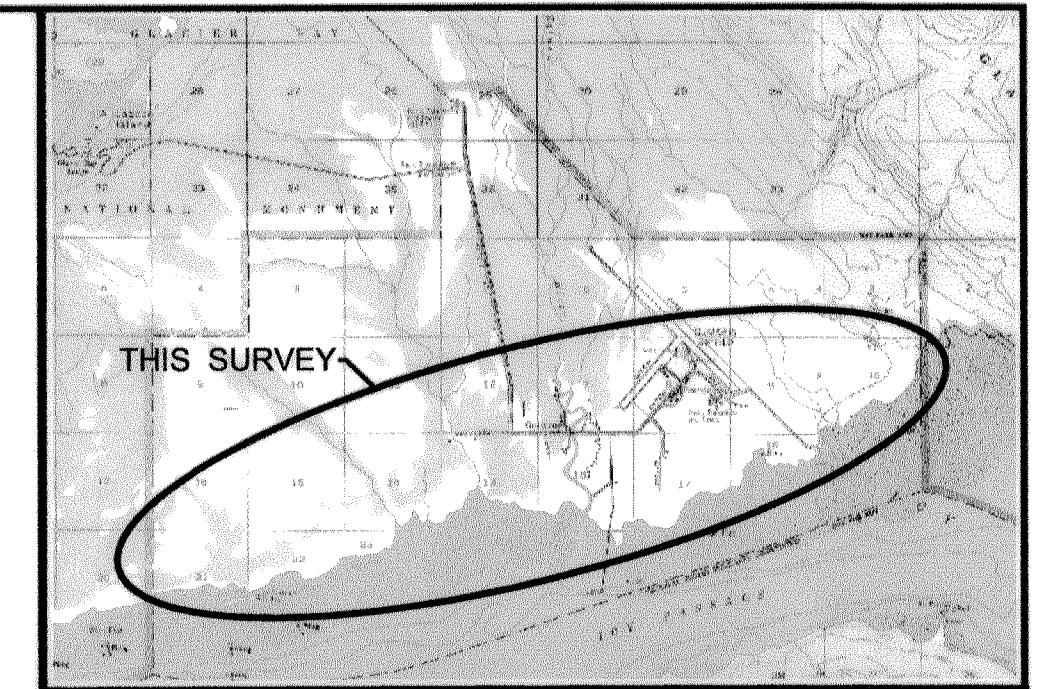
Mark M. Solberg
Notary Public in and for the State of Alaska
My Commission Expires: 11-15-07

TAX CERTIFICATE

This subdivision lies outside of any taxing authority, at the time of filing.

VACATION NOTE

This vacation/replat is in compliance with the State Platting Resolution No. 2004-6 approved July 14, 2004, ev-2-927 and AS 29.40.120-140.



VICINITY MAP

SOURCE: U.S.G.S. QUADRANGLE "JUNEAU (B-5 & B-6), ALASKA"
SCALE: 1" = 1/2 MILE
DATE: 1948
REV.: 1967

LEGEND

- G.L.O. MONUMENT OF RECORD
- G.L.O. BRASS CAP MON. RECOVERED THIS SURVEY (PER FIELD NOTES)
- 7570-S PRIMARY MON. (3" BERNTSEN SET ON 2-1/2" DIA. SHANK) ESTABLISHED THIS SURVEY
- 7570-S SECONDARY MONUMENT (5/8" REBAR w/PLASTIC SURVEY CAP) SET THIS SURVEY
- SECONDARY MONUMENT RECOVERED THIS SURVEY AS DESCRIBED
- WITNESS TREE
- TRACT BOUNDARY
- SECTION LINE
- ORIGINAL B.L.M. MEANDER LINE
- UNSURVEYED PROPERTY LINE
- SECTION LINE & GOVERNMENT LOT LINE VACATED BY THIS PLAT
- MEAN HIGH WATER
- RECORD PER G.L.O. OR AS NOTED

PLAT APPROVAL

This plat is approved by the Commissioner of the Department of Natural Resources, or the Commissioner's Designee in accordance with AS 40.15

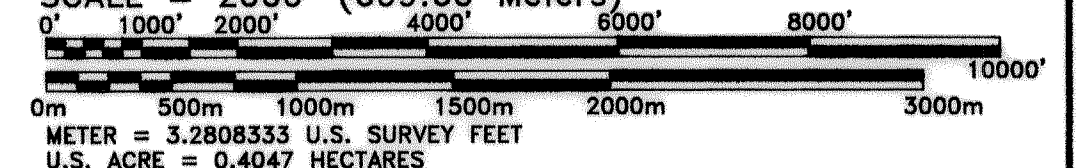
Sandra Singh
Commissioner
Date: 10-19-04

By approval of this plat, the Commissioner of the Department of Natural Resources hereby accepts for public use and public purposes the real property dedicated to the public hereon, including easements, rights-of-way, alleys, and roadways. The acceptance of such dedicated areas for public use and public purposes does not obligate the department, any government body, or the public to construct, operate, maintain, or manage improvements.

APPLICANT:

TRUST LAND OFFICE
718 L STREET, SUITE 202
ANCHORAGE, ALASKA 99501

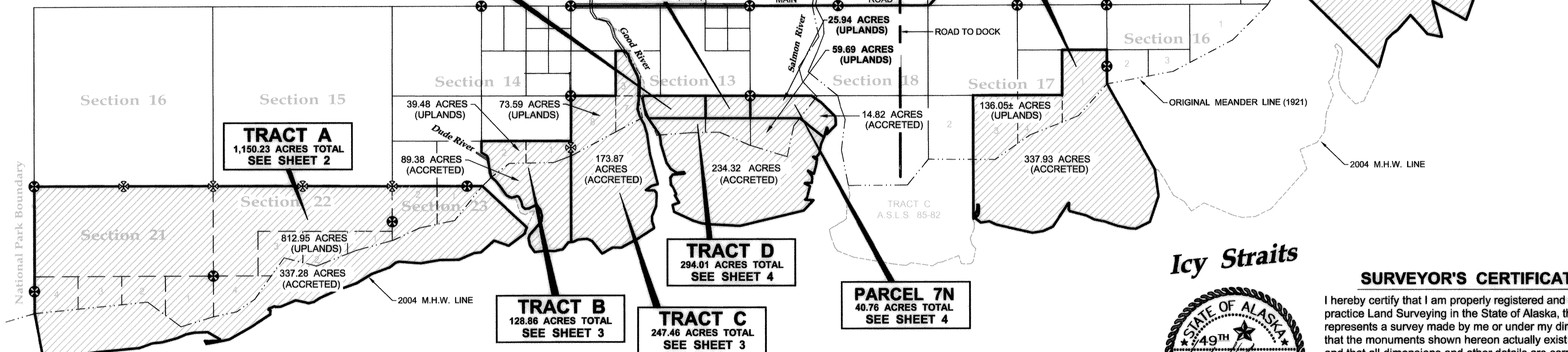
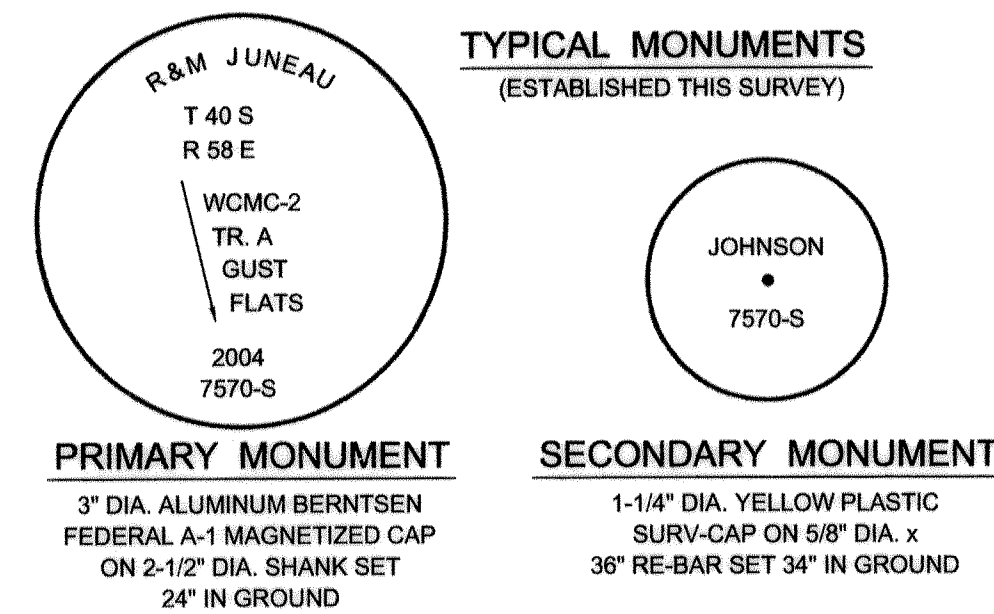
SCALE = 2000' (609.60 Meters)



DATE OF SURVEY Beginning SEPTEMBER, 2003 Ending AUGUST, 2004	NAME OF SURVEYOR R&M ENGINEERING, INC. 8205 GLACIER HIGHWAY JUNEAU, ALASKA 99801 R&M PROJECT No. 031821
STATE OF ALASKA ALASKA MENTAL HEALTH TRUST AUTHORITY ANCHORAGE, ALASKA	
TRUST LAND SURVEY No. 2004-01	
A PLAT OF GUSTAVUS FLATS	
A Subdivision/Replat of and a Plat of Accretions to Gov't. Lots 3, 5, 6, 7 & 8 Section 13, Gov't. Lots 1 & 2 Section 14, Gov't. Lots 1, 2, 3, 4 & N1/2 Section 21, Gov't. Lots 1, 2, 3, 4, N1/2N1/2, & SW1/4NW1/4 Section 22, Gov't. Lots 1 & 2 Section 23, all within T.40S., R.58E., C.R.M.; Gov't. Lots 2, 4, 5 & 6 Section 10, Gov't. Lots 1, 3 & 4 Section 17, and Gov't. Lot 7 Section 18, all within T.40S., R.58E., C.R.M.; And the vacation of section lines and government lot lines as indicated; And accretions to said Government Lots.	
Gustavus, Alaska Juneau Recording District	
DRAWN BY: S.S. DATE 10-04 REV.	APPROVAL RECOMMENDED 10-19-04 Date 10-19-04 Date
SCALE: 1" = 2000'	CHECKED FILE NO. PA20040011 EV-2-927

TABLE OF PUBLISHED TIDAL DATUMS			
DATUM PLANES	LOCATIONS		
	EXCURSION INLET SOUTH 58°25' N / 135°26.7' W U.S.C. & G.S. #214, EST. 1923 (1968)	HOONAH HARBOR PORT FREDERICK / ICY STRAITS 58°07.7' N / 135°27.7' W U.S.C. & G.S. #212, EST. 1922 (1969)	BARTLET COVE / GLACIER BAY 58°27.4' N / 135°53.0' W U.S.C. & G.S. #209, EST. 1932 (1969)
M.H.H.W.	14.88'	15.27'	14.60'
M.H.W.	13.98'	14.18'	13.70'
M.T.L.	7.84'	7.85'	7.65'
M.L.W.	1.54'	1.53'	1.60'
M.L.L.W.	0.00'	0.00'	0.00'

THE AVERAGE OF THE ABOVE MEAN HIGH WATER ELEVATIONS (13.95 ± 14.0') WAS USED FOR THE GUSTAVUS FLATS 2004 MEANDER LINE



A PLAT OF GUSTAVUS FLATS

Icy Straits



SURVEYOR'S CERTIFICATE

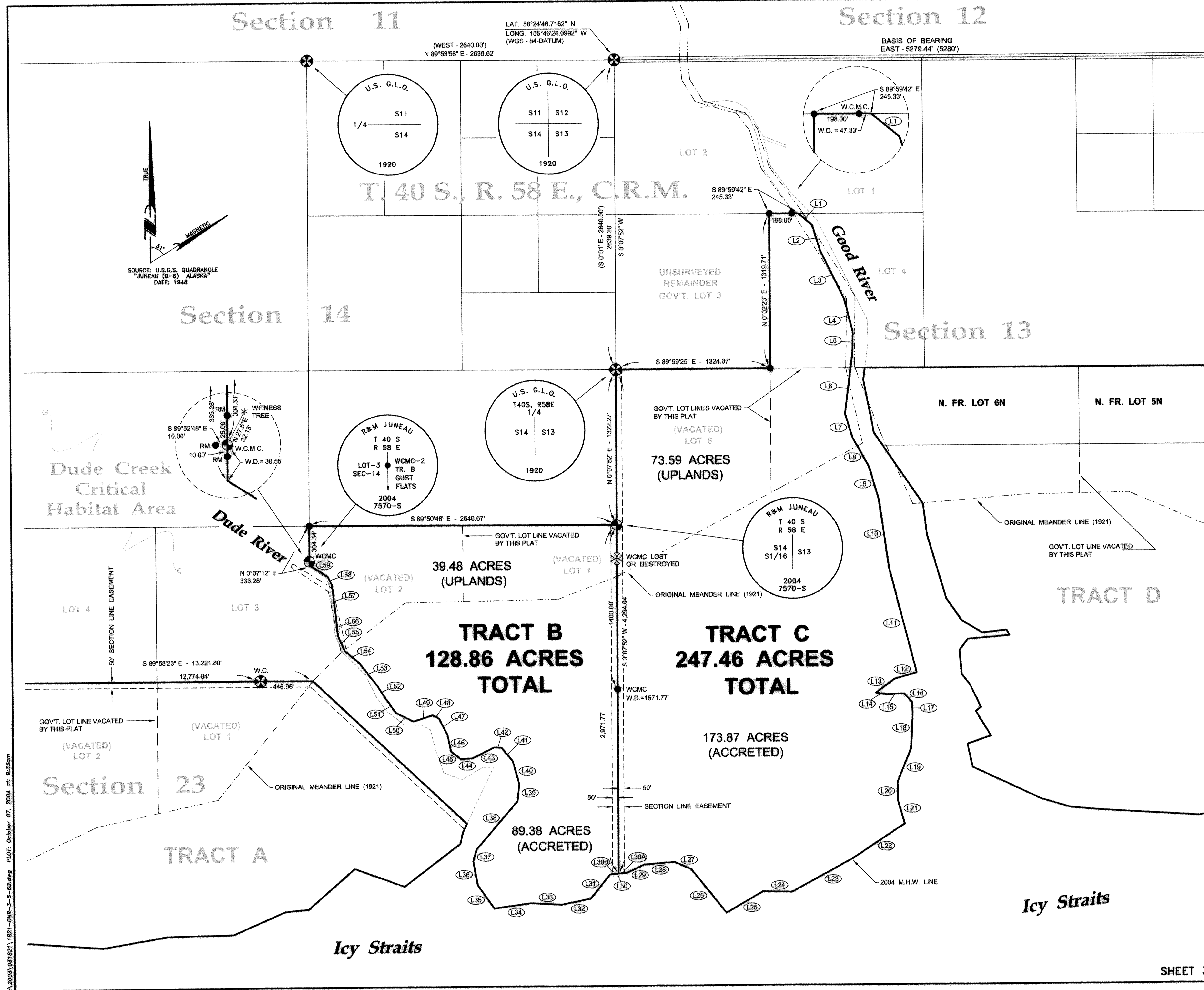
I hereby certify that I am properly registered and licensed to practice Land Surveying in the State of Alaska, that this plat represents a survey made by me or under my direct supervision, that the monuments shown hereon actually exist as described, and that all dimensions and other details are correct.

Date: 10/17/04

Registration No. 7570-S

Mark A. Johnson
Registered Land Surveyor

SHEET 1 OF 6



LINE TABLE			LINE TABLE cont'd.		
No.	BEARING	DISTANCE	No.	BEARING	DISTANCE
L1	S 50°53'41" E	155.80'	L31	S 38°54'25" W	262.43'
L2	S 17°20'27" E	238.54'	L32	S 78°28'53" W	259.20'
L3	S 26°25'44" E	452.73'	L33	N 86°41'49" W	260.88'
L4	S 14°03'04" E	291.11'	L34	S 82°10'46" W	318.64'
L5	S 01°25'53" W	171.47'	L35	N 35°19'04" W	243.48'
L6	S 07°20'21" W	527.94'	L36	N 10°26'04" W	209.69'
L7	S 17°14'01" E	215.59'	L37	N 17°36'10" E	106.27'
L8	S 29°37'22" E	280.34'	L38	N 40°53'25" E	537.80'
L9	S 16°27'24" E	286.62'	L39	N 05°48'54" E	149.27'
L10	S 08°15'16" E	598.02'	L40	N 15°03'20" W	199.13'
L11	S 14°25'11" E	920.18'	L41	N 40°04'07" W	152.54'
L12	S 74°30'09" W	198.13'	L42	N 86°41'07" W	61.83'
L13	S 53°32'39" W	197.38'	L43	S 63°27'06" W	205.85'
L14	S 80°14'18" E	87.14'	L44	S 86°26'38" W	104.44'
L15	N 87°46'11" E	155.29'	L45	N 51°24'04" W	103.46'
L16	S 42°12'05" E	99.55'	L46	N 12°21'36" W	147.53'
L17	S 02°37'17" E	103.98'	L47	N 26°46'21" W	155.16'
L18	S 02°54'20" W	286.48'	L48	N 61°59'15" W	61.96'
L19	S 22°20'40" W	312.31'	L49	S 72°16'57" W	172.87'
L20	S 00°17'54" E	155.90'	L50	N 63°36'49" W	166.99'
L21	S 16°13'50" E	207.94'	L51	N 36°06'35" W	146.33'
L22	S 56°46'41" W	532.26'	L52	N 32°36'20" W	139.15'
L23	S 61°31'25" W	598.06'	L53	N 38°24'45" W	246.62'
L24	N 88°47'11" W	249.94'	L54	N 49°48'37" W	159.08'
L25	S 60°11'17" W	362.28'	L55	N 24°18'35" W	138.21'
L26	N 38°42'41" W	479.79'	L56	N 05°47'16" W	154.18'
L27	N 66°42'45" W	158.10'	L57	N 06°53'59" W	287.22'
L28	S 85°28'48" W	259.28'	L58	N 26°31'14" W	77.23'
L29	S 64°55'18" W	158.82'	L59	N 57°46'35" W	185.74'
L30	S 84°20'18" W	152.11'			
L30A	S 84°20'18" W	77.39'			
L30B	S 84°20'18" W	74.72'			

- LEGEND**
- G.L.O. MONUMENT OF RECORD
 - G.L.O. BRASS CAP MON. RECOVERED THIS SURVEY (PER FIELD NOTES)
 - 7570-S PRIMARY MON. (3" BERTNSEN SET ON 2-1/2" DIA. SHANK) ESTABLISHED THIS SURVEY
 - 7570-S SECONDARY MONUMENT (5/8" REBAR w/PLASTIC SURVEY CAP) SET THIS SURVEY
 - SECONDARY MONUMENT RECOVERED THIS SURVEY AS DESCRIBED
 - WITNESS TREE
 - TRACT BOUNDARY
 - SECTION LINE
 - ORIGINAL B.L.M. MEANDER LINE
 - UNSURVEYED PROPERTY LINE
 - SECTION LINE & GOVERNMENT LOT LINE VACATED BY THIS PLAT
 - MEAN HIGH WATER
 - RECORD PER G.L.O. OR AS NOTED

APPLICANT:
TRUST LAND OFFICE
718 L STREET, SUITE 202
ANCHORAGE, ALASKA 99501

SCALE = 400' (121.92 Meters)
0' 200' 400' 600' 800' 1000' 1200' 1400' 1600' 1800' 2000'
0m 100m 200m 300m 400m 500m 600m
METER = 3.2808333 U.S. SURVEY FEET
U.S. ACRE = 0.4047 HECTARES

DATE OF SURVEY	NAME OF SURVEYOR
Beginning - SEPTEMBER, 2003	R&M ENGINEERING, INC.
Ending - AUGUST, 2004	6205 GLACIER HIGHWAY
	JUNEAU, ALASKA 99801
	R&M PROJECT No. 031821

STATE OF ALASKA
ALASKA MENTAL HEALTH TRUST AUTHORITY
ANCHORAGE, ALASKA

TRUST LAND SURVEY No. 2004-01

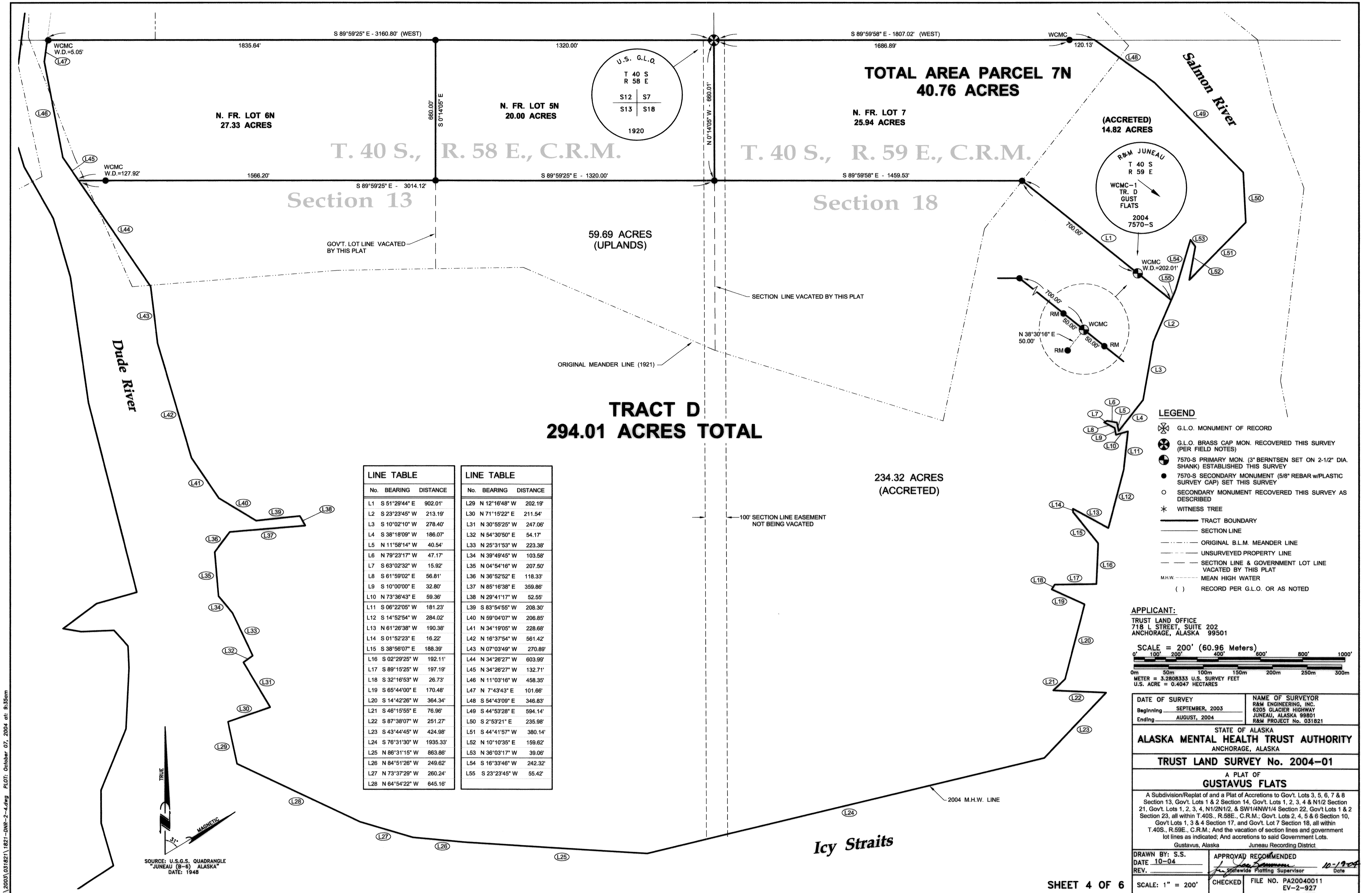
A PLAT OF
GUSTAVUS FLATS

A Subdivision/Replat of and a Plat of Accretions to Gov't. Lots 3, 5, 6, 7 & 8 Section 13, Gov't. Lots 1 & 2 Section 14, Gov't. Lots 1, 2, 3, 4 & N1/2 Section 21, Gov't. Lots 1, 2, 3, 4, N1/2N1/2, & SW1/4NW1/4 Section 22, Gov't. Lots 1 & 2 Section 23, all within T.40S., R.58E., C.R.M.; Gov't. Lots 2, 4, 5 & 6 Section 10, Gov't. Lots 1, 3 & 4 Section 17, and Gov't. Lot 7 Section 18, all within T.40S., R.58E., C.R.M.; And the vacation of section lines and government lot lines as indicated; And accretions to said Government Lots.

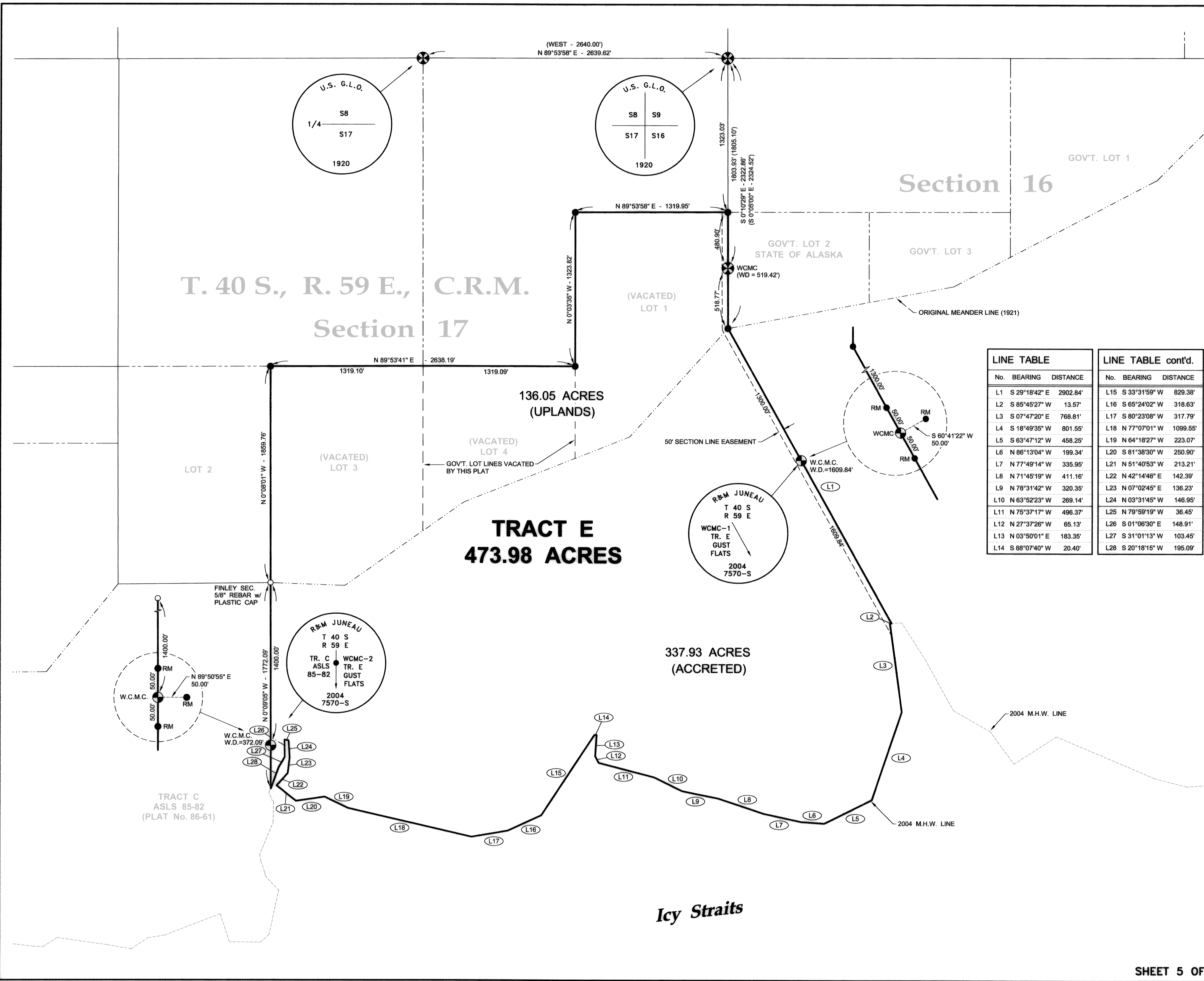
Gustavus, Alaska Juneau Recording District

DRAWN BY: S.S.	APPROVAL RECOMMENDED
DATE 10-04	<i>[Signature]</i> 10-19-04
REV.	Statewide Platting Supervisor Date

SCALE: 1" = 400' CHECKED FILE NO. PA20040011 EV-2-927



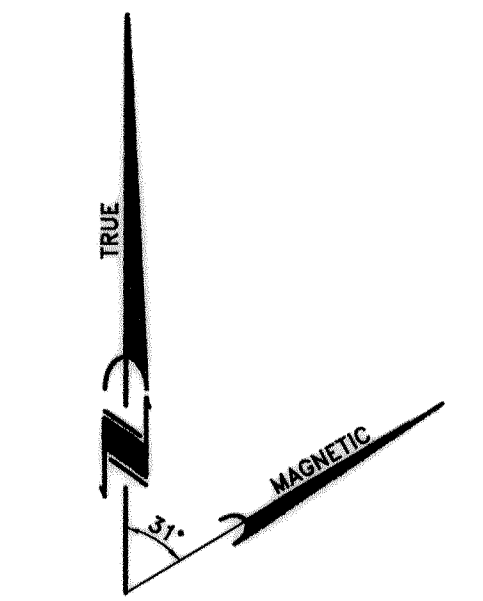
I:\2003\031821\1821-DNR-3-5-68.dwg PLOT: October 07, 2004 at: 9:32am



- LEGEND**
- G.L.O. MONUMENT OF RECORD
 - G.L.O. BRASS CAP MON. RECOVERED THIS SURVEY (PER FIELD NOTES)
 - 7570-S PRIMARY MON. (3" BERNTSEN SET ON 2-1/2" DIA. SHANK) ESTABLISHED THIS SURVEY
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 - UNSURVEYED PROPERTY LINE
 - SECTION LINE & GOVERNMENT LOT LINE VACATED BY THIS PLAT
 - M.H.W. MEAN HIGH WATER
 - () RECORD PER G.L.O. OR AS NOTED

LINE TABLE		
No.	BEARING	DISTANCE
L1	S 29°18'42" E	2902.84'
L2	S 85°45'27" W	13.57'
L3	S 07°47'20" E	768.81'
L4	S 18°49'35" W	801.55'
L5	S 63°47'12" W	458.25'
L6	N 86°13'04" W	199.34'
L7	N 77°49'14" W	335.95'
L8	N 71°45'19" W	411.16'
L9	N 78°31'42" W	320.35'
L10	N 63°52'23" W	269.14'
L11	N 75°37'17" W	496.37'
L12	N 27°37'26" W	65.13'
L13	N 03°50'01" E	183.35'
L14	S 88°07'40" W	20.40'

LINE TABLE cont'd.		
No.	BEARING	DISTANCE
L15	S 33°31'59" W	829.38'
L16	S 65°24'02" W	318.63'
L17	S 80°23'08" W	317.79'
L18	N 77°07'01" W	1099.55'
L19	N 64°18'27" W	223.07'
L20	S 81°38'30" W	250.90'
L21	N 51°40'53" W	213.21'
L22	N 42°14'46" E	142.39'
L23	N 07°02'45" E	136.23'
L24	N 03°31'45" W	146.95'
L25	N 79°59'19" W	36.45'
L26	S 01°06'30" E	148.91'
L27	S 31°01'13" W	103.45'
L28	S 20°18'15" W	195.09'



APPLICANT:
TRUST LAND OFFICE
718 L STREET, SUITE 202
ANCHORAGE, ALASKA 99501

SCALE = 400' (121.92 Meters)
0' 200' 400' 800' 1200' 1600' 2000'
0m 100m 200m 300m 400m 500m 600m
METER = 3.2808333 U.S. SURVEY FEET
U.S. ACRE = 0.4047 HECTARES

DATE OF SURVEY Beginning SEPTEMBER, 2003 Ending AUGUST, 2004	NAME OF SURVEYOR R&M ENGINEERING, INC. 6205 GLACIER HIGHWAY JUNEAU, ALASKA 99801 R&M PROJECT No. 031821
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STATE OF ALASKA
ALASKA MENTAL HEALTH TRUST AUTHORITY
ANCHORAGE, ALASKA

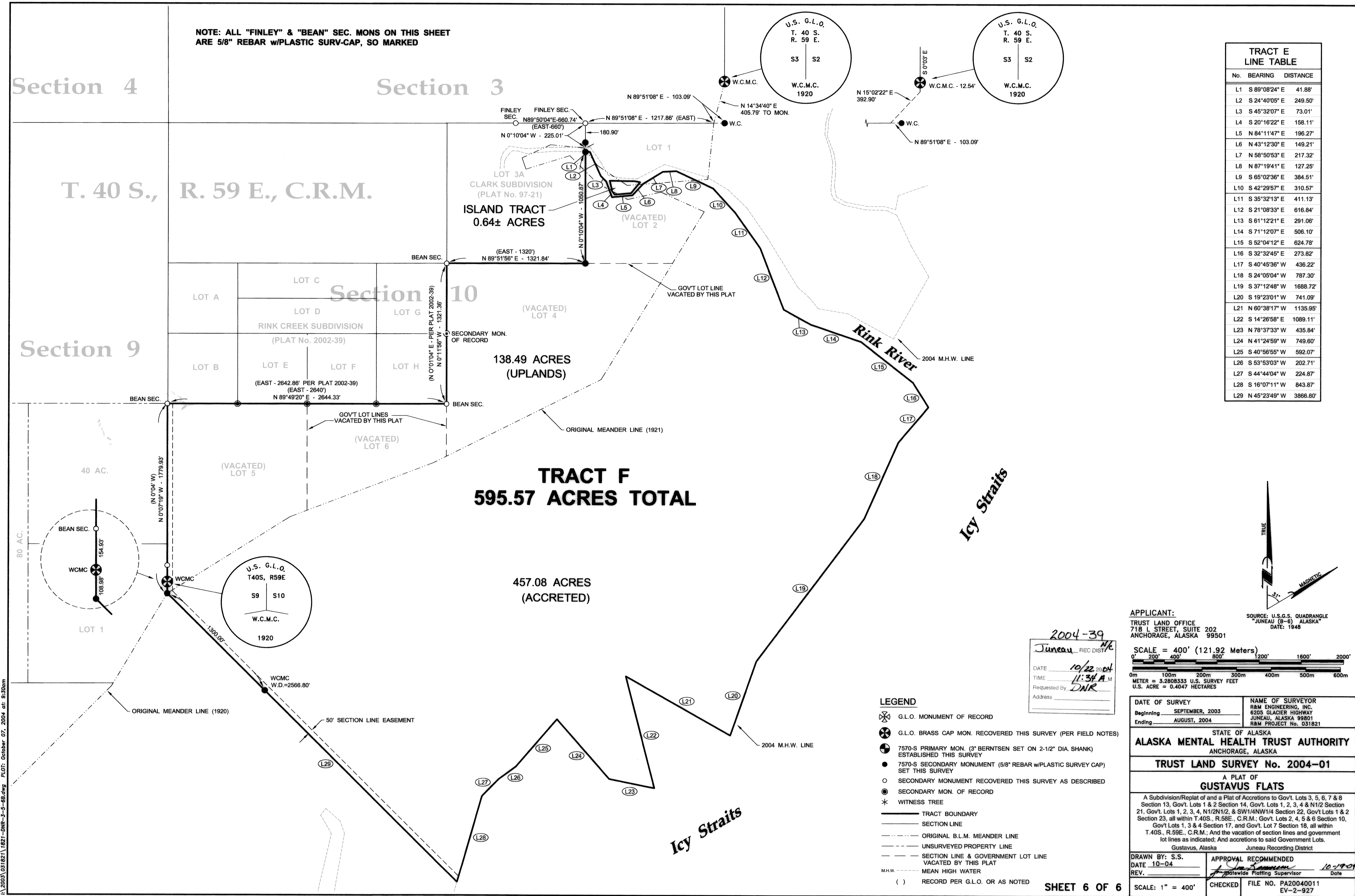
TRUST LAND SURVEY No. 2004-01
A PLAT OF
GUSTAVUS FLATS

A Subdivision/Replat of and a Plat of Accretions to Gov't. Lots 3, 5, 6, 7 & 8 Section 13, Gov't. Lots 1 & 2 Section 14, Gov't. Lots 1, 2, 3, 4 & N1/2 Section 21, Gov't. Lots 1, 2, 3, 4, N1/2N1/2, & SW1/4NW1/4 Section 22, Gov't. Lots 1 & 2 Section 23, all within T.40S., R.58E., C.R.M.; Gov't. Lots 2, 4, 5 & 6 Section 10, Gov't. Lots 1, 3 & 4 Section 17, and Gov't. Lot 7 Section 18, all within T.40S., R.59E., C.R.M.; And the vacation of section lines and government lot lines as indicated; And accretions to said Government Lots.

Gustavus, Alaska Juneau Recording District

DRAWN BY: S.S. DATE 10-04 REV.	APPROVAL RECOMMENDED S. S. [Signature] Statewide Plotting Supervisor Date 10/19/04
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SCALE: 1" = 400' CHECKED FILE NO. PA20040011 EV-2-927



TRACT E LINE TABLE		
No.	BEARING	DISTANCE
L1	S 89°08'24" E	41.88'
L2	S 24°40'05" E	249.50'
L3	S 45°32'07" E	73.01'
L4	S 20°16'22" E	158.11'
L5	N 84°11'47" E	196.27'
L6	N 43°12'30" E	149.21'
L7	N 58°50'53" E	217.32'
L8	N 87°19'41" E	127.25'
L9	S 65°02'36" E	384.51'
L10	S 42°29'57" E	310.57'
L11	S 35°32'13" E	411.13'
L12	S 21°08'33" E	616.84'
L13	S 61°12'21" E	291.06'
L14	S 71°12'07" E	506.10'
L15	S 52°04'12" E	624.78'
L16	S 32°32'45" E	273.82'
L17	S 40°45'36" W	436.22'
L18	S 24°05'04" W	787.30'
L19	S 37°12'48" W	1688.72'
L20	S 19°23'01" W	741.09'
L21	N 60°38'17" W	1135.95'
L22	S 14°26'58" E	1089.11'
L23	N 78°37'33" W	435.84'
L24	N 41°24'59" W	749.60'
L25	S 40°56'55" W	592.07'
L26	S 53°53'03" W	202.71'
L27	S 44°44'04" W	224.87'
L28	S 16°07'11" W	843.87'
L29	N 45°23'49" W	3866.80'

APPLICANT:
TRUST LAND OFFICE
718 L STREET, SUITE 202
ANCHORAGE, ALASKA 99501

SCALE = 400' (121.92 Meters)
0' 200' 400' 800' 1200' 1600' 2000'
0m 100m 200m 300m 400m 500m 600m
METER = 3.2808333 U.S. SURVEY FEET
U.S. ACRE = 0.4047 HECTARES

DATE OF SURVEY
Beginning SEPTEMBER, 2003
Ending AUGUST, 2004

NAME OF SURVEYOR
R&M ENGINEERING, INC.
6205 GLACIER HIGHWAY
JUNEAU, ALASKA 99801
R&M PROJECT No. 031821

STATE OF ALASKA
ALASKA MENTAL HEALTH TRUST AUTHORITY
ANCHORAGE, ALASKA
TRUST LAND SURVEY No. 2004-01
A PLAT OF
GUSTAVUS FLATS
A Subdivision/Replat of and a Plat of Accretions to Gov't Lots 3, 5, 6, 7 & 8 Section 13, Gov't Lots 1 & 2 Section 14, Gov't Lots 1, 2, 3, 4 & N1/2 Section 21, Gov't Lots 1, 2, 3, 4, N1/2N1/2, & SW1/4NW1/4 Section 22, Gov't Lots 1 & 2 Section 23, all within T.40S., R.59E., C.R.M.; Gov't Lots 2, 4, 5 & 6 Section 10, Gov't Lots 1, 3 & 4 Section 17, and Gov't Lot 7 Section 18, all within T.40S., R.59E., C.R.M.; And the vacation of section lines and government lot lines as indicated; And accretions to said Government Lots.
Gustavus, Alaska Juneau Recording District

DRAWN BY: S.S.
DATE 10-04
REV.

APPROVAL RECOMMENDED
10-19-04
Date

SCALE: 1" = 400' CHECKED FILE NO. PA20040011 EV-2-927

I:\2003\031821\1821-DNR-3-5-68.dwg PLOT: October 07, 2004 at 9:30am

2004-39

**STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND & WATER, REALTY SERVICES
CADASTRAL SURVEY UNIT**

June 10, 2004

STATE PLATTING RESOLUTION NUMBER 2004-6

RESOLUTION APPROVING: The petition, **EV-2-927**, to vacate the following section lines and government lot lines located in Gustavus, Alaska.

1. Vacate in T.40S.,R.58E., CRM, the section lines common to Sec's 21 and 22, and 22 and 23; the section line common to Gov't Lot 8, Sec.13 and Gov't Lot 1, Sec. 14; and the section line common to fractional Gov't Lot 5, Sec 13, and fractional Gov't Lot 7, Sec. 18, T.40S.,R.59E., CRM excepting the north 660 feet.
2. Vacate in T.40S.,R.58E., CRM, Sec. 13, the lot lines common to Gov't Lots 3 and 7, 7 and 8, and fractional Gov't Lots 5 and 6 excepting the north 660 feet; in Sec 14 the lot line common to Gov't Lots 1 and 2; in Sec. 21 and 22 all Gov't lot lines; and in Sec. 23 the lot line common to Gov't Lots 1 and 2. Also in T.40S.,R.59E., CRM, Sec. 10, the lot lines common to Gov't Lots 2 and 4, 4 and 6, and 5 and 6; and in Sec. 17 the lot lines common to Gov't Lots 1 and 4, and 3 and 4.

WHEREAS, A PETITION WAS RECEIVED FROM The Trust Office, as agent for the Alaska Mental Health Trust Authority, and owners of the property described above; and,

WHEREAS, the proposed vacation will insure the subject lands, as well as adjacent Alaska Mental Health Trust Lands with accreted lands are accurately described for transfer to The Nature Conservancy.

WHEREAS, pursuant to AS 40.15.305 and 11 AAC 53.730, 36 notices of the public hearing for the petitioned action were mailed to surrounding property owners within 500 feet, and other interested parties. The public notice was published in the Juneau Empire on May 4, and 11, 2004, and posted at the Juneau and Gustavus post offices, and on the State of Alaska public notices Internet web site from May 3 through June 4, 2004; and,

WHEREAS, a public hearing was held at the Anchorage Office of the Division of Mining, Land and Water conference room, suite 650, Atwood Building, 550 W. 7th Ave., on June 7, 2004; and,

WHEREAS, one person attended the Public Hearing, and two written comments of non objection were received: and,

WHEREAS, the approval of the petition will allow the section lines and government lot lines listed above to be vacated.

WHEREAS, existing section-line easements along these lines will not be vacated.

NOW, THEREFORE, BE IT RESOLVED that the State of Alaska approve the petition as stated above contingent on:

1. Filing of a survey plat in conformance with the provisions of AS 40.15.300 through .380.
2. The submittal of a current Certificate to Plat.

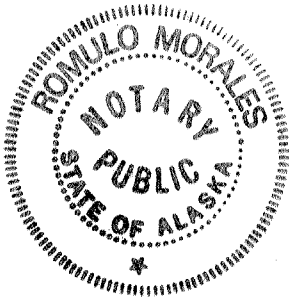
Juneau 2004-39

APPROVED by the State of Alaska, Division of Mining, Land & Water this 14 day of July, 2004.

Gerald Jennings
for Sandra J. Singer for
Dick Mylius, Acting, Director
Division of Mining, Land and Water

NOTARY'S ACKNOWLEDGEMENT

Subscribed and sworn to before me this 14 day of JULY 2004,
By GERALD JENNINGS



Romulo Morales
Notary for the State of Alaska
My Commission Expires: 1-9-05

This resolution becomes valid when it is approved by the Division of Mining, Land & Water, and recorded with a Plat of Survey. The platting shall conform to special survey and platting requirements as deemed necessary by the State of Alaska, Division of Mining, Land & Water at the petitioner's expense.

RETURN TO:
**STATE OF ALASKA
REALTY SERVICES
550 W. 7th AVENUE SUITE 650
ANCHORAGE AK 99501**



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

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

Project: RFQ-FY18-03LIB

Library Roofing - Replacement

THIS IS NOT AN ORDER

COVER SHEET

Important Dates:

Issue Date: February 26, 2018

Bid Submittal Due: March 29, 2018

Deliver to: **Gustavus City Hall**

Time: by **3:30 p.m. AST**

Bid Opening: March 29, 2018

Location: **Gustavus City Hall**

Time: **3:30p.m.**

PLEASE PROVIDE QUOTES to fulfill the Scope of Services and transport for material listed within the Basic Bid.

QUOTES MUST BE RECEIVED BY THE DATE AND TIME SHOWN ABOVE

The objective of this procurement is to establish a fixed unit price and contract for providing construction services necessary to perform library roofing removal and replacement project.

The goal of this project is to replace approximately 40 roofing pieces on the east side of the Gustavus Public Library building. Flashing, purlins, and roofing felt may also need replacing. Project will include ordering materials to maintain a consistent design and color match with remaining roofing.

A preliminary inspection yielded no signs of water infiltration into building; however, a more thorough inspection should be completed by the contractor when current panels have been removed.

The work must be conducted according to the terms of the Contract, and any instructions provided by the City's project representative during the pre-bid conference.

PERIOD OF PERFORMANCE:

All work must be completed on or before July 31, 2018.

COMPENSATION SCHEDULE:

Payment will be made at the successful completion of the project after final inspection and acceptance.

INSTRUCTIONS TO RFQ BIDDER:

Bidder must submit quotes for **the basic bid** listed and break-out individual costs as listed in the chart on the bid sheet. Bid amounts must be legible throughout with no possibility of misunderstanding. Confusing bids or illegible bids will be considered unresponsive.

RFQ Bid sheets must be manually signed (original signature).

Erasure or other changes made to the Bid sheet must be initialed by the person signing the bid. Note: "White Out" or other liquid correction methods must be initialed.

The quotes must be sealed in an envelope with RFQ number, opening date, and bidder's name written on the outside of the envelope.

Submission of bids must be timely and in accordance with all demands of this RFQ.

SUBCONTRACTING:

Subcontracting is not permitted unless authorized in writing by the Project Manager or his/her designee. 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 on pages 3 & 4 within this document and must carry that level of insurance throughout the performance of the project.

LABOR RATES:

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

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

The bidder is encouraged to study the elements of the basic bid and all alternatives to determine the applicability of provisions of Title 36, Alaska Statutes. If you have questions regarding the applicability of Statutes to the work to be performed, please contact the Department of Labor, Wage and Hour Administration at 1111 W 8th St, Juneau, AK, or call (907) 465-4842.

INDEMNIFICATION:

The Contractor shall defend and indemnify the City of Gustavus, 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, from the Contractor's performance or non-performance of its duties under this agreement. 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.

METHOD OF AWARD:

Award will be made to the qualified, lowest responsive and responsible bidder meeting all the requirements. For purposes of defining a responsible bidder, the skill and experience demonstrated by the potential bidder in performing contracts of a similar nature; the potential bidder's record of honesty and integrity; the potential bidder's capacity to perform in terms of facilities, personnel and financing; and the potential bidder's past performance under City contract, if applicable, will be determined. If the bidder failed in any material way to perform his obligations under any contract with the City, the bidder may be deemed a non-responsible bidder. (*Title 4.17.110 City of Gustavus Ordinance*)

The City reserves the right to refuse and deny any and all bids and alternatives for this project.

INSURANCE REQUIREMENTS:

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

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

- Commercial General Liability: Coverage written on an occurrence basis with limits of not less than \$1,000,000.00 per occurrence;
- Comprehensive automobile liability: \$1,000,000.00 combined single limit;
- Workers' Compensation: \$100,000 each accident, \$500,000 disease-policy limit, and \$100,000 disease-each employee.

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

Workers' Compensation: Any employee of the BUYER must be covered by workers' compensation insurance during the term of the Agreement. This policy must be endorsed with a waiver of subrogation in favor of the CITY. The BUYER is not required to provide a certificate of workers' compensation covering certain employees under the following circumstances: *Corporations* – If the executive officer claims an exemption, then the BUYER must provide a certificate of waiver for that officer from the Alaska Department of Labor and the corporate filing with the State showing the BUYER is the sole owner of the corporation.

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

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

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

Cancellation: The CONTRACTOR must assure that the CITY receives notice if the Contractor's insurance is going to be canceled, not renewed, or changed. The certificate of insurance must say that the insurer will notify the CITY at least 30 days before the insurer cancels, refuses to renew, or materially changes the coverage.

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

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

GENERAL PROVISIONS

RFQ INSTRUCTION TO BIDDERS

Any response not meeting the requirements of the RFQ bid documents shall be considered non-responsive.

Offers made in accordance with the RFQ bidding documents must be good and firm for a period of ninety days from the date of bid opening unless otherwise noted.

Bids will be received at the time and place stated in the bidding documents. It is the sole responsibility of the bidder to see that his/her bid is submitted on time. Any bid received after the scheduled opening time will not be considered, but will be held unopened. No responsibility will be attached to any officer for the premature opening of or failure to open a bid not properly addressed and identified.

The City of Gustavus 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 of Gustavus. 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. (*Title 4.17.110 City of Gustavus Ordinance*)

The City of Gustavus may cancel the RFQ if such cancellation is in the best interest of the City.

It is the responsibility of the bidder to obtain a current copy of all bid documents from the City Clerk/Treasurer.

No official or officer of the City shall make any oral interpretations that may affect the substance of the contract documents. Addenda will be issued to all bidders when questions arise. Addenda will be delivered via email which states, in part, that the bidder shall notify the City of receipt of addenda by email; or by certified mail with a return receipt requested, or by hand delivery with a written receipt obtained. When an addendum is issued less than four (4) working days before the time for receipt of bids, the addendum shall contain a new bid date of at least four (4) working days from the original receipt of bids date. Receipt of all addenda shall be acknowledged by bidder as part of the bid summary.

Each bid shall be made on the form provided by the City of Gustavus or copy thereof and shall be signed by the bidder with signature in full. (Original Signature only)

After depositing a bid, a bidder may withdraw, modify, or correct his bid, providing the City of Gustavus 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 /her bid after the time set for opening bids.

The Contractor shall perform the duties specified in this solicitation. The Contractor understands that the City makes no representation that it will look exclusively to the Contractor for the type of goods or services requested. The Contractor will perform the duties under this agreement as an independent contract. The City of Gustavus 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. Bidder's questions must be directed in writing to the City office. Any and all expense incurred through instructions or clarifications of this document obtained by contractors through persons other than the Mayor or City Administrator will be at the expense of the contractor only. The City shall not be responsible for information gained from or expenses incurred through interpretation of this document from any person other than those described within this paragraph.

PRE-BID MEETING

The City-approved Project Manager will conduct a Pre-bid meeting at the Library on March 12, 2018 at 3:00pm. At the meeting at the Library, all bidders will be invited to view the roofing in order to ask any and all questions pertaining to the document and the Scope of Services. Questions during the pre-bid phase about the Scope of Service must be in writing and directed to the Project Manager or City Treasurer. All points of clarification and questions answered at the conference which may affect the bid will be issued in the form of addenda.

IDENTIFICATION OF PROJECT MANAGER AND CITY ADMINISTRATOR:

Project Manager: Cheryl Cook
City Treasurer: Phoebe Vanselow

THE CONTRACT

It is the intent of the City of Gustavus to use this document, the RFQ Bid Sheet document, a City of Gustavus Construction Contract and a Purchase Order to establish the contractual relationship between the City of Gustavus and the lowest responsive, responsible bidder.

INDEMNIFY AND HOLD HARMLESS

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

TERMINATION OF CONTRACT FOR DEFAULT OR CONVENIENCE

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

BACKGROUND

The Project job site (Site) is located at the Gustavus Public Library, and the property is owned by City of Gustavus.

SCOPE OF SERVICE

The Scope of Service for this project is established as described below. The evaluation of each bid package will be made in accordance with Method of Award above.

All bids must be stated as a Lump Sum amount for the Basic Bid, even though compensation may be made according to a Progressive Payment Schedule, and prices. Bid shall include all labor, materials and equipment necessary to perform the work, complete-in-place and accepted. The work to be performed under this contract shall consist of the following: providing all tools, equipment, materials, supplies, and manufactured articles; furnishing all labor, transportation, and services, including testing, shipping, fuel, power, water; and performing all work or other operations required for the fulfillment of the contract. The work shall be complete, and all work, materials, and services not expressly indicated or called for in the Scope of Work, the Contractor shall provide that may be necessary for the proper completion of the work.

The Contractor shall conduct the work in accordance with best practices for metal roofing removal and installation and the directions from the City of Gustavus project manager.

The Contractor shall remove the current metal roofing panels in a manner that will preserve it for use on other projects.

The Contractor shall secure and isolate the worksite for the protection of its workforce and the general public, prepare the sites where the proposed work will be located.

The Contractor shall also be responsible for all cleanup and site maintenance activities during the execution of the project and final cleanup. The Contractor shall be responsible for cleaning up the worksite following each workday.

During the execution of the project, the Contractor shall maintain a photographic record of work on site to document flashing details and daily progress.

Also during the execution of the project, the contractor will avoid working on the project while the Library is open to the public. The workday hours of operation at the Library are Mon – Fri 1:30 – 4:30, Sat 11-3 and Thursday 10-12:00. No work on the project will occur during these times unless approved in advance by the project manager.

Basic Bid

SCOPE OF WORK

1.1 OBJECTIVE

The objective of this procurement is to establish a fixed unit price and contract for providing construction services necessary to perform library roofing removal and replacement.

The primary goal of this project is to eliminate holes in current roofing pieces that were caused by snow stops that are no longer present. There are 40 panels on the east side of the library roof that will need replacing in order to maintain a consistent design and color match. Roofing is Skyline 16", Denali Green.

The roofing panels are screwed into plywood purlins(1/2"x5") with tarpaper between purlins and roof sheathing. Purlins are approximately four feet apart. Some purlins and roofing felt may need replacing due to water infiltration.

A preliminary inspection yielded no signs of water infiltration into building, however a more thorough inspection shall be completed by the contractor when current metal roofing panels have been removed.

The work must be conducted according to the terms of the Contract, and any instructions provided by the City's project representative during the pre-bid conference.

1.2 BACKGROUND

The project job site (Site) is located at the Gustavus Public Library, and the property is owned by the City of Gustavus.

1.3 SCOPE OF WORK

The Library roofing removal and replacement project major elements of work include:

1. Mobilization and Site Preparation
2. Removal of roofing on east side of the library
3. Inspection
4. Repair/replace purlins and roofing felt as necessary
5. Install new roofing
6. Demobilization and Site Cleanup

1.3.1 Mobilization and Site Preparation:

Contractor shall mobilize all equipment, material, and labor to the Site necessary to perform the Work. Contractor shall obtain new metal roofing the same color and profile as existing. The Contractor shall prepare Site for Work, including any movement of existing equipment or features within the Site necessary to perform the Work.

1.3.2 Removal of existing metal roofing on east side of library:

Contractor will conduct all site work. Contractor shall limit operations to within the project site boundary issued by the Project Manager. No material shall be stored or transported to areas outside of the permitted boundary unless directed by Project Manager.

Contractor shall remove the existing roofing in such a manner as to not damage it in order for it to be used for other projects. Contractor shall transport removed panels to a storage site defined by the Project Manager.

1.3.3 Inspection

Contractor shall inspect sheathing for water infiltration areas once current roofing has been removed. If the integrity of the roof sheathing has been compromised, or other problems are discovered, the Project Manager will be notified immediately and any needed repairs will be determined and dealt with under a separate contract.

1.3.4 Repair/replace purlins and/or roofing felt:

Contractor shall inspect and repair or replace all compromised purlins and roofing felt necessary.

1.3.5 Install new roofing

Contractor shall install new roofing according to metal roofing installation instructions and best practices.

1.3.6 Demobilization and Site Cleanup:

Contractor shall restore site equipment and features disturbed during mobilization to original status. Contractor shall remove all equipment and material not used in the permanent work product from the Site.

1.4 GENERAL SCOPE CONDITIONS

The work to be performed under this contract shall consist of the following:

- a) providing all tools, equipment, materials, supplies, and manufactured articles;
- b) furnishing all labor, transportation, and services
- c) performing all work or other operations required for the fulfillment of the contract.

The work shall be complete, and all work, materials, and services not expressly indicated or called for in the Scope of Work, the Contractor shall provide which may be necessary for the proper completion of the work.

The Contractor shall conduct the civil, carpentry, and assembly work in accordance with the approved project factsheet, project plans and specifications, BOQ, design documents, and the directions from the City of Gustavus on site project manager.

The Contractor shall secure and isolate the worksite for the protection of its workforce and the general public, prepare the sites where the proposed work will be located, and shall be responsible for disposing of the rubbish at an approved facility.

The work shall also include the patching and repair of all existing items disturbed by the Contractor during the assembly and installation. The Contractor shall be responsible for the disposal of all unsuitable material removed from the work area during construction. The Contractor shall also be responsible for all cleaning and site maintenance activities during the installation phase and for final cleanup. The Contractor shall be responsible for cleaning up the worksite following each workday.

During the execution of the project, the Contractor shall maintain a photographic record of work on site to document daily progress.

End Scope of Work

RFQ Bid Sheet

Gustavus Public Library Roofing Removal and Installation

A complete Scope of Service (SOS) may be found within the Request for Quotes (RFQ) document. Bidders are to examine the entire RFQ and the SOS prior to providing Bids for the below mentioned services. This Bid Sheet and the RFQ together will become the binding contract between the City of Gustavus and the qualified, lowest responsive, responsible bidder.

Bidders are to provide on this document a total bid amount for each of the following:

Basic Bid - \$ _____

This RFQ bid sheet will be the sole measure to evaluate and determine the winning bid for the project through the method described in the RFQ. Bids on the Basic Bid and all alternatives must be clear and legible. The Signature on this bid sheet must be an original.

Business Name _____

Contractor's Name

Title

Address

City, State, Zip

Telephone Number - primary

Alternate phone number

Alaska Business License No. _____

Alaska Contractor's License No. _____

AWARDING OF THE CONTRACT

The award of this contract is given to the lowest responsive, responsible bidder. The name and signature of the contractor is provided below with the signatures of those officials vested with the authority to consummate this contract.

Contractor

Barbara Miranda
Mayor, City of Gustavus

ATTEST: _____
Phoebe Vanselow, City Treasurer



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

City Council Questions & Comments



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

Public Comment on Non-Agenda Items



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

Executive Session