



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

# General Meeting Packet

July 09, 2018



# **GUSTAVUS CITY COUNCIL**

## **GENERAL MEETING**

### **JULY 9TH, 2018**

### **7PM AT 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 **Pg. 4**
  - A. General Meeting Minutes 06-11-18 **Pg. 5**
4. Mayor's Request for Agenda Changes **Pg. 10**
5. Committee/Staff Reports **Pg. 11**
  - A. Gustavus Public Library **Pg. 12**
  - B. Gustavus Volunteer Fire Department **Pg. 15**
  - C. Treasurer **Pg. 17**
6. Public Comment on Non-Agenda Items **Pg. 23**
  - A. Jesse Kiehl-Alaska Senate Candidate  
Representing Juneau, Haines, Skagway,  
Klukwan & Gustavus
7. Consent Agenda **Pg. 24**
  - A. FY19-01NCO Providing for the Amendment of  
the City Held Accounts in Fiscal Year 2018  
(Road Maint) **Pg. 25**
  - B. Approve Certificate of Records Destruction  
**Pg. 26**
8. Ordinance for Public Hearing **Pg. 27**
  - A. Approve FY18-23NCO Providing for the  
Amendment of the Road Maintenance Budget  
and the City Held Accounts in FY18 (National  
Forest Receipts received) (Introduced 06-11-2018)  
**Pg. 28**
9. Unfinished Business **Pg. 30**
  - A. Beach Draft Development Plan **Pg. 31**
10. New Business **Pg. 38**
  - A. Approve Scoping Document for Gravel Pit  
Access
  - B. Conflict of Interest Hearing for City  
Administrator Hiring Process
  - C. Approve Resolution CY18-21 to Update and  
Establish Marine Facilities User Fees **Pg. 39**

*The achievements of an organization are the results of the combined effort of each individual. Vincent Lombardi*



# **GUSTAVUS CITY COUNCIL**

## **GENERAL MEETING**

### **JUNE 11, 2018**

### **7PM AT 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**

#### **11. City Council Reports [Pg. 41](#)**

##### **A. Mayor Miranda-Intertie Update**

#### **12. City Council Questions and Comments [Pg. 42](#)**

#### **13. Public Comment on Non-Agenda Items [Pg. 43](#)**

#### **14. Executive Session [Pg. 44](#)**

#### **15. Adjournment [Pg. 45](#)**

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P.O. Box 1  
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# Approval of Minutes

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
June 11th, 2018**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on June 11th, 2018, at 7:02pm by Mayor Miranda. There are seven (18) 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  
Council Member Cook  
Council Member Sunday  
Council Member Taylor  
Council Member Warner (by conference call)

All members are present, and a quorum exists

**3. APPROVAL OF MINUTES:**

**A. General Meeting Minutes 05-14-2018**

MOTION: Mayor Miranda moves to approve the General Meeting Minutes from May 14<sup>th</sup>, 2018

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

**B. Special Meeting Minutes 05-23-2018**

MOTION: Mayor Miranda moves to approve the Special Meeting Minutes from May 23<sup>rd</sup>, 2018

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

**4. MAYOR'S REQUEST FOR AGENDA CHANGES:**

Hearing no objections, Mayor Miranda announces the agenda as set

**5. COMMITTEE REPORTS/STAFF REPORTS:**

**A. Mayor's Report**-Mayor Miranda provided a written and oral report

**B. Marine Facilities Coordinator (MFC)**-MFC, Ben Sadler provided a written and oral report

**C. Treasurer**-Treasurer, Phoebe Vanselow provided a written and oral report

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

**A. Philip Hooe-Intertie Update**

**7. CONSENT AGENDA**

**A. Introduce FY18-23NCO Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY18 (National Forest Receipts received)**

**B. Approve Revised Scoping Document for CP17-02 Subproject "DRC Driveway and Recycling Outflow Storage Area Improvement Project" (original scoping approved 9/19/16)**

**C. Approve Revised Scoping Document for CP18-05 Subproject "DRC Pre-Processing Storage Area" (original scoping approved 9/19/16)**

MOTION: Mayor Miranda moves to approve the Consent Agenda

SECONDED BY: Council Member Cook

Hearing no objections, the consent agenda is passed by unanimous consent

**8. ORDINANCE FOR PUBLIC HEARING**

**A. Approve FY18-15NCO Providing for the Establishment and Adoption of the Budget for Fiscal Year 2019 (Introduced April 9, 2018)**

MOTION: Council Member Ohlson moves to Approve FY18-15NCO Providing for the Establishment and Adoption of the Budget for Fiscal Year 2019 (Introduced April 9, 2018)

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

1) Paul Berry

COUNCIL COMMENT:

Council discussion regarding amendment

After discussion, the motion was passed with the following amendment:

FY19 City Administrative staff will consist of 3 part-time positions (0.5 FTE more than the FY18 budget). Each position will consist of a minimum 20 hour per week base assignment. In order to obtain the best match between City Government support needs and specific employee interests, qualifications, and availability for work, positions may have an additional assignment up to a 35 hour per week maximum. However, the total administrative payroll will not exceed the amount budgeted for FY19 or the hourly equivalent of 2.2 full-time positions (FTE), unless an amended budget is approved by the City Council.

ROLL CALL VOTE ON MOTION AS AMENDED:

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

NO: 0

RECUSED: 0

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

**B. Approve FY18-16NCO Providing for the Amendment of the City Held Accounts in FY18 (AMLIP account reorganization) (Introduced May 14, 2018)**

MOTION: Council Member Casipit moves to Approve FY18-16NCO Providing for the Amendment of the City Held Accounts in FY18 (AMLIP account reorganization) (Introduced May 14, 2018)

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Council Member Taylor

ROLL CALL VOTE ON MOTION:

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

NO: 0

RECUSED: 0

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

**C. Approve FY18-22NCO Providing for the Amendment of the City Held Accounts in FY18 (Capital Improvement Project funding) (Introduced May 14, 2018)**

MOTION: Council Member Sunday moves to Approve FY18-22NCO Providing for the Amendment of the City Held Accounts in FY18 (Capital Improvement Project funding) (Introduced May 14, 2018)

SECONDED BY: Mayor Miranda

PUBLIC COMMENT:

1) Paul Berry

COUNCIL COMMENT:

2) Council Member Ohlson

3) Council Member Taylor

ROLL CALL VOTE ON MOTION:

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

NO: 0

RECUSED: 0

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

**9. UNFINISHED BUSINESS**

**A. Public Input on Draft Beach Development Plan; Discussion of Alternatives - Vegetation Management, Camping, Access**

**Public Comment**

- 1) Julie Howell-Ferry days are busy and dangerous. In favor of parking on west side of dock and possibly two parking spaces by bench on west side to accommodate handicap access. Not in favor of playground equipment at the beach. Both tent and camper camping should be done in Bartlett Cove. Added that she found a K-Gate to allow for wheelchair access but not motorized vehicles
- 2) Nat Casipit-Concerned about trash/glass and is OK with campers as long as they clean up after themselves.
- 3) Kathy Hocker-Parking on west side of road and handicap access. In favor of Vegetation Management Plan, starting with a plant survey and testing in a small area first
- 4) Annie Mackovjak-Read and submitted a written letter supporting Alternative 1. Apposed to parking on either side except for the kayak drop off area on the East side of the dock.
- 5) Sally Lesh-Supports Alternative 2. Suggested that the State could possibly fund designing a better ferry luggage cart staging area.
- 6) Ben Sadler-Is unclear how removing the spruce trees preserves the natural beauty of the beach and stated that as Marine Facilities Coordinator, he has been working on picking up trash and broken glass in the firepit area.
- 7) Lewis Sharman-Consider past, present and future parking issues with population growth in mind and end game in mind.
- 8) Janet Neilson-suggests a public walkway or sidewalk that wraps around by the restrooms towards beach to divert beach foot traffic away from the road.
- 9) Philip Hooe, Glacier Bay National Park Superintendent-Encouraged the city to delay decision on camping at the beach until the Glacier Bay Front Country Management plan is completed in late august.

Recess called at 8:00pm, meeting reconvened at 8:08pm

**B. Approve City Administrator Job Description**

MOTION: Council Member Warner moves to Approve City Administrator Job Description

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Mayor Miranda provided background
- 2) Council Member Warner
- 3) Council Member Sunday
- 4) Council Member Cook
- 5) Council Member Ohlson

After discussion, the motion was passed with the following amendment:

Strike out \$30-\$35 per hour DOQ and replace with DOQ

ROLL CALL VOTE ON MOTION:

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

NO: Sunday

RECUSED: 0

MOTION **PASSES**/FAILS

**6/1**

**10. NEW BUSINESS:**

**A. Resolution CY18-19 Policy and Procedures for Road Names and Name Changes**

MOTION: Council Member Taylor moves to Approve P & P for Road Names and Name Changes

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Council Member Taylor
- 2) Mayor Miranda
- 3) Vice Mayor Ohlson



ROLL CALL VOTE ON MOTION:

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

NO: 0

RECUSED: 0

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

**B. Resolution CY18-20 Policies for Gustavus Public Library**

MOTION: Council Member Cook moves to approve Resolution CY18-20 Policies for Gustavus Public Library

SECONDED BY: Mayor Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Mayor Miranda

ROLL CALL VOTE ON MOTION:

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

NO: 0

RECUSED: 0

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

**C. Award RFQ FY19-01 Road Maintenance Contract**

MOTION: Council Member Taylor moves to Award RFQ FY19-01RM Road Maintenance Contract

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Council Member Taylor

2) Council Member Cook

3) Council Member Sunday

ROLL CALL VOTE ON MOTION:

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

NO: 0

RECUSED: 0

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

**D. Amend City Treasurer's Work Schedule**

MOTION: Council Member Miranda moves to amend City Treasurer's Work Schedule from 30-40 hours/week to 20-30 hours/week

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Mayor Miranda

2) Council Member Sunday

ROLL CALL VOTE ON MOTION:

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

NO: 0

RECUSED: 0

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

**11. CITY COUNCIL REPORTS:**

- 1) Council Member Cook reported that the Salmon River Park playground equipment has arrived. Work should be completed by July 3<sup>rd</sup>.
- 2) Council Member Sunday reported that he is trying to contact DOT regarding AMHS dock improvements. Hopefully coming to Gustavus in June.

**12. CITY COUNCIL QUESTIONS AND COMMENTS:**

- 3) Mayor Miranda
  - Commented that Kathy Wasserman has retired from the Alaska Municipal League (AML) as Executive Director. Nils Andreassen has replaced Kathy. AML has released their position statement that provides AML perspectives on critical issues facing the state's communities. We can offer amendments. Barb will provide amendments in the form of a Resolution at the July General Meeting.
  - Reminder, airport Meeting tomorrow to submit public comment



4) Council Member Sunday

- Intertie Consultants

- MFC, Ben Sadler reported to Tim that a camper that has been at the beach for 14 days

13. **PUBLIC COMMENT ON NON-AGENDA ITEMS: None**

14. EXECUTIVE SESSION

15. **ADJOURNMENT:**

Hearing no objections, Mayor Miranda adjourns the meeting at 8:55pm.

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Barbara Miranda, Mayor

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Attest: Karen Platt, City Clerk



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# Mayor's Request for Agenda Changes



**City of Gustavus**  
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# Committee/Staff Reports

## QUARTERLY STAFF REPORT – JULY 2018

### Gustavus Public Library

#### 1. General Library Statistics April - June 2018:

	Apr	May	June
People Entered	1100	1042	1118
Books Checked out	395	488	522
Movies Checked out	373	376	523
Totals:	779	881	1075



The kids have 4 summer reading events under their belt! Adults and teens have a chance to win a Kindle!

#### Spring 2018 Activities/Programs:

Yoga

Class Visits

Music Lessons

French Lessons

Library Band

Test Proctoring

GVA Meetings

GCC Meetings

Committee Meetings

Toddler Play Time

Homeschool

Piano Lessons

Knitting Group

Quilting Group

COASST Training

Park Service Training

Tutoring Sessions

Political Candidate Visits

Story Time

Read with a Ranger

Summer crowds have arrived! Summer Reading is underway, and for the first time it is for all ages! This year's Summer Reading kids' programming has been split into two days - Tuesday Story Hour for preschool age and younger, and Wednesday programming for elementary age children, although kids of all ages are welcome at each. This year we are again partnering with Glacier Bay National Park to provide fun and educational opportunities for children, in our weekly "Read with a Ranger" program, as well as two Discovery Days. Teens are utilizing a special incentive program just for them, and adults now have the option to sign up for a rewards chart as well. We hired Trinity Cutting as our high school intern and she has been a huge asset in assisting with programming and other library tasks.

## 2. Status of Active or Upcoming Grants:

PLA money has been spent for the year! Jen and I are already making lists of books to purchase when this FY19 PLA money arrives. Based on criteria we learned at the SLIM training (see below), we will continue to weed the collection and purchase new materials in the upcoming grant cycle to meet the current needs of the community.

## 3. Status of Active or Upcoming Contracts:

Tech support has been wonderful, thank you for making it happen! We had another visit to address a few more issues that remain.

## 4. Existing projects:

Two shelves have been added to the Young Adult and Local Authors section. Butch has one more corner unit that will arrive soon, and we are working to make these sections more visually appealing.

The lightbulbs in the library have been upgraded to LED bulbs, and so far they are working well. The new water filtration system is in place and being well-utilized by patrons.

Based on the SLIM training (see below), we also made the decision to purchase physical library, which we learned are essential in ensuring patron confidentiality. The goal is that patrons will have the option of presenting their card to check out materials rather than being required to say their name or account number out loud. We imagine the regular routine will not change much for patrons, however. Implementation will be time intensive as we will have to reassign patron numbers and distribute cards one by one. We anticipate the project will be ongoing into the fall.

Other existing projects include roof repair, which is scheduled to take place this summer, and re-stickering of DVDs to include ratings, as requested by patrons.



**5. Past, Current & Upcoming Trainings:**

In May, Jen and I attended a week long Small Library Institute of Management training in Juneau. SLIM is an intensive weeklong workshop providing management and foundational library skills to library directors, without a Master's degree in Library Science that work in small community libraries in Alaska, fully funded by the State.

This course was very intensive and Jen and I learned the essentials for running a library. Through five classroom days and extensive independent homework, some wonderful work was produced! On our website you will find newly updated Policies which took hours of thought and collaboration. Other sessions included: laws & regulations, philosophy & ethics, weeding, grants & statistics... plus at least one guest speaker a day. It was a lot of time and work, but well worth it, and we expect to continue using the skills we learned to improve the library.

**6. Budget:**

Beginning of FY19 - it feels great!

**Thank you all for being such a great council - we all appreciate your work.**

# **Gustavus Volunteer Fire Department**

## **Quarter 2 Highlights**

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### **April**

- We had our grass fire of the season. 30' x 50' foot section burned.
- Went to the preschool for little public education and fire truck rides
- Community CPR Class 5 people attended.
- Community Center used the FD for their yearly Bike Repair Class.
- Had a quick public Emergency planning meeting. More to come this fall when summer is over.
- The Southeast yearly EMS symposium was in Haines this year. 2 GVFD people attended.
- I attended a 3-day Tsunami workshop in Sitka. The future is to become a Tsunami ready community which could bring in some monies to help with emergency planning besides tsunamis.
- NPS used the Fire Department to teach their new recruits CPR and FA.

### **May**

- A week-long intro to wildland FF class was held in Gustavus and taught by the USDAFS Southeast Wildland crew.
- Official start to Medevac season happened.
- Took lots of Hazmat stuff to the DRC for the Hazardous waste event.
- Started the summer cleaning around the building.

### **June**

- A volunteer went up to Palmer for the yearly week long Rural fire training seminar.
- Lots of new toys are arriving from the VFA Grant.
- Emergency Phone Tree system was purchased to allow community members to sign up to receive an automated call, text or email to inform people what's going on.
- New SAT phones were purchased
- Placed and filled 4000-gallon water tank on the corner of halibut and dolly for emergency use.



## **Future Stuff**

- ETT to EMT1 upgrade class starts September 20<sup>th</sup>.
- Wildland Fire Behavior and Fire Weather Class after the wildland fire season is over taught by the National Weather Service.
- Community discussion on Tsunamis, fire and other weather is relating to Gustavus, put on by the National Weather Service.
- Rural Firefighter class or a Firefighter 1 class this late fall early winter.
- Alaska State Fire Conference is in Kenai this September.
- Emergency Planning Meeting and creating plans will start this fall.
- Working on shifting the 911 calls to the AK troopers to allow one number to get any emergency help.

07/05/18

Accrual Basis

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

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Admin Fees</b>	0.00	10.00	-10.00	0.0%
<b>Business License Fees</b>	3,900.20	3,000.00	900.20	130.0%
<b>Donations</b>	1,467.00	2,000.00	-533.00	73.4%
<b>DRC Income</b>	95,837.39	88,280.00	7,557.39	108.6%
<b>Federal Revenue</b>				
<b>Natl Forest Receipts-Encumbered</b>	53,927.79	0.00	53,927.79	100.0%
<b>Payment In Lieu of Taxes</b>	107,545.26	107,545.26	0.00	100.0%
<b>Total Federal Revenue</b>	161,473.05	107,545.26	53,927.79	150.1%
<b>Fundraising</b>	1,155.00	5,200.00	-4,045.00	22.2%
<b>GVFD Income</b>	1,360.00	1,500.00	-140.00	90.7%
<b>Interest Income</b>	875.84	70.00	805.84	1,251.2%
<b>Lands Income</b>	9,906.00	8,000.00	1,906.00	123.8%
<b>Lease Income</b>	13,470.35	15,541.42	-2,071.07	86.7%
<b>Library Income</b>	1,597.28	3,000.00	-1,402.72	53.2%
<b>Marine Facilities Income</b>	20,338.23	14,000.00	6,338.23	145.3%
<b>Sales Tax Income</b>				
<b>Retail Tax Income</b>	356,828.92	319,000.00	37,828.92	111.9%
<b>Room Tax Income</b>	75,150.61	67,000.00	8,150.61	112.2%
<b>Fish Box Tax</b>	13,535.69	15,000.00	-1,464.31	90.2%
<b>Penalties &amp; Interest</b>	4,997.88	0.00	4,997.88	100.0%
<b>Tax Exempt Cards</b>	200.00	150.00	50.00	133.3%
<b>Seller's Compensation Discount</b>	-790.77	0.00	-790.77	100.0%
<b>Total Sales Tax Income</b>	449,922.33	401,150.00	48,772.33	112.2%
<b>State Revenue</b>				
<b>Community Assistance Program</b>	88,824.00	82,515.28	6,308.72	107.6%
<b>Shared Fisheries Business Tax</b>	1,921.08	1,656.21	264.87	116.0%
<b>Total State Revenue</b>	90,745.08	84,171.49	6,573.59	107.8%
<b>Total Income</b>	852,047.75	733,468.17	118,579.58	116.2%
<b>Gross Profit</b>	852,047.75	733,468.17	118,579.58	116.2%
<b>Expense</b>				
<b>Administrative Costs</b>	3,300.02	9,400.00	-6,099.98	35.1%
<b>Advertising</b>	75.00	500.00	-425.00	15.0%
<b>Ambulance Subscription Expense</b>	400.00	2,000.00	-1,600.00	20.0%
<b>Bad Debt</b>	620.61			
<b>Bank Service Charges</b>	2,223.32	2,480.00	-256.68	89.7%
<b>Building</b>	13,622.60	25,322.03	-11,699.43	53.8%
<b>Contractual Services</b>	26,661.39	57,700.00	-31,038.61	46.2%
<b>Dues/Fees</b>	5,950.98	7,100.00	-1,149.02	83.8%
<b>Election Expense</b>	212.17	500.00	-287.83	42.4%
<b>Equipment</b>	13,931.34	20,315.00	-6,383.66	68.6%
<b>Freight/Shipping</b>	15,018.91	19,110.00	-4,091.09	78.6%
<b>Fundraising Expenses</b>	1,437.64	1,850.00	-412.36	77.7%
<b>General Liability</b>	4,424.75	4,000.00	424.75	110.6%
<b>Holiday gift</b>	2,500.00	2,500.00	0.00	100.0%
<b>Library Materials</b>	295.59	300.00	-4.41	98.5%
<b>Marine Facilities</b>	1,390.31	6,520.00	-5,129.69	21.3%
<b>Occupational Health</b>	0.00	500.00	-500.00	0.0%

07/05/18

Accrual Basis

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

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Payroll Expenses</b>	340,114.58	380,250.13	-40,135.55	89.4%
<b>Professional Services</b>	25,056.70	40,000.00	-14,943.30	62.6%
<b>Public Relations</b>	1,006.65	2,000.00	-993.35	50.3%
<b>Road Maintenance</b>	103,200.24	105,000.00	-1,799.76	98.3%
<b>Social Services</b>	10,540.00	10,540.00	0.00	100.0%
<b>Supplies</b>	16,943.69	23,670.00	-6,726.31	71.6%
<b>Telecommunications</b>	21,155.16	20,610.00	545.16	102.6%
<b>Training</b>	10,437.29	12,880.00	-2,442.71	81.0%
<b>Travel</b>	13,759.65	16,945.00	-3,185.35	81.2%
<b>Utilities</b>	12,696.07	18,010.00	-5,313.93	70.5%
<b>Vehicle</b>	5,567.59	8,550.00	-2,982.41	65.1%
<b>Total Expense</b>	<u>652,542.25</u>	<u>798,552.16</u>	<u>-146,009.91</u>	<u>81.7%</u>
<b>Net Ordinary Income</b>	199,505.50	-65,083.99	264,589.49	-306.5%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
<b>Encumbered Funds</b>	105,000.00	105,000.00	0.00	100.0%
<b>Total Other Income</b>	<u>105,000.00</u>	<u>105,000.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Other Income</b>	<u>105,000.00</u>	<u>105,000.00</u>	<u>0.00</u>	<u>100.0%</u>
<b>Net Income</b>	<u><b>304,505.50</b></u>	<u><b>39,916.01</b></u>	<u><b>264,589.49</b></u>	<u><b>762.9%</b></u>

City of Gustavus  
Balance Sheet  
As of June 30, 2018

	Jun 30, 18
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	10,000.00
AMLIP Capital Improv Long-Term (0630598.2)	776,894.09
AMLIP Repair & Replacement (0630598.3)	300,000.00
AMLIP Road Maint - Unencumbered (0630598.4)	250,148.30
AMLIP Road Maint - Encumbered (0630598.8)	79,501.28
APCM.Endowment Fund	1,438,207.03
FNBA - Checking	480,416.73
FNBA Endowment Fund - Checking	57,287.12
FNBA First Investment Account	750,894.35
Petty Cash	530.33
Total Checking/Savings	4,143,879.23
Accounts Receivable	
Accounts Receivable	17,530.95
Total Accounts Receivable	17,530.95
Other Current Assets	
Prepaid fuel oil	4,819.10
Total Other Current Assets	4,819.10
Total Current Assets	4,166,229.28
<b>TOTAL ASSETS</b>	<b>4,166,229.28</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,320.00
Total Accounts Payable	2,320.00
Credit Cards	
Bank of America Alaska Air Visa	17.99
Total Credit Cards	17.99
Other Current Liabilities	
Accrued Leave	3,091.58
Deferred Income	13,980.00
Total Other Current Liabilities	17,071.58
Total Current Liabilities	19,409.57
Total Liabilities	19,409.57
Equity	
Fund Balance	2,950,091.65
Opening Bal Equity	1,084,743.57
Net Income	111,984.49
Total Equity	4,146,819.71
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,166,229.28</b>

# Capital Projects 2018-2023

General Meeting Packet 7/9/18 Page 20 of 45

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept./ Committee	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
<b>Funded for 2018 (most by FY18-22NCO):</b>											
IT Overhaul - equipment purchases	\$5,000	\$ 5,000.00	(oper. budget)	Admin	2/14/2018	n/a	thru budget	thru budget	FY19 operating budget	2018	operating budget
Preprocessing Storage & Driveway:						- see sub-projects -					
Driveway Improvements (\$10,000)	\$ 10,000.00	\$ 10,000.00	CP17-02 DRC	DRC	N/A	9/16/2016	9/16/2016	3/13/2017	6/11/18 amended scoping document	2018	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ 18,000.00	CP18-06 DRC Storage Bins - Jack	DRC	N/A	9/16/2016	9/16/2016	6/11/2018		2018	AMLIP
Preprocessing Storage (\$26,400)	\$ 26,400.00	\$ 26,400.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016	9/16/2016	6/11/2018	6/11/18 amended scoping document; Phase 1	2019	AMLIP
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	6/11/2018		2018	AMLIP
Composting Quonset Replacement - design	\$2500-\$5000	\$ 2,500.00	(oper. budget)	DRC	N/A	1/2/2018	1/15/2018	NCO 1/15/2018	Phase 1	2018	operating budget
Central Lighting Replacement		\$ -	(oper. budget)	Library	3/1/2018	short form rec'd; experimenting in-house			FY18 operating budget	2018	operating budget
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		2018	AMLIP
Wilson Rd. - ditching, culverts	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018		2018	AMLIP
Road name signs	\$ 22,100.00	\$ 22,100.00	CP18-03 Road Name Signs	Roads	N/A	Jan. 2018	4/9/2018	6/11/2018		2018	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		2019	AMLIP
Salmon River Playground	\$ 20,000.00	\$ 20,000.00	2018 EFG - SRP Playground	Admin	N/A	Oct. 2017	12/11/2017	12/11/2017	Endowment Fund Grant 2018	2018	EFG
<b>Pending for 2018:</b>											
Community Chest facility maintenance	\$10,000.00	\$ -		DRC					waiting on scoping document	2018	AMLIP
Energy audit, engineering plan				Library	3/1/2018	Res. CY18-12			Phase 1	2018	AMLIP
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018			2018 or long-range	CIP - state, federal grant
SCBA sets x 10	\$52,000-\$72,000	\$ -		GVFD	2/15/2018				applying for grant in 2018	2018	grant or 2019 CP
Landscape Design consulting		\$ -		-split-	2/20/2018				Phase 1	Mid-range	AMLIP
Bike Shelter	\$18,695.85	\$ -		Library	N/A	10/31/2017			Phase 2	Mid-range	
Shed	\$1,100.00	\$ -		Library	N/A				Phase 2	Mid-range	
City Hall - roof over front door	Karen getting est.	\$ -		Admin					Phase 2	Mid-range	AMLIP
Beach Landscaping/Signage/Road blocks		\$ -		Beach	N/A				Phase 2	Mid-range	
Composting Quonset Replacement - structure	unknown	\$ -		DRC	N/A	1/2/2018			Phase 2	Mid-range: 2019?	
Refurbishing Old Quonset	\$15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Preprocessing Storage - additional work? Phase 2		\$ -		DRC					Phase 2	Mid-range	
Dry Hydrants & Alternative Water Sources - design		\$ -		GVFD	2/15/2018				Phase 1	2018?	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
Heating Source Replacement		\$ -		Library	3/1/2018				Phase 2	Mid-range	
City Hall & Fire Hall Energy Audit Repairs	\$9.00	\$ -		-split-	3/1/2018				Phase 2	Mid-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Mid-range	USFWS and/or AKSSF
Driveway Relocation or River Bank Stabilization	\$ 20,000.00	\$ -		Admin	N/A				Phase 2	Long-range	AMLIP
City Hall front room - carpeting, painting, windows		\$ -		Admin	2/14/2018					Long-range	
Old P.O./Preschool building refurbish		\$ -		Admin	2/20/2018					Long-range	
Tree Planting/Earth work (\$3,300)	\$ 3,300.00	\$ -		DRC	N/A	9/16/2016	9/16/2016			Long-range	
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
Dry Hydrants & Alternative Water Sources - implementation		\$ -		GVFD	N/A				Phase 2	Long-range	
911 System Upgrade		\$ -		GVFD						Long-range	
Library Expansion		\$ -		Library	3/1/2018					Long-range	
Gravel Pit Expansion/New Location				Lands						Long-range	
City Vehicle		\$ -		-split-	2/20/2018					Long-range	
Total Capital Projects	\$1,059,454.85	\$ 258,850.00							Other Possible Projects/Major Purchases in the Future:		
									CH copier		
CAPSIS 2018 submission									GVFD telehealth		

**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	\$1,278.41	\$0.00	Alaska OWL monthly internet subsidy
	Library Supplies	8/2/2017	\$7,000.00	FY18 PLA Grant	\$7,000.00	\$0.00	State of AK Public Library Assistance (PLA) grant for library materials
	Library tech equipment	5/7/2018	\$1,162.80	--	\$1,162.80	\$0.00	OWL Technology Purchase Reimbursement Program
	Library Training	5/30/2018	\$2,500.00	--	\$2,500.00	\$0.00	State of AK grant for AkLA conference reimbursement
	Library Training	6/21/2018	\$985.00	---	\$985.00	\$0.00	State of AK grant for Small Library Institute of Management (SLIM) travel/meals 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 Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$2,153.00	\$5,159.50	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	\$2,330.00	--	\$2,330.00	\$0.00	SEREMS Code Blue Grant - 4 adult & 4 infant CPR mannequins; rescue litter wheel - GVFD paid 10% match
	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
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	\$400.00	will be reimbursed after the institute			scholarship for IIMC institute from IIMC Foundation
	City Clerk Training	Spring 2018	\$550.00	--	\$550.00	\$0.00	scholarship for IIMC conference registration
	City Clerk Training	Summer 2018	\$1,500.00	will be reimbursed after the institute			scholarship for IIMC institute registration

\$57,732.47

**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	\$0.00	
CY17-14	SRP Playground	12/12/2017	\$20,000.00	2018 EFG - SRP Playground	\$1,458.89	\$18,541.11	

## FNBA Checking Account - Unrestricted Funds Balance

### As of 6/30/2018

FNBA Checking Account Balance: \$480,416.73

Obligated Funds Currently in Checking Account:

GVFD	2018 VFA Grant	(\$5,159.50)
DRC	CP17-02 DRC: Driveway Improvements	(\$10,993.15)
GVFD	CP17-04 GVFD: Engine #1	(\$5,940.08)
MF	CP18-01 Salmon River Harbor	(\$26,752.17)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
Roads	CP18-03 Road Name Signs	(\$22,100.00)
	CP18-04 LIDAR of Gustavus	(\$28,400.00)
DRC	CP18-05 DRC Pre-Processing	(\$26,400.00)
DRC	CP18-06 DRC Storage Bins - Jack	(\$18,000.00)
DRC	CP18-07 Household Haz Waste Fac	(\$59,450.00)
Roads	Encumbered Road Maint. Funds	(\$58,047.55)
Library	FY19 PLA Grant	\$0.00
GVFD	Ken Akerley Grant	\$0.00
Library	Reading with Rachel	\$0.00
Library	SoA OWL Internet Subsidy	\$0.00
Roads	USFWS Chase Drwy	(\$251.02)

Unrestricted Funds: \$178,923.26

Pending Transfers:

Road Maint - Enc	NCOFY18-23NCO to return \$ after NFR	(\$53,927.79)
Road Maint - Enc	NCOFY19-01NCO to return unused FY18 \$	(\$2,149.76)

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

FY19 budgeted operating expenses:	\$844,713.23
25% =	\$211,178.31
17% =	\$143,601.25
35% =	\$295,649.63





**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 FY19-01NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN 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, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2018, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
FNBA checking account	\$ 450,708.66	\$ 448,558.90	<\$ 2,149.76>
<i>AMLIP – Road Maintenance funds transferred for FY18 = \$51,072.21 net, while actual expenses for FY18 Road Maintenance = \$103,200.24, partially paid by \$53,927.79 in National Forest Receipts and by a donation of \$350.00.</i>			
AMLIP – Road Maint-Encumbered	\$ 79,501.28	\$ 81,651.04	\$ 2,149.76
<i>The difference between actual funds transferred and actual expenses for FY18 Road Maintenance, encumbered for use as necessary for road maintenance in the future.</i>			

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Total Change in Account Balances	\$ 0.00
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**Section 4.** The FY18 City held accounts are 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:** *July 9, 2018*

**DATE OF PUBLIC HEARING:** *August 13, 2018*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of August, 2018.

\_\_\_\_\_  
Barbara Miranda, Mayor

\_\_\_\_\_  
Attest: Phoebe Vanselow, City Treasurer

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

## 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

<b>1. Agency/Locality</b> City of Gustavus	<b>2. Division/Department</b> Desk of the City Clerk	<b>3. Person Completing Form</b> Karen Platt, City Clerk
<b>4. Address, City, State &amp; Zip</b> P.O. Box 1, Gustavus	<b>5a. Telephone Number &amp; Extension</b> 907-697-2451	<b>5b. E-mail Address</b> 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 Receivable/Payable	FY 2007-2010 & 2015	City Hall	1.5 Box	Shred
A-2	Accounting-Budget Work Papers	FY 2007-2010	City Hall	.5 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** \_\_\_\_\_



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

# Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY18-23NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE ROAD MAINTENANCE BUDGET AND THE CITY HELD ACCOUNTS  
IN 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, income and expenditures have changed from the estimates in the approved budget. For the Fiscal Year of 2018, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2018, the budget and City held accounts are amended to reflect the changes as follows:

<b>Budget Category</b>	<b>Amounts</b>		
<b>INCOME</b>	<b>Original Budget</b>	<b>Amended Budget</b>	<b>Change</b>
National Forest Receipts	\$ 0.00	\$ 53,913.19	\$ 53,913.19
<i>National Forest Receipts were received June 21, 2018 for FY18.</i>			
Encumbered Funds - Other	\$ 105,000.00	\$ 51,086.81	<\$ 53,913.19>
<i>The income source for this is the AMLIP – Road Maintenance account.</i>			
<hr/>			
Total Change in Income			\$ 0.00
<b>Amounts</b>			
<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value. Balances do not include transfers for FY18-16NCO.</i>			
FNBA checking account	\$ 389,864.79	\$ 335,951.60	<\$ 53,913.19>
AMLIP – Road Maintenance	\$ 79,372.16	\$ 133,285.35	\$ 53,913.19
<i>AMLIP – Road Maintenance funds transferred for FY18 = \$105,000.00. Returning \$53,913.19 to savings due to National Forest Receipts payment.</i>			
<hr/>			
Total Change in Account Balances			\$ 0.00

**Section 4.** The FY18 budget and City held accounts are 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:** *June 11, 2018*

**DATE OF PUBLIC HEARING:** *July 9, 2018*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of July, 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

# Unfinished Business

## Development Plan Gustavus Beach Tracts

The Gustavus Beach is very important to the citizens of Gustavus. It is where residents and visitors take walks, picnic, pick berries and enjoy the views of the Fairweather Range and of Icy Strait. The ferry dock is located at the Gustavus Beach, and it is therefore the first view and impression visitors have of Gustavus. The public beachlands in question comprise approximately 32 acres on either side of Dock Road (see Figure 1). These lands, known as Tracts A and B, are owned and managed by Alaska Department of Natural Resources.

These lands are priceless for the beauty and recreation opportunities they provide to the residents of and visitors to Gustavus. As Gustavus continues to grow, it becomes even more critical that

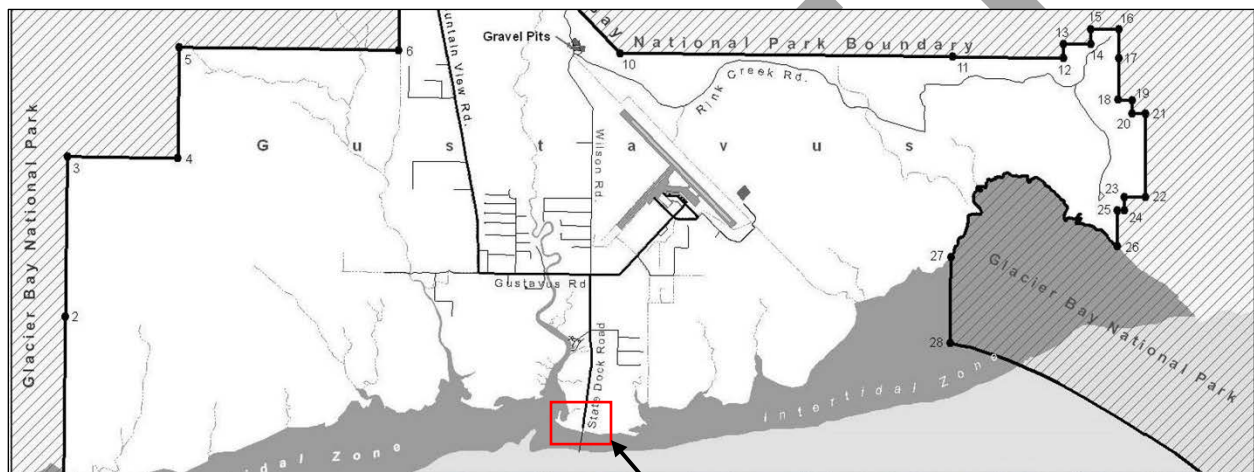


Figure 1. City of Gustavus

Location of Gustavus Beach Tracts A and B

these lands are protected for future generations. This development plan will result in the following outcomes:

- Beach lands will be protected and remain accessible to all citizens and visitors to Gustavus for the purposes of recreation.
- Park infrastructure (trails, roads, picnicking, benches, etc.), appropriate to the collective desires of the citizens of Gustavus, will be developed and appropriately managed.
- Beach areas that are currently degraded will be restored or hardened to accommodate appropriate use.
- Gustavus citizens will take pride in their beach and care for it.
- Adjacent private land owners will be satisfied with appropriate and respectful recreational use of their lands.

These outcomes are in alignment with the legal judgement settling title of the two 16-acre tracts with the State, and recognize the rights of the adjacent landowners. The two tracts of land in question were acquired by the state in 1985 as a result of a lawsuit that was ultimately settled in the 9<sup>th</sup> Federal Circuit Court of Appeals in San Francisco. This judgement (No. J-76-9 CIVIL) recognized the rights of the upland land owner (the DeBoer Family) and awarded them accreted

acreage down to mean high tide line. But the judgement also set aside 32 acres for the public in recognition of historic recreational use and created a covenant that stressed the intention that the recreational use on these tracts should be “low intensity” in its nature. The covenant states:

*“(We) agree that the state shall use the above-described property for the purpose of continuing the historic recreational uses of the land without interference or disruption and that the land vested in the state will be used for recreational purposes, including walking, jogging, horseback riding, picnicking, camping, sun-bathing, hunting fishing, recreational boating, beach-combing, berry picking, cross-country skiing and other similar recreation uses. It is intended that the recreational use shall be consistent with the natural state of the land and be of a low-intensity nature.”*

Documentation exists within the file system of the City of Gustavus that the community residents became concerned about an increase in recreational use in this area as early as 1981, when the land in question was included in a bill to create a State Game Refuge (city files). The first mention of public concern regarding motorized vehicle use is recorded in 1994 (city files). A letter dated October 26, 1994 to the Department of Natural Resources from the Gustavus Community Association (this was prior to the City becoming incorporated) requested assistance in defining acceptable access and uses for the areas in question, in “accordance with the [DeBoer] court judgement and existing [state] regulations.” The letter and public postings detail some of the impacts being observed including: defined roadways through the dunes, increased size of parking areas, and criss-crossed dunes. No response from DNR is located within the files from this time period (City files).

The issue of beach impacts came to public attention again in 2010. This time the City of Gustavus was incorporated and an official Beach Committee was established by the City to address recreational use issues at the Gustavus Beach. The committee was comprised of citizen both for and against motorized vehicle use at the Beach. They met several times to try to adopt a recommendation to the City for management of the area. All indications are the group was unable to establish trust and could not move beyond internal discord to present a recommendation to the City regarding motorized use.

Currently the Gustavus Beach is unmanaged, and there is visible and growing evidence of disturbed vegetation and soil. Parking areas within the dunes have grown in size and new motorized tracks have developed over the years. Community members have also claimed that ground nesting birds and a short-eared owl nest have been disturbed by motorized use. This spring the first-ever Artic tern nest was discovered at the beach. Additionally, the DeBoer family has continued to allow non-motorized recreational access to their adjacent private lands, but repeated efforts to halt motorized traffic on their lands have failed. The ability of the City to manage the motorized use on the state-owned tracts will aid the private land owner in enforcing their desire for no motorized access on their property.

When Gustavus residents were asked in a 2016 survey to rate reasons for appreciating our community, 86.9% rated “scenic beauty” as very important and 75.4% rated “pristine environment” as very important. Slightly more than half (55.9%) believe “protection for the

beach near the dock” will have positive impacts for the community, while 72.4% believe “mechanized use of beaches and wetlands” will have negative impacts.

These statistics demonstrate community support of a cooperative management agreement and development plan for the beach parcels on each side of the Dock Road, Tracts A and B, currently managed by the Alaska State Department of Natural Resources. The role of the City of Gustavus under a Cooperative Management Agreement with the state will be a stewardship role assisting the Department of Natural Resources with the management of the tracts.

## **Development Plan Elements**

**Legal description.** Provide a legal description of the parcel, i.e. a metes and bounds description, survey, lot and block, aliquot part, or other legal description.

**Terrain/ground cover.** Describe the existing terrain/ground cover, and proposed changes to the terrain/ground cover.

The shoreline between Salmon River and Glen’s Ditch is fronted by a series of sandy rises and swales built by Salmon River sediments moving eastward by prevailing currents. These features are built atop former beach flats and sloughs that now form the backshore to the north. The landscape is rising a about an inch a year due to glacial rebound. Facilities anchoring the former and present docks have tended to interrupt the pattern of deposition.

The first dock had much to do with capture of the sand and initiation of the basic swale and rise features. The modern dock (abutment, island, sheetpile) now appears to be modifying the seaward sedimentation pattern, accelerating deposition to the eastward and initiating erosion to the westward.

Plant communities have developed according to their salt tolerance, response to disturbance and soil characteristics. The communities can be divided in this way:

- Ryegrass sod along the outer shore and slough margins
- Beach sedge/saltgrass/beach asparagus sod below the ryegrass in some sheltered slough margins
- Strawberry/small herb meadow above the ryegrass on the outer shore
- Grass/tall herb/small spruce meadow above the strawberries on the swales and higher parts of the backshore
- Young spruce groves on the highest swales

As uplift has moved the landscape into the upper intertidal and above-tide zones, the communities have matured and tended to shift seaward. Zones seem to have various near-term futures. Ryegrass is being eliminated by traffic just east of the dock. Erosion west of the dock is tending to pinch the strawberry/small herb meadow between ryegrass and tall meadow; it is being erased in widening roadways but perhaps retained by more moderate foot disturbance elsewhere. Tall meadows are being increasingly dominated by grasses and young spruces in some places. Spruce groves are aggressively spreading on the rises and backshore.

## **Proposed Changes to the terrain/ground cover**

### **Overarching Goal: maintain historic viewshed**

Elements of a Vegetation Management Plan to be developed further in cooperation with DNR.

- 1) Designate and retain some spruce groves
- 2) Take active measures to reduce or eliminate spruce invasion onto meadows

**Access.** Describe existing and planned access, and mode of transportation. If public access is to be restricted, define possible alternative public access routes.

Existing access to both parcels is from Dock Road. Many residents and visitors park on or near the road and walk the length of the beach. Others use bicycles, and others drive vehicles both along the top of the dune and behind the main dune. Planned access will remain the same in terms of origination point at Dock Road; proposed changes are intended to restore natural vegetation, prevent erosion, and to protect the beach and dune vegetation from further damage from uncontrolled motorized vehicle use while still providing for public access. Under all alternatives vehicle access to the beach to allow for kayak and small boat drop-off will be retained at the existing location on the east side of the dock.

#### **Alternative 1: No parking off pavement**

**Parking and Access:** Additional parking will be created near the current City-owned bathroom facility on the existing gravel pad. The parking areas on the sand on the east and west side of the dock will be restored to natural vegetation. No motorized traffic will be allowed off pavement.

**Trails:** A hardened, wheelchair-accessible walking trail will be developed to the current viewing bench, and eventually continuing on to create a loop trail along the river, through the meadow, and back to Dock Road, ending approximately across from the Tank Farm.

#### **Alternative 2: Parking on east side only (preferred)**

**Parking and Access:** The parking area in the sand on the east side of the dock will be hardened and delineated and will be able to accommodate up to 10 vehicles. No parking will be allowed on the west side of the dock. Additional parking will be created near the current City-owned bathroom facility on the existing gravel pad. No motorized traffic will be allowed off beyond the established parking areas.

**Trails:** A hardened, wheelchair-accessible walking trail will be developed to the current viewing bench, and eventually continuing on to create a loop trail along the river, through the meadow, and back to Dock Road, ending approximately across from the Tank Farm.

#### **Alternative 3: Parking on east side and handicap access to bench**

**Parking and Access:** The parking area in the sand on the east side of the dock will be hardened and delineated and will be able to accommodate up to 10 vehicles. No parking will be allowed on the west side of the dock. Additional parking will be created near the current City-owned bathroom facility on the existing gravel pad. Two handicapped accessible parking spaces will be

delineated near the current viewing bench to the east. Motorized traffic will not be allowed beyond this area.

**Trails:** A hardened, wheelchair-accessible walking trail will be developed from the current viewing bench to the sunset viewing point by the mouth of the Salmon River, through the meadow, and back to Dock Road, ending approximately across from the Tank Farm.

**Buildings and other structures.** Describe each building or structure, whether permanent or temporary, including a description of the foundation as well as the building and floor construction; the date when the structure is to be constructed or placed on the parcel; the duration of use; and what activities are to occur within each structure.

Fencing and signage done in simple designs using rustic/local materials will create an overall visual identity for the public use beach area. Large rocks, logs or poured/buried concrete will be used to develop simple yet effective fencing, planter boxes, and barriers which will surround the parking area and identify boundaries for vehicles, while only minimally impacting views to Icy Straits.

An existing fire pit area on the east side is on private property; use will be discouraged and/or prohibited to the extent possible. An existing fire pit on the west side would be further developed/hardened to minimize haphazard use and habitat destruction.

No buildings or structures beyond the current benches and picnic tables are planned at this time, but the City would like permission to build temporary structures in the future which could include covered picnic areas, playground equipment, benches and/or wheelchair accessible trails.

**Power source.** No power source is necessary.

**Waste types, waste sources, and disposal methods.** Trash undoubtedly will be generated by users of the beach and the City already provides bear proof trash containers for disposal (co-located with the current City-owned bathroom facility). These bear proof garbage disposal containers are currently available seasonally from May-September and are checked daily during that time period. The City of Gustavus has already added beach cleanup to the Marine Facility Coordinator position job duties and shall continue to participate in and promote volunteer cleanup duties.

**Hazardous substances.** NA

**Water supply.** There is no water supply currently provided or planned.

**Parking areas and storage areas.** Describe long-term and short-term parking and storage areas, and any measures that will be taken to minimize drips or spills from leaking vehicles or equipment. Describe the items to be stored in the storage areas.

Currently, residents and visitors park on both sides of the road near the beach and on the “island” located midway to the terminus of the Gustavus dock (except on the days when the ferry is scheduled to land in Gustavus, currently Monday’s and Wednesday’s). On ferry days, many of those who normally park on the island will park on the sand areas to the east and west of the ferry dock. Ferry travelers often leave their cars for several days at a time, in designated spaces and off the paved road; those coming to the beach for short-term recreation park on and off the paved road as well.

Long-term and short-term parking will be retained on the paved road. Expanded long-term ferry parking could be provided adjacent to the Tank Farm. Alternatives for continued parking options are described thoroughly in the Access section, above.

**Number of people using the site.** State the number of people employed and working on the parcel, and describe the supervisor/staff ratio. Estimate the number of clients that will be using the site.

The beach is utilized by practically all Gustavus citizens and visitors. No visitation estimates are available.

**Closure/reclamation plan.** Provide a closure/reclamation plan, if required for the type of authorization being applied for, e.g. material sale. NA

**Maintenance and operations: Describe the long-term requirements, how they will occur and who will perform the work. Specify if any subcontractors will be involved, and explain the tasks they will perform.**

Maintenance of the public use beach area will primarily consist of regular trash pick-up and removal, added as responsibilities of the City of Gustavus Marine Facilities Coordinator position. Additional maintenance chores on an irregular basis will include repair built structures authorized under the Cooperative Management Agreement. This type of task could be potentially taken on by citizen volunteers.

A simple monitoring plan will be developed to document effects on minimizing impacts to dune and beach vegetation and erosion. Developing a monitoring plan adds rigor to the local knowledge already amassed regarding the recreation impacts at the Gustavus Beach.

A baseline set of data will be collected to document the current extent of motorized vehicle impacts on Tracts A and B. The type of data collected will at a minimum include photo-documentation of existing conditions and also possibly include site attributes such as: trail depth and width measurements, soil surface conditions (rutting/erosion, exposed sand etc.), estimated percentage of vegetation loss on road/trail surface as compared to vegetative cover adjacent to area, types of trail use, and the observed presence/absence of: noxious weeds, trail hazards, campfires, localized tree/shrub damage, unsanitary waste, and litter.



Data collection will be conducted by citizen volunteers in collaboration with the City of Gustavus. The overall goal of the simplified monitoring program is to establish the current status of motor vehicle and other recreation impacts and assess whether implementation of this cooperative management agreement has an effect on reducing those impacts.

**CAMPING:**

While not required in the Environmental Development Plan, the City desires the authority to address camping in the future if conditions necessitate. Currently the camping limit of 14 days allowed under the states Generally Acceptable Uses applies. Under the preferred alternative, camping will become walk-in camping only.

DRAFT



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

# New Business

**CITY OF GUSTAVUS  
RESOLUTION CY18-21**

**A RESOLUTION TO UPDATE AND ESTABLISH MARINE FACILITIES USER FEES**

**WHEREAS**, City of Gustavus Ordinance Title 8 provides for the assessment of fees for use of City of Gustavus Marine Facilities as a means of offsetting the costs of managing and maintaining the Marine Facilities, and

**WHEREAS**, City of Gustavus Ordinance Title 8, paragraph 8.03.010(a) states: "The owner or operator of each vessel using the Gustavus harbor facilities shall register each vessel with the harbormaster or the City Clerk on forms prescribed by the harbormaster or City Clerk." The vessel registration form shall require all information deemed pertinent by the harbormaster or City Clerk.", and

**WHEREAS**, a schedule of fees has been in effect for several years, and,

**WHEREAS**, the Gustavus City Council believes the fee schedule should be reviewed and updated as deemed appropriate, and,

**WHEREAS**, the Council has reviewed the fee schedule and found means to reduce costs to private vessel owners who own multiple vessels, and,

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts the attached schedule of use fees for City of Gustavus Marine Facilities effective April 1, 2018.

**PASSED** and **APPROVED** by a duly constituted quorum of the Gustavus City Council this XXth day of \_\_\_\_\_, 20XX, and effective upon adoption.

\_\_\_\_\_  
Barbara Miranda, Mayor

\_\_\_\_\_  
Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA  
MARINE FACILITIES**

**Schedule of Fees  
Effective April 1, 2018**

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Long term storage (upland areas)	\$150/calendar year
	\$20/month prorated for portions of year
Private vessel registration sticker (strawberry)	\$50/year for first vessel
	\$25/year for each additional vessel
(For all private vessels and trailers present at any City marine facility including dock, floats, and all areas of Salmon River Harbor. A sticker good through the next year will be available after October 1.)	
Non-motorized kayak or rowing skiff ID sticker (strawberry) (for any such vessel at any City marine facility)	\$10 for vessel lifetime
Tender sticker (up to 10') used with stickered vessel	No charge
Trailer sticker used with stickered vessel	No charge
Commercial vessel registration	\$300/year
Transient vessels at float system or Salmon River Harbor (2-hour limit at floats)	
Skiffs	\$5/day
Vessels up to 30 feet	\$10/day
Vessels 31 feet to 50 feet	\$15/day
Vessels 51 feet to 60 feet	\$25/day
Government vessels on official business	No charge
Landing craft at Salmon River ramp	\$100/landing
Barge at Salmon River harbor (not at State dock or island)	\$500/landing

**Note:** Fees are due immediately when a vessel is present at any City marine facility including docks, floats, and all areas of the Salmon River Harbor. Payments may be made, and stickers are issued, at City Hall. Transient payments may be made either at City Hall, or via transient payment boxes at the float system or inner harbor.



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

# City Council Reports



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

# City Council Questions and 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





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

# Adjournment