



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

General Meeting Packet

March 11, 2019



GUSTAVUS CITY COUNCIL

GENERAL MEETING

MARCH 11, 2019

7:00PM AT CITY HALL

Gustavus City Council:

Mayor (Seat C):

Calvin Casipit

calvin.casipit@gustavus-ak.gov

Term Expires 2020

Vice Mayor (Seat G):

Susan Warner

susan.warner@gustavus-ak.gov

Term Expires 2021

Council Member (Seat A):

Cheryl Cook

cheryl.cook@gustavus-ak.gov

Term Expires 2019

Council Member (Seat B):

Jake Ohlson

jake.ohlson@gustavus-ak.gov

Term Expires 2019

Council Member (Seat D):

Mike Taylor

mike.taylor@gustavus-ak.gov

Term Expires 2020

Council Member (Seat E):

Erin Ohlson

erin.ohlson@gustavus-ak.gov

Term Expires 2021

Council Member (Seat F):

Brittney Cannamore

brittney.cannamore@gustavus-ak.gov

Term Expires 2021

Gustavus City Hall:

City Administrator-Tom Williams

administrator@gustavus-ak.gov

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. 02-11-2019 General Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
 - A. Gustavus Water Action Committee (GWAC)
 - B. Financial
 - C. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda
 - A. Approval of Certificate of Records Destruction
 - B. City of Gustavus waives the right to file a protest of the Glacier Bay Lodge Liquor License Renewal
 - C. **FY19-19NCO** Ordinance Providing for the Amendment of City Held Accounts in FY19 Capital Project Funding (Public Hearing 4-8-2019)
8. Ordinance for Public Hearing
 - A. **FY19-15NCO** Amendment of Lands Department Budget (Introduced 2-11-2019)
 - B. **FY19-16NCO** Funding of 2019 Capital Project (Introduced 2-11-2019)
FY19-17 Title 6 Section 6.04.060-Civil Work Permit Required for Work in City-Maintained Road Easements and Rights-of-Way (Introduced 2-11-2019)
9. Unfinished Business:
10. New Business
 - A. **FY19-18** Introducing an Ordinance Providing for the Replacement of City Ordinance Title 6 Chapter 6.06-Social Services, Sections 6.06.010, 6.06.020, 6.06.030, 6.06.040, 6.06.50 and 6.06.060 (Public Hearing 4-8-2019)
 - B. Scoping Document-Beach Improvement Phase 1
 - C. Scoping Document Short Form-Community Chest Maintenance Project
 - D. Scoping Document Short Form-Gustavus Volunteer Fire Dept. Stryker Power Cot & Power Load
 - E. Scoping Document-Composting Yard Improvement Project
 - F. Scoping Document-Inflow Storage & Household Hazardous Waste Facility Storage Area Project
 - G. City of Gustavus Capital Improvement Plan: 2019-2024
 - H. **FY19-20** Introducing an Ordinance Providing for the Revisions of City Ordinance Title 10 Property Acquisition, Disposal, Management, and Use, Sections 10.01.010, 10.07.010, 10.08.020 (Public Hearing 4-8-2019)
 - I. **FY19-21** Introducing an Ordinance Providing for the Revisions of City Ordinance Title 6 Environmental Services Chapter 6.08, Sections 6.08.010, 6.08.020, 6.08.030, 6.08.050, 6.08.060 (Public Hearing 4-8-2019)
 - J. **CY19-05** A Resolution Establishing Civil Works Permit for City Road Rights of Way and Easements Policy and Procedure
 - K. **CY19-06** A Resolution Affirming the City of Gustavus Support of, and Partnership with, the 2020 Census
 - L. **CY19-07** A Resolution in Support of Alaska Marine Highway System Service
 - M. Gustavus Water Action Committee (GWAC) Revisions
11. City Council Reports
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment

The care of human life and happiness, and not their destruction, is the first and only object of good government. Thomas Jefferson



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Approval of Minutes

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
February 11, 2019**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on February 11, 2019, at 7:05pm by Mayor Casipit. There are fifteen (15) 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 Casipit
Vice Mayor Warner
Council Member Cook
Council Member Jake Ohlson
Council Member Brittney Cannamore
Council Member Erin Ohlson
Council Member Taylor

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:

A. General Meeting Minutes 01-14-2019

MOTION: Council Member J. Ohlson moves to approve the General Meeting Minutes from 01-14-2019

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Cannamore, Warner, E. Ohlson, Taylor, Casipit, Cook, J. Ohlson

NO:

MOTION **PASSES**/FAILS 7/0

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Mayor Casipit removed item 7. B Glacier Bay Lodge Liquor License Renewal from the agenda until the March 11, 2019 General Meeting

Hearing no objections, Mayor Casipit announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. Gustavus Visitor Association-GVA President, Jim Kearns provided a summary via telephone of the written report submitted by GVA Administrator, Noel Farevaag

B. The Rookery at Gustavus: Preschool & Child Care Programs-Administrator, Rosemary Williams provided a written and oral report

C. DRC-DRC Manager, Paul Berry provided a written report

D. Clerk-City Clerk, Karen Platt provided a written and oral report

E. Financial-City Treasurer, Phoebe Vanselow provided written routine monthly reports

F. City Administrator-City Administrator, Tom Williams provided a written and oral report

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

1) **Kate Boesser**-City support of preschool

2) **Janene Driscoll**-City support of The Rookery at Gustavus: Preschool & Child Care Programs. Janene read a letter from GCEP board to City of Gustavus

3) **Ellie Sharman**- City support of The Rookery at Gustavus: Preschool & Child Care Programs.

7. CONSENT AGENDA

A. Certificate of Records Destruction

- B. ~~Glacier Bay Lodge Liquor License Renewal~~ moved to the March 11, 2019 General Meeting**
C. ~~Clove Hitch Café Liquor License Renewal~~ moved to 10. E. New Business
D. Introduce FY19-15NCO Amendment of Lands Department Budget
E. Introduce FY19-16NCO Funding of 2019 Capital Project

MOTION: Council Member Cook moves to approve the Consent Agenda

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Warner

MOTION: Council Member Taylor move to amend the motion to eliminate item C. from the consent agenda and moved to New Business

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) E. Ohlson

- 2) Taylor

Hearing no objections, the Consent Agenda minus 7. C. is passed by unanimous consent

8. ORDINANCE FOR PUBLIC HEARING

A. FY19-13NCO Amendment of Department Budgets (Introduced 01-14-2019)

MOTION: Council Member Warner moves to approve FY19-13NCO Amendment of Department Budgets (Introduced 01-14-2019)

SECONDED BY: Council Member E. Ohlson

PUBLIC HEARING: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Cannamore, E. Ohlson, Warner, J. Ohlson, Cook, Taylor, Casipit

NO: 0

MOTION **PASSES**/FAILS 7/0

B. FY19-14 Title 4.13.060 and 4.13.070 Amendment (Introduced 01-14-2019)

MOTION: Council Member Taylor moves to approve FY19-14 Title 4.13.060 and 4.13.070 Amendment (Introduced 01-14-2019)

SECONDED BY: Council Member Cook

PUBLIC HEARING: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: E. Ohlson, J. Ohlson, Taylor, Casipit, Cannamore, Warner, Cook

NO: 0

MOTION **PASSES**/FAILS 7/0

9. UNFINISHED BUSINESS

A. Glacier Bay National Park Superintendent, Philip Hooge

- Intertie update
- NPS water system filtration system installed
- Government shutdown impacts and letter of thanks to the community
- Glacier Bay National Park is the site for the upcoming World Heritage Site meeting in May.

10. NEW BUSINESS:

A. Approve Resolution CY19-04 Option A or Option B Providing for the Cost of Living Pay Adjustment for City of Gustavus Employees in Regular Positions in FY20

CONFLICT OF INTEREST HEARING

- 1) J. Ohlson declared potential conflict of interest. Jakes wife is a city employee who would benefit from either Option A or Option B.
- 2) Cannamore declared a potential conflict of interest. Husband is a city temporary, seasonal employee who would benefit from Option B.

COUNCIL COMMENT:

- 1) Taylor
- 2) Cook
- 3) J. Ohlson

Mayor Casipit made the determination that a conflict exists and ruled Council Members J. Ohlson and Cannamore may comment on resolution and Member J. Ohlson recuse himself from voting and Council Member Cannamore recuse herself from voting on Option B.

MOTION: Mayor Casipit moves to approve Resolution CY19-04 Providing for the Cost of Living Pay Adjustment Option B for City of Gustavus Employees in Regular Positions in FY20

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

MOTION TO AMEND MAIN MOTION: Council Member E. Ohlson moves amend the title of Resolution CY19-04 Providing for the Cost of Living Pay Adjustment Option B for City of Gustavus Employees in Regular Positions in FY20 by inserting the words “and Temporary Positions” after Regular Positions and striking the words “Option B”

SECONDED BY: Council Member J. Ohlson

SECONDARY MOTION TO AMEND MAIN MOTION: Council Member E. Ohlson moves to further amend the title of Resolution CY19-04 Providing for the Cost of Living Pay Adjustment Option B for City of Gustavus Employees in Regular Positions in FY20 by striking the words “Option B”

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) Warner

ROLL CALL VOTE ON AMENDMENT TO MAIN MOTION:

YES: Casipit, E. Ohlson, Warner, Cook

NO: Taylor

MOTION **PASSES**/FAILS 4/1

COUNCIL COMMENT ON MAIN MOTION AS AMENDED:

- 1) Warner
- 2) Taylor
- 3) Casipit
- 4) E. Ohlson
- 5) Taylor
- 6) Cook
- 7) J. Ohlson

MOTION TO POSTPONE TO A CERTAIN TIME: Council Member Taylor moves to postpone Resolution CY19-04 Providing for the Cost of Living Pay Adjustment for City of Gustavus Employees in Regular Positions and Temporary in FY20 to the March 4th, 2019 Regular Work Session for further discussion

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor

- 2) Casipit
- 3) J. Ohlson

ROLL CALL VOTE ON MAIN MOTION TO POSTPONE TO A CERTAIN TIME:

YES: Taylor, Warner

NO: Casipit, E. Ohlson, Cook

MOTION PASSES/**FAILS** 2/3

ROLL CALL VOTE ON MAIN MOTION:

YES: Casipit, E. Ohlson, Cook

NO: Taylor, Warner

MOTION PASSES/**FAILS** 3/2

City Clerk, Karen Platt requested a 5-minute recess to conduct a parliamentary inquiry at 845pm. Meeting reconvened at 8:49pm.

MOTION: Council Member Taylor moves to approve Resolution CY19-04 Providing for the Cost of Living Pay Adjustment for City of Gustavus Employees in Regular Positions in FY20 Option A

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) Warner
- 3) Cannamore
- 4) E. Ohlson
- 5) Casipit

ROLL CALL VOTE ON MAIN MOTION:

YES: Cook, Warner, Taylor, E. Ohlson

NO: Cannamore, Casipit

MOTION **PASSES**/FAILS 4/2

B. Introduction of City Ordinance FY19-17 Title 6 Section 6.04.060-Civil Work Permit Required for Work in City-Maintained Road Easements and Rights-of-Way

MOTION: Council Member Taylor moves to approve Introduction of City Ordinance FY19-17 Title 6 Section 6.04.060-Civil Work Permit Required for Work in City-Maintained Road Easements and Rights-of-Way

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Cook, Cannamore, Warner, Taylor, J. Ohlson, Casipit, E. Ohlson

NO: 0

MOTION **PASSES**/FAILS 7/0

C. Approve Project Scoping Document for Library Expansion Design & Engineering

MOTION: Council Member E. Ohlson Moves to approve Project Scoping Document for Library Expansion Design & Engineering

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT:

- 1) Janene Driscoll

COUNCIL COMMENT:

- 1) E. Ohlson
- 2) Cook
- 3) J. Ohlson

ROLL CALL VOTE ON MOTION:

YES: Taylor, Casipit, J. Ohlson, Warner, Cannamore, E. Ohlson, Cook
NO: 0
MOTION **PASSES**/FAILS 7/0

D. Award Pit Run Gravel Contracts

MAIN MOTION: Council Member J. Ohlson Moves to award Pit Run Gravel Contracts to
Glacier Bay Construction for 3500 Cubic Yards
Fairweather Construction for 3500 Cubic Yards
Gustavus Landscaping for 1500 Cubic Yards

SECONDED BY: Council Member Cannamore

CONFLICT OF INTEREST HEARING

Council Member E. Ohlson, declared a potential conflict of interest. E. Ohlson is the bookkeeper for Fairweather Construction.

Mayor Casipit made the determination that a conflict does not exist.

PUBLIC COMMENT:

- 1) Elm Robichaud

COUNCIL COMMENT:

- 1) E. Ohlson
- 2) Cannamore

MOTION TO AMEND MAIN MOTION: Council Member Taylor Moves to amend Pit Run Gravel Price from \$7.00 a cubic yard to \$5.00 a cubic yard.

SECONDED BY: Mayor Casipit

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Taylor
- 2) E. Ohlson
- 3) J. Ohlson
- 4) Casipit

ROLL CALL VOTE ON MOTION AS AMENDED:

YES: Casipit, Taylor

NO: Warner, E. Ohlson, Cannamore, J. Ohlson, Cook

MOTION **PASSES/FAILS** 2/5

MOTION TO AMEND MAIN MOTION: Council Member E. Ohlson Moves to amend Pit Run Gravel Price from \$7.00 a cubic yard to \$4.00 a cubic yard.

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 5) Cook

ROLL CALL VOTE ON MOTION AS AMENDED:

YES: Warner, Casipit, E. Ohlson, Cannamore, Taylor, J. Ohlson, Cook

NO:

MOTION **PASSES**/FAILS 7/0

E. Adopt Cooperative Resource Management Agreement between The City of Gustavus and State of Alaska Department of Natural Resources Division of Mining, Land and Water

MOTION: Council Member Taylor Moves to Adopt Cooperative Resource Management Agreement between The City of Gustavus and State of Alaska Department of Natural Resources Division of Mining, Land and Water

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

- 1) Kathy Hocker-read letter from Julie and John Howell

- 2) James Mackovjak
- 3) Ben DeBoer
- 4) Kim Heacox
- 5) Kathy Hocker
- 6) Ellie Sharman

COUNCIL COMMENT:

- 1) Warner
- 2) J. Ohlson
- 3) Cook
- 4) Taylor
- 5) E. Ohlson

CONFLICT OF INTEREST HEARING

Council Member E. Ohlson, declared a potential conflict of interest. E. Ohlson is the spouse of a DeBoer family member.

Mayor Casipit made the determination that a conflict does not exist.

ROLL CALL VOTE ON MOTION:

YES: Cannamore, Taylor, E. Ohlson, Casipit, Cook

NO: Warner

MOTION **PASSES**/FAILS **5/1**

F. Water Action Special Committee

MOTION: Mayor Casipit Moves to nominate Vice Mayor, Susan Warner as chair, Alternate Chair: Council Member Cheryl Cook, City Administrator: Tom Williams, GPAC/Citizen Group Member: Kelly McLaughlin, alternate Sally McLaughlin, Business (Annie Mae)/Tourism (GVA) Member: Rachel Parks and Public Member (AK Standing Up citizen group: Wayne Howell

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Warner announce name correction to Gustavus Water Action Committee

Hearing no objections, motion passes by unanimous consent

G. Clove Hitch Café Liquor License Renewal

MOTION: Council Member Taylor Moves that the city of Gustavus do not object the renewal of the Clove Hitch Café Liquor License.

SECONDED BY: Council Member Warner

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Casipit, Taylor, J. Ohlson, Cook, Cannamore, E. Ohlson, Warner

NO: 0

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

11. CITY COUNCIL REPORTS:

- A. Warner-Internet will work with Phoebe to create a list of specifications
- B. J. Ohlson-Hoonah is continuing with Borough formation. Sub Committee is looking at name, tax structures and boundaries.

12. CITY COUNCIL QUESTIONS AND COMMENTS:

- A. E. Ohlson-Glacier Bay Liquor License

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 10:00pm.



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Mayor's Request for Agenda Changes



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Committee/Staff Reports

Gustavus Water Action Committee (GWAC) Meeting Minutes for March 5, 2019

Members (and Alternates) Present:

Susan Warner, Cheryl Cook, Tom Williams

Kelly McLaughlin, Sally McLaughlin

Wayne Howell, Rachel Parks

Citizens Present: Artemis Bona Dea

1. Committee Composition: The members present expressed interest in continuing to have a water committee to help coordinate activities of the citizen action groups (GPAC, GVA, Alaska Standing Up, and the City Council) to advance the objectives named in CY18-30 City Resolution in Support of Access to Safe Water. Their preferred meeting schedule would be once per month.
2. From GPAC: Sally McLaughlin read from a previous City of Gustavus Strategic Plan regarding the importance of our pristine natural environment. Kelly McLaughlin presented a draft letter (with information assistance from Greg Streveler) describing a safe water “surveillance” program with recommendations for Gustavus test sites and monitoring wells. She will work on developing the letter into a proposal.
3. From AK Standing Up: Wayne Howell described an immediate opportunity at the Federal Legislative level to request that a paragraph be inserted into the bi-partisan PFAS bills (now being heard in both the House and Senate) to indemnify municipal fire departments who, in good faith, used the foam to put out fires. Such a paragraph could immediately resolve the conflict of interest regarding liability that continues to obstruct the water committee’s ability to make progress. The membership was enthusiastic about this strategy and asking their constituent members to participate in a letter writing campaign. Wayne will lead the charge on developing a letter template for the mayor’s consideration and also provide addressing information.
4. A request was made to obtain some protocol guidelines concerning Open Meetings Act requirements for City Committees. Susan will ask the City Clerk about this.
5. Next Water Committee meeting: March 26th, 2019 3:30 – 5:00 at City Hall.

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Returned Check Charges	30.00			
Business License Fees	2,450.00	3,500.00	-1,050.00	70.0%
Donations	863.00	1,000.00	-137.00	86.3%
DRC Income	73,865.21	89,480.00	-15,614.79	82.5%
Federal Revenue				
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
Total Federal Revenue	107,167.43	107,000.00	167.43	100.2%
Fundraising	224.00	700.00	-476.00	32.0%
GVFD Income	3,203.13	8,000.00	-4,796.87	40.0%
Interest Income	22,251.39	14,500.00	7,751.39	153.5%
Lands Income	11,080.00	8,000.00	3,080.00	138.5%
Lease Income	6,457.00	12,541.42	-6,084.42	51.5%
Library Income	506.90	1,500.00	-993.10	33.8%
Marine Facilities Income	3,640.00	16,250.00	-12,610.00	22.4%
State Revenue				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Shared Fisheries Business Tax	328.76	1,500.00	-1,171.24	21.9%
Total State Revenue	85,790.19	86,961.43	-1,171.24	98.7%
Tax Income				
Retail Tax Income	297,011.30	339,000.00	-41,988.70	87.6%
Room Tax Income	46,602.85	65,000.00	-18,397.15	71.7%
Fish Box Tax	12,330.00	15,000.00	-2,670.00	82.2%
Penalties & Interest	4,238.98	0.00	4,238.98	100.0%
Tax Exempt Cards	130.00	150.00	-20.00	86.7%
Total Tax Income	360,313.13	419,150.00	-58,836.87	86.0%
Total Income	677,841.38	768,582.85	-90,741.47	88.2%
Gross Profit	677,841.38	768,582.85	-90,741.47	88.2%
Expense				
Administrative Costs	20,874.38	14,300.00	6,574.38	146.0%
Advertising	503.57	500.00	3.57	100.7%
Ambulance Billing Expense	1,085.50	1,500.00	-414.50	72.4%
Bank Service Charges	1,820.10	2,250.00	-429.90	80.9%
Building	13,794.71	13,380.06	414.65	103.1%
Contractual Services	27,912.27	56,700.00	-28,787.73	49.2%
Dues/Fees	2,946.94	6,950.00	-4,003.06	42.4%
Economic Development Services				
GVA	20,000.00	20,000.00	0.00	100.0%
Total Economic Development Services	20,000.00	20,000.00	0.00	100.0%
Election Expense	276.70	276.70	0.00	100.0%
Equipment	11,752.28	15,296.00	-3,543.72	76.8%
Freight/Shipping	12,437.83	19,050.00	-6,612.17	65.3%
Fundraising Expenses	0.00	600.00	-600.00	0.0%
General Liability	3,827.10	3,827.10	0.00	100.0%
Holiday gift	2,995.00	3,000.00	-5.00	99.8%
Library Materials	-30.08	600.00	-630.08	-5.0%
Marine Facilities	2,087.50	4,085.46	-1,997.96	51.1%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Payroll Expenses	270,469.26	438,148.05	-167,678.79	61.7%
Professional Services	21,440.57	23,752.77	-2,312.20	90.3%
Public Relations	703.62	730.00	-26.38	96.4%
Repair & Replacement Fund	16,067.76	20,095.76	-4,028.00	80.0%
Road Maintenance	59,286.98	85,000.00	-25,713.02	69.7%
Social Services				
GCEP dba The Rookery	12,964.00	12,964.00	0.00	100.0%
Total Social Services	12,964.00	12,964.00	0.00	100.0%
Supplies	8,499.23	17,300.00	-8,800.77	49.1%
Telecommunications	12,805.47	20,740.00	-7,934.53	61.7%
Training	10,289.97	21,100.00	-10,810.03	48.8%
Travel	12,917.66	23,850.00	-10,932.34	54.2%
Utilities	16,093.59	17,200.00	-1,106.41	93.6%
Vehicle	5,994.73	10,486.95	-4,492.22	57.2%
Total Expense	569,816.64	853,682.85	-283,866.21	66.7%
Net Ordinary Income	108,024.74	-85,100.00	193,124.74	-126.9%
Other Income/Expense				
Other Income				
Encumbered Funds	85,000.00	85,100.00	-100.00	99.9%
Total Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Income	<u>193,024.74</u>	<u>0.00</u>	<u>193,024.74</u>	<u>100.0%</u>

City of Gustavus
Balance Sheet
As of February 28, 2019

	Feb 28, 19
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	159,203.60
AMLIP Capital Improv Long-Term (0630598.2)	712,876.66
AMLIP Repair & Replacement (0630598.3)	320,208.49
AMLIP Road Maint - Unencumbered (0630598.4)	253,423.27
AMLIP Road Maint - Encumbered (0630598.8)	51,774.85
AMLIP Reserve (0630598.12)	751,541.93
APCM.Endowment Fund	1,398,512.43
FNBA - Checking	357,222.39
FNBA Endowment Fund - Checking	60,128.01
Petty Cash	130.69
Total Checking/Savings	4,065,022.32
Accounts Receivable	
Accounts Receivable	15,876.42
Total Accounts Receivable	15,876.42
Total Current Assets	4,080,898.74
TOTAL ASSETS	4,080,898.74
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	179.22
Total Credit Cards	179.22
Other Current Liabilities	
Payroll Liabilities	
State Unemployment	718.37
Total Payroll Liabilities	718.37
Total Other Current Liabilities	718.37
Total Current Liabilities	897.59
Total Liabilities	897.59
Equity	
Fund Balance	3,028,996.21
Opening Bal Equity	1,084,743.57
Net Income	-33,738.63
Total Equity	4,080,001.15
TOTAL LIABILITIES & EQUITY	4,080,898.74

Accounts Receivable Detail

As of 2/28/19

\$14,532.29	Delinquent Sales Tax
\$949.80	Ambulance Transport Billing - In Progress
\$200.00	Landing Fees Billing
\$250.00	Penalty for Fish-Box Tax Non-Compliance
(\$55.67)	Net of Other Customer Account Balances
<hr/>	
\$15,876.42	Total

FNBA Checking Account - Unrestricted Funds Balance

As of 2/28/19

FDIC: The standard deposit insurance coverage limit is \$250,000 per depositor, per FDIC-insured bank, per ownership category.

City of Gustavus has a tri-party agreement in place that collateralizes our account, providing protection for the full value of our account balances.

FNBA Checking Account Balance:		\$357,222.39
Obligated Funds Currently in Checking Account:		
MF	CP18-01 Salmon River Harbor	(\$26,124.44)
	CP18-04 LIDAR of Gustavus	(\$28,400.00)
DRC	CP18-06 DRC Storage Bins - Jack	\$1,248.91
Admin	CP19-01 Council Chambers	\$4,493.18
Roads	Encumbered Road Maint. Funds	(\$25,713.02)
Library	FY19 PLA Grant	(\$3,072.63)
Library	SoA OWL Internet Subsidy	(\$692.80)
Roads	USFWS Chase Drvwy	(\$251.02)
Unrestricted Funds:		\$278,710.57

Pending Transfers:

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:	\$853,682.85
25% =	\$213,420.71
17% =	\$145,126.08
35% =	\$298,789.00

Capital Projects 2019-2024

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
Funded for 2018 (most by FY18-22NCO):											
IT Overhaul - equipment purchases	\$5,000	\$ 5,000.00	(oper. budget)	Admin	2/14/2018	n/a	thru budget	thru budget	FY18-FY19 operating budgets	done	operating budget
Preprocessing Storage & Driveway:						----- see sub-projects -----					
Driveway Improvements (\$10,000)	\$ 10,000.00	\$ 14,740.00	CP17-02 DRC	DRC	N/A	9/16/2016	9/16/2016	3/13/2017	6/11/18 amended scoping document	done	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		in progress	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		2019	CIP, or 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	done	operating budget
Central Lighting Replacement		\$ -	(oper. budget)	Library	3/1/2018	short form rec'd; experimenting in-house			FY18 operating budget	done	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		in progress	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		2019	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		done	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	done	EFG
SCBA sets x 10	\$52,000-\$72,000	\$ 73,532.40	CP18-08 SCBA	GVFD	2/15/2018	n/a	finite purchase	11/8/2018	grant unsuccessful in 2018	done	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ -		DRC	3/11/2019	N/A	pending 3/11/19			2019	AMLIP
Proposed Funded for 2019:											
Council Chambers Upgrade	\$ 5,250.00	pending		Admin	finite	finite	NCO pending 3/11/19			2019	AMLIP
Library Bike Shelter/Shed	\$ 15,000.00	\$ -		Library	N/A	10/31/2017 bike shelter only - needs revision				2019	AMLIP
Library Roof Repair	\$ 50,000.00			Library	N/A					2019	AMLIP R&R
Library Heating Control Upgrade	\$ 6,500.00	NCO introduced 3/11/19; hearing 4/8/19 w/ scoping		Library	3/1/2018, revising for 4/8/19	N/A				2019	AMLIP R&R
Compost Yard Improvement	\$ 111,585.00	\$ -		DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, pending 3/11/19		Phase 2	2019	CIP, or AMLIP CP and R&R
GVFD Stryker Power Cot and Power Load	\$ 35,000.00			GVFD	3/11/2019	N/A	pending 3/11/19		Total cost = \$42,000. Code Blue grant = \$7000	2019	AMLIP
Inflow Storage & HHW Facility Storage Area	\$ 50,000.00	\$ 26,400.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, pending 3/11/19	6/11/2018 for \$26,400	6/11/18 amended scoping document; 3/11/19 amended	2019	CIP, or AMLIP
Library Expansion - Architectural & Engineering	\$ 30,000.00	\$ -		Library	3/1/2018		2/11/2019			Mid-range	CIP
Roof/Building Expansion - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	2/1/2019					Mid-range	Code Blue & ?
Gravel Pit Expansion/New Location				Lands						Mid-range	
Gustavus Beach Improvements: Parking Area				Admin	N/A	3/11/2019	pending 3/11/19		Phase 1	Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Landscape Design consulting		\$ -		-split-	2/20/2018				Phase 1	Mid-range	
City Hall - entrance, driveway		\$ -		Admin					Phase 2	Mid-range	
Beach Landscaping/Signage		\$ -		Beach	N/A				Phase 2	Mid-range	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization		\$ -		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	
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade		\$ -		GVFD						Long-range	
Library Expansion		\$ -		Library	3/1/2018					Long-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Long-range	USFWS and/or AKSSF
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in 2019				Long-range	
City Vehicle		\$ -		-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms				MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
Total Capital Projects	\$1,361,285.00	\$ 337,122.40									
CAPSIS 2018 submission											
CAPSIS 2019 submission											

Incoming Grants/Scholarships to City of Gustavus FY19

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$3,443.44	\$3,556.56	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$1,212.40	\$866.00	Alaska OWL monthly internet subsidy
	Library Training	spring 2019	\$1,250.00	--	\$0.00	\$1,250.00	State of AK grant for AkLA conference reimbursement
GVFD	GVFD Equipment	Spring 2018	\$25,450.00	funds can be spent over 2 years	\$1,165.50	\$24,284.50	SEREMS Code Blue Grant - GVFD pays 10% match
	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$7,312.50	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
	Smoke and Carbon Monoxide Detectors for Community Members	1/16/2019	\$945.00	approximate value of 27 sets of detectors that were awarded	\$945.00	\$0.00	First Alert grant
Admin	City Clerk Training	2/12/2019	\$400.00		\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2018
	City Clerk Training	12/16/2018	\$500.00	--	\$500.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/29-	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement
	City Hall Equipment	2/20/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used to purchase AED
	City Clerk Training	summer 2019	\$1,550.00	--	\$0.00	\$1,550.00	AAMC scholarship for NW Clerks Institute June 2019

\$48,919.99

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	\$10,579.36	\$22,868.09	3-year grant, extended to May 14, 2019
CY18-33	GCEP	12/11/2018	\$4,363.95	2019 EFG - GCEP	\$1,720.66	\$2,643.29	
CY18-33	GHAA	12/11/2018	\$3,424.00	2019 EFG - GHAA	\$3,424.00	\$0.00	
CY18-33	Gustavus Helping Hands	12/11/2018	\$4,540.00	2019 EFG - GHH	\$0.00	\$4,540.00	
CY18-33	Gustavus Public Library	12/11/2018	\$2,902.60	2019 EFG - GPL	\$0.00	\$2,902.60	
CY18-33	Gustavus School	12/11/2018	\$9,606.75	2019 EFG - GST School	\$0.00	\$9,606.75	
CY19-01	Gustavus Community Center	1/14/2019	\$17,514.70	2019 EFG - GCC	\$0.00	\$17,514.70	



BUDGET WORK SESSION

A copy of the FY20 budget will be sent to each of the Council members by the end of the week. Please notify staff if there are specific questions. I invite any Council member to set an appointment to meet with staff if there are questions or concerns. A date for the proposed work session is Saturday, March 23rd from 9-1pm. **Is this schedule acceptable?**

SURFACE USE AGREEMENT

The Mayor and City Administrator had a conference call with Mr. Hammond and Ms. Ward to determine if they would be interested in a new Surface Use Agreement. Mr. Hammond stated that they were interested. The City Attorney is drafting a new agreement. Upon completion the document will be sent to Mr. Hammond and Ms. Ward to execute.



BEACH IMPROVEMENTS

The CIP includes improvements to Gustavus Beach. As discussed previously, there is a need to ensure compliance to the greatest extent practicable. An option to accomplish the objective is to have a compliance method such as a Compliance Officer. Fees/Penalties should be placed into Title 10, along with the recognition of the Cooperative Resource Management Agreement (Agreement).

If the Council wishes to have an enforcement component to the management of the Agreement, the mechanism for doing so should be determined. The following options are offered for consideration:

- Make part of an existing position
- Create a new position (seasonal, temporary, regular). Additional duties could be included.
- Volunteer reporting of violations

If a city position would be used there would need to be a position description, funding, and procedures for the performance of the duties.

Does the Council wish to have enforcement of the Agreement, and if so, how would it like enforcement to take place?

POSSIBLE ROCK QUARRY

The supply of gravel and rock is a continuing concern to the city functioning properly. Roads and construction for example, depend on a good rock source.

CITY ADMINISTRATOR'S REPORT MAR 11

There is a possible rock quarry on DNR land. I intend to pursue access and use of the land for the city unless otherwise directed.

EPA PFAS NATION-WIDE TELECONFERENCE

The EPA held an invitation only teleconference to discuss its Action Plan for the national PFAS contamination crisis. With only an hour's notice, the Mayor and I were able to participate, and the Mayor was able to ask a question about funding for impacted communities. The response indicates that a funding source similar to the Superfund would be created. The following day the EPA made its Action Plan public. I have asked the Governor's office the status of its Action Plan, as well as any state agency actions to address PFAS.



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

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 Admin, 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-21 C+50	Workers Comp	Pre2004/B4 Incorporation	City Hall	1 pocket folder	Shred
A-6 3yr	Travel	2016	City Hall	1 file folder	Recycle
F-16, 6yrs	Fire & EMS General	2000, 03, 04, 07, 08, 09, 12, 13	City Hall	1 file folder	shred
A-4, 4yrs	Accounting- receivable/payable	2004-2014	City Hall	2 file folders	shred
AD-1, until need is met	General Admin	2007-2009, 2014	City Hall	1 file folder	recycle
AD-2, no destruction date	Non Record	2014	City Hall	1 file folder	recycle
F-2, 10yrs	EMS Incident Reports	2008, 09, 15	City Hall	1 file folder	recycle
A-2, 3 yrs	Accounting-Budget	2015	City Hall	1 file folder	recycle
A-5, 8 yrs	Accounting-Banking Records	81, 82, 83, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97	City Hall		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 _____



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

Master Checklist: Renewal Liquor License Application

Doing Business As:	Glacier Bay Lodge	License Number:	443
License Type:	Beverage Dispensary - Seasonal		
Examiner:	Joan	Transaction #:	997660 ✓

Document	Received	Completed	Notes
AB-17: Renewal Application	12/19/18	1/9/19	
App and License Fees	12/19/18	12/12/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement	12/19/18	1/9/19	
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LGB 1 Response:

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response:

☐ Waive ☐ Protest ☐ Lapsed



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

Form AB-17: 2019/2020 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 liquor license that will expire on December 31, 2018. 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. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

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:	ARAMARK Sports and Entertainment Services, LLC	License #:	443
License Type:	Beverage Dispensary - Seasonal	Legal Ref.:	AS 04.11.090
Doing Business As:	Glacier Bay Lodge		
Premises Address:	179 Bartlett Cove		
Local Governing Body:	City of Gustavus		
Community Council:	None		
Mailing Address:	FLAHERTY & O'HARA, P.C., 610 SMITHFIELD STREET, SUITE 300		
City:	PITTSBURGH	State:	PA
		ZIP:	15222

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.

Contact Licensee:	BRUCE FEARS	Contact Phone:	800-999-8989
Contact Email:	FEARS-BRUCE@ARAMARK.COM		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	MARC BODELL	Contact Phone:	412-456-2125
Contact Email:	MARC@FLAHERTY-OHARA.COM		





Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 2 – Entity or Community Ownership Information

This top 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). This number is neither your EIN/tax ID number, nor your business license number. 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>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	40869f
-----------------------	--------

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.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	BRUCE FEARS				
Title(s):	MANAGER	Phone:	800-999-8989	% Owned:	0%
Mailing Address:	439 245TH AVENUE, S.E.				
City:	SAMMAMISH	State:	WA	ZIP:	98074

Name of Official:	PATRICIA RAPONE				
Title(s):	MANAGER	Phone:	800-999-8989	% Owned:	0%
Mailing Address:	2341A WALLACE STREET				
City:	PHILADELPHIA	State:	PA	ZIP:	19130

Name of Official:	ARAMARK/HMS, LLC				
Title(s):	MEMBER	Phone:	800-999-8989	% Owned:	100%
Mailing Address:	1101 MARKET STREET				
City:	PHILADELPHIA	State:	PA	ZIP:	19107





Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any licensee who directly holds the license as an individual or multiple individuals and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate (spouse)

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

This individual is an: ☐ applicant ☐ affiliate (spouse)

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

Section 4 – Alcohol Server Education

This section must be completed only by the holder of a beverage dispensary, club, or pub license or conditional contractor's permit. The holders of all other license types should skip to Section 5.

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 set forth in AS 04.21.025 and 3 AAC 304.465.



Section 5 – License Operation

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

2017 2018

The license was regularly operated continuously throughout each year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was regularly operated during a specific season each year.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-------------------------------------	-------------------------------------

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

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.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, 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, unless a complete copy of the form (including fees) has already been submitted for that year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------





Alaska Alcoholic Beverage Control Board

Form AB-17: 2019/2020 Renewal License Application

Section 6 – Violations and Convictions

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

☐ ☒

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 2017 or 2018?

☐ ☒

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

Section 7 – 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, and 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 approved and 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.

☒

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 or AMCO staff 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.

By: [Signature]
Signature of licensee

[Signature]
Signature of Notary Public

PATRICIA RAPONE, VICE PRESIDENT
Printed name of licensee

Notary Public in and for the State of PENNSYLVANIA

My commission expires: 10/21/22

Subscribed and sworn to before me this 12 day of DECEMBER, 20 18.

Seasonal License? ☒ Yes ☐ No

If "Yes", write your six-month operating period: 05/01/19 - 10/31/19

License Fee:	\$ 1250.00	Application Fee:	\$ 300.00	TOTAL:	\$ 1550.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



EXHIBIT A

ARAMARK Sports and Entertainment Services, LLC

FEIN No. 23-1664232

Principal Officers

President

Bruce Fears

439 245th Avenue, S.E.

Sammamish, WA 98074

Phone: 800-999-8989

Ownership: 0%

Vice President

Patricia Rapone

2341A Wallace Street

Philadelphia, PA 19130

Phone: 800-999-8989

Ownership: 0%

2019/2020 Tourism Statement
Aramark Sports & Entertainment Services, LLC,

1. Explain how the issuance of a liquor license at your establishment has/will encourage tourism.

The central focus of the business plan for the Glacier Bay Lodge involves catering to out of town tourists, local, and regional guests. The licensee will continue to run advertising in travel/tourism publications and directories as well as through electronic methods, including an online presence via property specific website and other relevant platforms.

Explain how the facility was/will be constructed or improved in accordance with this application.

This facility is located at 179 Bartlett Cove. in Gustavus. As such it is ideal for travelers who want an overnight stay in a beautiful location conveniently located in Gustavus.

2. Who operates the facility for which a liquor license is being applied?

Aramark Sports & Entertainment Services, LLC operates the liquor license. Bruce Fears, Patricia Rapone are Managers of the entity, and Aramark/HMS, LLC is the Member of the entity.

3. Do you offer room rentals to the traveling public? Yes.

4. If so, how many of these rooms are available? Do any of the rental rooms have kitchen facilities (defined as: a separate sink for food preparation along with refrigeration and cooking appliance devices, including a microwave)? If yes, how many of the rental rooms have kitchen facilities that meet this definition? Do you stock alcoholic beverages in guest rooms?

There are 48 rooms for rent at the Glacier Bay Lodge. None of the rooms are equipped with kitchen facilities. No we do not stock alcoholic beverages in the rooms.



5. Does your establishment include a dining facility?

Yes. Glacier Bay Lodge offers breakfast, lunch, dinner, and snacks daily in a comfortable setting.

6. Are additional amenities available to your guests through your establishment (eg: guided tours or trips, rental equipment for guests, other activities that attract tourists)?

Yes, Glacier Bay Lodge sells a full day boat tour to see the glaciers. This tour is operated on contract by Allen Marine and is approximately 8 hours. We also offer bike rentals. Glacier Bay Lodge will continue to operate the facility as a tourist facility. In short, all of those things, which are routinely done by businesses in Alaska to encourage tourism, will continue to be done by the operators of the facility.



Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	ARAMARK SPORTS AND ENTERTAINMENT SERVICES, LLC
Previous Legal Name	ARAMARK LEISURE SERVICES, INC.
Previous Legal Name	ARAMARK SPORTS AND ENTERTAINMENT SERVICES, INC.

Entity Type: Limited Liability Company

Entity #: 40869F

Status: Good Standing

AK Formed Date: 9/18/1987

Duration/Expiration: Perpetual

Home State: DELAWARE

Next Biennial Report Due: 1/2/2019 [File Biennial Report](#)

Entity Mailing Address: 1101 MARKET STREET, PHILADELPHIA, PA 19107

Entity Physical Address: 1209 ORANGE ST, WILMINGTON, DE 19801

Registered Agent

Agent Name: C T Corporation System

Registered Mailing Address: 9360 Glacier Hwy Ste 202, JUNEAU, AK 99801

Registered Physical Address: 9360 Glacier Hwy Ste 202, JUNEAU, AK 99801

Officials

AK Entity #	Name	<input type="checkbox"/> Show Former (None on file)	
		Titles	Owned
	Aramark/hms, LLC	Member	100
	Bruce Fears	Manager	
	Patricia Rapone	Manager	

Filed Documents

Date Filed	Type	Filing	Certificate
9/18/1987	Creation Filing	Click to View	



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

**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 16, 2019

City of Gustavus

Attn: City Clerk

Via email: clerk@gustavus-ak.gov

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Beverage Dispensary – Seasonal	License Number:	443
Licensee:	ARAMARK Sports and Entertainment Services, LLC		
Doing Business As:	Glacier Bay 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



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

Ordinance for Public Hearing

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-15NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
LANDS DEPARTMENT BUDGET FOR FISCAL YEAR 2019

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 2019 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
INCOME			
Lands: Gravel Pit Gravel Sales	\$ 8,000.00	\$ 12,000.00	\$ 4,000.00
Lands: Lease	\$ 12,541.42	\$ 12,720.35	\$ 178.93
Retail Tax Income	\$339,000.00	\$344,821.07	\$ 5,821.07
EXPENSE			
Lands: Administrative Costs	\$ 2,000.00	\$ 12,000.00	\$ 10,000.00

Surveying of ASLS No. 2014-25/ADL 108131 was finally completed as part of transfer of Salmon River Park and lot adjoining to the north to the city.

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 11, 2019*

DATE OF PUBLIC HEARING: *March 11, 2019*

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2019.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-16NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

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 2019, the following City held account balance transfers are to be made for the reasons stated.

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

	Amounts		
CITY HELD ACCOUNTS	Account Balance	Amended Balance	Change
CP-19-01 Council Chambers <i>Council meeting tables, chairs, and wireless projector.</i>	\$ 0.00	\$ 5,250.00	\$ 5,250.00
AMLIP Capital Improv Current* <i>Funding for the first of the 2019 capital projects.</i>	\$ 159,154.39	\$ 153,904.39	<\$ 5,250.00>

**Approximate, this is a dynamic value.*

Total Change in City Held Account Balances	\$ 0.00
--	---------

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

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

DATE INTRODUCED: *February 11, 2019*

DATE OF PUBLIC HEARING: *March 11, 2019*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2019.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**AN ORDINANCE FOR THE CITY OF GUSTAVUS CREATING AND ADOPTING
TITLE 6, CHAPTER 6.04.060**

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 6, Chapter 6.04.060, be created and adopted as follows:

The City of Gustavus shall develop and maintain a policy and procedure requiring a City-approved civil work permit for any ground-disturbing work in City-managed or -maintained road easements or rights-of-way, and City-owned, -managed, or -maintained properties. The policy and procedure shall define covered civil work, and shall include permit application directions and applicant responsibilities, and may specify enforceable application fees and penalties for non-compliance.

Date Introduced: February 11, 2019
Date of Public Hearing: March 11, 2019

Attest: Karen Platt City Clerk



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

Unfinished Business



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

New Business

**CITY OF GUSTAVUS
ORDINANCE FY19-18**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
REPLACEMENT OF CITY ORDINANCE TITLE 6 SECTIONS 6.06.010, 6.06.020,
6.06.030, 6.06.040, 6.06.050, and 6.06.060**

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 6, Sections 6.06.010, 6.06.020, 6.06.030, 6.06.040, 6.06.050, and 6.06.060 be replaced as follows:

**Section 06.06.010 - Early Childhood Development Department (ECDD)
established.**

There shall be an early childhood development department in and for the City of Gustavus, Alaska. The department will include a preschool and a child care program, both of which shall comply with all rules and regulations pertaining to the Alaska Department of Health and Social Services (DHSS) Child Care Program Office (CCPO) including but not limited to: AS 47.32.010, AS47.32.900 Centralized Licensing and Related Administrative Procedures; 7 AAC57.010 – 7 AAC 57.990 Child Care Facilities Licensing; and 7 AAC 10.010 - 7 AAC10.9990 Licensing, Certification and Approvals.

Section 06.06.020 - Service area.

All children, including visitors within the City of Gustavus, are eligible to enroll in ECDD programs, providing they are within the stated age range of the program for which they are enrolling in, and their parent or guardian complies with all enrollment requirements set forth in the Rookery Parent Handbook.

Section 06.06.030 - Mode of operation

- (a) Operating funds shall be generated from tuition, fundraising, donations, grants, which will be deposited in the City's general fund for the ECDD program.
- (b) Capital and special project funds may be raised through grants, donations from public and private entities, and from the City's Capital Improvement Projects funds.

~~(b)~~(c) The ECDD will be guided by the Rookery Advisory Committee (RAC), a volunteer body that will provide quarterly reports to the city council that provides updates and information to the programs overall operations.

Section 6.06.040 - Services provided.

The ECDD shall provide early childhood education programs to children in Gustavus through both its preschool and child care programs.

Section 6.06.050 – Staff.

The department shall consist of a manager, supervised by the city administrator, and as many other program staff as are deemed appropriate for effective operation and continuous compliance of the department as determined by the city administrator.

The number of staff will change depending on the number of children enrolled in ECDD programs, licensing requirements and individual staff qualifications. Members of the ECDD may include both paid and unpaid individuals. Individual staff's roles are defined in Policy and Procedure.

Section 6.06.060 – Fees, prices, and standards, and hours of operation.

- (a) The ECDD Manager shall set user fees and product prices for all ECDD programs with approval of the city council by resolution. Temporary price changes may be permitted by the ECDD Manager with the approval of the City Administrator.
- (b) The ECDD Manager shall set hours and days of operation to reflect seasonal demand and budget constraints as approved by the city council. Temporary changes or closures are subject to approval by the mayor or city administrator and permanent changes are subject to approval by the city council.

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

Date Introduced: March 11, 2019

Date of Public Hearing: April 8, 2019

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2019

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

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: [Gustavus Beach Improvement Project Phase 1](#)

Department: [Lands](#)

Contact: [Tom Williams](#)

E-mail: tom.williams@gustavus-ak.gov Phone [907-697-2257](tel:907-697-2257)

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? Design and engineering for increasing the usable area of the library.

- What are its goals and objectives?
[Goal: provide required and desired improvements for the implementation and compliance with the Cooperative Resource Management Agreement with ADNR.](#)
- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
[The primary beneficiaries of this project will be residents and visitors of Gustavus.](#)
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
[One element of the project is the design and engineering of a parking area\(s\). The Parking Plan will determine the number, location, and construction \(engineering\) for the parking area\(s\).](#)
- What is NOT covered by this project? What are its boundaries?
[Phase 1 addresses the project necessary for complying with Attachment C of the Agreement, the development plan. The boundaries are identified in the Agreement.](#)

2. Why is the project needed?

The project is needed to comply with the intent and requirements of the Agreement.

- What community problem, need, or opportunity will it address?
The project will provide for barriers to prevent vehicle use on the beach. It will also provide for a parking plan that will identify the costs and other requirements for such a facility. The project will also provide for trash containers and doggy potty stations to keep the beach clean. The project will also discuss the need and application of other improvements to be funded as determined.
- Opportunity: The project provides the opportunity to implement the Agreement by providing the improvements necessary for compliance and use.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
The project addresses an effort to facilitate the recovery of flora and fauna and restoration of the degradation of the beach area.

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

The project originated through a grassroots effort to protect the beach.

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

This project is phase 1 and could expand with the identification of other necessary improvements.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
Parts of the project needs to be implemented as soon as possible to prepare for the 2019 season. Barriers, signage, trash containers need to be ordered so that they can be installed.
- Will the planning or final project occur in phases or stages?
The work scoped here is a single phase. The parking area construction would be a second phase.

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

The budget for the project is \$105,800 for this phase.

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.

There are too many variables to determine construction costs of the parking lot at this time. Construction will be part of Phase 2. Other improvements such as vegetative restoration, beach area reclamation, enforcement and security could also be included.

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

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

Summary:

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

The alternatives are not to do the project or do the project.

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

The project is attempting to comply with the Agreement at the least cost possible. The proposed project is the minimal action necessary to achieve the goal of compliance with the Agreement.

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.

This is envisioned as a City funded project.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change			
• Streams/groundwater quality			
• Air quality			
• 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			
• Environmental sustainability		x	

• Hazardous substances use			
• Community waste stream			
• Light pollution at night			
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?			
Medical services?			
Emergency response?			
Economic performance & sustainability?		x	
• Employment of residents			
o Short-term (i.e. construction)			
o Long-term (operating and maintenance)			
• Cost of living reduction			
• Return on investment			
• Visitor opportunities/impressions/stays/purchases			
• Competitive business environment			
• Support for existing businesses			
• New business opportunities			
• Economic sustainability			
• 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			
• Tax income to City			
Transportation?			
• Air			
• Water			
• Roads			
Communications?			
• Internet			
• Phone			
• TV/radio			
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.)

This project benefits users of the beach and the community at large. Users will benefit from having a clean, beautiful beach area to recreate. Businesses will benefit by having such an asset to attract potential customers.

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. N/A

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

No

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

None

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

None

7. Is an engineering design or construction estimate necessary? \$60,000

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

No. N/A

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 (parking area)	\$60,000	Travel	\$
Permitting, inspection		Equipment (barriers, bearproof receptacles, doggy potty stations, signage)	\$ 33,800
Site work	\$	Contractual	\$
Construction (installation)	\$10,000	Supplies	\$ 2,000
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	\$

Engineering Work

- Parking design and engineering: plans for a parking area at Gustavus Beach, known as Tract B of ADL 108940. In order to provide for safe, adequate parking for users of the beach and the patrons, as well as the employees of the AMHS, adequate parking should be provided in a designated area that can be properly managed. (\$60,000)

Equipment

- Barriers: Placed at beach access points at the turn-about of Dock Road, the barriers will be wood posts with hawser-type rope around the perimeter. There will be space provided for access by pedestrians, strollers, wheelchairs, but not to allow motorized vehicles such as 4-wheelers, cars/trucks, or motorcycles. There will also be symbolic barriers at the boundary lines on the east and west ends with regulation signage. (\$2,500)
- Bear-proof trash receptacles: placed at each beach access point at the turn-about of Dock Road. (\$15,000)
- Doggy Potty clean-up stations: four (4) stations with two (2) located at the beach access points at the turn-about of Dock Road, and one (1) on each side of the Agreement area. (\$1,300)
- Regulation Signage: to notify users of the beach what is and is not allowed, and the consequences of violating the regulations. (\$10,000)
- Name Sign: "Gustavus Beach" (\$5,000)

Construction

- Installation of barriers, receptacles, doggy potties, signage (\$10,000)

Supplies (\$2000)

Updated Latest Estimate Budget Line Items if Changed Date: N/A

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?
There is a possibility that a compliance position would be needed.
2. How many full-time, permanent jobs will this project create or retain? N/A
_____ 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?
N/A
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)

The concerns of the Gustavus Beach degradation have long been a topic of public discourse. Recently, the ADNR has approved a Cooperative Management Agreement (Agreement) that includes certain expectations for the operations and maintenance of the land. The Agreement was adopted by the City Council on February 11, 2019 with public input coming at multiple public comment opportunities throughout the process.

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? N/A

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
Feb GM work session	Feb 4 2019		No	Moved to GM	15
Feb GM	Feb 11 2019		No	Approved	15

Part 9. Feedback to the Council

Project Planning: Attachment C
PROJECT NOMINATION SHORT FORM



City of Gustavus Capital Improvement Plan Project Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense? YES ☒ NO

Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES ☒ NO

Will the project provide broad community benefit? YES ☒ NO

If you were able to answer YES to all three questions, please provide the following additional information:

1. Project title (Suggested heading in CIP):
Community Chest Maintenance Project

2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

This project is to provide necessary maintenance and upgrades to the Community Chest facility.

Most of the funds in this project will be for replacing and upgrading the seriously rusted 20 year old heating oil tank with a double wall UL-142 compliant tank similar to City Hall, the Library and the Fire Hall.

With the funds that are left the following needs will be addressed:

- Repair of a soft spot in the floor of the main building
- Fence repair and creation of new material drop-off area
- Repairs to the shingle siding of the buildings
- Repainting the buildings, main store area floor and fence
- Repair or replacement of office door lock
- Repair of minor roof leaks around the office entry
- Additional lighting in the main building and the smaller, "301" building

- Window repair and/ or replacement in the main building
- Insulating the attic access stairway

Labor for the project will be provided by a hybrid of DRC staff and local contractors. Because contractual work for the project is less than \$10,000 no bid documents will need to be drafted for the project. Because the project is less than \$25,000 and is being done in-house, Davis-Bacon wages do not apply.

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

Inspection of the facility has created a “to do” list of items that need attention.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$10,000

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

200 gallon Fuel oil tank and installation	\$7,960.00	quote
Materials for maintenance and repair	\$430.00	estimate
Payroll wages for maintenance and repair	\$1,480.00	80 hours @ \$18.50
Payroll taxes for maintenance and repair	\$130.00	.0865% of wages
Total available funds	\$10,000.00	

5. Timeline: Indicate when you hope to complete each phase of the project.

A. For projects that consist of land or equipment purchase only, state when the purchase would be made: _____

For construction projects:

B. Preconstruction phase to be completed by _____.

C. Construction phase to be completed by December 31, 2019.

6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

7. Date and name of person submitting form.

Paul Berry February 26, 2019



City of Gustavus Capital Improvement Plan Project Nomination Short Form

Project eligibility

Does the proposed project represent a major, nonrecurring expense? YES ☒ NO ☐

Will the proposed project result in a fixed asset (e.g., land, major equipment, building or other structure, road or trail) with an anticipated life of at least two years? YES ☒ NO ☐

Will the project provide broad community benefit? YES ☒ NO ☐

If you were able to answer YES to all three questions, please provide the following additional information:

1. Project title (Suggested heading in CIP):

Styker Power Cot and Power Load

2. Project description and benefit. Describe the project in half a page or less, including specific features, stages of construction, etc. Explain how the project will benefit the Gustavus community.

See attached document

3. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (if anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date.

See attached document

4. Project cost:

A. TOTAL COST (including funds already secured) = \$ 42,000 (secured \$7,000 in 2018 Code Blue Grant)

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$ _____ Construction costs = \$ _____

5. Timeline: Indicate when you hope to complete each phase of the project.

Please keep in mind that the CIP will not be published until the end of September. Legislative funding (if any) would not be available until July of next year (or later) for state funding and October of next year (or later) for federal funding.

A. For projects that consist of land or equipment purchase only, state when the purchase would be made:
FY20

For construction projects:

B. Preconstruction phase to be completed by _____.

C. Construction phase to be completed by _____.

6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.
See attached document

7. Date and name of person submitting form. **Travis Miller 2/30/2019**

Styker Power Cot and Power Load

The GVFD would like to replace its manual operated gurney with a Styker Power Pro XT hydraulic battery powered gurney with the Power Load option. There are a couple main reasons that the GVFD would like to get this complete system; patient safety and injury prevention of volunteers.

The current Styker Gurney that the GVFD uses manual power to operate. The CDC says that, 1 in 4 EMS workers will suffer a career ending back injury within their first 4 years on the job. The average EMS worker sees more "action" than we do here in Gustavus, but we see the same types of patients and still lift them in the medic units the same way. The gurney operates on a battery powered hydraulic system to slowly raise or lower the patient into the correct position. It takes away the lift action that causes injuries to patients. It also prevents the gurney locking system from malfunctioning and dropping the patient unexpectedly.

Not only would it help reduce the volunteer injuries when lifting patients to the correct position it has a loading system will prevent the twisting motion we make at the top of lift while sliding the patients into the medic unit. The power load system has a fastening arm that works with the Power Pro XT to lift the gurney off the ground into a loading position. All the EMS provider needs to once connect to the system is push the gurney in until it locks. When the gurney comes out it reverses the process preventing the gurney bar from not catching the lock, resulting in a dropped patient.

Using both devices together requires no lifting at all. These two devices make for a possible safer outcome for both the volunteers and patient.

I have secured \$7,000 dollars from the 2018 Code Blue Grant to put towards this system. That money is good for two years. Included is a quote, option of a 2-year payment plan, a brochure and the code blue grant award letter.



November 9, 2018

Southeast Region Emergency Medical Services Council, Inc.

100 Clothilde Bahovec Way Sitka, Alaska 99835-9548 Tel: (907) 747-8005 Fax: (907) 747-1406
www.serems.org

TO: Travis Miller, Fire Chief
City of Gustavus
Gustavus, AK

FROM: Bobbi Leichty, Executive Director
SE Region EMS Council
Sitka, AK

Chief Miller-

Please find attached the spreadsheet for all the Code Blue equipment requested by Gustavus Fire Department for Phase 18.

The funds were committed for all of the items except the pagers at the Code Blue spring meeting. Recently, at the fall meeting, additional funds were secured for the pagers.

Note that the 'cap' for the power cot and loading system is limited to \$7,000 of Code Blue funds.

The City of Gustavus will need to contribute a minimum of 10% local cash match for each item.

You are encouraged to seek other sources of funding to help completely pay for the items funded through additional grants or local fund-raising efforts.

The Code Blue money will be available for two years and if the equipment is not purchased in that amount of time, it will have to be re-evaluated for attainability.

Please let me know if you have any questions or concerns.

Sincerely,

Bobbi Leichty
Director
SEREMS

CODE BLUE PHASE 18

Region: 0

Date:

RED: Fields that need to be filled in

Note: use drop down menus in Equipment Category Field PR Update Approved Items P 18

BLUE: Fields that will automatically fill from formulas Communications Items Approved 9/18

Approved but Not Funded

NOTE:
FILL IN STATE FUNDING WITH "0"
UNTIL ALLOCATION IS MADE AT MEETING

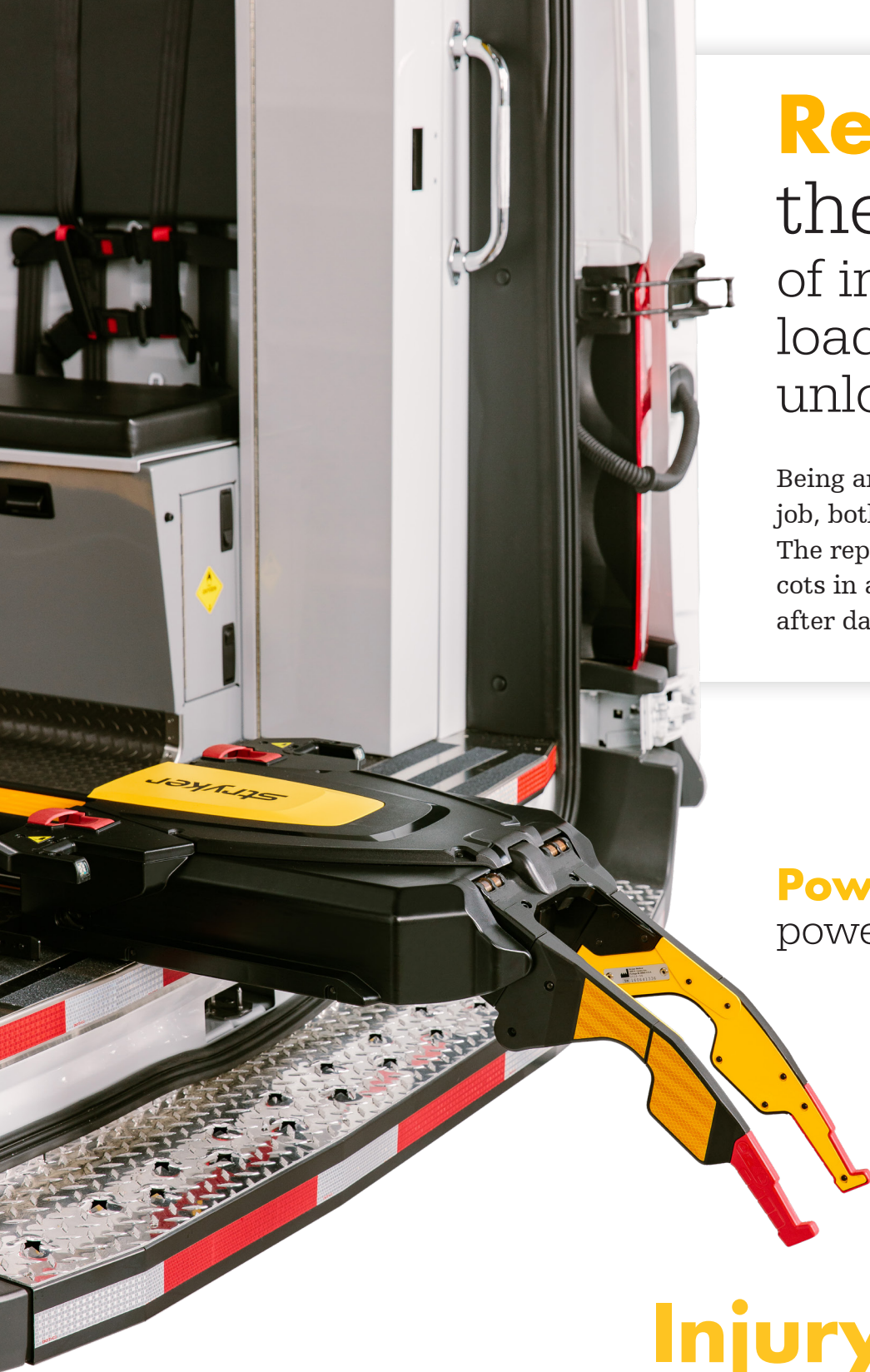
Region	Community	Equipment Category	Equipment Description	QTY	Total Budget	USDA %	USDA Amount	Local Contribution	State Funding Awarded	Other Anticipated Funding	Additional Funding Needed
Southeast	Gustavus	Patient Care	Power Cot w/loading syste	1	\$ 41,500	75%	\$	\$ 4,150	\$ 7,000	\$ -	\$ 30,350
Southeast	Gustavus	Communications	Pagers	10	\$ 5,200	75%	\$	\$ 520	\$ 4,680	\$ -	\$ -
Southeast	Gustavus	Training	ALS Manikin	1	\$ 14,000	75%	\$	\$ 1,400	\$ 12,600	\$ -	\$ -
Southeast	Gustavus	Patient Care	IPR Therapy device	1	\$ 1,300	75%	\$	\$ 130	\$ 1,170	\$ -	\$ -
Southeast					\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Southeast					\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Southeast					\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Southeast					\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Southeast					\$ -	0%	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS				\$	\$ 62,000	\$	\$ -	\$ 6,200	\$ 25,450	\$ -	\$ 30,350
			Unfunded	\$	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -
			Balance Funded	\$	\$ 62,000	\$	\$ -	\$ 6,200	\$ 25,450	\$ -	\$ 30,350
CATEGORY TOTALS											
	Patient Care			\$	\$ 42,800	\$	\$ -	\$ 4,280	\$ 8,170	\$ -	\$ 30,350
	Training			\$	\$ 14,000	\$	\$ -	\$ 1,400	\$ 12,600	\$ -	\$ -
	Transportation			\$	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -
	Communications			\$	\$ 5,200	\$	\$ -	\$ 520	\$ 4,680	\$ -	\$ -
	Other			\$	\$ -	\$	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS - ALL CATEGORIES				\$	\$ 62,000	\$	\$ -	\$ 6,200	\$ 25,450	\$ -	\$ 30,350

\$ 36,550

stryker

Powered loading system





Reduce the risk of injuries when loading and unloading cots

Being an EMS worker is a demanding job, both physically and emotionally. The repetition of loading and unloading cots in and out of an ambulance day after day can take its toll on the body.

Power-LOAD®
powered fastener system

Injury reductions

100%

reduction in cot related injuries saved one service \$545,500 in 4.5 years.⁴

99%

of those surveyed agree our Powered System has made their job easier.⁵

Adverse cot events reduced

96%

by one service with the assistance of the Power-LOAD cot fastener system and Power-PRO XT cot.⁶

1 in 4

1 in 4 EMS workers will suffer a career ending back injury within their first four years in the field¹. The number one cause – Lifting. Our Power-PRO XT powered ambulance cot utilizes a battery-powered hydraulic system effectively raising and lowering a cot at the touch of a button. Use of the Power-PRO XT has proven to reduce spinal loading, resulting in reduced injuries, lost or modified workdays and Workers' Compensation costs, and increased recruitment and retention.



Power-PRO® XT
powered ambulance cot



X-Restraint Package
Meets SAE J3027 dynamic
crash test safety standards.

Proven to save guarantee^{2,3}

100% **reduction** in
missed safety hooks

At Stryker we stand behind our products. For qualifying purchasers², upon standardization, Stryker offers a program that guarantees at least a **50% reduction** in cot-related injuries pertaining to raising, lowering, loading and unloading cots and **100% reduction** in missed safety hooks while unloading cots with the Power-PRO and Power-LOAD in full power operation. If not, Stryker will refund the price paid for the Power-PRO cots and Power-LOAD cot fastening systems.³

50% **reduction**
in cot related injuries

Power-PRO® XT

Specifications

Model Number	6506
Height ¹ (infinite height positioning between lowest and highest position)	
Highest Position	41.5 in. (105 cm)
Lowest Position	14 in. (36 cm)
Length	
Standard	81 in. (206 cm)
Minimum	63 in. (160 cm)
Width	23 in. (58 cm)
Weight ²	125 lb (57 kg)
Wheels	
Diameter	6 in. (15 cm)
Width	2 in. (5 cm)

¹ Height measured from bottom of mattress, at seat section, to ground level.

² Cot is weighed with one battery pack, without mattress and restraints.

³ 700 lb weight capacity with an unassisted lift capacity of 500 lb (Cot loads over 300 lb (136 kg) may require additional assistance to meet the set cot load height).

⁴ Can accommodate load decks up to 36 in. Load height can be set between 26 in and 36 in.

Stryker reserves the right to change specifications without notice.

The Power-PRO XT is designed to conform to the Federal Specification for the Star-of-Life Ambulance KKK-A-1822.

The Power-PRO XT is designed to be compatible with competitive cot fastener systems.

Meets dynamic crash standards with Power-LOAD cot fastening system (AS/NZS-4535, BS EN-1789 and SAE J3027 with X-restraints) and Performance-LOAD cot fastening system (SAE J3027 with X-restraints).

Stryker Corporation or its divisions or other corporate affiliated entities own, use or have applied for the following trademarks or service marks: **Performance-LOAD, Power-LOAD, Power-PRO, Stryker**, . All other trademarks are trademarks of their respective owners or holder.

The yellow and black color scheme is a registered trademark of Stryker Corporation

Articulation	
Backrest	0 – 73°
Shock Position	+ 15°
Optional Knee Gatch	30°
Maximum Weight Capacity ³	700 lb (318 kg)
Minimum Operator Required	
Occupied Cot	2
Unoccupied Cot	1
Recommended Fastener System	
Power-LOAD	Model 6390
Floor Mount	Model 6370 or 6377
Wall Mount	Model 6371
Recommended Loading Height ⁴	Up to 36 in (91 cm)

Power-LOAD®

Specifications

Model Number	6390
Length	
Overall length	95 in (241 cm)
Minimum length	89.5 in (228 cm)
Width	24.5 in (62 cm)
Weight	
Total weight	211.5 lb (96.5 kg)
Floor plate assembly	16.5 lb (7.5 kg)
Anchor assembly	23 lb (10.5 kg)
Transfer assembly	67 lb (30.5 kg)
Trolley assembly	105 lb (48 kg)

Stryker Corporation or its divisions or other corporate affiliated entities own, use or have applied for the following trademarks or service marks: **Flex Financial, Performance-PRO, Power-LOAD, Power-PRO, ProCare, SMRT, Stryker**. All other trademarks are trademarks of their respective owners or holder.

*Maximum weight capacity represents patient weight and assessories. Safe working load of 870 lb (395 kg) represents the sum of the cot total weight and patient.

The Power-LOAD Cot Fastener System is designed to conform to the Federal Specification for the Star-of-Life Ambulance KKK-A-1822.

1. Sanders, Mick J. (2011) Mosby’s Paramedic Textbook (4th ed., p. 36)
2. Please contract your sales representative to see if you qualify for the EMS Guarantee.
3. Subject to the terms and conditions of EMS proven to save.
4.Reference: Stryker (2018). EMSStat – Norman Regional Health System Case Study (Case Study on Power-PRO XT cots and Power-LOAD cot fastening systems). Retrieved from: <http://ems.stryker.com>
5 Reference: Stryker. (2012). Superior Ambulance Case Study [Case Study on Power-PRO XT cots]. Retrieved from: <http://ems.stryker.com>
6.Emergency Medical Services Authority. (2015). Risk Reduction Success Story: Utilization of the Stryker Power-LOAD Cot Fastener System in the EMSA System. Tulsa, Oklahoma and Oklahoma City, Oklahoma: Emergency Medical Services Authority. *Data provided by EMSA

Maximum weight capacity*	700 lb (318 cm)
Minimum operator required	
Occupied cot	2
Unoccupied cot	1
Recommended loading height	22 in to 36 in (56 cm to 91 cm)
Battery	12 VDC, 5 Ah lead acid battery (6390-001-468)

3800 E. Centre Avenue
Portage, MI 49002 USA
t: 269 329 2100
toll free: 800 327 0770

ems.stryker.com

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: [Composting Yard Improvement Project](#)

City Department: [Disposal & Recycling Center](#) Contact: [Paul Berry](#)

E-mail: dumpmaster@gustavus-ak.gov Phone [907-697-2118](tel:907-697-2118)

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?

[The goal of this project is to continue improving the DRC's food waste composting operation by repairing, replacing or upgrading all of the deficient components of the composting operation so that the DRC Operator can do their work without having to contend with: a building that is in danger of collapsing; concerns of running out of composting area during peak season; having odor events or running out of wood chips. Basically, the goal of this project is to make our food waste composting operation more robust and capable of taking on additional waste streams such as fish waste without severely impacting the facility as a whole.](#)

[This project is a continuation and expansion of the current Quonset replacement project and is a continuation of the completed compost yard paving project.](#)

- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
[The primary beneficiaries of this project are the Operators at the DRC. Since the DRC serves the community of Gustavus all residents will receive benefit from this project.](#)
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
[No survey has been conducted.](#)
- What is NOT covered by this project? What are its boundaries?
[This project is only concerned with the composting program at the DRC.](#)

2. Why is the project needed?

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

This project addresses four needs in the DRC's food waste composting program:

- **Replacement of the Quonset structure.** The existing Quonset building was constructed in 2006 and the fourteen 8" x 8" wooden posts used in the base or "pony-wall" of the structure have rotted. When the posts rot the walls start to expand out and the metal tubing that supports the fabric loses its ability to keep the roof up. This will result in an eventual collapse of the roof. To temporarily deal with this problem several wooden buttresses have been added to the two pony-walls to hold them in and keep the roof up. It should also be noted that the fabric that makes up the roof of the Quonset has passed its warrantied 10 year lifespan and will eventually tear and fail.
- **Improvement of the method used for composting the food waste.** This part would be to change from the current "open pile, passive aeration" (termed "pile and smile") composting method to a better method. With open pile, passive aeration; besides having no odor controls this method has the additional problem in that it is difficult to retrieve the compost once it is ready for the curing phase because the Operator cannot push the loader bucket against the retaining wall to retrieve the compost for fear of going through the wall. The plan is to change to the Aerated Static Pile (ASP) composting method and the proposed new composting structure is designed around this method. With ASP the food waste mixture is placed in one of several concrete bins. Each bin has an integral air ducting feature so that it is possible to induce airflow through the mix of material using an electric blower. This both speeds up the composting process and provides very good odor control. The use of concrete bins makes it much easier to retrieve the material after when it is ready because our equipment can push against the bin wall to fill the loader bucket. Also budgeted is a water system for the composting operation. Water is necessary for equipment cleaning and for keeping the composting mixture moist should it become too dry to complete the composting process. Because the composting structure is adjacent to an unlined landfill, a cistern has been proposed for water storage rather than a simple well. While a cistern is more expensive there is less long-term risk for introducing contaminants (such as metals) into the compost that will be distributed throughout the community.
- **Additional paving in the compost yard.** When the compost yard was repaired in 2017 the budget did not allow for paving the full width of the composting yard. To remedy this an additional 18.5' wide x 60' long area (roughly parallel to the office) would be paved with concrete. Additionally, a push wall constructed of concrete Eco-blocks would be installed along the perimeter of this area to improve the storage and retrieval of wood chips and finished compost. This new slab would reduce muddy conditions when collecting wood chips or compost and would further reduce invasive plant infiltration to the composting facility. At some point in the future a simple roof over the wood chip area would be installed to help keep the wood chips dry.
- **Wood chipper.** Done correctly food waste composting requires a lot of wood chips and sawdust. Wood chips are a "bulking agent", the large particles provide air flow (porosity) which keeps the compost pile aerobic (and more odor free) while the fine grained sawdust provides a source of carbon for many of the

microorganisms that make up the composting process. Adequate wood chips and sawdust in conjunction with good aeration insure that the composting process remains aerobic and does not produce objectionable odor. The proper ratio for composting food waste is 1 unit of food waste to 3 units of wood chips/ sawdust and the typical weekly or semiweekly mix during the summer months is 1 to 2 yards of food waste which means that each week the DRC needs 3 to 6 yards of wood chips. Compost is screened to remove the larger wood chips but all of the wood fiber material less than 3/8" in diameter (most of it) has to be continually replaced. The DRC's wood chips are currently supplied by the National Park Service which has occasional improvement projects that involve brushing or stump grinding. However, this is a limited supply and the DRC needs more sources of wood chips. I am proposing the City purchase a medium sized chipper that would be powered by the City's Bobcat A770 All Wheel steer loader. The chipper could be used in brushing projects as a means of generating wood chips for the composting operation although it should be noted the City currently lacks a vehicle and trailer for moving the Bobcat loader.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
As addressed above.

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

DRC Manager/ Operator Paul Berry

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

This project is part of the ongoing Solid Waste Management Plan being conducted by the DRC Manager/Operator

5. What is your timeline for project planning?

- By when do you hope to implement the project?
The project began with the initial paving of the composting yard in the summer of 2017. I have been working with O2Compost systems in the design of the new composting structure. Completion would be when there is funding, ideally 2019.
- Will the planning or final project occur in phases or stages?
Funding and planning limitations have dictated that this is a multi phase project.
 - Completed: Initial paving and initial Quonset replacement design
 - To be completed: Quonset replacement design, ASP composting facility, completion of compost yard paving.

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

The budget for the planning process is \$5,000. 50% of this, \$2,500, was paid with PO 18-198 on April 5, 2018. The consultant for this project is:

O2Compost Systems
PO Box 1026
Snohomish, WA 982291
360-568-8085

O2Compost Systems has engineered a large number of composting facilities across the US and has a very good understanding of the food waste composting process.

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.

Quonset replacement		
50% due on O2 cornerstone plans	\$2,500.00	actual
Structure cost	\$47,850.00	1.5 x engineers estimate
Water system – 5,000 gallon cistern & plumbing	\$12,000.00	estimate
Electrical service	\$3,000.00	estimate
10% contingency	\$6,535.00	
Total for Quonset replacement	\$71,885.00	
Yard improvement		
Slab and backwall for wood chips and finished compost	\$25,000.00	estimate
Wood chipper for A770 Bobcat loader + shipping from JNU	\$14,700.00	quote
Total Project Request		\$111,585.00

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.

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

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.

[This is envisioned as a City funded project.](#)

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			

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

• Air			
• Water			
• Roads			
Communications?			
• Internet			
• Phone			
• TV/radio			
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
3. Are other projects related to or dependent on this project?
 - Is this project dependent on other activities or actions?
 - 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?)
5. What regulatory permits will be required and how will they be obtained?
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
7. Is an engineering design or construction estimate necessary?
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?

Part 5. Project Budget

[See budget above in Part 2, 7](#)

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

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees
City Council General Meeting	1/15/18			Scoping approved and NCO passed for Composting Quonset Replacement - Design	

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
PROJECT SCOPING and DEVELOPMENT FORM

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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: [Inflow Storage and Household Hazardous Waste Facility Storage Area Project](#)

City Department: [Disposal & Recycling Center](#) Contact: [Paul Berry](#)

E-mail: dumpmaster@gustavus-ak.gov Phone [907-697-2118](tel:907-697-2118)

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?

[This project is a modification of proposal CP18-05: Pre-processing storage](#)
CP18-05 did not provide enough funding to accomplish all the in-flow storage project's goals. Nor did CP18-05 provide an area for the DRC's existing 20' brown storage container or the new 20' Hazardous Waste (HHW) Facility. In addition to creating the 50' x 165' in-flow storage area as described in the original project's scoping document, a smaller 40' x 90' pad would also be developed which would be contiguous with the 50' x 165' pad. On this additional pad, the existing 20' brown storage container would be relocated as well as the HHW Facility. Also included in this project is the removal of a small group of trees not far from the new 40' x 90' pad. The removal of these trees would allow an area for storage of the DRC's two Bobcat loaders.

- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
[The primary beneficiaries of this project are the Operators at the DRC. Since the DRC serves the community of Gustavus all residents will receive benefit from this project.](#)
- Is a preliminary survey necessary to identify the number of potential customers/users?
How will you design and conduct the survey?
[No survey has been conducted.](#)
- What is NOT covered by this project? What are its boundaries?
[The physical boundaries are provided in the attached site diagram.](#)

2. Why is the project needed?

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

Recycling is the cornerstone of the City's Disposal & Recycling Center and the DRC has need for improving public safety, operator safety and operator efficiency by totally separating the public and DRC Operator work areas. The Operator should not have to pass through public work areas to store or retrieve recyclable materials and situations where the Operator has to drive equipment through the public work areas to retrieve or store bins of recyclables should be avoided.

Inflow storage (formerly called pre-processing storage) is the term used to describe both the physical area and the methodology used to hold recyclable materials (scrap metal, aluminum cans etc.) prior to their processing. Our current material holding methods include large plastic bags inside a 20' shipping container, dozens of 48"x45"x36" collapsible bulk storage containers or "bins" and a variety of old totes, an open skiff, a plywood box, an old stock tank and disposable, short-life "super-sacks".

The DRC's current inflow storage area is scattered throughout the facility - some bins are stored beside the main building while other bins are inside the fenced area. This presents several problems: as the fenced landfill area continues to be used for waste burial these holding areas will have to move elsewhere and having the bins stored away from the main building means the operator has to pass through public-use areas to retrieve or store bins during the day which as mentioned previously presents a safety concern. It is also desirable to have inflow storage as close as possible to the facility where the material will be processed.

The funding provided for CP18-05 does not cover the cost of providing fencing for the 50' x 165' inflow storage area. Fencing is important to protect materials from unauthorized access and also to provide a degree of visual screening so that DRC staff do not have to become concerned with the appearance of stored materials by people utilizing the Small Boat Harbor Road - aesthetics.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
The public safety considerations of inflow storage were illustrated above. It is very important to separate public use areas and operator use areas.

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

DRC Manager/ Operator Paul Berry.

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

This project is part of the ongoing Solid Waste Management Plan being conducted by the DRC Manager/Operator.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
2019.
- Will the planning or final project occur in phases or stages?

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

There is no budget or consultant for the planning process.

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.

Development of 40' x 90' area (area with brown van – HHW area)		
Tree removal, stump removal, 20' brown van moving		
Rock		
Pit run		
Placement of 20' brown van & HHW facility		
Total for development of 40' x 90' area	\$50,000.00	estimate
Fencing for 50' x 160'	\$12,000.00	estimate
CP-18-05 Pre-processing storage area	-\$26,400.00	
Total project request	\$35,600.00	

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.

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

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.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

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

• Internet			
• Phone			
• TV/radio			
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
3. Are other projects related to or dependent on this project?
 - Is this project dependent on other activities or actions?
 - 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?)
5. What regulatory permits will be required and how will they be obtained?
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
7. Is an engineering design or construction estimate necessary?
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?

Part 5. Project Budget

[See budget above in Part 2, 7](#)

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

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.)	Date	Agenda Posted (date)	Minutes or record attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of attendees
City Council General Meeting	9/16/16			Scoping approved for CP-18-05 Pre- processing storage area	
City Council General Meeting	6/11/18			NCO passed to fund CP- 18-05 Pre- processing storage area at \$26,400	

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

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City of Gustavus Capital Improvement Plan

Version: COG_CIP: 2019-2024

Approved by the Gustavus City Council on XXXXX, 2019

Introduction: The Capital Improvement Program

This is the second comprehensive Capital Improvement Plan for the City of Gustavus. The initial completed plan was approved by the Gustavus City Council on May 14, 2018.

This document is intended to be a living document, with projects added and edited as needed. The naming system for each revision is as follows:

COG_CIP_r#: YYYY-YYYY

COG = City of Gustavus

CIP = Capital Improvement Plan

YYYY-YYYY = the 5-year span (calendar year, not fiscal year) of the current revision

The document as a whole will be reviewed by the city council each December to reevaluate priorities, update cost estimates, and choose the priorities for submission to the State of Alaska legislature through their CAPSIS online submission form for capital improvement project requests. Resolutions supporting the projects chosen for the state funding request should be passed at the January general meeting in advance of submission of capital improvement project requests to the state through the online CAPSIS portal, due by mid-February. The State of Alaska budget outlook remains grim, although there are indications the state is coming out of its recession. Little to no capital project funding has occurred in recent years, but municipalities have been encouraged to continue submitting project funding requests to show a need still exists.

In-house funding for capital projects will be determined by the City Council, with the appropriate AMLIP accounts being tapped [e.g. AMLIP Capital Improv Current, AMLIP Capital Improv Long-Term, AMLIP Repair & Replacement (R&R)]. Current year capital improvement priorities will be determined with consideration for urgency of need for the project, phases of multi-year projects, availability of project managers, consolidation between departments for projects of similar focus, etc.

A separate policy and procedure exist for project nomination and development, including a short-form and a more extensive form. Project development documents must be approved by the Gustavus City Council before projects are funded.

In FY18, a city-wide inventory of assets took place. Repair and replacement (R&R) annual saving amounts were then calculated based on the following formulas, as recommended by the State of Alaska Department of Commerce, Community, and Economic Development (DCCED), Division of Community and Regional Affairs (DCRA), Rural Utility Business Advisor (RUBA) Program.

For replacement of items with a life expectancy of more than one year but not more than 10 years, the city should set aside 100% of the replacement value in order to purchase the item when needed. To calculate the amount to set aside each year, divide the replacement cost by its life expectancy.

For replacement of items with a life expectancy of more than 10 years, the city should set aside 10% of the replacement value of each item. To determine how much to set aside each year, multiply the estimated replacement cost by 10%, then divide that by the life expectancy of the asset. These are typically larger assets that the city would be seeking outside funding for, and the R&R savings could then be used as a down payment for a loan, a match for a grant, etc.

Beginning in FY19, the annual operating budget includes an expense line-item for each department for contributions to the AMLIP Repair & Replacement (R&R) account. The amount

for each department is calculated using the formulas above for the assets within that department. See Appendix E for a summary of these assets and the annual amounts to budget.

Integration of the CIP with Strategic Plan Goals

Capital budgets are generally for large infrastructure development and improvement. Capital budgeting is an important public policy and management decision making tool and can affect a municipality's long-term debt and general fund balances. Substantial funding is generally at stake in capital budget decisions, and the decision that a government makes shapes the future of the community. Capital projects commit resources into the future and affect a community's long-term spending capacity; these decisions can be felt for 30-40 years. Surprisingly, budgeting for capital improvement projects is not included in Gustavus Ordinance nor is it outlined in policy and procedure. Capital projects have been undertaken, of course, despite not having a plan. For instance, City Hall has been remodeled and expanded, two public bathrooms have been built, and a new fire truck has been purchased.

There is strong evidence that capital budgeting and strategic planning are strongly linked (Beckett-Camarta, 2003). Strategic Planning is founded on a vision and continues long after the initial groundwork is set. It is a common-sense tool that sets a clear path for the future, while also allowing for your vision to mature and change as time passes (DiNapoli 2009). Strategic planning is a systematic process by which you identify: why your local government exists, whom it serves, what benefits will be derived from the services it provides, and the vision your administration has regarding how citizens needs can best be served. The strategic plan is the result of this process and serves as a blueprint for how your local government will achieve this vision (DiNapoli 2009).

The City of Gustavus Strategic Plan is outdated. Written in 2005, shortly after the community became a second-class city, the plan was intended to coordinate future community development, preservation, and service delivery. At that time a special committee called the Strategic Planning Committee was created and a public process to capture community values and goals was crafted.

A series of public meetings was scheduled to take public comment and input at each stage of the plan process. In addition, comments were solicited through mail-out questionnaires and surveys and open communication by phone and email with committee members (Gustavus Strategic Plan, 2005). The vision statement for the city, crafted at that time was:

We envision a distinctive community that prospers while, and by, protecting its natural resources, with a sustainable economy and infrastructure that assures public health and safety and promotes personal development and initiative, where all members take social responsibility and actively participate in decisions affecting growth, development, regulation and enforcement, in which people can retain a closeness with, and caring for, each other individually and collectively, and work together to accomplish community goals while preserving community traditions.

It is satisfying to review the project list at the back of the 2005 Strategic Plan (see Appendix F for a summary) and realize how many of them constitute capital improvement projects and have been accomplished. Only a few remain for consideration in the city's current planning process. However, the fact that the city is moving forward with capital budgeting without an updated plan does raise concerns. In late FY18, the City Council began work to update the strategic plan.

At the Southeast Conference in Juneau in February 2018, Byron Mallot, the state's Lieutenant Governor, addressed the attendees. Toward the end of his speech, and in the context of discussing being good neighbors, he said, "I believe in 25 years, Gustavus may be calling the shots in northern Southeast Alaska." This was a startling statement, and it points further to the need for strategic planning to ensure the things that make Gustavus such a desirable place to live are protected.

Literature Review

Literature Cited:

Beckett-Camarata, J. (2003). An examination of the relationship between the municipal strategic plan and the capital budget and its effect on financial performance. *Journal of Public Budgeting, Accounting & Financial Management*, 15(1), 23-40. doi:10.1108/jpbafm-15-01-2003-b002

DiNapoli, T. P. (2009). *Strategic planning* (New York (State). Office of the State Comptroller. Division of Local Government & School Accountability. Albany, NY: New York State, Office of the State Comptroller, Division of Local Government and School Accountability.

Continuing Projects, Funded in 2018

- FY18 Legislative Requests, unfunded by State
 - 1. DRC Pre-Processing Storage Project, Phase 1
 - Status: work to be completed in 2019; funding approved with FY18-22NCO; applied for state funds again in FY19 Legislative Request; project modified/expanded for 2019; begin work with in-house funds after State of Alaska budget is passed
 - 3. Household Hazardous Waste Facility
 - Status: work to be completed in 2019; funding approved with FY18-22NCO; applied for state funds again in FY19 Legislative Request; begin work with in-house funds after State of Alaska budget is passed
 - 4. DRC Storage Bins & Pallet Jack
 - Status: purchases occurring in 2019; funding approved with FY18-22NCO
- Community Chest Facility Maintenance
 - Status: work to be completed in 2019; funding approved with FY18-22NCO
- Composting Quonset Replacement – Design Phase
 - Status: design work has begun; work to be completed in 2019; 2018 funded through operating budget; project modified/expanded for 2019
- Gustavus Public Library Roof Repair
 - Status: initial funding in FY18-FY19 operating budget; full repair is 2019 capital project
- Salmon River Harbor Clean-Up & Kiosk
 - Status: in progress; work to be completed in 2019; funding approved with FY18-22NCO
- Wilson Road Drainage Improvement
 - Status: work to be completed in 2019; funding approved with FY18-22NCO
- Good River Bridge Repairs
 - Status: work to be completed in 2019; funded in FY19-FY20 operating budgets
- LIDAR (Light Detection & Ranging) Mapping
 - Status: work to be completed in 2019; funding approved with FY18-22NCO

Completed Projects in 2018, Funded in 2017-2018

- Gustavus Public Library Central Lighting Replacement
- Road Name Signs
- IT Overhaul
- Salmon River Park Playground
- GVFD Self-Contained Breathing Apparatus
- Disposal & Recycling Center Driveway Improvements

Part 1: Legislative Request FY2020

City of Gustavus FY2020 State Legislative Priorities

Submitted via CAPSIS on February 14, 2019.

1. Disposal & Recycling Center Pre-Processing and Storage Area \$27,000
Approved by the Gustavus City Council via Resolutions CY19-02, CY18-03
Scoping document approved 9/16/16.
2. Container Designed as a Household Hazardous Waste Facility \$60,000
Approved by the Gustavus City Council via Resolution CY19-02, CY18-05
Scoping document approved 12/12/16.
3. Disposal & Recycling Center Composting Facility \$20,000
Approved by the Gustavus City Council via Resolution CY19-02
Scoping document approved 1/15/18.
4. Public Library Architectural & Engineering Plans for Expansion \$30,000
Approved by the Gustavus City Council via Resolution CY19-02
Scoping document approved 2/11/19.
5. Firehall Architectural & Engineering Plans for Expansion \$30,000
Approved by the Gustavus City Council via Resolution CY19-02, CY18-04
Scoping document approved 2/12/18.

See Appendix A for a full narrative for each project.

Part 2: 2019 City-Funded Projects

City of Gustavus – Fund In-House for 2019

- FY20 Legislative Requests 1, 2, 3, if unfunded by State
 - 1. DRC Pre-Processing Storage and Storage Area Amount = \$27,000
 - Status: maintain funding in-house (CY18-22NCO for \$26,400) after State of Alaska budget is passed – expanded/modified and merged into Inflow Storage and Household Waste Facility Storage Area Project
 - 2. Household Hazardous Waste Facility Amount = \$60,000
 - Status: maintain funding in-house (CY18-22NCO for \$59,450) after State of Alaska budget is passed
 - 3. Disposal & Recycling Center Composting Facility Amount = \$20,000
 - Status: fund in-house in expanded Disposal & Recycling Center Compost Yard Improvement project described below, after State of Alaska budget is passed
- Council Chambers Amount = \$5250
 - Status: funded with FY19-16NCO
- Gustavus Public Library Bike Shelter/Shed Amount = \$15,000
- Gustavus Public Library Roof Repair Amount = \$50,000
- Disposal & Recycling Center Compost Yard Improvement Amount = \$111,585
- Gustavus Beach Improvements Amount = \$105,800
- GVFD Stryker Power Cot and Power Load Amount = \$35,000
- Disposal & Recycling Center Inflow Storage and Household Hazardous Waste Facility Storage Area Project
 - Total Project = \$50,000 - \$26,400 funded in 2018 Amount = \$35,600

See Appendix B for a full narrative for each project.

Part 3: Mid-Range Projects

- FY20 Legislative Requests 4, 5, if unfunded by State
 - 4. Public Library Architectural & Engineering Plans for Expansion
Amount =\$30,000
 - 5. Firehall Architectural & Engineering Plans for Expansion
Amount =\$30,000
- GVFD Replacement AED/Monitor
- Disposal & Recycling Center Three Phase Power Installation
- Gravel Pit Expansion/New Location
- Beach Improvements: Parking Area
- Refurbish/Repurpose Composting Quonset
- Landscape Design Consultation
- GVFD Utility Pick-Up Truck
- Gustavus Public Library Heating Control Upgrade
- City Hall & Fire Hall Energy Audit Repairs
- Grandpa's Farm Road Bridge & Culvert

See Appendix C for a full narrative for each project.

Part 4: Long-Range Projects

- Volunteer Fire Dept. Building Expansion & Roof Repair
- City Hall Driveway Relocation or River Bank Stabilization
- City Hall Partial Building Remodel
- Refurbish/Reconstruct Old Preschool/Post Office Bldg. Phase 1-2
- GVFD Water Tender/Road Water Truck
- GVFD Edraulic Extrication Equipment
- Dry Hydrants & Alternative Water Sources
- 911 System Upgrade
- Gustavus Public Library Building Expansion
- Disposal & Recycling Center Main Building Replacement
- Disposal & Recycling Center Landfill Closure
- Disposal & Recycling Center Baler Purchase
- City Electric Vehicle
- Salmon River Harbor Waterless Restrooms
- Salmon River Harbor Public Floats

See Appendix D for a full narrative for each project.

Part 5: Other Community Projects

This is an incomplete list of other capital projects occurring in the City of Gustavus by other organizations, included here for context only.

Other Community Projects in Progress

- Gustavus Community Center Construction (2019-2020)
- State of Alaska DOT/PF Ferry Dock Refurbishing (2019-2020)
- Southeast Alaska Regional Health Consortium (SEARHC) New Gustavus Clinic (2019-2020)
- Electrical Intertie with Glacier Bay National Park (2020?)
- State of Alaska DOT/PF Gustavus Airport Project (near-term)
 - Repaving apron, taxiways, and maybe runway?

Other Potential Projects in Gustavus

- Gustavus School Gym Remodel/Replacement
- Gustavus Community Preschool Building
- KTOO Public Radio Expansion

Priority 1. Disposal & Recycling Center Pre-Processing Storage Project

Project Description & Benefit

This project improves public safety and operator safety and efficiency by creating a visually screened, fenced area for storage of pre-processing materials adjacent to the main operations building.

Pre-processing storage is the term used to describe both the physical area and the methodology used to hold recyclable materials (scrap metal, aluminum cans etc.) prior to their processing. Our current 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, short life "super-sacks".

This project would create a visually screened, fenced, 8,250 sq. ft (50' x 165') area between the existing landfill fence and Boat Harbor Rd. This area is currently unused, lightly vegetated and very close to the building that houses the equipment used to process the materials. With 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. The public would not be using the pre-processing storage area, and it does not require direct access to the main road. The project would provide an attractive appearance for our facility by having visual screening and organizing recyclable materials with stacked bins, as available. An eight-foot high chain link and/or wooden fence is to be used for visual screening and security. At some point in the future, the pre-processing storage area could be improved with an enclosure and a concrete floor.

Our current pre-processing storage area is scattered throughout the facility - some bins are stored beside the main building while other bins are inside the fenced area. This presents several problems: as the fenced landfill area continues to be used for waste burial these holding areas will have to move elsewhere and having the bins stored away from the main building means the operator has to pass through public-use areas to retrieve or store bins during the day and this presents a serious safety concern.

The no action alternative would continue the practice of storing pre-processing materials wherever they fit even if the storage areas are in multiple locations and far from the main building. This is a safety concern for the Operator when working in public-use areas.

Total Project Cost

\$27,000

Note: see this project expanded/modified and funded in 2019 as Disposal & Recycling Center Inflow Storage and Household Hazardous Waste Facility Storage Area Project

Priority 2. Container Designed as a Household Hazardous Waste Facility

Project Description & Benefit

The project will be to purchase, install, and operate a portable containerized facility for receiving, processing, storing, and shipping hazardous wastes from households, State and local agencies, and businesses in Gustavus.

Gustavus residents, government agencies, and businesses purchase, use, and dispose of products that constitute hazardous waste under state and federal regulations. Hazardous wastes are waste materials that pose significant threats to public health or the environment and include materials that are flammable, reactive, corrosive, dangerously toxic, or are specifically listed in EPA regulation as hazardous wastes. The Gustavus Disposal & Recycling Center (DRC) is not permitted to landfill wastes classified by EPA as hazardous wastes. Such wastes must be shipped to specific hazardous waste facilities. The majority of hazardous waste generated in Gustavus can be broadly characterized as household hazardous wastes, however, which are less-regulated than industrial hazardous wastes. These are wastes from products commonly used by households, such as paints, solvents, pesticides, drain cleaners, antifreeze, waste fuels, batteries, and the like. While they are exempt from EPA hazardous waste regulations they are nevertheless hazardous, and it has been DRC practice not to landfill them. Generally, the DRC does not accept such wastes except under occasional special collection and shipping opportunities.

The DRC does not regularly receive household hazardous waste. The community lacks a regular and proper means of disposing of these common wastes, so many residents either store such materials indefinitely on their property or dispose of them improperly outside the controlled waste stream. These practices present hazards to public health and the environment and potentially degrade property values. Furthermore, occasionally household hazardous waste is inadvertently received by the DRC and then must be stored until a shipment opportunity can be arranged. The DRC currently has storage of such waste in a container on-site, but that storage does not meet requirements for proper storage of hazardous waste.

The intent of this project is to provide capacity for the DRC to receive household hazardous wastes and universal wastes regularly and more efficiently and to process and store them for shipping in a safe and environmentally responsible manner. Hazardous waste handling is an assigned responsibility of the DRC under its enabling ordinance.

Funding is being requested to purchase a container designed for household hazardous waste collection that includes spill containment, ventilation, shelving, and signage. The proposed container is fully-constructed at a facility in the lower 48 and is ready to use upon arrival in Gustavus.

Total Project Cost

Total for container in Gustavus with all options:	\$51,559
Site work:	\$3,000
Supplies:	\$1,000
Contingency 7%:	\$3,890
Project total (rounded):	\$60,000

Priority 3. Disposal & Recycling Center Composting Facility

Project Description & Benefit

This project will improve the current successful food waste composting program at the Disposal & Recycling Center (DRC) by replacing the failing, twelve-year-old Quonset structure with a building that is more robust and is engineered for food waste composting with improvements in design such as individual bays, concrete floors, concrete back walls, and an integrated aerated static pile piping system.

This project initiates the replacement of the current Quonset structure used for composting. These improvements will provide for a building that is better suited for the task of food waste composting and will need less maintenance than our current, failing structure. The existing Quonset building was constructed in 2006 and the fourteen 8" x 8" wooden posts used in the base or "pony-wall" of the structure have rotted. When the posts rot, the walls start to expand out and the metal tubing that supports the fabric loses its ability to keep the roof up. This could result in a collapse with a snow load.

The requested funds will be used to supplement the existing, budgeted project by providing a site plan inclusive of utility and site development/engineering plans. Cost reflects possible requirement for surveying. The project could include site preparation for utility installation (e.g. electric, water, etc.) and ground preparation.

Total Project Cost

\$20,000

Note: see this project expanded and funded in 2019 as Disposal & Recycling Center Compost Yard Improvement

Priority 4. Public Library Architectural & Engineering Plans for Expansion

Project Description & Benefit

This project is the first phase to explore the feasibility of increasing the floor area of the Gustavus Public Library. Funds would be used to contract with a company to determine the most cost-effective method for expanding the usable area to increase service areas (e.g. bookshelves, workspace for computers, reference materials, DVDs, etc.).

When the library was constructed it was done with anticipation of expansion as an add-on to the side of the building. The City has construction blueprints of the library showing the location of the expansion. However, an alternative to expanding out from the building is expanding up. This alternative has possible advantages including lower construction costs, better use of existing utilities such as heat circulation, not enlarging the footprint, and an interesting architectural design.

The project will be accomplished in two phases: 1) architectural design and engineering; and 2) construction. This funding request is for Phase 1, which will address expansion option feasibility and costs. Phase 2 will look at construction elements that will be determined by cost, funding, and other unknown factors.

The Gustavus Public Library was built by volunteers, grants and donations. When the blueprints were drawn the building was designed for an expansion at some future date. As the population of Gustavus has grown significantly since the late 80's and early 90's, we find that we need more space to better serve the public. As librarians, we are taught to constantly and methodically weed out books to keep things moving and pertinent to the public. However, even with these efforts, we receive comments of the library being "too cluttered".

During the Spring, Summer and Fall months, we are a hub for visitors. Many come to learn about Alaska or Gustavus and its history itself. As a part of this expansion, we would like to see a small portion sectioned off as the "Alaska Room" where those interested can go spend some quiet closed off time (if desired) browsing the bookshelves for the exact local topic they are looking for or one would be able to sit at a small table with some friends and have a small meeting.

The other part of the expansion would serve children, specifically teens. We desperately need a space that tweens and teens want to be in, semi-secluded and surrounded by fun and informational books and magazines. The existing "kid's room" space would stay roughly the same but move into the new expansion, leaving more room in the main circulation area for adult and juvenile books.

Expansion of the library goes back to the initial design. The architectural plans identify a possible expansion point, indicating that the original conversation for the library recognized that it would need to be expanded at some point.

Total Project Cost

\$30,000

Priority 5. Firehall Architectural & Engineering Plans for Expansion

Project Description & Benefit

This project is the first phase to explore the feasibility of increasing the floor area and replacing the roof of the Gustavus Volunteer Fire Department's building. Funds would be used to contract with a company to determine the most cost-effective method for replacing the roof and expanding the usable area to increase service areas to accommodate additional storage for equipment and supplies and live-in quarters.

The main structure of the Gustavus Volunteer Fire Department (GVFD) building was built by volunteers around 1981. In the early 1990's, it was expanded to include a third bay. Since, then, the needs of the fire department have continued to grow. This project would 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.

GVFD has a full-time Fire Chief, hired by the City of Gustavus in July 2016, and a non-profit organization coordinating 30 volunteers for fire and EMS response and dispatch services. Skill training is conducted one night every week, with CPR, EMT, and ETT classes offered every year. In August 2017, the City of Gustavus purchased a 2003 Pierce International fire engine for \$113,800 plus shipping. The City also continues to successfully receive multiple annual grants for training and equipment. The GVFD is a thriving and growing organization.

This expansion would create a kitchen and full bathroom upstairs along with bunk rooms. It would also create a larger classroom/training room. It would update the building's aging electrical and lighting in hopes of making the building more energy efficient. Safety improvements would include an additional second story exit and a vehicle exhaust system for the garage. In the garage, it would create separate rooms for storage of EMS supplies and Fire Equipment. It also would create some much-needed space in the garage to be able to work on various equipment without having to remove vehicles into the elements. A bigger garage space also will allow us to store equipment that is currently outside.

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.

In 2016, a local construction company working on the roof noticed lots of roofing materials that were tacked down inadequately and believed there could be damage underneath some of the roof on the main building due to water leakage. This is a hot roof, which is sealed and does not allow air to circulate. If a hot roof gets condensation inside, mold can spread rapidly.

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.

Total Project Cost

\$30,000

Council Chambers

Project Description & Benefit

This project is for new tables for City Council meetings, new chairs, and a wireless projector to improve City Hall Council Chambers.

The current table and chairs do not adequately fit all seven council members, and the table is in disrepair. The current projector is cumbersome, with wiring attached along the ceiling to the City Clerk's desk, held in place around light fixtures with magnets.

Plans & Progress

The City Council explored having a table constructed locally in 2018, but time and expense were too great of obstacles. This project was funded through FY19-16NCO.

Total Project Cost

\$5250

Gustavus Public Library Bike Shelter/Shed

Project Description & Benefit

This project will be informed by the aforementioned landscape design consultation.

Plans & Progress

The bike shelter was submitted as an Endowment Fund Grant (EFG) application on 10/31/17. The City Council chose not to fund it through the EFG process but instead to review and plan for it internally. The synopsis from that application follows:

Gustavus and its visitors are largely a people who enjoy using bicycles for transportation. The proposed project would provide a covered bike rack area for the library's year-round patrons. In the summer, the city's tourists use the library as a main information gathering spot. The shelter would be large enough to hold 20 regular bikes and to accommodate bikes with carts. Bike posts would be used instead of a front tire rack, as most people who bike agree that racks can damage the front tire. There will be a small table added to the covered outdoor space that patrons may use when the facility is not open. The structure would be placed where the current bike rack is and back into the willowed area. Plans are to reuse the roofing that will be removed from the northwest side of the main library roof.

Total Project Cost

\$15,000 bike shelter + unknown amount for shed

Gustavus Public Library Roof Repair

Project Description & Benefit

In 2017, the Gustavus Public Library's roof was inspected and determined to be in pressing need of repair. The primary goal of this project is to eliminate holes in current roofing pieces

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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 the building; however, a more thorough inspection was completed by the contractor when current metal roofing panels were removed, and the extent of the rot is unknown. However, due to the construction of the firring strips being horizontal and screws penetrating to the SIP's, it is likely the rot was caused from water being obstructed and seeping through the holes to the OSB. Deterioration on the plywood of the SIP, causes the panel to have less capacity to span distances. Therefore, rafters shall be cut into the SIP to carry the loads across the spans and the SIP's shall provide the insulation.

Plans & Progress

Funding for repairs was provided in the FY18 operating budget through ordinance FY18-01NCO. New roofing was purchased and is staged by the library. RFQ-FY18-03LIB was issued on February 26, 2018. Once the roof was opened, however, it was determined a more extensive repair was needed. Once an estimate is received from a contractor for the repairs a better cost will be identified.

Total Project Cost
\$50,000

Disposal & Recycling Center Compost Yard Improvement

Project Description & Benefit

This project addresses four needs in the DRC's food waste composting program:

Replacement of the Quonset structure. The existing Quonset building was constructed in 2006 and the fourteen 8" x 8" wooden posts used in the base or "pony-wall" of the structure have rotted. When the posts rot the walls start to expand out and the metal tubing that supports the fabric loses its ability to keep the roof up. This will result in an eventual collapse of the roof. To temporarily deal with this problem, several wooden buttresses have been added to the two pony-walls to hold them in and keep the roof up. It should also be noted that the fabric that makes up the roof of the Quonset has passed its warrantied 10-year lifespan and will eventually tear and fail.

Improvement of the method used for composting the food waste. This part would be to change from the current "open pile, passive aeration" (termed "pile and smile") composting method to a better method. With open pile, passive aeration: besides having no odor controls, this method has the additional problem in that it is difficult to retrieve the compost once it is ready for the curing phase because the Operator cannot push the loader bucket against the retaining wall to retrieve the compost for fear of going through the wall.

The plan is to change to the Aerated Static Pile (ASP) composting method and the proposed new composting structure is designed around this method. With ASP the food waste mixture is placed in one of several concrete bins. Each bin has an integral air ducting feature so that it is

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possible to induce airflow through the mix of material using an electric blower. This both speeds up the composting process and provides very good odor control. The use of concrete bins makes it much easier to retrieve the material after when it is ready because our equipment can push against the bin wall to fill the loader bucket.

Also budgeted is a water system for the composting operation. Water is necessary for equipment cleaning and for keeping the composting mixture moist should it become too dry to complete the composting process. Because the composting structure is adjacent to an unlined landfill, a cistern has been proposed for water storage rather than a simple well. While a cistern is more expensive, there is less long-term risk for introducing contaminants (such as metals) into the compost that will be distributed throughout the community.

Additional paving in the compost yard. When the compost yard was repaired in 2017 the budget did not allow for paving the full width of the composting yard. To remedy this an additional 18.5' wide x 60' long area (roughly parallel to the office) would be paved with concrete. Additionally, a push wall constructed of concrete Eco-blocks would be installed along the perimeter of this area to improve the storage and retrieval of wood chips and finished compost. This new slab would reduce muddy conditions when collecting wood chips or compost and would further reduce invasive plant infiltration to the composting facility. At some point in the future a simple roof over the wood chip area would be installed to help keep the wood chips dry.

Wood chipper. Done correctly food waste composting requires a lot of wood chips and sawdust. Wood chips are a “bulking agent”, the large particles provide air flow (porosity) which keeps the compost pile aerobic (and more odor free) while the fine-grained sawdust provides a source of carbon for many of the microorganisms that make up the composting process. Adequate wood chips and sawdust in conjunction with good aeration insure that the composting process remains aerobic and does not produce objectionable odor. The proper ratio for composting food waste is 1 unit of food waste to 3 units of wood chips/ sawdust and the typical weekly or semiweekly mix during the summer months is 1 to 2 yards of food waste which means that each week the DRC needs 3 to 6 yards of wood chips. Compost is screened to remove the larger wood chips but all of the wood fiber material less than 3/8” in diameter (most of it) has to be continually replaced. The DRC's wood chips are currently supplied by the National Park Service which has occasional improvement projects that involve brushing or stump grinding. However, this is a limited supply and the DRC needs more sources of wood chips. I am proposing the City purchase a medium sized chipper that would be powered by the City's Bobcat A770 All Wheel steer loader. The chipper could be used in brushing projects as a means of generating wood chips for the composting operation although it should be noted the City currently lacks a vehicle and trailer for moving the Bobcat loader.

Plans & Progress

A composting yard capital project was completed in 2017 through project CP17-02 for grading, drainage, and paving in the mixing area. In 2018, 50% of the cost of design plans from O2Compost were paid and initial design is in-hand. In 2018, the DRC Operator attended Compost Facility Operator Training given by Washington Organic Recycling Council.

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Total Project Cost

Quonset replacement		
50% due on O2 cornerstone plans	\$2,500.00	actual 1.5 x engineer's estimate estimate estimate
Structure cost	\$47,850.00	
Water system – 5,000 gallon cistern & plumbing	\$12,000.00	
Electrical service	\$3,000.00	
10% contingency	\$6,535.00	
Total for Quonset replacement	\$71,885.00	
Yard improvement		
Slab and backwall for wood chips and finished compost	\$25,000.00	estimate quote
Wood chipper for A770 Bobcat loader + shipping from JNU	\$14,700.00	
Total Project Request	\$111,585.00	

Gustavus Beach Improvements

Project Description & Benefit

The project is to provide minimal improvements to meet the intent of the Cooperative Management Agreement (Agreement) with State of Alaska, Department of Natural Resources. Specifically, to achieve and maintain a clean, safe recreation area, and the rehabilitation of said lands for recreational purposes. The improvements include the following:

- Barriers: Placed at beach access points at the turn-about of Dock Road, the barriers will be wood posts with hawser-type rope around the perimeter. There will be space provided for access by pedestrians, strollers, wheelchairs but not to allow motorized vehicles such as 4-wheelers, cars/trucks, or motorcycles. There will also be symbolic barriers at the boundary lines on the east and west ends with regulation signage. (\$2,500)
- Parking design and engineering: plans for a parking area at Gustavus Beach, known as Tract B of ADL 108940. In order to provide for safe, adequate parking for users of the beach and the patrons, as well as the employees, of the Alaska Marine Highway System (AMHS), adequate parking should be provided in a designated area that can be properly managed. (\$60,000)
- Bear-proof trash receptacles: placed at each beach access point at the turn-about of Dock Road. (\$15,000)
- Doggy Potty clean-up stations: four (4) stations with two (2) located at the beach access points at the turn-about of Dock Road, and one (1) on each side of the Agreement area. (\$1,300)
- Regulation Signage: to notify users of the beach what is and is not allowed and the consequences of violating the regulations. (\$10,000)
- Name Sign: "Gustavus Beach" (\$5,000)
- Installation of barriers, receptacles, doggy potties, signage (\$10,000)
- Supplies (\$2000)

The benefit will be the ability for people to have convenient, safe parking, and to help maintain a clean area that is free from motorized use.

Appendix B: 2019 City-Funded Projects

Plans & Progress

Upon funding, an RFB/RFP will be issued to procure the services of a firm to perform the work for the parking design. Barriers, trash receptacles, doggy potty stations, and signage will be purchased, and a contractor hired to install.

Total Project Cost

Phase 1 is \$105,800.

Phase 2 (construction of parking area): to be determined and included later in this document.

GVFD Stryker Power Cot and Power Load

Project Description & Benefit

The project would replace the GVFD's manually-operated gurney with a Stryker Power Pro XT hydraulic battery-powered gurney with the Power Load option. There are two main reasons to get this complete system: patient safety and injury prevention of volunteers.

The current Stryker Gurney that the GVFD owns uses manual power to operate. The Center for Disease Control (CDC) says that 1 in 4 EMS workers will suffer a career-ending back injury within their first 4 years on the job. The average EMS worker sees more "action" than we do here in Gustavus, but we see the same types of patients and still lift them in the medic units the same way. The gurney operates on a battery-powered hydraulic system to slowly raise or lower the patient into the correct position. It takes away the lift action that causes injuries to patients. It also prevents the gurney locking system from malfunctioning and dropping the patient unexpectedly.

Not only would it help reduce the volunteer injuries when lifting patients to the correct position, it has a loading system that prevents the twisting motion needed at the top of a manual lift while sliding the patients into the medic unit. The power load system has a fastening arm that works with the Power Pro XT to lift the gurney off the ground into a loading position. All the EMS provider needs to do once connected to the system is push the gurney in until it locks. When the gurney comes out it reverses the process, preventing the gurney bar from not catching the lock, resulting in a dropped patient.

Using both devices together requires no lifting at all. These two devices make for a possible safer outcome for both the volunteers and patient.

Plans & Progress

\$7,000 has been awarded by the 2018 Code Blue Grant to put towards this system (with a mandatory GVFD match). The grant award funds are available for use for two years.

Total Project Cost

\$42,000 - \$7000 grant = \$35,000

Disposal & Recycling Center

Inflow Storage and Household Waste Facility Storage Area Project

Project Description & Benefit

This project is a modification of 2018 capital project CP18-05: Pre-processing storage. Inflow (also referred to as pre-processing) storage is the term used to describe both the physical area

Appendix B: 2019 City-Funded Projects

and the methodology used to hold recyclable materials (scrap metal, aluminum cans etc.) prior to their processing. Our current 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, short life "super-sacks".

This project would create a 40' x 90' pad which would be contiguous with the phase 1 50' x 165' storage area. On this additional pad the existing 20' brown storage container would be relocated as well as the HHW Facility. Also included in this project is the removal of a small group of trees not far from the new 40' x 90' pad. The removal of these trees would allow an area for storage of the DRC's two Bobcat loaders.

Total Project Cost

\$50,000 - \$26,400 funded in 2018 = \$35,600 funded in 2019

Gustavus Volunteer Fire Department Replacement AED/Monitor

Project Description & Benefit

The Gustavus Volunteer Fire Department (GVFD) would like to replace its Phillips MRx cardiac AED/monitor with a new Physio Lifepak15. Phillips discontinued the MRx in May of 2017. They are only supporting its MRx customers through December 31, 2022 with service parts, accessories and consumables. Phillips has discontinued building the MRx partially due to a class 1 recall that was issued in October 2017. Our serial number was in the recalled group and fixed by a technician that came out to Gustavus in 2018.

As far as performance and functionality, goes the Physio Lifepak15 is essentially the same thing as the Phillips MRx. The Lifepak15 is used and trusted by most EMS providers in Southeast Alaska along with Airlift Northwest medevac teams. This device gets used on every EMS call that the GVFD responds to.

The Lifepak15 is an Automatic External Defibrillator (AED) with built-in patient monitoring capabilities. Every ten minutes, it is programmed to monitor and read: blood pressure, oxygen levels in the blood, and the pulse. If the patient is having cardiac problems, during the early phase of the attack, we can wire them to the monitor and take a picture of their heart. With that picture the hospital can locate a STEMI (ST-elevation myocardial infarction) and send them to the most appropriate hospital for the patient's needs. It also stores all the vitals it gathers and prints off a nice timeline to help track trends or aid in report writing. It also has the capabilities to transmit data to the receiving hospital before patient arrival and into our report writing program. It does lots more; these are just the basics. Overall, it is a lifesaving tool and is one of the most valuable pieces of equipment that GVFD carries.

Plans & Progress

The fire chief has applied for the Southeast Region EMS (SEREMS) Code Blue Phase 2019 grant to acquire some funds to put towards the Lifepak15. If the grant was fully funded, it would have 10% match (\$3,800) and two years to spend the money. The fire chief is also searching for other funding sources to help offset any cost to the city.

Total Project Cost

\$38,000



Disposal & Recycling Center Three Phase Power Installation

Project Description & Benefit

Three phase power is an important foundation to improving the Disposal & Recycling Center (DRC), as most industrial scale equipment, even equipment the DRC is using now, uses three phase power. It provides more power and can power larger motors than single phase power can. Alaska Power and Telephone (AP&T) has noted that to provide three phase power to the

Appendix C: Mid-Range Projects

DRC, the three underground lines would have to cross State Dock Road by the Gustavus Chapel. When the Glacier Bay National Park electrical intertie work is underway (as early as 2020), there will be equipment in town for that project that is able to tunnel under the road. If the city can install three phase power while the equipment is present, it will save the city money instead of waiting to perform the installation when it comes time to actually hook the DRC up to three phase power.

Plans & Progress

A quote from AP&T was requested for what it would cost to provide three phase power to the DRC. This quote is a part of the planning process for the future of the facility.

City of Gustavus Resolution 2009-11 in support of the extension of a three-phase electrical feeder along Dock Road included a whereas as follows:

“Whereas, the Gustavus Disposal and Recycling Center presently has three phase equipment and would benefit from being able to connect to three phase grid power...”

Total Project Cost

Unknown – waiting for quote from AP&T

Gravel Pit Expansion/New Location

Project Description & Benefit

At some point in the very near future the current gravel pits will need to be expanded deeper or a new location will need to be developed. A project was completed in 2016 that evaluated the current gravel pits.

Plans & Progress

- The potential of obtaining a significant additional amount of gravel from the existing pits could be realized by utilizing a drag-line system. The concept is to have a large bucket dragged across the bottom of the pit versus the existing method of tractors that are limited by reach. This process could provide several years of supply through a few years of excavating. This project has several variables that will impact cost but an estimate of \$500,000 for the equipment and operations is reasonable. A cost analysis should be performed to determine viability.

Total Project Cost

Unknown

Beach Improvements: Parking Area

Project Description & Benefit

The general description and benefit are described in phase 1, funded in 2019. Specifics will be informed by the design and engineering plan created in phase 1.

Plans & Progress

- Phase 1: design & engineering in 2019

Appendix C: Mid-Range Projects

Total Project Cost

Unknown, but possibly up to \$700,000.

Refurbish/Repurpose Composting Quonset

Project Description & Benefit

This project would allow for tarp free storage of outflow recyclables. This project would make it easier to accumulate shipment-ready quantities of materials that take greater lengths of time to build up and are shipped in containers, such as cardboard boxes or fiber supersacks that deteriorate when stored in outdoor conditions.

Once the existing food waste Quonset is replaced with a new structure, the old steel frame of the Quonset is still usable, it just needs:

- 1) a new location
- 2) new pony walls
- 3) new fabric

The metal tubing that makes up the frame of the existing 30' x 48' Quonset structure would be reused, and a new cover fabric would be purchased and mounted on a new ~4' high pony wall made up of concrete ecology blocks. In 2018, this project was estimated at ~\$15,000. This project cannot happen until the new composting facility has been built and the existing Quonset has been disassembled.

The new proposed location is an undeveloped area behind the office beside the composting yard.

This new structure would be for (recyclable) "Outflow" material that is flowing "out" of the main building. This is bales of plastic, aluminum, etc. that need to be stored prior to shipment. Depending on the material, it can take several months to build up a sufficient quantity to make a van load. Currently the DRC has no outflow storage. Tarps and other subpar methods are used that make for more work for the Operator(s) keeping everything covered during wind events. The DRC needs a dedicated, covered area to be able to store a variety of shipment-ready materials. This will reduce labor and improve efficiency.

The new pony walls are proposed to be made up of the concrete blocks like the ones used to create the backwall for the food waste mixing station in the composting yard. It needs to be material that lasts but can also be rearranged in the future if need be. The metal tubing that holds the fabric that makes up the roof of the Quonset would be fastened to the concrete pony wall with a 4" x 8 wooden board that is fastened to the concrete blocks. This is a very similar setup to what the Quonset has now.

For fabric replacement, Clearspan, the maker of the Quonset kit, sells new covers for their old models. The fabric is rated for 10 years but the current fabric has already lasted 12+ years, so it is presumed this could occur again with the new fabric.

Plans & Progress

The project cannot commence until the new composting structure is in place. The 2017-funded project "Disposal & Recycling Center Driveway Improvements" that was completed in 2018 included some rough work on improving the new location for the Quonset.

Appendix C: Mid-Range Projects

Total Project Cost

Estimated at \$15,000

New fabric (includes ratchets, etc.)	\$2,640
Freight	\$850
22 concrete blocks, purchase, & setting on prepared surface \$350 x 22	<u>\$7,700</u>
Subtotal	\$11,190
10% Contingency	<u>\$1,120</u>
Total	\$12,310
Labor to disassemble (16 hrs. x \$18.50 + payroll taxes)	\$327
Labor and parts to reassemble (80 hrs. x \$18.50 + payroll taxes)	\$1634
End panels similar to original set-up but with a bigger opening for equipment ~\$700	

Landscape Design Consultation

Project Description & Benefit

City Hall and the Gustavus Beach are both slated for some type of significant landscaping work over the course of the next few years. The road to City Hall is threatened by erosion from the Salmon River, and a plan must be developed to stabilize the river bank or relocate the road which will affect Salmon River Park. The beach will potentially require trail design, vehicle flow routing, and signage.

At City Hall, the current entryway is unprotected from the elements, and the trim and door jamb are showing signs of water damage. A possible remedy is to extend the roof 6-8 feet from the door, providing for a covered entry to protect the building and allow citizens with bikes, strollers, dogs, etc., to keep things dry while conducting city business. As part of this project, the footers for the awning could tie into a new small adjoining deck (or simply stairs to the lawn in front of the Clerk's windows) to provide a small outdoor seating area.

All of these projects would best be approached with a professional comprehensive design that can be viewed by the citizens of Gustavus and approved by the City Council. This project would allow the city to hire a professional landscape architecture firm to work with the appropriate city representatives to develop design plans for each of the three projects.

All of these sub-projects are conceived as having two phases:

1. Phase one is landscape design consultation.
2. Phase two is the implementation of the chosen design for each sub-project:
 - City Hall Driveway Relocation or River Bank Stabilization
 - City Hall Entryway Awning & Deck
 - Beach Landscaping & Signage

Plans & Progress

State of Alaska visited the Salmon River in April 2018 and took pictures of the erosion by City Hall and its approach to the rock rip-rap under the Salmon River bridge. The river bank is state land.

Total Project Cost

Unknown – determined via RFP.

Gustavus Volunteer Fire Department Utility Pick-Up Truck

Project Description & Benefit

The Gustavus Volunteer Fire Department (GVFD) currently has no pickup truck and relies on volunteers' pickups to do various tasks around the department. This project would purchase a 4WD truck to carry a water pump and other equipment and to pull the wildland fire support trailer.

GVFD has a 64-horsepower pump that was donated by Capital City Fire Department that can move 575 gpm of water at 100 psi. In a test, GVFD flowed water from the firehall through 1500 feet of 3-inch hose and were still able to shoot water over the trees at the beginning of Willow Drive. The plan would be to mount this pump to the pick-up truck and be able to maneuver it as close as we can to a water source and either be able to supply the fire engine directly or be able to at least transport water closer to our fire scene. The same pump can fill our current water tenders in half the time, once the operation is set up. This would basically turn the pick-up truck into a portable hydrant.

GVFD also has a large road trailer that is being renovated into a wildland fire support trailer. Inside will be wildland firefighting protective gear, tools, appliances, pumps, hose, chainsaws, and anything else that might be needed on scene.

This truck would only be used as an operational vehicle. This would eliminate the need to use personal vehicles for hauling equipment, trailers, picking up after calls, and trips to the DRC. This vehicle purchase could potentially replace Engine 27 in the future.

Plans & Progress

A make/model/year has not been selected, but GSA auctions are being monitored for suitable vehicles.

Total Project Cost

\$15,000 used to \$60,000 new. Prices were from dealerships in Washington State.

Gustavus Public Library Heating Control Upgrade

Project Description & Benefit

The existing boiler system uses a lot of heating fuel, and library staff are unable to adjust the thermostat, resulting in the library getting overly hot at times. This upgrade would help the temperature swings the building experiences when the outside temperature changes a lot and would also improve a few other aspects of the system. This also would enable the heating system to better "upgrade" with any future building plans, whether it be an additional floor space balcony above, an addition, or just the new roof.

This project would eliminate the current system of using the boiler to set the heating curve (as the boiler heats the water, the water is circulated with a varying temperature - cooler then hotter) and replacing it with a constant temperature (dictated by outdoor and indoor temperature sensors) ensuring less temperature swings (overheat and underheat). It would also enable the infloor heating system to be glycol-ed again, which it was originally but has been unprotected due to leaks and seeps over the years.

Appendix C: Mid-Range Projects

Total Project Cost

Estimate from contractor is \$6445.70 in February 2019.

City Hall & Fire Hall Energy Audit Repairs

Project Description & Benefit

These projects will be informed by a to-be-scheduled energy audit and engineering plan.

Plans & Progress

Total Project Cost

Unknown

Grandpa's Farm Road Bridge & Culvert

Project Description & Benefit

This project will replace a perched culvert where Harry Hall Creek passes under Grandpa's Farm Road by the Maier/Lentfer residence. The culvert is becoming increasingly perched creating a barrier to fish passage, particularly for rearing Coho salmon. The road embankment at the crossing is also narrow with a steep drop off into the stream, presenting a traffic hazard. A crib wall on the southwest end of the existing culvert is aging and expected to fail within a few years.

The goal is to eliminate the traffic hazard and the fish passage restriction by replacing the culvert with a timber bridge.

The project will benefit residents and businesses on the road as well as the general public who use the road. It also benefits fish populations dependent on the stream.

Plans & Progress

Funding could come from the U.S. Fish & Wildlife Service (USFWS) and/or Alaska Sustainable Salmon Fund (AKSSF), as was done for previous bridge/culvert replacement projects on Mountain View Road.

Total Project Cost

Design documents are 95% with an engineer's estimate for the project of \$250,000.

Volunteer Fire Department Building Expansion and Roof Repair

Project Description & Benefit

The main structure of the Gustavus Volunteer Fire Department (GVFD) building was built by volunteers around 1981. In the early 1990's, it was expanded to include a third bay. Since, then, the needs of the fire department have continued to grow. This project would 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.

GVFD has a full-time Fire Chief, hired by the City of Gustavus in July 2016, and a non-profit organization coordinating 30 volunteers for fire and EMS response and dispatch services. Skill training is conducted one night every week, with CPR, EMT, and ETT classes offered every year. In August 2017, the City of Gustavus purchased a 2003 Pierce International fire engine for \$113,800 plus shipping. The city also continues to successfully receive multiple annual grants for training and equipment. The GVFD is a thriving and growing organization.

This expansion would create a kitchen and full bathroom upstairs along with bunk rooms. It would also create a larger classroom/training room. It would update the building's aging electrical and lighting in hopes of making the building more energy efficient. Safety improvements would include an additional second story exit and a vehicle exhaust system for the garage. In the garage, it would create separate rooms for storage of EMS supplies and Fire Equipment. It also would create some much-needed space in the garage to be able to work on various equipment without having to remove vehicles into the elements. A bigger garage space also will allow us to store equipment that is currently outside.

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.

In 2016, a local construction company working on the roof noticed lots of roofing materials that were tacked down inadequately and believed there could be damage underneath some of the roof on the main building due to water leakage. This is a hot roof, which is sealed and does not allow air to circulate. If a hot roof gets condensation inside, mold can spread rapidly.

The project would include two phases, Design is Phase 1 (included in FY20 legislative request and the list of Mid-Range Projects) and Build is Phase 2. Both are contingent on funding. As soon as Phase 1 is complete, funding would be sought for Phase 2.

Total Project Cost
\$700,000

City Hall Driveway Relocation or River Bank Stabilization

Project Description & Benefit

This project will be informed by the aforementioned landscape design consultation.

The Salmon River is eroding the driveway that leads to City Hall. It is a slow rate of erosion, but it appears inevitable that the driveway will eventually become unsafe or too narrow to provide

Appendix D: Long-Range Projects

access to City Hall. Options that have been considered informally include river bank stabilization and driveway relocation through some of the existing trees behind the picnic shelter. This driveway is also used by the public to access the old ball field, especially during the Coho salmon run, and by Lee and Linda Parker to access their home. As part of this access design, the city may want to consider creating an electric vehicle charging station, for use by a city vehicle and possibly the public.

This would be Phase Two: implementation of the chosen design.

Plans & Progress

State of Alaska visited the Salmon River in April 2018 and took pictures of the erosion by City Hall and its approach to the rock rip-rap under the Salmon River bridge. The river bank is state land.

Total Project Cost

Unknown

City Hall Partial Building Remodel

Project Description & Benefit

The City Hall original building is in need of a facelift. An addition was built 2012-2015, and this part of the building does not need further work. The front room, however, has not been remodeled in some time. It needs to be painted, new carpet installed, three new windows on the east side of the building, and possibly updated lighting. A new front door should also be purchased and installed that is ADA and fire code compliant (lowered threshold, opening to the outside). As part of this same process, the storage room should be examined to see if expansion is necessary (e.g. storing stackable chairs and permanent records) and whether the front room itself should be considered for expansion.

As part of this remodel, the city may want to consider creating an electric vehicle charging station, for use by a city vehicle and possibly the public.

Plans & Progress

Total Project Cost

Unknown

Refurbish/Reconstruct Old Preschool/Post Office Building Phase 1-2

Project Description & Benefit

The city owns a building in the old FAA historic district. Once used as the Gustavus Post Office and Preschool, the building is in a state of disrepair and is currently being used as storage. It has potential to be refurbished and being put into service in some manner. Some potential uses include renting it out as a potential business space or Chatham School District housing

Appendix D: Long-Range Projects

or office space. This proposal has three phases: Phase 1-Assessment/Feasibility, Phase 2-Design, Phase 3-Construct.

Plans & Progress

In recent years, indoor cleanup has commenced with many unused storage items removed.

Total Project Cost

Phase 1 = \$1,000 Phase 2 = \$2,500 Phase 3: Unknown

GVFD Water Tender/Road Water Truck

Project Description & Benefit

The Gustavus Volunteer Fire Department currently has two water tenders: a 1981 International and a 1987 international. Both tenders carry 1500 gallons of water each. Tender 1 is an automatic transmission, and Tender 2 is a manual transmission, which can be tough for a volunteer to drive. Neither truck was made for tendering water to a fire, but they are functional.

According to NFPA and OSHA, each tender should have two people during operations: one person driving and one person to help the driver operate safely by helping them back up, stopping traffic, and help with tendering operations. When a fire happens, GVFD would prefer to have as many volunteers working on the fire scene as possible and not engaged in driving vehicles.

This project would invest into one larger 4000-gallon water tender that also has road sprayers. Not only would it reduce manpower of the fire department in an operational scene, but the truck could be used in the summer months spraying water on gravel roads, reducing the dust. One of the current tenders does have a road spraying system. With only a 1500-gallon capacity, however, a lot of time is spent filling the truck with water, and it is challenging to get enough water on the roads to make a difference.

Both Tender 1 and Tender 2 could have some sort of resale value. The trucks are not unusable; GVFD could just be more efficient in our operations with one truck that carries more water.

Plans & Progress

Total Project Cost

Unknown

GVFD Edraulic Extrication Equipment

Project Description & Benefit

This project would purchase a new set of extrication equipment for the Gustavus Volunteer Fire Department (GVFD). GVFD currently has old extrication equipment that was used by Sitka Fire Department before given to the GVFD pre-1999. The main use for this equipment is to cut people out of cars and other similar situations quickly and safely.

Appendix D: Long-Range Projects

The technology of extrication has changed drastically in the past few years and is now battery operated. They are still just as powerful as the older ones just easier to use - no cables and less people to operate. A set of extrication equipment includes a spreader, cutter, ram, combitool, and a battery bank with spare batteries.

Right now, GVFD would call DOT for assistance and use their hydraulic equipment which is newer, lighter, and easier to use than ours.

Plans & Progress

An Assistance to Firefighters \$25,0000 Micro Grant was submitted early 2018 for this equipment. Grant recipients will be announced in the fall of 2018.

Total Project Cost

\$35,000

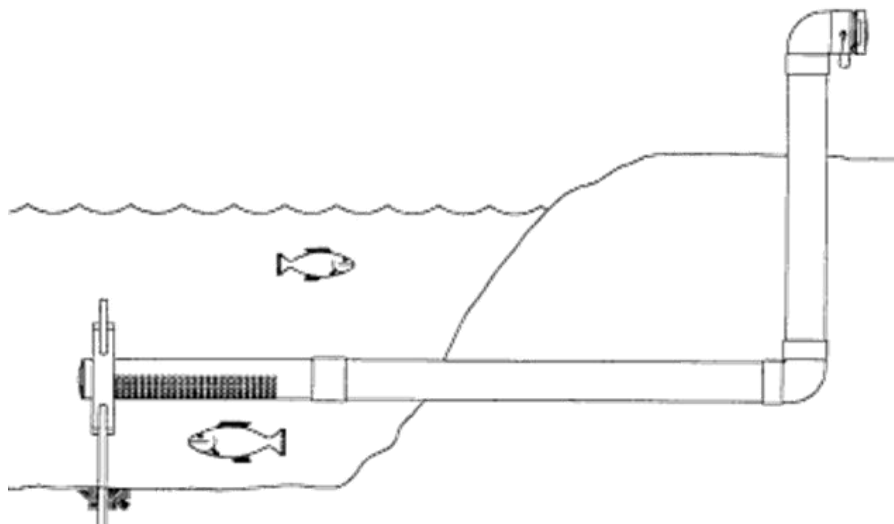
Dry Hydrants and Alternative Water Sources

Project Description & Benefit

This project would place dry hydrants in strategic places along Mtn. View Road, Good River Rd., and at the Gravel Pits. Where dry hydrants cannot be established, large capacity water tanks would be installed that do not freeze in winter. These systems will provide better access to water sources to keep a steady flow of water to supply most fire scenes.

Right now, GVFD uses portable pumps and suction hoses. This project would place dry hydrants that consist of a permanently placed suction hose that allows for quicker and more stable operations. A permit would need to be obtained from the State because of the fish in the creeks and ponds. Large capacity water tanks would be placed around Dolly Varden Ln., the off roads on Wilson Rd., and a few other spots, with property owners' permission.

Once GVFD purchases a pickup truck, using these water sources in conjunction with the pump on the truck would be similar to fire hydrants found in bigger communities.



Appendix D: Long-Range Projects

Plans & Progress

GVFD currently owns one dry hydrant and will be installing it at the gravel pits in spring 2018. A second one will be purchased at the end of FY18. It will take some planning to find the spots that are the most critical and get them installed first, either with a dry hydrant or water tank. This project could be installed in phases or all at once.

Total Project Cost

Dry hydrants are approximately \$1000 each, plus installation. Large capacity water tanks are unknown cost.

911 System Upgrade

Project Description & Benefit

This project is still being researched.

Plans & Progress

Total Project Cost

Unknown

Gustavus Public Library Building Expansion

Project Description & Benefit

The Gustavus Public Library was built by volunteers, grants and donations. When the blueprints were drawn the building was designed for an expansion at some future date. As the population of Gustavus has grown significantly since the late 80's and early 90's, we find that we need more space to better serve the public. As librarians, we are taught to constantly and methodically weed out books to keep things moving and pertinent to the public. However, even with these efforts, we receive comments of the library being "too cluttered".

During the Spring, Summer and Fall months, we are a hub for visitors. Many come to learn about Alaska or Gustavus and its history itself. As a part of this expansion, we would like to see a small portion sectioned off as the "Alaska Room" where those interested can go spend some quiet closed off time (if desired) browsing the bookshelves for the exact local topic they are looking for or one would be able to sit at a small table with some friends and have a small meeting.

The other part of the expansion would serve children, specifically teens. We desperately need a space that tweens and teens *want* to be in, semi-secluded and surrounded by fun and informational books and magazines. The existing "kid's room" space would stay roughly the same but move into the new expansion, leaving more room in the main circulation area for adult and juvenile books.

Plans & Progress

Original blueprints detail a possible expansion. The project would include two phases, Design is Phase 1 (included in FY20 legislative request and the list of Mid-Range Projects) and Build is

Appendix D: Long-Range Projects

Phase 2. Both are contingent on funding. As soon as Phase 1 is complete, funding would be sought for Phase 2.

Total Project Cost
Unknown

DRC Main Building Replacement DRC Landfill Closure DRC Baler Purchase

Project Description & Benefit

These projects and purchases will be informed by the Solid Waste Management Plan (SWMP) to be submitted to the Gustavus City Council in 2019.

City Electric Vehicle

Project Description & Benefit

The City of Gustavus has a need for a shared vehicle to accomplish city business. City Hall, Marine Facilities, the Library, and the Disposal and Recycling Center (DRC) all require regular or occasional use of vehicle transport. Currently, employees use personal vehicles, with some employees requesting mileage reimbursement and others not. The City Hall employees use their personal vehicles several times per week for trips to the Post Office and library for mail and for posting announcements. The harbormaster uses his personal vehicle to haul trash to the DRC, to clean the waterless restrooms at the beach and Salmon River Park, and to monitor activities at the dock and harbor. The DRC operator uses his personal vehicle to pick-up solid waste from City Hall and the Community Chest once per week and for hauling jerry jugs of fuel for equipment at the DRC. The fire chief uses his personal vehicle to respond to emergencies and uses the ambulance to haul non-offensive trash and recyclables. The Gustavus Volunteer Fire Department may purchase a utility pick-up truck, which would satisfy their needs. A Council Member uses his personal vehicle to drive portions of the city roads to inform authorization of road grading and snow plowing.

While this system has worked for a number of years, a city-owned vehicle will allow a more professional appearance (especially important for the marine facilities position), and an electric vehicle will encourage and highlight the city's renewable energy source. Electric vehicles are relatively inexpensive (~\$10,000) to purchase.

Plans & Progress

Ideas for a vehicle include an electric vehicle and/or an open small pick-up truck that could easily haul trash.

Total Project Cost
\$ 10,000 for vehicle

\$2-4,000 for charging station at City Hall.

Appendix D: Long-Range Projects

Salmon River Harbor Waterless Restrooms

Project Description & Benefit

This project would construct waterless restrooms at the Salmon River Harbor, using the same or similar kit as the waterless restrooms at the beach and at Salmon River Park.

Plans & Progress

None.

Total Project Cost

\$40,000 for ROMTEC SST Traditional Double Restroom Kit plus shipping to Gustavus

\$30,000-\$50,000 for site preparation and installation

Salmon River Harbor Public Floats

Project Description & Benefit

This project would install public floats at the Salmon River Harbor.

Plans & Progress

None.

Total Project Cost

Unknown.

Appendix E: City of Gustavus Fixed Assets and Repair & Replacement Calculations

Name	Model	Manufacturer	Description	Placed in service	New cost	Insured Value (not including bldg. contents)	Useful Life	Function	R&R/year - add to FY19 budget	Total that should be set aside by end of FY18	R&R accounts at end of FY18
Equipment											
Bobcat	763	Bobcat	Skid steer loader	12/15/98	\$ 17,000	\$ 25,200	20	General Gov	\$126.00	\$2,520.00	DRC \$43,556.19
Bobcat	A770	Bobcat	All-wheel steer loader	08/22/16	\$ 58,409	\$ 57,899	20	General Gov	\$292.05	\$584.09	GVFD \$107,699.61
Compost screener	Trom 406	Screen USA, Inc	Tan, large, wheeled trommel screener	04/05/05	\$ 33,500	N/A	20	Landfil	\$167.50	\$2,177.50	Admin \$3,519.57
Cram-a-lot (NPS owns)	DHR-42-LU	JV Manufacturing	Purple, large recycling baler	07/01/03	\$ 10,165	N/A	20	Landfil	\$50.83	\$762.38	Lands \$0.00
GPI baler (NPS owns)	M30HD	Harmony enterprises	Yellow baler, principal trash baler	09/01/02	\$ 5,000	N/A	20	Landfil	\$25.00	\$400.00	Library \$84,588.00
Glass Pulverizer	H-100VT	GAME	Grey, conveyor fed glass pulverizer	5/7/2003	\$ 17,475	N/A	20	Landfill	\$87.38	\$1,310.63	Marine Fac. \$47,749.93
Alligator shear	320	JMC Recycling Systems	Hydraulic metal shear	12/23/06	\$ 13,450	N/A	20	Landfill	\$67.25	\$807.00	Roads \$0.00
Conveyor fed bottle buster		Bell Recycling Equipment	Red, 2 motor bottle buster	2001	\$ 5,000	N/A	20	Landfill	\$25.00	\$425.00	Total: \$287,113.30
Grey baler	?	Compaction Technologies	Original baler	05/01/95	\$ 90,000	N/A	don't replace	Landfill			
Larger blower		Green Mountain Technology		6/7/05	\$ 5,000	N/A	don't replace	Landfill			
Fuel Tank				2012	\$ 6,580	N/A	30	General Gov	\$21.93	\$131.60	R&R means Repair & Replacement
Monitor/Defibrillator	MRx	Philips		6/28/2012	\$ 21,000		15	Public Safety	\$140.00	\$840.00	FY20 budget R&R
Oxygen Generator			state grant at end of Steve Manchester's time - \$50,000?	2013??	\$ 50,000		20	Public Safety	\$250.00	\$1,250.00	DRC \$3,350.26
SRP playground equipment		Recreation Today		7/4/2018	\$ 18,541	N/A	30	General Gov			GVFD \$9,137.36
Air-Pak SCBA equipment x 10			10 air-paks, 20 cylinders, 10 facemasks	1/4/2019	\$ 73,532		15	Public Safety	\$4,902.13		Admin \$1,000.00
Total Equipment					\$ 424,652				\$6,155.06		Lands \$0.00
Buildings											Library \$4,028.00
DRC Main Building				1996	\$ 50,000	\$ 291,200	30	Landfill	\$970.67	\$21,354.67	Marine Fac. \$7,482.27
DRC Office Building			new cost assumed from insured cost	2013	\$ 125,000	\$ 125,000	30	Landfill	\$416.67	\$2,083.33	Roads \$0.00
DRC Quonset				10/8/2004	\$ 11,000	N/A	10	Landfill	\$1,100.00	\$11,000.00	Total: \$24,997.89
Community Chest Building West				1942	\$ 61,200	N/A	30	General Gov		??	
Community Chest Building East				1942	\$ 61,500	N/A	30	General Gov		??	
Post Office/Preschool building				1942	\$ 28,800	N/A	30	General Gov		??	
Tong Fire Hall				1985	\$ 752,300		30	Public Safety	\$2,808.33	\$84,250.00	
Tong Fire Hall Improvements			plumbing, etc.	2011	\$ 101,500	\$ 842,500	30	Public Safety			FY19 budget R&R
Gustavus City Hall				1960, 2015	\$ 88,000	\$ 300,000	30	General Gov	\$1,000.00	\$3,000.00	DRC \$3,350.26
Gustavus Public Library				1997	\$ 1,336,600	\$ 1,208,400	30	Library	\$4,028.00	\$84,588.00	GVFD \$4,235.23
Tank farm			AEA and Denali Comission Project	5/23/2013	\$ 2,003,840	\$ 2,000,000	30	General Gov			Admin \$1,000.00
Generator Building			AEA and Denali Comission Project			insured by AP&T	General Gov				Lands \$0.00
Beach waterless restrooms			ROMTEC SST Traditional double restrc	3/7/2014	\$ 72,745	\$ 72,745	30	General Gov	\$242.48	\$969.93	Library \$4,028.00
Salmon River Park waterless restrooms			ROMTEC SST Traditional double restrc	10/21/2016	\$ 77,935	\$ 77,935	30	General Gov	\$259.78	\$519.57	Marine Fac. \$7,482.27
Total Buildings					\$ 4,770,420				\$10,825.93		Roads \$0.00
Infrastructure											Total: \$20,095.76
Salmon River Boat Harbor Ramp Upgrades			Refurbishing of boat ramp and barge ra	2007	\$ 396,000	N/A	20	Marine Facilities	\$1,980.00	\$21,780.00	
Communications Tower					\$ 15,559	N/A	don't replace	Admin - unused for broadband at Hycro			
Small Harbor Float System Transfer				9/16/2013	\$ 1,377,485	\$ 1,500,000	30	Marine Facilities	\$5,000.00	\$25,000.00	
Wilson Rink Culvert				2011	\$ 61,808						
Berry Drive Culvert Improvement				2012	\$ 80,514						
Lukes driveway bridge				7/25/2016	\$ 126,605						
Chase driveway bridge				7/6/2016	\$ 146,552						
Dickey Drive Bridge				8/3/2016	\$ 202,340						
Tong Road Bridge				9/16/2015	\$ 161,078						
Spruce Lane Bridge				9/22/2014	\$ 173,417						
Good River Bridge				8/13/2015	\$ 239,211						
Total Infrastructure					\$ 2,980,569				\$ 6,980		
Vehicles											
Roadside Brusher			Year: 1991	3/31/2009	\$ 10,000						
Fire Engine #1	4400	International	Year: 2003	8/22/2017	\$ 113,800	\$ 113,800	30	Public Safety	\$379.33	\$5,690.00	
Ambulance	F450	Ford	Year: 2003; new cost assumed from insu	2/4/2003	\$ 70,000	\$ 70,000	30	Public Safety	\$233.33	\$3,500.00	
Fire Truck #27 ARFF	S Series 1854	International	Year: 1983	1/12/2012		N/A		Public Safety			replace with utility truck combo?
Wildland Fire Response Trailer		Wells Cargo	purchased from Signal Trailer	6/29/2007	\$ 7,269		30	Public Safety	\$24.23	\$169.61	
Tank Truck - Tanker 1 - Princess?	S Series 1955	International	Year: 1987 - purchased from Affordable	6/8/2011	\$ 120,000	N/A	30	Public Safety	\$400.00	\$12,000.00	
Fuel Truck - Tanker 2		International	Year: 1981			N/A	30	Public Safety			
					\$ 321,069				\$ 1,037		
Non Depreciable Land											
Salmon River Park/Firehall/City Hall/Restroom	1.81 Acres	ADL 108131 Lot 8A	DNR Div. of Mining, Land, & Water	2019				General Gov			
Lot north of City Hall	2.33 Acres	ADL 108131 Lot 8B	Municipal Entitlement	2019				General Gov			
Salmon River Boat Harbor	8.76 Acres		Fish and Wildlife	2007	\$ 41,000			Marine Facilities			
DRC 810 Conveyance	11.9 Acres		DRC	2004	\$ 100,000			Landfill			
Community Chest	5.8 Acres		Municipal Entitlement	2004	\$ 50,000			General Gov			
Marchbanks' Building	13.99 Acres		Municipal Entitlement	2004	\$ 125,000			General Gov			
Tank Farm 810 Conveyance	1.3 Acres		Municipal Entitlement	2004	\$ 25,000			General Gov			
Gravel Pit	40.47 Acres		Municipal Entitlement-full of ponds	2004	\$ 30,000			General Gov			
Bailey Property	5 Acres		Gifted property	2005	\$ 50,000			General Gov			
Total Land					\$ 421,000						

Appendix F: City of Gustavus 2005 Strategic Plan Excerpt

2005 Value to Vision to Goals

Value A: The Citizens of Gustavus value our pristine, wild environment and its wildlife.

Vision A: We envision a distinctive community that prospers while, and by, protecting its natural resources.

Goal 1: Assure clean air and water

Goal 2: Maintain abundant fish and wildlife populations and their habitats, including those important to subsistence

Goal 3: Maintain healthy botanical resources, including timber, mushrooms, berries and edible plants

Goal 4: Promote key aesthetic values, such as the presence of wildlife; cleanness and beauty of beaches, roadsides and facilities; views of the night sky; and quiet

Goal 5: Reduce Gustavus' negative impacts on the regional and global ecosystem and climate

Value B: The Citizens of Gustavus value a safe and healthy place in which to live, work, recreate, and utilize our natural resources.

Vision B: We envision a distinctive community with a sustainable economy and infrastructure that assures public health and safety and promotes personal development and initiative.

Goal 1: Promote economic well-being for everyone

Goal 2: Provide well-planned and necessary infrastructure that balances needs of businesses and neighborhoods

Goal 3: Provide a level of medical care appropriate for a healthy lifestyle in a remote community

Goal 4: Support quality community educational programs that promote physical and mental health and safety of all citizens

Goal 5: Support quality schooling for youth that develops excellent thinking and social skills

Goal 6: Provide opportunities and activities that prepare youth for life outside of Gustavus while encouraging appreciation of the natural and social environment here

Goal 7: Support the volunteer organizations that provide needed community services

Goal 8: Support infrastructure and training necessary to provide an appropriate level of safety for citizens and protection of facilities

Goal 9: Promote safe hunting practices and hunt regulations within the city of Gustavus

Goal 10: Maintain subsistence as an important component of our economy and Lifestyle

Value C: The Citizens of Gustavus value our freedom, independence, self-reliance, privacy and individuality.

Vision C: We envision a distinctive community where all members take social responsibility and actively participate in decisions affecting growth, development, regulation and enforcement.

Goal 1: Seek diversity in the membership of city committees

- Goal 2:** Provide for a public planning process for all the city departments that provide public service
- Goal 3:** Develop procedures, in consultation with the City Council, to provide full and timely communication between the Council, its committees, the school and Gustavus
- Goal 4:** Encourage individual responsibility and consideration for neighbors so that city action and law enforcement are not necessary
- Goal 5:** Promote communication and cooperation between Gustavus and other communities in the region
- Value D:** The Citizens of Gustavus value cooperation, trust, respect and caring for neighbors; tolerance; spirit of volunteerism; talents; creativity and hard work.
- Vision D:** We envision a distinctive community in which people can retain a closeness with, and caring for, each other individually and collectively, and work together to accomplish community goals while preserving community traditions.
- Goal 1:** Foster appreciation for the history, traditions and heritage of Gustavus as it exists within the greater Icy Strait area
- Goal 2:** Promote and encourage volunteerism to sustain all aspects of community services, events, education, the arts
- Goal 3:** Support and honor traditional community celebrations and events, and develop opportunities for interaction with neighboring communities
- Goal 4:** Support social, educational and recreational events and activities for the entire community

Category	2005 Project List Item	Status as of May 2018
Economic Development	Dry dock and boat repair facility	Unknown need
Economic Development	Encourage small timber sales/local milling	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	Explore potential for mining (gravel and quarry type)	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	Explore ways to keep big, outside businesses from displacing small, local ones	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	GCN- upgrade to broadband internet access	Has become the role of Private Business. City discontinued GCN in 2016
Economic Development	Search for revenues sources to support economic diversification	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	Support community IFQ (halibut quota) program	Unknown need

Economic Development	Support expansion of cottage industry type business	Ongoing - Economic Development authority beyond GVA contribution added to ordinance in 2018
Economic Development	Work on ways to reduce power and freight rates	Ongoing
Medical	Basic equipment for clinic operation (microscope, lab equipment, autoclave/sterilizer)	SEARHC
Medical	Community clinic – find funding for operating expenses and salaries	SEARHC
Medical	Digital X-ray facility and expansion of clinic for this unit	SEARHC
Medical	Mental health counseling	SEARHC
Medical	Metabolic syndrome education and prevention	SEARHC
Medical	Sexually transmitted diseases education	SEARHC
Medical	Substance abuse education and prevention	SEARHC
Roads/Public Works/Infrastructure	Build an all-tide boat harbor/marina	Unknown viability
Roads/Public Works/Infrastructure	Build bike and foot trails	Build into 2018 Strategic Plan Update
Roads/Public Works/Infrastructure	Build conveniently located public restrooms	COMPLETE
Roads/Public Works/Infrastructure	City of Gustavus explore purchasing Electric Company if it comes up for sale	Did not purchase
Roads/Public Works/Infrastructure	Create a public campground	Ongoing discussion of need and role of Private Business.
Roads/Public Works/Infrastructure	Multi-purpose community building (pre-school, city hall offices, community activities, restrooms)	Underway via Gustavus Community Center 501(c)3
Roads/Public Works/Infrastructure	Public restrooms somewhere near the beach	COMPLETE
Roads/Public Works/Infrastructure	Relocate landfill-include sewage disposal/hazardous waste/scrap metal storage and transfer options	Planning underway
Roads/Public Works/Infrastructure	Replace dock with freight/ferry facility	COMPLETE
Roads/Public Works/Infrastructure	Replace Salmon River boat launch ramp	COMPLETE
Roads/Public Works/Infrastructure	Salmon River barge/landing craft facility separate from recreational one	COMPLETE
Roads/Public Works/Infrastructure	Salmon River Park remodel/new playground equipment	Underway - scheduled completion July 2018
Roads/Public Works/Infrastructure	Service center for small cruise ships (water, fuel, sewage, berthing)	Unknown Need/viability
Roads/Public Works/Infrastructure	Upgrade other arterial roads	Ongoing

Roads/Public Works/Infrastructure	Upgrade Wilson/Rink Creek Road	Ongoing
Roads/Public Works/Infrastructure	Work to find funding for Falls Creek hydro project	COMPLETE
Roads/Public Works/Infrastructure	Build a rifle/archery range	Unknown Need
Roads/Public Works/Infrastructure	Develop a community cemetery	COMPLETE - fulfilled by private citizens
Roads/Public Works/Infrastructure	Identify and map landmarks/landscapes/trees historical Buildings / habitat	Unknown Need
Safety	Add trained volunteers for fuel spill prevention	Unknown Need
Safety	Build a Rink Creek fire station	Not Needed
Safety	Create a watershed quality council (to assess threats to water quality and freshwater habitat)	Unknown Need
Safety	Facility for used oil storage/disposal	Underway
Safety	Have a water testing program for safe drinking water	Began collecting water quality data from private homeowners. Discontinued
Safety	ID potential contaminated sites that have not been cleaned up	Unknown status
Safety	Part-time Fire Department employee to support volunteers	COMPLETE - Full-time fire chief
Safety	Program for prevention of fuel spills from small home tanks	Unknown status
Safety	Clean up small boat harbor	Ongoing - major cleanup will be finalized by December 31, 2018
Social Services	Hospice/eldercare programs	Unidentified Role for City
Social Services	Mentoring programs for all ages	Unidentified Role for City
Social Services	Suicide prevention	Unidentified Role for City

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-19NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

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 2019, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP-18-06 Storage Bins, Pallet Jack	\$	0.00	\$ 18,000.00	\$ 18,000.00
CP-19-02 Community Chest Maint.	\$	0.00	\$ 10,000.00	\$ 10,000.00
AMLIP Capital Improv Current	\$	153,953.60	\$ 125,953.60	<\$ 28,000.00>
Funds transfer for capital projects approved by the City Council at the May 14, 2018 general meeting. AMLIP Capital Improv Current balance listed here includes debit of \$5250 from pending withdrawal for FY19-16NCO.				
CP-19-03 Gustavus Beach Improv.	\$	0.00	\$ 53,150.00	\$ 53,150.00
CP-19-04 GVFD Stryker Power Cot	\$	0.00	\$ 35,000.00	\$ 35,000.00
AMLIP Capital Improv Long-Term	\$	712,876.66	\$ 624,726.66	<\$ 88,150.00>
CP-19-05 Library Heating Upgrade	\$	0.00	\$ 6,500.00	\$ 6,500.00
AMLIP Repair & Replacement	\$	320,208.49	\$ 313,708.49	<\$ 6,500.00>
Funds transfer for some 2019 capital projects, per the Capital Improvement Plan approved by the City Council at the March 11, 2019 general meeting. These projects are ready to commence.				
AMLIP Repair & Replacement	\$	313,708.49	\$ 251,608.49	<\$ 62,100.00>
Funds for the Gustavus Public Library Roof Repair (\$50,000) and Compost Quonset Replacement (\$12,100 had been saved).				
AMLIP Capital Improv Long-Term	\$	624,726.66	\$ 474,641.66	<\$ 150,085.00>
Funds for the Gustavus Public Library Bike Shelter/ Shed, DRC Compost Yard Improvement (less \$12,100 from R&R), and Inflow Storage and Household Hazardous Waste Facility Storage Area Projects.				
AMLIP Capital Improv Current	\$	125,953.60	\$ 338,138.60	\$ 212,185.00
Funds transfer to Capital Improv Current for the remaining approved 2019 capital projects, per the Capital Improvement Plan approved by the City Council at the March 11, 2019 general meeting. These projects are not quite ready to commence, so the funds will remain with AMLIP for the time being for better earnings.				
Total Change in City Held Account Balances				\$ 0.00

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

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

DATE INTRODUCED: *March 11, 2019*

DATE OF PUBLIC HEARING: *April 8, 2019*

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2019.

Cal Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY19-20**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE REVISION OF CITY
ORDINANCE TITLE 10 PROPERTY ACQUISITIONS AND DISPOSAL, SECTIONS 10.01.010,
10.07.010 AND 10.08.010**

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 10 Property Acquisition, Disposal, Management, And Use, Sections 10.01.010, 10.07.010 AND 10.08.010 be revised as follows:

Title 10 - Property Acquisition, Disposal, Management, and Use

Section 10.01.010 - Definitions

Motor vehicle: Any ground-travelling conveyance powered by an electric motor or internal-combustion engine, including but not limited to, cars, trucks, motorcycles, powered bicycles, all-terrain vehicles, snow machines, heavy construction equipment, hovercrafts, and golf carts. Motor vehicles do not include, for the purposes of this title, powered wheelchairs conveying disabled persons.

Section 10.07.010 - Casual Use of City Lands

- (d) The City may prohibit specific casual uses of City lands by posting such prohibitions on site.

Chapter 10.08 - Management of City Lands

Section 10.08.010 - Management functions for City Lands

- (a) The City of Gustavus shall manage lands owned by the City of Gustavus or under management agreement with State, Federal, or other agencies, in the public interest.
- (b) The City Council shall authorize and execute projects and allocate public funds as it deems required for the management, restoration, maintenance, and protection of City-owned or City-managed lands.
- (c) The City Council shall establish regulations governing activities of City personnel and the public to assure that management goals for the property are met and that the public interest in the lands is conserved. Such regulations shall be enforceable with fines set for prohibited activities or actions as Class C Misdemeanors scheduled either in ordinance or by resolution.

Section 10.08.020 - Gustavus Beach Lands Management, Conservation, and Public Use

- (a) The lands on the east and west sides of Dock Road designated as ALS 2009-15 Tracts A and B2, under Cooperative Resource Management Agreement 108940 (CRMA) with the State of Alaska, and the portion of City-owned Tract B1 not occupied by the City Bulk Fuel Facility and shall be managed for the conservation and enhancement of natural ecological and scenic values and for compatible public use.
- (b) Such management shall be in accordance with terms of the CRMA and the associated management plan as may be amended, and consistent with the covenants enumerated in the United States District Court Judgment Quieting Title No J-76-9 CIVIL.
- (c) In accordance with terms of the CRMA, the City shall identify and clearly post areas on the lands in paragraph (a) designated for motor vehicle parking as well as areas where the operation or parking of a motor vehicle is prohibited. It is a violation to operate a motor vehicle on these lands—except within the State of Alaska Dock Road right-of-way and in parking areas designated and posted by the City—punishable by a \$500 fine.
- (d) The City shall designate parking areas on lands in paragraph (a) with time limits. It is a violation to exceed parking limit times within any designated parking area punishable by a fine of \$50 per calendar day.
- (e) Overnight camping is prohibited on lands designated in paragraph (a) of this section unless specifically posted for camping. Camping in a posted prohibited area is a violation punishable by a \$100 fine per day.
- (f) The City Mayor may issue a specific, time-limited waiver to any of the provisions of this section for specific City- or State of Alaska-managed construction, maintenance, or emergency-response activities.

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

Date Introduced: March 11, 2019

Date of Public Hearing: April 8, 2019

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2019

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY19-21**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE ADOPTION OF CITY
ORDINANCE TITLE 6 ENVIRONMENTAL SERVICES CHAPTER 6.08, SECTIONS 6.08.010,
6.08.020, 6.08.030, 6.08.050, 6.08.060**

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 6 Environmental Services Chapter 6.08, Sections 6.08.010, 6.08.020, 6.08.030, 6.08.050, 6.08.060 be adopted as follows:

Chapter 6.08 – ENVIRONMENTAL SERVICES

Section 6.08.010 – Environmental Services Powers Adopted

The City of Gustavus hereby adopts environmental services powers for the benefit of the residents of the City.

Section 6.08.020 – Scope of Services

The City of Gustavus shall work to assess, maintain, and assure community environmental resource quality to sustain for present and future generations the community's distinctive and healthy lifestyles, economic opportunities, and ecosystem services. Environmental resources may include, but not be limited to, air, water, soil, biodiversity, climate, nighttime sky, and quiet and aesthetic neighborhoods important to residents and visitors to Gustavus. The City shall participate cooperatively and actively in regional, State, and Federal policy discussions in support of environmental quality assurance issues for Gustavus residents.

Section 6.08.030 – Definitions

Section 6.08.040 – Environmental Advisory Committees

The City of Gustavus may establish an Environmental Services Advisory Committee or subject-specific environmental advisory committees to advise the Mayor and the Council on general or specific environmental issues affecting the community.

Section 6.08.050 – Contracted Services

The City of Gustavus may approve, fund, and implement environmental projects and is authorized to contract for the assessment and remediation of environmental problems,

or for the enhancement of environmental quality, as identified by the Council, staff or public.

Section 6.08.060 – Regulatory Enforcement

The City of Gustavus may establish and enforce local regulations for the protection of community environmental resources, where not precluded or superseded by State or Federal law.

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

Date Introduced: March 11, 2019

Date of Public Hearing: April 8, 2019

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2019

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-05**

**A RESOLUTION BY THE CITY OF GUSTAVUS ADOPTING A CIVIL WORK PERMIT
FOR CITY ROAD RIGHTS OF WAY AND EASEMENTS POLICY AND PROCEDURE**

WHEREAS, the City of Gustavus has experienced damage to its road rights of way and easements from unauthorized work; and

WHEREAS, the City of Gustavus recognizes the need for clear procedures for work in the road rights of way; and

WHEREAS, the City will establish a permit application as part of the its policy and procedure for work in its road rights of way and easements to eliminate or reduce costs incurred due to damage; and

WHEREAS, formal action is needed to adopt policy and procedure for City of Gustavus establishing permitted work in its rights of way in the future.

NOW THEREFORE, BE IT RESOLVED that the City of Gustavus adopts the Civil Work Permit for City Road Rights of Way and Easements Policy and Procedure as attached.

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2019, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

CITY OF GUSTAVUS

POLICIES AND PROCEDURES

Civil Work Permit for City Road Rights of Way and Easements

SCOPE AND APPLICATION

This policy and procedure apply to dedicated public roads and to travel ways serving city properties such as City Hall, the Library, DRC and Fire Hall, within the boundaries of the City of Gustavus. It does not apply to private roads or driveways except where they intersect city roads within the public road easement. Procedures herein do not apply to road maintenance activities directed or conducted and overseen by the city.

POLICY

- A. In accordance with City of Gustavus Title 10.07.040, the City of Gustavus will make reasonable efforts for ground disturbing activities (civil work), and installations of equipment or structures, in public road rights-of-way to be conducted by such means and in such manner, as reasonable for public safety and the protection of city resources, including road embankment and travel surface quality. The city will make reasonable efforts such that construction in the road easement does not hinder city road maintenance or cause unreasonable future maintenance costs to the city.
- B. Covered civil work includes any work that disturbs the ground or road embankment in a city-maintained public right-of-way or road easement, and that may require future city maintenance, impact public traffic or safety, hinder city road maintenance, or increase city road maintenance costs, such as:
 - 1) driveway construction;
 - 2) culvert installation;
 - 3) ditching;
 - 4) drainage improvements;
 - 5) utility, satellite dish, Internet, pole, or other communication equipment installation, repair or maintenance;
 - 6) wells or water lines;
 - 7) permanent fencing;
 - 8) advertising sign posts;
 - 9) tree or stump removal;
 - 10) any attachment of equipment to, or disturbance of, city bridges, culverts, or fire department drafting sites.

PROCEDURE

- A. Any private entity, other than a contractor performing public road maintenance work directed by the city, who is planning to conduct ground-

disturbing civil work in a city-maintained road right-of way or easement shall apply to the city administrator for a civil work permit using the form included in this procedure. The entity shall not begin civil work at the site until they have received a signed, approved permit for the intended work.

- B. For routine, non-emergency work, the applicant shall submit the application at least 14 days before the work is scheduled to begin. The city does not guarantee that applications in non-emergency situations will be approved in less than 14 days.
- C. For emergency work the applicant shall indicate on the form the emergency nature of the work, and the city administrator shall expedite the permit review, allowing work to be completed in a timely manner consistent with the nature of the emergency.
- D. A utility conducting civil work at multiple sites within the city or occasionally throughout the year may apply using the same form for a blanket permit for described work for up to one calendar year.
- E. The city administrator will review the permit application, with assistance of city staff or other advisors as needed, to determine:
 - 1) applicability (is a permit required for this work?);
 - 2) utility location has been addressed if applicable;
 - 3) civil work is conducted safely and without undo impact to safe traffic flow;
 - 4) the work or installation will not negatively affect future maintenance, functioning, or appearance of city roads or neighborhoods;
 - 5) any constructed features such as culverts will meet the City's Road Maintenance Specification 603, Steel Culvert Installation and Repair (copy attached) for size and installation, and will function adequately through their service life; and
 - 6) city road embankments and driving surfaces are returned to serviceable condition;
 - 7) any requirements needed to assure the work or work product does not conflict with the intent of the ordinance or this policy and procedure;
 - 8) the permit has been signed indicating the applicant's agreement to abide with permit terms and not to begin work until an approved permit has been issued.
- F. The city administrator will respond as promptly as possible with any questions, or any stipulations, provisions or changes to the work plan that will be required for permit approval.
- G. The city administrator will sign the permit as "Approved" within 14 days of application if the city's requirements are expected to be met by the applicant's work plan. Additional stipulations may be provided in an

- attachment to the approved application/permit. The signed and approved permit application form becomes the effective permit for the work.
- H. The city administrator will *not* approve the permit if the city's requirements for the planned work are not met by the permit or the applicant does not agree to permit terms stipulated by the city. The city administrator will sign the permit as "Not Approved" in such case.
 - I. The applicant will notify the city administrator or designee in writing when the project begins and finishes.
 - J. The city administrator will inspect the site during the work and after completion as (if) necessary to assure that the terms of the permit are met.
 - K. Fees required: No permit fee is required at this time.
 - L. Penalties: If an entity proceeds with covered work without requesting and receiving an approved permit, or in violation of the permit terms, it is subject to an administrative fine of \$200, and may be required to remove any constructed facilities or equipment and restore the road embankment to acceptable, serviceable condition.



City of Gustavus
Civil Work Permit Application and Permit Form

Submit to Gustavus City Hall, in person or to PO Box 1, Gustavus, AK 99826,
or email to administrator@gustavus-ak.gov

Requesting entity:

Contact person:

Address:

Phone(s):

Email:

Permit Type: 1) Routine_____ 2) Emergency _____ 3) Blanket_____

Work location(s):

Period work will occur (dates and times):

Work description (*attach additional pages if needed*. Include any design documents, equipment specifications, or other details needed to meet the intent of the permit. If emergency, describe):

Equipment to be used on site:

Utilities location provisions:

Traffic safety and flow provisions:

Any residents affected by the permitted work must be notified 24 hours prior to commencement of activities. Coordination with any resident that may have egress/ingress blocked or impaired is mandatory to ensure availability for emergency vehicles or use by the occupant(s) is provided, if necessary.

Site restoration provisions:

Other provisions for compliance with permit requirements:

Applicant Attests: In signing this permit application I understand that I may not begin site civil work until the City of Gustavus has issued me an approved civil work permit for the covered work. I agree to comply with the terms of the permit including amendments required by the city administrator. I will notify the city administrator in writing at the start and completion of the permitted work. I will notify the administrator in writing in advance if there are any significant changes to the work plan that may affect the terms of the permit.

Applicant Signed _____ Date of application: _____

For Official Use Only:

Permit is Approved___ Not Approved___ City Administrator: _____ Date_____

Final inspection required Yes___ No___

Project is complete and accepted. City Administrator: _____ Date_____

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-06**

**A RESOLUTION AFFIRMING THE CITY OF GUSTAVUS SUPPORT OF, AND
PARTNERSHIP WITH, THE 2020 CENSUS**

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

WHEREAS, the City of Gustavus is committed to ensuring every resident is counted; and

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data; and

WHEREAS, census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for an accurate and fair redistricting of state legislative seats, borough and city councils and voting districts; and

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and

WHEREAS, the information collected by the census is confidential and protected by law; and

WHEREAS, the Census count requires extensive work, local involvement helps achieve a complete and accurate count; and

WHEREAS, a united voice from the City of Gustavus businesses, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens; and

WHEREAS, a City of Gustavus Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community; and

WHEREAS, the City of Gustavus Complete Count Committee will work with the Census Bureau to strive for an accurate count.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council establishes a 2020 Census Complete Count Committee. This committee will:

1. Bring together a cross section of community organizations and citizens whose focus is 2020 Census awareness.
2. Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to our community.
3. Strive to increase the self-response rate for households responding online, by phone or mailing back their questionnaire by building awareness through social media, newsletters, community events and other communications.

PASSED and APPROVED by the Gustavus City Council this ____th day of _____, 2019, and effective upon adoption.

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-07**

**A RESOLUTION BY THE CITY OF GUSTAVUS INFORMING THE GOVERNOR OF ALASKA
OF THE IMPORTANCE FOR CONTINUED ALASKA MARINE HIGHWAY SERVICE (AMHS)
FOR GUSTAVUS**

WHEREAS, Alaska Statute 19.65.050 dictates the Alaska Marine Highway System is an essential part of the state transportation system, and that it warrants continued and predictable state support with a steady, stable, and dependable marine highway system service level; and

WHEREAS, the Governor's budget proposal to eliminate AMHS services does not provide a fiscal analysis to justify such action; and

WHEREAS, the Governor's budget proposal does not take seriously the life-changing impacts to those who desperately rely on the ferries to survive in rural Southeast Alaska; and

WHEREAS, the AMHS provides life-saving transportation services for those in need of medical services; and

WHEREAS, the residents and businesses rely on the AMHS to provide adequate service to meet the health and lifestyle needs of Southeast Alaska customers, businesses, and residents; and

WHEREAS, the AMHS provides critical transportation to remote areas where primary and second-home populations reside and work; and

WHEREAS, the AMHS provides for a vital commuting workforce; and

WHEREAS, communities of Southeast Alaska's economy rely heavily on the independent traveler for whom the AMHS is the main transportation system; and

WHEREAS, AMHS service to Southeast Alaska communities provide for the expanding needs of the commercial sector, providing increased capacity for goods and services to and from neighboring locations, as well as the lower forty-eight; and

WHEREAS, the economic damage caused by eliminating ferry service to Southeast Alaska communities would be devastating.

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council stresses to the Governor the need, in accordance with State Statute, to provide for the AMHS continuing essential services to the maritime communities of Alaska.

PASSED and **APPROVED** by the Gustavus City Council this XXthth day of _____, 2019, and effective upon adoption.

Calvin Casipit, Mayor

Date

Attest: Karen Platt, City Clerk

Date



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
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