



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

# General Meeting Packet

July 13, 2020

GENERAL MEETING

JULY 13, 2020

7:00 PM VIA ZOOM



**Gustavus City Council:**

**Mayor (Seat C):**

Calvin Casipit

calvin.casipit@gustavus-ak.gov

Term Expires 2020

**Vice Mayor (Seat F):**

Brittney Cannamore

brittney.cannamore@gustavus-ak.gov

Term Expires 2021

**Council Member (Seat G):**

Susan Warner

susan.warner@gustavus-ak.gov

Term Expires 2021

**Council Member (Seat A):**

Joe Clark

joe.clark@gustavus-ak.gov

Term Expires 2022

**Council Member (Seat B):**

Joe Vanderzanden

joe.vanderzanden@gustavus-ak.gov

Term Expires 2022

**Council Member (Seat D):**

Mike Taylor

mike.taylor@gustavus-ak.gov

Term Expires 2020

**Council Member (Seat E):**

Shelley Owens

shelley.owens@gustavus-ak.gov

Term Expires 2021

**Gustavus City Hall:**

City Administrator-Tom Williams

administrator@gustavus-ak.gov

City Clerk, CMC-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. 06-08-2020 General Meeting
  - B. 06-15-2020 Special Meeting
4. Mayor's Request for Agenda Changes
5. Committee/Staff Reports
  - A. GVFD-COVID-19 Update
  - B. Gustavus Public Library
  - C. Treasurer-Quarterly & Monthly Financial
  - D. City Administrator
6. Public Comment on Non-Agenda Items
7. Consent Agenda:
  - A. Approval of ADEC Solid Waste 5-year Permit Renewal
  - B. **FY21-01NCO** Introduction Return FY20 Road Maintenance Funds (Public Hearing 08-10-2020)
  - C. **FY21-02NCO** Introduction Withdrawal FY21 Road Maintenance Funds (Public Hearing 08-10-2020)
8. Ordinance for Public Hearing:
  - A. **FY20-20NCO** Establishing CARES Act AMLIP Account (Introduced 06-08-2020)
9. Unfinished Business:
10. New Business:
  - A. **CY20-20** Mandating the Wearing of Cloth Face Masks
  - B. **CY20-19** Establishing CARES Act Small Business/Non-Profit Relief Grant Program
  - C. **FY21-03NCO** AMLIP FY21 Repair & Replacement Contribution (Public Hearing 08-10-2020)
  - D. **CY20-18** Endowment Fund Asset Allocation Plan
  - E. Approve Public Information Officer Emergency Operations Center Position Description
11. City Council Reports
  - A. Warner-COVID-19 Economic Stabilization Task Force
12. City Council Questions and Comments
13. Public Comment on Non-Agenda Items
14. Executive Session
15. Adjournment

## Join Zoom Meeting

<https://us02web.zoom.us/j/83586980654>

Meeting ID: 835 8698 0654

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Meeting ID: 835 8698 0654

Find your local number: <https://us02web.zoom.us/j/83586980654>

# City of Gustavus Vision Statement

We envision a distinctive community:

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





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# Approval of Minutes

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
June 8, 2020**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on June 8, 2020 at 7:00 pm by Mayor Casipit. There are thirty-four (34) members of the public in attendance Via Zoom.

**2. ROLL CALL:**

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

Mayor Casipit  
Vice Mayor Cannamore  
Council Member Clark  
Council Member Vanderzanden  
Council Member Warner  
Council Member Taylor  
Council Member Owens

There are 7 members present, and a quorum exists

**3. APPROVAL OF MINUTES:**

**A. 05-11-2020 General Meeting**

MOTION: Council Member Taylor moved to approve by unanimous consent the General Meeting Minutes from 05-11-2020.

SECONDED BY: Vice Mayor Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

*Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 05-11-2020 approved by unanimous consent*

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

*Hearing no objections, Mayor Casipit announced the agenda as set*

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

**A. GVFD-COVID-19 Update**-Fire Chief/EOC provided a COVID-19 update

**B. Marine Facilities Advisory Committee (MFAC)**-Marine Facilities Coordinator, Ben Sadler provide a brief MFAC update.

**C. Marine Facilities Coordinator**-Marine Facilities Coordinator, Ben Sadler provided a written report and oral summary

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

**E. Treasurer/Financial** City Treasurer, Phoebe Vanselow provided monthly financials

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

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

- 1) Jim Mackovjak
- 2) Zach Decker
- 3) Jim Kearns
- 4) Kimber Owens
- 5) Tom Traibush
- 6) Whitney Rapp
- 7) Forrest Braden
- 8) Josh House

**7. CONSENT AGENDA:**

**A. CY20-17 Accepting Coronavirus Relief Funds in the Amount of \$631,680.53**

**B. FY20-20NCO Introduction Establishing CARES Act AMLIP Account**

**C. CY20-19 CoG Support of ADOT&PF Airport**

MOTION: Council Member Vanderzanden moved to adopt the consent agenda as presented by unanimous consent

SECONDED BY: Council Member Vanderzanden

*Hearing no objections, the Consent Agenda is passed by unanimous consent*

**8. ORDINANCE FOR PUBLIC HEARING:**

**A. FY20-18NCO Providing for the Amendment of Department Budgets for FY20**

(Introduced 05-11-2020)

*Mayor Casipit provided a summary and opened the Public Hearing at 8:14pm*

PUBLIC HEARING:

- 1) Lori Trummer

*Mayor Casipit closed the Public Hearing at 8:15pm*

MOTION: Council Member Warner moved to approve adoption of FY20-18NCO

Providing for the Amendment of Department Budgets for FY20 Introduced on 05-11-2020

SECONDED BY: Vice Mayor Cannamore

COUNCIL COMMENT:

- 1) Warner

ROLL CALL VOTE ON MOTION:

YES: Warner, Owens, Taylor, Vanderzanden, Casipit, Cannamore, Clark

NO: 0

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

**B. FY20-19NCO Providing for the Amendment of Road Maintenance Budget for FY20** (Introduced 05-11-2020)

*Mayor Casipit provided a summary and opened the Public Hearing at 8:25 pm*

PUBLIC HEARING: None

*Mayor Casipit closed the Public Hearing at 8:26 pm*

MOTION: Council Member Clark moved to approve adoption of FY20-19NCO Providing for the Amendment of Road Maintenance Budget for FY20 Introduced on 05-11-2020

SECONDED BY: Council Member Taylor

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Warner, Casipit, Cannamore, Taylor, Owens, Clark

NO: 0

MOTION **PASSES**/FAILS **7/0****9. UNFINISHED BUSINESS:****A. FY20-17NCO FY21 Budget Re-Introduction**MOTION: Vice Mayor Cannamore moved to Re-Introduce FY20-17NCO FY21 BudgetSECONDED BY: Council Member WarnerPUBLIC COMMENT:

- 1) Erin Ohlson
- 2) Lori Trummer
- 3) Kimber Owen

COUNCIL COMMENT: NoneROLL CALL VOTE ON MOTION:

YES: Cannamore, Vanderzanden, Clark, Casipit, Owens, Warner, Taylor

NO:

MOTION **PASSES**/FAILS **7/0****B. CY20-16 Regarding Access to Marine Facilities**MOTION: Council Member Vanderzanden moved to adopt CY20-16 Regarding Access to Marine FacilitiesSECONDED BY: Council Member TaylorPUBLIC COMMENT:

- 1) Jim Kearns
- 2) Zach Decker

COUNCIL COMMENT:

- 1) Warner
- 2) Taylor
- 3) Owens
- 4) Vanderzanden
- 5) Clark
- 6) Cannamore
- 7) Casipit

MOTION TO SUBSTITUTE: Council Member Taylor moved to substitute in place of the resolution postponed from the May General Meeting, the text of the file titled Resolution FY20-16 6-2-20SECONDED BY: Mayor CasipitROLL CALL VOTE ON MOTION TO SUBSTITUTE:

YES: Owens, Casipit, Clark, Taylor, Vanderzanden, Cannamore, Warner

NO: 0

MOTION **PASSES**/FAILS **7/0**MOTION SUSPEND RULES at 9:55pm: Council Member Owens moved to suspend the rules to go past 10:00pmSECONDED BY: Council Member WarnerROLL CALL VOTE ON MOTION TO SUSPEND RULES:

YES: Clark, Owens, Warner, Taylor

NO: Casipit, Cannamore, Vanderzanden

MOTION **PASSES**/FAILS **4/3**

MOTION TO AMEND SUBSTITUTE MOTION: Council Member Warner moved to add four words to the end of Section 2: or other State requirements. So, Section 2 should read:

Section 2. Prohibited Use of Harbor Facilities: No person shall be allowed to access the Small Vessel Float System or the City of Gustavus-owned Salmon River Small Boat Harbor Facility until completion of any State-required, Coronavirus-related, travel, quarantine, or other State requirements.

SECONDED BY: Vice Mayor Cannamore

ROLL CALL VOTE ON MOTION TO AMEND SUBSTITUTE MOTION:

YES: Owens, Casipit, Clark, Taylor, Vanderzanden, Cannamore, Warner

NO: 0

MOTION **PASSES**/FAILS 7/0

ROLL CALL VOTE ON MAIN MOTION AS SUBSTITUTED AND AMENDED:

YES: Vanderzanden, Casipit, Owens, Taylor, Warner, Cannamore, Clark

NO: 0

MOTION **PASSES**/FAILS 7/0

#### 10. **NEW BUSINESS:**

##### **A. Award RFQ FY21-01RM Road Maintenance for FY21**

MOTION: Mayor Casipit moved to award RFQ FY21-01RM Road Maintenance for FY21 to Glacier Bay Construction per their quotation submitted for RFQ FY21-01RM

SECONDED BY: Council Member Vanderzanden

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Taylor, Owens, Vanderzanden, Casipit, Clark, Warner, Cannamore

NO: 0

MOTION **PASSES**/FAILS 7/0

##### **B. Award Managed IT Services Contract for FY21**

MOTION: Council Member Warner moved to award Managed IT Services Contract for FY21 to Alaska Technical Solutions per the contract renewal language in the FY18 Managed IT Services RFP

SECONDED BY: Mayor Casipit

PUBLIC COMMENT: None

COUNCIL COMMENT:

1) Owens

ROLL CALL VOTE ON MOTION:

YES: Vanderzanden, Casipit, Cannamore, Owens, Warner, Taylor, Clark

NO: 0

MOTION **PASSES**/FAILS 7/0

#### 11. **CITY COUNCIL REPORTS:**

**A. Mayor Casipit**-Mayor Casipit provided a written report

**B. Economic Stabilization Task Force**-Council Member Warner provided an update and announced the next meeting on Thursday, June 11<sup>th</sup> at 7:00 pm focusing on the 2 million-dollar infrastructure projects. Developing a safe drinking water supply and maintaining our roads.

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

1) Owens

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

14. EXECUTIVE SESSION

**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 10:17 pm.

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
June 15, 2020**

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**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council is called to order on June 15, 2020, at 7:00 pm by Mayor Casipit. There are fifteen (15) members of the public in attendance via Zoom.

**2. ROLL CALL:**

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

Council Member Owens  
Vice Mayor Cannamore  
Council Member Taylor  
Council Member Warner  
Mayor Casipit  
Council Member Clark  
Council Member Vanderzanden

There are 7 members present, and a quorum exists

**3. APPROVAL OF MINUTES:**

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

Hearing no objections, Mayor Casipit announced the agenda as set

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

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

**7. CONSENT AGENDA:**

**8. ORDINANCE FOR PUBLIC HEARING:**

**A. FY20-17NCO FY21 Budget** (Re-Introduced 06-08-2020)

*Treasurer, Phoebe Vanselow provided a summary of FY20-17NCO*

*Mayor Casipit opened the Public Hearing at 7:07pm*

PUBLIC HEARING: None

*Mayor Casipit closed the Public Hearing at 7:08pm*

MOTION: Mayor Casipit moved to approve adoption of FY20-17NCO FY21 Budget (Re-Introduced 06-08-2020)

SECONDED BY: Council Member Taylor

COUNCIL COMMENT:

1) Vanderzanden

2) Taylor

ROLL CALL VOTE ON MOTION:

YES: Warner, Owens, Taylor, Vanderzanden, Casipit, Cannamore, Clark

NO: 0

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

9. UNFINISHED BUSINESS:
10. NEW BUSINESS:
11. CITY COUNCIL REPORTS:
12. **CITY COUNCIL QUESTIONS AND COMMENTS:**  
1) Owens  
2) Taylor  
3) Warner  
4) Clark  
5) Casipit  
6) Cannamore
13. **PUBLIC COMMENT ON NON-AGENDA ITEMS:**  
1) Travis Miller  
2) Jim Kearns
14. EXECUTIVE SESSION
15. **ADJOURNMENT:**  
Hearing no objections, Mayor Casipit adjourns the meeting at 7:45 pm.

\_\_\_\_\_  
Calvin Casipit, Mayor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date





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# Mayor's Request for Agenda Changes



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



# **Gustavus Volunteer Fire Department**

## **Quarter 2 Highlights**

**14 total calls to date ( 13 EMS, 1Fire)  
down 12 from last year**

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### **April**

- April was pretty much taken up with COVID-19 tasks that have been previously reported during council meeting.
- Wildland fire season officially started April 1<sup>st</sup>. Gustavus and SE Alaska were almost part of the Statewide fire ban for the month of May.
- Airport tabletop and USCG mass rescue plan trainings were canceled.
- Worked on getting the Tsunami Siren installed. Should be installed in August sometime down by the DRC and Harbor.
- Canceled the Pump Operator training being taught by a CCFR (Juneau)

### **May**

- May was spent mainly answering calls about traveling into Gustavus under the resolution CY 20-13.
- Finished the last round of edits on the Small Communities Emergencies Response Plan with DHS&EM. The state rep has moved on to a new job before it was finished and is currently being reviewed by the new state rep.

### **June**

- Secured a contract to be one of the first 7 (currently 10) airports to have the screen and testing process in place the day the state mandate 10.1 was implemented. It currently is staffed by 5 part time.
- 1<sup>st</sup> positive non resident COVID-19 case was on the 12<sup>th</sup>.
- New fire pumps came in, just waiting on the new suction hose to arrive. They were purchased with the Volunteer Assistance grant (VFA).
- Wildland Fire Behavior and Fire Weather Class after the wildland fire season is over taught by the National Weather Service.
- Hazard Mitigation Plan waiting for an update from AECOM. (Nothing new to report)

- Gustavus Rookie Firefighter Academy coming soon!!
- Emergency Planning Meeting will be someday, after completion of the SCERP plan.
- Working on some public relation and education projects. (Firewise, youth bike safety)
- Fire Engine Operator Class - Petersburg Fire Department might teach it.
- I'm working on ideas for an offsite firefighting training complex. This will help real-life training tremendously.
- I'm also researching some tools and appliances that the volunteers need to safely complete the emergency task, while being minimally staffed and reducing the risks of being in hazardous positions. (thermal imaging camera, gas meters, hi-vis coats, extrication equipment)
- Still looking into how to replace the loss of Engine 27.

## QUARTERLY STAFF REPORT – JUNE 2020

### Gustavus Public Library

#### 1. General Library Statistics April-June 2020

	April	May	June
Books Checked out:	655	467	479
Movies Checked out:	384	270	170
Wifi Sessions	No data	99	500
Virtual Events and Programs	1*	0	2



\*We additionally had 4 virtual events/programs in March, but only started recording them as virtual events this quarter.

#### Spring 2020 Activities/Programs:

Curbside Checkouts 5 days/week  
 Virtual Assistance via phone and email  
 Virtual Story Time  
 Increased social media presence  
 Enhanced internship program  
 Virtual Egg Hunt

Virtual Book Reviews  
 Virtual Art Tutorial  
 Grab and Go Kits  
 Online Summer Reading Program  
 Summer Reading Photo Contest

#### **Highlights:**

Despite closing our building due to the pandemic, the library has remained very active during this time. Throughout the quarter, we provided services to our patrons 5 days a week, including curbside checkouts, hand-picked boxes of materials for patrons upon request, tech support via phone and email, and virtual activities such as a photo contest through social media. Through it all, we continued to offer e-book and audiobook access, 24/7 Wifi, and interlibrary loan services. Additionally, we were able to work with people on an individual basis to help get specific needs met, such as printing and faxing, and borrowing materials usually accessible at the library including iPads and art supplies.

With the help of our three Summer Reading Interns (Torin, Serena, and Katie), we have been able to keep up with the volume of materials being circulated, and ensure we are following our COVID-19 protocols by isolating and wiping down materials that come in. Our interns have also been a huge help in increasing our social media presence and supporting at-home activities for patrons like our first Grab and Go kit. Without their help, we would not be able to provide these services that help us stay connected with the community.

#### **Upcoming:**

Though we do not have any set dates for reopening at this stage, we do have some plans in the works. Travel-restrictions dependent, the library plans to host Northstar Optical for two days this

month, during which time patients will be able to receive vision services confidentially at the library. Other services will not be offered during these two days, and Northstar Optical employees will ensure that the space is properly sanitized and appropriate precautions are taken for those needing appointments.

One of the requests we have so far been unable to accommodate is test proctoring. This is one of the reasons we decided to purchase an outdoor tent for the library. Not knowing how long our doors will need to remain closed, we determined that a tent would provide some needed covered outdoor space where folks could socially distance and use the Wifi, and may provide an option for staff to safely proctor tests from a distance.

In planning for our future reopening, we've begun the process of purchasing items, such as cleaning supplies, PPE, and individual computer carrels to ensure we can keep computer users separated once we do reopen.

Sadly, Bre will be leaving her position in August. She has put a lot of energy into making the library a well-functioning, welcoming place for our community, and she will be greatly missed.

## 2. Status of Active or Upcoming Grants:

- The SLICE Implementation Project is due July 31<sup>st</sup>. The library will be reimbursed by the Alaska State Library for up to \$300 of project related expenses, including the Photo Contest prizes purchased in FY20 and the upcoming bookmark printing expenses.
- The Public Library Assistance grant has been awarded and should be deposited soon. Phoebe will let us know when the \$7000 from the State is in the bank at which point we can begin ordering books and other materials again.

## 3. Status of Active or Upcoming Contracts:

The Custodial Contract will be renewed this month.

## 4. Existing projects:

- Due to shifting to budget scenario 1, the bike shed project is on hold.
- The roof RFQ is being rewritten with the hopes that we will get some bids that are below the dollar amount estimated.
- We just started participating in a software test of a new program that monitors and counts wireless sessions of patrons at libraries. In the past, this statistic has been taken down as an estimate, as there is no way to count everyone who might connect 24 hours a day. The State of Alaska Libraries asked if we'd like to participate and we jumped on board right away! We started in the middle of May so the stats are quite a bit lower than June, which also coincides with the beginning of the town opening up to visitors during the pandemic.

## 5. Past, Current & Upcoming Trainings:

Jen and Bre have attended relevant webinars and online trainings as time has allowed. As per the FY21 budget, we have no planned upcoming trainings.

## 6. Budget:

- Nothing to report on the new FY21 year.

- We continue to order items for reopening with the CARES money allotted. So far the only items we have been unable to order are disinfecting wipes. We look forward to having the materials we need to support the reopening process.

Thank you all for being such a great Council - we all appreciate your work!



## **July 9, 2020 General Meeting**

### **Treasurer's Report**

Phoebe Vanselow

Happy new fiscal year!

#### **Budget:**

FY20 closed on June 30 with good news. While there are still a few outstanding bills to pay, it appears the fiscal year will end up finalizing with an approximately \$95,000 surplus to carryover to FY21. We should have the final number in the next month or two. A portion of this is due to CARES Act funds covering the payroll and benefits of the Fire Chief from March through June, plus some payroll costs for other employees working on CARES Act-eligible tasks during that time period as well.

The FY21 budget was created using a very conservative revenue scenario as the ever-involving impacts of the COVID-19 pandemic were being considered. Even with large cuts in expenses, the FY21 budget as it stands now still relies on \$217,000 of Prior-Year Cash Balance funds to balance the budget. The ~\$95,000 from FY20's surplus will cover part of this. Additionally, we will be able to introduce a non-code ordinance (NCO) to adjust the payroll in the FY21 budget to remove the Fire Chief's salary and benefits for the period of July through December, as it will be paid through the CARES Act funds the city is receiving, a reduction in approximately \$44,000. This will still leave \$78,000 to possibly be needed from prior years' surpluses that are in savings. Revenue from some summer businesses that are able to operate this summer may also cover some of this deficit, as we may be able to adjust the budget's revenue line-items slightly higher. We will take the wait-and-see approach as this fiscal year progresses and make NCO adjustments as needed. If funds are needed from savings, it wouldn't be until near the end of the fiscal year, when we will know so much more than we do now.

#### **CARES Act Relief Funds:**

The City of Gustavus is eligible for \$631,680.53 in CARES Act Relief funds. The first of three possible payments was deposited on 6/18/20 for \$381,144.53. The second and third payments of \$125,268 each will be released as 80% of the prior issued payment is spent. The City Council has had multiple work sessions to discuss the ways to spend these funds, and the discussions will be continuing. These funds are given to the city, and then the city spends them on eligible expenses which are recorded and submitted to the state monthly for approval.

On 6/23, I submitted reports for March, April, and May CARES Act eligible expenses that had been made for a total of \$33,964. These were mostly payroll expenses, including the payroll and benefits of the Fire Chief from March through May, plus payroll costs for other employees working on CARES Act-eligible tasks during that time period. It also included purchases for cleaning supplies and traffic control at the Disposal & Recycling Center.

Additional CARES Act Relief funds expenditures that have been earmarked include:

- \$9910 to Gustavus Visitors Association for FY20 payroll that was CARES Act eligible
- \$28,000 to Gustavus Visitors Association for FY21 economic development



- Approximately \$35,000 to city departments for facility improvements and cleaning supplies to cover the highest priority needs before public buildings can open, other safety improvements for the firehall and ambulance, and additional materials to support library patrons
- Approximately \$44,000 for the Fire Chief's salary and benefits for the period of July through December
- Additional payroll costs for other staff working on CARES Act eligible tasks
- \$16,500 to the Gustavus School for cleaning supplies and equipment and PPE (personal protective equipment)

Other items under consideration include:

- \$150,000 for a local CARES Act Small Business/Non-Profit Relief Grant Program (on the 7/13/20 General Meeting agenda for action)
- Funding for a part-time temporary employee of Incident Command Public Information Officer (PIO) working through the Emergency Operations Center (on the 7/13/20 General Meeting agenda for action)

Pending an NCO up for public hearing 7/13, the \$381,144.53 received will be transferred to a new Alaska Municipal League Investment Pool (AMLIP) account, with transfers back to the city's checking account as the state approves expenditure reports. All funds must be spent by December 31, 2020. Any unspent funds will be returned to the state.

#### **Gustavus Airport COVID-19 Greeting/Screening Services:**

On June 3, the State of Alaska updated Health Mandate 010 regarding interstate travel (travel to Alaska from outside of the state). This mandate required screening of travelers arriving from out-of-state at their point of entry. With vigorous effort, the City of Gustavus signed a contract with the State of Alaska on June 5 to provide greeters and screeners to meet the Alaska Airlines jet starting June 6. The flight that arrives in Gustavus begins its route in Seattle, with a stop-off in Juneau where passengers are not required to disembark. As a result, some passengers arrive in Gustavus as their first port of entry for the state. Five part-time temporary employees have been hired to meet every Alaska Air jet, along with other private jet passengers where Gustavus serves as their port of entry. The state is billed monthly for this contract, which ends August 31, 2020, unless extended by the state.

#### **Endowment Fund Grants and Endowment Fund:**

Two Endowment Fund Grants were issued last December. The Gustavus Community Center has completed their grant, and the Gustavus PFAS Action Coalition's grant is still underway. The next grant cycle's distribution amount will be announced at the August 10 General Meeting. Each year, the endowment fund's asset allocation is reviewed by our investment advisors, Alaska Permanent Capital Management (APCM). For FY21, APCM has indicated the city's prior asset allocation will not meet the requested 3% distribution rate (for use in the endowment fund grant program). The FY21 asset allocation is on the 7/13/20 General Meeting agenda for action, with the council to decide to either maintain the current risk level with our present asset allocation, which will result in a reduction in the distribution rate from 3% to 2% or to maintain the current distribution rate of 3% and increase the current risk level. Either way, this asset allocation is reviewed annually, so it will be re-evaluated next spring.

### **Capital Projects:**

Per the council's decision this spring, new capital projects remain on hold until the financial picture is clearer. Previously funded or underway projects are still continuing.

### **Road Maintenance funds, or lack thereof:**

Lastly, there is an NCO that will be introduced at the 7/13/20 General Meeting to withdrawal the last of the encumbered Road Maintenance funds from savings for use in FY21. These funds were deposited from National Forest Receipts (NFR) received in prior years. NFR funds can only be used by the city on roads. In years gone by, the distributed NFR funds were larger and exceeded the road maintenance budget. The excess funds were encumbered in a saving account to be used on roads at a later date. In recent years, these funds have become unpredictable (as low as \$5,537 in FY17; \$44,228 in FY20) and no longer cover our annual road maintenance costs. The city has been drawing on the saved encumbered funds to supplement. The city council set aside up to 3 years' worth of road maintenance funds in a separate unencumbered road maintenance account in June 2018 to tide us over until a new plan for funding roads could be put into effect. We will start drawing on these unencumbered savings this year, unless NFR funds come in at a higher level than expected (announced spring 2021). As I've been saying for a couple years, Gustavus needs to determine the way forward to at least partially fund road maintenance costs now that NFR funds from savings and the current year's NFR distributions are no longer enough. We are currently on an unsustainable path. After discussion and development over the winter, a seasonal fuel excise tax was brought forward at the March 9, 2020 General Meeting as a possible means to boost revenue, but it was quickly extinguished due to the timing with the COVID-19 pandemic and associated economic implications. It may be something to reconsider once the dust settles (whenever that is!), along with any other ideas for addressing this change in our road maintenance financial picture.

As always, I'm happy to go over any of the financial reports distributed each month in the packet and posted at our usual locations, if anyone in the public has questions or wants me to interpret them!

Please keep your distance, wash your hands, and wear your mask!

4:04 PM

07/07/20

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2019 through June 2020**

	Jul '19 - Jun 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Business License Fees	3,575.00	3,300.00	275.00
Donations	2,531.00	2,528.00	3.00
DRC Income	91,003.56	86,230.00	4,773.56
<b>Federal Revenue</b>			
Natl Forest Receipts-Encumbered	44,228.25	44,228.25	0.00
Payment In Lieu of Taxes	115,419.89	115,419.89	0.00
<b>Total Federal Revenue</b>	159,648.14	159,648.14	0.00
<b>Fundraising</b>	1,441.00	1,300.00	141.00
<b>GVFD Income</b>	10,895.95	10,300.00	595.95
<b>Interest Income</b>	382.61	300.00	82.61
<b>Lands Income</b>	17,552.00	17,500.00	52.00
<b>Lease Income</b>	13,125.67	12,720.35	405.32
<b>Library Income</b>	727.60	500.00	227.60
<b>Marine Facilities Income</b>	17,330.00	10,200.00	7,130.00
<b>Other Income</b>	3,777.00	3,777.00	0.00
<b>State Revenue</b>			
Community Assistance Program	82,845.41	82,845.41	0.00
Shared Fisheries Business Tax	541.68	541.68	0.00
<b>Total State Revenue</b>	83,387.09	83,387.09	0.00
<b>Tax Income</b>			
Retail Tax Income	376,378.04	378,700.00	-2,321.96
Remote Sellers Retail Tax	12.49	0.00	12.49
Room Tax Income	78,574.79	77,000.00	1,574.79
Fish Box Tax	12,190.00	13,000.00	-810.00
Penalties & Interest	4,208.78	0.00	4,208.78
Tax Exempt Cards	250.00	200.00	50.00
<b>Total Tax Income</b>	471,614.10	468,900.00	2,714.10
<b>Total Income</b>	876,990.72	860,590.58	16,400.14
<b>Gross Profit</b>	876,990.72	860,590.58	16,400.14
<b>Expense</b>			
Administrative Costs	2,013.88	2,000.00	13.88
Advertising	150.00	100.00	50.00
Bank Service Charges	2,973.90	2,675.00	298.90
<b>Building</b>	23,970.86	26,107.42	-2,136.56
<b>Contractual Services</b>	67,845.14	82,600.00	-14,754.86
<b>Dues/Fees</b>	7,637.99	7,450.00	187.99
<b>Economic Development Services</b>			
GVA	32,000.00	32,000.00	0.00
<b>Total Economic Development Services</b>	32,000.00	32,000.00	0.00
<b>Election Expense</b>	202.16	250.00	-47.84
<b>Equipment</b>	20,493.31	23,097.60	-2,604.29
<b>Events &amp; Celebrations</b>	3,852.85	4,350.00	-497.15
<b>Freight/Shipping</b>	22,833.61	24,180.00	-1,346.39
<b>Fundraising Expenses</b>	936.27	950.00	-13.73
<b>General Liability</b>	10,890.44	10,717.80	172.64

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07/07/20

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2019 through June 2020**

	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Library Materials	493.72	600.00	-106.28
Marine Facilities	1,878.76	4,851.36	-2,972.60
Occupational Health	0.00	500.00	-500.00
Payroll Expenses	405,039.71	458,899.03	-53,859.32
Professional Services	14,570.00	20,000.00	-5,430.00
Public Relations	211.74	500.00	-288.26
Repair & Replacement Fund	25,354.66	25,354.66	0.00
Road Maintenance	108,353.63	110,000.00	-1,646.37
Social Services			
GCEP dba The Rookery	13,890.00	13,890.00	0.00
Total Social Services	13,890.00	13,890.00	0.00
Supplies	14,906.09	19,315.00	-4,408.91
Telecommunications	19,824.34	20,790.00	-965.66
Training	8,422.94	10,400.00	-1,977.06
Travel	7,816.87	7,816.87	0.00
Utilities	15,413.80	16,700.00	-1,286.20
Vehicle	5,089.45	8,445.93	-3,356.48
Total Expense	837,066.12	934,540.67	-97,474.55
Net Ordinary Income	39,924.60	-73,950.09	113,874.69
Other Income/Expense			
Other Income			
Encumbered Funds	65,771.75	65,871.75	-100.00
Prior-Year Cash Balance	0.00	9,028.29	-9,028.29
Total Other Income	65,771.75	74,900.04	-9,128.29
Net Other Income	65,771.75	74,900.04	-9,128.29
Net Income	<u>105,696.35</u>	<u>949.95</u>	<u>104,746.40</u>

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07/07/20

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2019 through June 2020**

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	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Business License Fees	108.3%
Donations	100.1%
DRC Income	105.5%
Federal Revenue	
Natl Forest Receipts-Encumbered	100.0%
Payment In Lieu of Taxes	100.0%
Total Federal Revenue	100.0%
Fundraising	110.8%
GVFD Income	105.8%
Interest Income	127.5%
Lands Income	100.3%
Lease Income	103.2%
Library Income	145.5%
Marine Facilities Income	169.9%
Other Income	100.0%
State Revenue	
Community Assistance Program	100.0%
Shared Fisheries Business Tax	100.0%
Total State Revenue	100.0%
Tax Income	
Retail Tax Income	99.4%
Remote Sellers Retail Tax	100.0%
Room Tax Income	102.0%
Fish Box Tax	93.8%
Penalties & Interest	100.0%
Tax Exempt Cards	125.0%
Total Tax Income	100.6%
<b>Total Income</b>	101.9%
<b>Gross Profit</b>	101.9%
<b>Expense</b>	
Administrative Costs	100.7%
Advertising	150.0%
Bank Service Charges	111.2%
Building	91.8%
Contractual Services	82.1%
Dues/Fees	102.5%
Economic Development Services	
GVA	100.0%
Total Economic Development Services	100.0%
Election Expense	80.9%
Equipment	88.7%
Events & Celebrations	88.6%
Freight/Shipping	94.4%
Fundraising Expenses	98.6%
General Liability	101.6%

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07/07/20

Accrual Basis

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July 2019 through June 2020**

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	<u>% of Budget</u>
Library Materials	82.3%
Marine Facilities	38.7%
Occupational Health	0.0%
Payroll Expenses	88.3%
Professional Services	72.9%
Public Relations	42.3%
Repair & Replacement Fund	100.0%
Road Maintenance	98.5%
Social Services	
GCEP dba The Rookery	100.0%
Total Social Services	100.0%
Supplies	77.2%
Telecommunications	95.4%
Training	81.0%
Travel	100.0%
Utilities	92.3%
Vehicle	60.3%
Total Expense	89.6%
Net Ordinary Income	-54.0%
Other Income/Expense	
Other Income	
Encumbered Funds	99.8%
Prior-Year Cash Balance	0.0%
Total Other Income	87.8%
Net Other Income	87.8%
Net Income	<u><u>11,126.5%</u></u>

City of Gustavus  
Balance Sheet  
As of June 30, 2020

	Jun 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,347.34
AMLIP Capital Improv Long-Term (0630598.2)	486,573.48
AMLIP Repair & Replacement (0630598.3)	287,319.22
AMLIP Road Maint - Unencumbered (0630598.4)	259,218.45
AMLIP Road Maint - Encumbered (0630598.8)	32,409.55
AMLIP Reserve (0630598.12)	884,227.78
APCM.Endowment Fund	1,458,273.09
FNBA - Checking	887,251.36
FNBA Endowment Fund - Checking	12,516.24
Petty Cash	86.38
Total Checking/Savings	4,357,222.89
Accounts Receivable	
Accounts Receivable	24,153.04
Total Accounts Receivable	24,153.04
Other Current Assets	
Prepaid fuel oil	4,088.50
Total Other Current Assets	4,088.50
Total Current Assets	4,385,464.43
<b>TOTAL ASSETS</b>	<b>4,385,464.43</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,850.48
Total Accounts Payable	1,850.48
Credit Cards	
Bank of America Alaska Air Visa	2,021.68
Total Credit Cards	2,021.68
Other Current Liabilities	
Accrued Leave	13,584.69
Deferred Income	3,220.00
Total Other Current Liabilities	16,804.69
Total Current Liabilities	20,676.85
Total Liabilities	20,676.85
Equity	
Fund Balance	3,022,826.87
Opening Bal Equity	1,084,743.57
Net Income	257,217.14
Total Equity	4,364,787.58
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,385,464.43</b>

## Accounts Receivable Detail

### As of 6/30/20

\$13,310.70	Airport Screeners Contract - June invoice to DHSS
\$4,345.62	Delinquent Sales Tax
\$3,304.80	Ambulance Transport Billing - In Progress
\$4,220.00	Fish-Box Tax Deferred Income
<b>(\$28.08)</b>	<b>Net of Other Customer Account Balances</b>
<hr/>	
\$25,153.04	Total

## FNBA Checking Account - Unrestricted Funds Balance

### As of 6/30/20

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:		\$887,251.36
Obligated Funds Currently in Checking Account:		
	CARES Act funds - to be transferred to AMLIP	<b>(\$381,144.53)</b>
	CARES Act expenditures - March 2020	\$11,771.12 submitted for approval 6/23/20
	CARES Act expenditures - April 2020	\$11,640.97 submitted for approval 6/23/20
	CARES Act expenditures - May 2020	\$10,551.86 submitted for approval 6/23/20
	CARES Act expenditures - June 2020	\$30,153.49 pending
MF	CP18-01 Salmon River Harbor	<b>(\$19,856.96)</b>
	CP18-04 LIDAR of Gustavus	<b>(\$7,868.59)</b>
DRC	CP18-05 DRC Pre-Processing	<b>(\$25,235.67)</b>
DRC	CP18-07 Household Haz Waste Fac.	<b>(\$59,450.00)</b>
DRC	CP19-02 Community Chest Maint.	<b>(\$741.84)</b>
Admin	CP19-03 Gustavus Beach Improv.	<b>(\$31,133.50)</b>
DRC	CP19-06 DRC Composting Facility	<b>(\$106,050.00)</b>
Library	CP19-08 Library Roof/Awning/Shed	<b>(\$60,000.00)</b>
Library	FY20 PLA Grant	\$0.00
Library	SoA OWL Internet Subsidy	\$0.00
Roads	Encumbered road money	<b>(\$5,468.37)</b>
Roads	USFWS Chase Drvwy	<b>(\$251.02)</b>
Unrestricted Funds:		<b>\$254,168.32</b>

### Pending Transfers:

FY20-20NCO	CARES Act AMLIP Account	<b>(\$381,144.53)</b>
FY21-01NCO	FY20 Road Maint Funds - Return	<b>(\$5,468.37)</b>
FY21-02NCO	FY21 Road Maint Funds - Withdrawal	\$37,875.70
FY21-03NCO	FY21 AMLIP Repair & Replacement contribution	<b>(\$24,772.13)</b>

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%.

FY21 budgeted operating expenses:	\$817,826.24
25% =	<b>\$204,456.56</b>
17% =	\$139,030.46
35% =	\$286,239.18



# Capital Projects 2020-2025

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Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
<b>Ongoing, funded for 2018:</b>											
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	5/13/2019		2020	CIP, or AMLIP
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. drainage improvement	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018	pending LIDAR analysis	on hold	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		in progress	AMLIP
Community Chest facility maintenance	\$ 10,000.00	\$ 10,000.00	CP19-02 Community Chest Maint.	DRC	3/11/2019	N/A	3/11/2019	4/8/2019		in progress	AMLIP
<b>Ongoing, funded for 2019:</b>											
Library Roof Repair	\$ 50,000.00	\$ 50,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019		in progress	AMLIP R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800.00	\$53,150.00	CP19-03 Gustavus Beach Improv.	Admin	N/A	3/11/2019	3/11/2019	4/8/2019		in progress	AMLIP
Compost Yard Improvement	\$ 111,585.00	\$ 111,585.00	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP
<b>Funded for 2020:</b>											
Lifepak15 Cardiac AED/Monitor	\$ 38,000.00			GVFD	1/28/2020	N/A	2/10/2020			2020	Code Blue & CIP or AMLIP
Quick Attack/Wildland Firefighting Truck	\$ 80,000.00			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or AMLIP CIP
Main Building Replacement	\$ 287,500.00			DRC	N/A	2/3/2020	2/10/2020			Near-term	
Fire Hall Rain Cistern System	up to \$25,000			GVFD						Near-term	
City Hall Copier/Printer/Scanner/Fax	\$ 5,500.00			Admin						Near-term	
Good River Bridge Repairs - engineering	\$ 25,000.00			Roads						Near-term	
City Road Improvements	\$ 30,000.00			Roads						Near-term	
Library Bike Shelter/Shed	\$ 25,000.00	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	plus \$40K from Wilson Rd. C only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000.00			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000.00			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.										Mid-range	
Baler Purchase	\$ 166,630.00			DRC	N/A					Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000.00			DRC						Mid-range	
Gravel Pit Improvements	\$ 500,000.00		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Mid-range	AMLIP
Structural Firefighting Gear	\$ 82,500.00			GVFD						Mid-range	
Salmon River Boat Harbor Fish Waste Disposal Bin				MF/DRC						Mid-range	
City Hall front room - carpeting, painting, windows	\$ 15,000.00			Admin	2/14/2018					Mid-range	
Landscape Design consulting				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000.00			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000.00			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000.00			DRC						Mid-range	
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
Old P.O./Preschool building refurbish				Admin	2/20/2018					Long-range	
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPSIS 2018 submission											
CAPSIS 2019 submission											
CAPSIS 2020 submission											

**Incoming Grants/Scholarships to City of Gustavus FY20**

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	8/15/2019	\$7,000.00	FY20 PLA Grant	\$7,000.00	\$0.00	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/9/2019	\$554.00	Reading with Rachel	\$554.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	10/30/2019	\$2,020.00	SoA OWL Internet Subsidy	\$2,020.00	\$0.00	Alaska Online with Libraries (OWL) internet re-installation subsidy
	Library Internet	10/30/2019	\$2,078.40	SoA OWL Internet Subsidy	\$2,078.40	\$0.00	Alaska OWL monthly internet subsidy
	Library Equipment	11/21/2019	\$1,000.00	--	\$1,000.00	\$0.00	APEI Safety Grant used toward purchase of AED
GVFD	GVFD Equipment	2018-2019	\$22,283.78	--	\$22,283.78	\$0.00	SEREMS Code Blue Grant 2018 - GVFD paid 10% match
	GVFD Supplies	3/25/2019	\$3,735.00	2019 VFA Grant	\$3,735.00	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis. GVFD paid 10% match.
	GVFD Travel	2/28/2020	\$878.52	--	\$878.52	\$0.00	ASFA Ken Akerley Grant reimbursement for Johan Janse Van Rensburg travel to ASFA Conference Sept. 2019
	GVFD Training	3/14/2020	\$1,000.00	--	\$1,000.00	\$0.00	SEREMS Mini-Grant used for ETT class instructor fee
	GVFD Equipment	CY2020	\$36,000.00	Tsunami Siren Grant FY20	\$0.00	\$36,000.00	State of AK Div. of Homeland Sec. & Emergency Mgmt.
	GVFD Equipment	4/15/2020	\$7,245.00	2020 VFA Grant	\$7,245.00	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis. GVFD pays 10% match.
Admin	City Clerk Training	8/10/2019	\$1,550.00	(applied to FY19 expense)	\$1,550.00	\$0.00	AAMC scholarship for NW Clerks Institute June 2019
	City Clerk Training	8/6/2019	\$400.00	(applied to FY19 expense)	\$400.00	\$0.00	IIMC Foundation scholarship for IIMC institute Jun. 2019
	City Clerk Training	1/7/2020	\$280.38	--	\$280.38	\$0.00	AAMC scholarship for Nov. 2019 annual conference
	City Council Training	1/20/2020	\$500.00	--	\$500.00	\$0.00	AML scholarship for Shelley Owens for Nov. 2019 Conf.
	City Council Training	1/20/2020	\$500.00	--	\$500.00	\$0.00	AML scholarship for Brittney Cannamore for Nov. 2019 Conf.

\$87,025.08

**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
CY19-21	Gustavus Community Center	12/9/2019	\$21,547.52	2020 EFG - GCC	\$21,547.52	\$0.00	
CY19-21	Gustavus PFAS Action Coalition	12/9/2019	\$21,250.00	2020 EFG - GPAC	\$8,859.32	\$12,390.68	grant ends 12/10/20

## CITY ADMINISTRATOR'S REPORT JULY WORK SESSION

### CARES ACT FUNDING

The City received its first installment of CARES Act funds in the amount of \$381,144.53. The Gustavus Small Business/Nonprofit grant application has been circulated to the Council on July 9<sup>th</sup>. Grants will be issued for \$1,650 – a flat rate calculated by taking the allotted \$150,000 and dividing it by the number of small businesses and nonprofits that could apply for funding (91). We will notice the available grant program and distribute on the two social media outlets used by the City (News and the library). The review team will include up to 3 Council members, the City Administrator, Treasurer, and the Fire Chief. Applications will be assembled each Monday and reviewed on the following Thursday. Funding recommendations will be given to the Mayor for approval and a report will be submitted to the Council each week. See the Economic Grant Guidance document for more information.

Also, we submitted our first reports to the State on June 23 for March, April, and May. We will report once we get a response.

### WATER GRANT

Recently, the City received notice that the Village Safe Water (VSW) grant scored below the funding line for this year. There were 33 planning projects submitted for a total of \$3.3 million; \$2 million was available for the program. Of the 33 applications, 19 were approved. I was able to discuss the application with the State to determine what could be done to increase the score. I learned that we are not likely to score as well as most applications for a couple reasons. As an example, one area is that wells and catchment systems are considered an existing water source. Communities without a water source get higher points. Given our circumstances, I asked if we would have similar difficulties with a construction grant through VSW. I was told the scoring situation would likely be the same as the planning grant, we simply don't get the points of some other communities.

- Options for funding for a water study/construction include the following:
- Fund ourselves – for both projects, likely around \$1 million
- Look for the grants such as USDA, similar issues are likely, and most programs require a match – typically 25%
- Consider a low-interest government loans, some are a loan to grant program

### ADMINISTRATION LIBRARIAN

As you know, Bre has submitted her resignation effective August 7<sup>th</sup>; she will be missed terribly. Staff is proceeding with a search for a new administrative librarian, the first step will be to create a hiring committee. In speaking with the Mayor, the committee will consist of 2 council members, the treasurer and myself. If you are interested in being on the committee, please let me or the Mayor know.

### CARES ACT SPENDING

There have been 2 recent requests for funding consideration.

Council member Vanderzanden shared a suggestion for testing. As an example, if a business in town with high exposure employees were infected and didn't have symptoms, could spread the virus rapidly without anyone knowing it for days. If we allotted say \$10,000 for testing, business owners could register high exposure employees to be tested weekly or bi-weekly until the end of the season.

As for the rest of the community - possibly \$100 vouchers for those who for whatever reason want to be tested just for peace of mind.

This proposal is being researched based on questions from the work session and a report will be provided.

The other request is for the Gustavus School/Chatham School District. Superintendent Houck has submitted a request for funds to allow the school to purchase some items to help maintain a safe and healthy school learning environment as summarized below:

- (6) Apollo UV-C Lamp Entire Room Disinfection Systems (\$375 each; Total: \$2250)
- (140) Sneeze Guard - Acrylic Divider Protection Barrier Shield (\$45 each; Total: \$6300)
- (30) Reusable Face Shields for Elementary-age Students (\$12 each; Total: \$360)
- (120) Boxes of Disposable Face Masks, 150 count (\$60 each; Total: \$7200)
- (20) Cases of Clorox disinfecting wipes 4-count (\$13 each; Total: \$260)
- (12) 1-gallon jugs of Clorox bleach (\$5 each; Total: \$60)

In total, approximately \$16,500. The Council has directed staff to process the request.

Superintendent Houck is attending the meeting if there are questions.

### **LIBRARY ROOF**

The City did not receive a response to the library roof repair RFQ. The Council directed staff to prepare scoping documents and a RFP to provide a different approach for solicitation. Staff will prepare the scoping document with an amount of \$150,000 and a RFP for the Council to review for approval. The RFP is different than the RFQ in that it will ask the responding business to suggest a scope of work to resolve any damage to the building; a RFQ provides the scope of work to the business. Staff intends to have the documents for the August work session.



**City of Gustavus**  
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# Public Comment on Non-Agenda Items



**City of Gustavus**  
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# Consent Agenda

The Council would be approving (in one action) several documents that I have prepared:  
The Class 3 Community Landfill Permit Renewal Application (Cal would sign this sometime after the meeting)

The updated General Operations Plan

The updated Foodwaste Composting Plan

This can be under the consent agenda if you would like. It is non-controversial and happens every five years. No significant changes have been proposed since the current permit.

Background:

ADEC issues solid waste disposal permits to all communities or businesses that want to dispose of solid waste in the state. Having a permit and being in good standing with ADEC is important when communities are seeking grant funding or are seeking assistance from other state or federal agencies. What ADEC basically wants to know is what do you do with the wastes you receive and what does your facility look like? Over time I have developed thorough operating plans of our operation. These operating plans are also very helpful when other communities want to know how we do things. Gustavus received its first solid waste disposal permit in November of 1993.

This is not a planning document like the Solid Waste management Plan that Tom and I have been working on though I do mention it.

After adoption I would be submitting the documents directly to ADEC. Our current permit expires on September 1st, the renewal document is due 30 days prior to this (August 2nd) and July is the closest meeting date to the required renewal date.



# **City of Gustavus**

## **Disposal and Recycling Center (DRC)**

### **General Operations Plan**

*ADEC Class III Landfill*

Document Date: July 13<sup>th</sup>, 2020  
*version 1.0*

Prepared by:  
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*Drone-view of the DRC, May 2020*  
*Photo courtesy of Sean Neilson*



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### **Document History:**

Initial submission to ADEC: November 17, 1993

Update/ permit renewal: January 9, 1994

Update/ permit renewal: November 13, 2000

Permit renewal: July 13, 2005

Update/ permit renewal: July 1, 2010

Update/ permit renewal: July 13, 2015

## 1. Site Control

Access to the DRC is provided by a short, un-paved road which is regularly graded and surfaced with a layer of pulverized glass. The pulverized glass is generated as part of the DRC's recycling operations and is safe for all tires and shoes. Particle size of the glass is 3/8" or less.

The entrance to the DRC is marked by a sign indicating the facility owner, facility name and permit number. Access is controlled with a simple rope gate across the only access to the facility. To the right of the rope gate is a sign with the hours of operation for the facility. When the facility is closed the rope gate is up and driving through is impossible without lowering the rope gate.

Traffic flow is divided into incoming and outgoing lanes by a Keep Right sign at the entry and by a line of orange delineators. At the end of the incoming lane is a stop sign with an additional sign instructing people to wait until there is a place available for them to pull forward to the main building where they will be unloading their waste.

The main building and office have locking doors and are locked when no operator is present. The landfill/ balefill area and composting yard are enclosed by an 8' chain link fence. The gates leading into the landfill/ balefill and the composting yard are locked when the operator is not present. Additionally the electric fence component of the chain link fence is activated during bear season when no operator is present.

The DRC does not stockpile automobiles, significant quantities of scrap metal or construction/ demolition waste that would invite regular salvaging. What material that can be salvaged is behind the landfill/ balefill fence and gate and is controlled. When salvaging does occur it does not hinder the flow of traffic into and out of the facility. Salvaging is allowed only with the permission of the Operator.

Prohibited activities such as target practice or off road vehicle use are not problematic at the DRC because of it's small size, regular staffing, central location within the community and close proximity to residential areas.



*Driveway to DRC. Accessed off of Boat Harbor Road*



*Left side entry signs*



*Right side entry sign*

## 2. Burning And Burn Box Operation

Burning is infrequent at the DRC. For the burning of clean waste wood that is removed from MSW deliveries; un-treated wood from construction/ demolition deliveries; and very limited amounts of cardboard and waste paper - the DRC operates a very basic burn box which is an old dump bed from a dump truck. Burning in the burn box is carefully monitored by the Operator and occurs only after a series of wet days in either the spring or fall. Maximum operation is twice per year.

## 3. Daily Operations

### 3.1. Waste Acceptance Policy

The DRC is an actively managed facility with regular hours of operation and an Operator present during those times. Currently the facility is open to the public 18 hours a week in the summer and 12 hours a week during the winter. Additional hours are provided by appointment.

The DRC is modeled as an Integrated Resource Recovery and Waste Disposal Facility (IRRWDF) with the primary mission of recovering as much value as possible from the waste received (such as recovering aluminum cans). As a recycling centered facility, the DRC operates in tandem with its thrift store, named the Community Chest, to maximize the re-use and recycling potential of community discards and waste. Waste that cannot be recycled or re-used is landfilled. The safety of the public, the operator and the environment

are equally important concerns. The primary method of volume reduction for non-recyclable waste is mechanical compression and baling.

The DRC accepts the following materials:

- Municipal Solid Waste (MSW)<sup>1</sup> - which includes recyclables
- Fish processing waste from households and local charter operations and lodges
- Yard or green waste
- Construction/ demolition waste (C/D)
- Incinerator ash from Glacier Bay National Park
- Burn barrel ash from local households

The entry to the DRC has a sign stating that regulated hazardous waste and polychlorinated biphenyl fluids (PCB) are prohibited.

The DRC has a sign in the scale house section of the main building stating that the following are not allowed in the waste that is to be landfilled:

- Liquid wastes
- Radioactive material
- Untreated medical wastes
- Hazardous wastes as defined in 40 CFR 26:
  - acids, corrosives, flammables, toxics

Additional prohibitions stated in DRC fliers and posted in the scale house area:

- Car tires that will not fit in the baler
- Automobiles or any scrap metal item that is too large to be baled in the baler or otherwise palletized for shipment to a recycling facility

### **3.2. Personnel**

The DRC is managed by the DRC Manager/ Operator. This is a regular, .7FTE position. Please refer to Appendix PD (Section 8) for the job description.

Operational labor at the DRC is provided by the DRC Temporary Labor Pool (the Pool). The Manager/ Operator supports the Pool and provides relief for any members when they are not available. Please refer to Appendix PD for the job description.

There are volunteers at the DRC on an occasional basis who help with the recycling operation by operating the baler, or by fixing equipment, sorting recyclables etc.

### **3.3. Waste Processing Procedure**

Waste is self-hauled by commercial and household users of the DRC. Currently there is no commercial collection service in Gustavus and the only City maintained waste receptacles in Gustavus are currently located near the Gustavus Dock.

The hours for the DRC operation are posted at the entry gate. The DRC's hours are also recorded on the DRC's telephone message machine greeting, displayed on the City's web site, the Post Office, various City facilities (City Hall, Library) and are available to

1 From T-0 SWANA Technical Policy Definitions of Terms Used in SWANA Technical Policies and Solid Waste Management Attachment B: "Solid Waste other than Hazardous Wastes comprised of Commercial, Household, and Institutional Wastes."

customers in annual fliers.

Users are required to segregate their waste into what can be recycled and what is to be landfilled. This process is either done at home when the waste is generated or in the DRC's main building when the waste is delivered. The DRC's user fees are primarily weight based. Items such as aluminum cans are free, the next lowest rate is for recyclables, a higher rate for non-recyclables and the highest rate for "mixed" waste where the user has made no effort to separate their waste. The DRC Operator assists customers in segregating their wastes into recyclable and non-recyclable categories to be weighed on the scale. This system is complicated for first time users but once they are trained the entire operation can be efficiently handled. The Operator also checks all loads of C/D waste and burn barrel ash going to the inert waste disposal area.

The primary method of waste compaction at the facility is through the use of a baler. The Manager/ Operator maintains the DRC Operator's handbook which includes a section on how to operate each baler (currently there are two). New operators are trained in how to properly operate the machine by the Manager/ Operator. Waste is segregated on the floor of the DRC building. As stated earlier, what is recyclable is separated from what is not recyclable. Waste materials such as C/D, ash and Sheetrock which will not be baled but instead go straight into the inert waste disposal area are also separated out.

The Operator quickly inspects bags of trash before loading them into the baler for hazardous waste – paints, solvents etc and well as messy materials such as food waste, gel-packs etc. The DRC's balers are hand-fed so the Operator is trained to employ manual techniques to minimize the handling of the waste and reduce exposure, such as the requirement of rubberized gloves and using a shovel or other implement when pushing waste into the baler. Once the baler is full the bale is compressed, tied, removed from the baler and is either taken directly to the balefill or briefly stored in the building before being placed in the balefill at the end of the day. The goal is to get the waste baled and into the balefill as soon as possible because the Main Building has a very limited storage area.

Every effort is maintained to keep the customers and waste flowing through the facility and avoiding pile-ups. The priority is:

1. In the scale house/ tipping floor, keep the customers from waiting - help them with the weighing of their waste so they can get onto the sorting of their recyclables and/or so they can leave
2. Emptying the recycle sorting bins when they are full
3. Baling non-recyclable waste to keep the tipping floor clear





*DRC Building - Sorting Bins*



*Interior of DRC Building - Sorting Bins*

### **COVID-19 Procedures**

During the COVID-19 pandemic the DRC has remained open. Customer access was limited to one customer at a time. Operators were required to wear a cloth mask and maintain physical distance from other staff and customers whenever possible.

### **3.4. Facility Description - DRC Buildings**

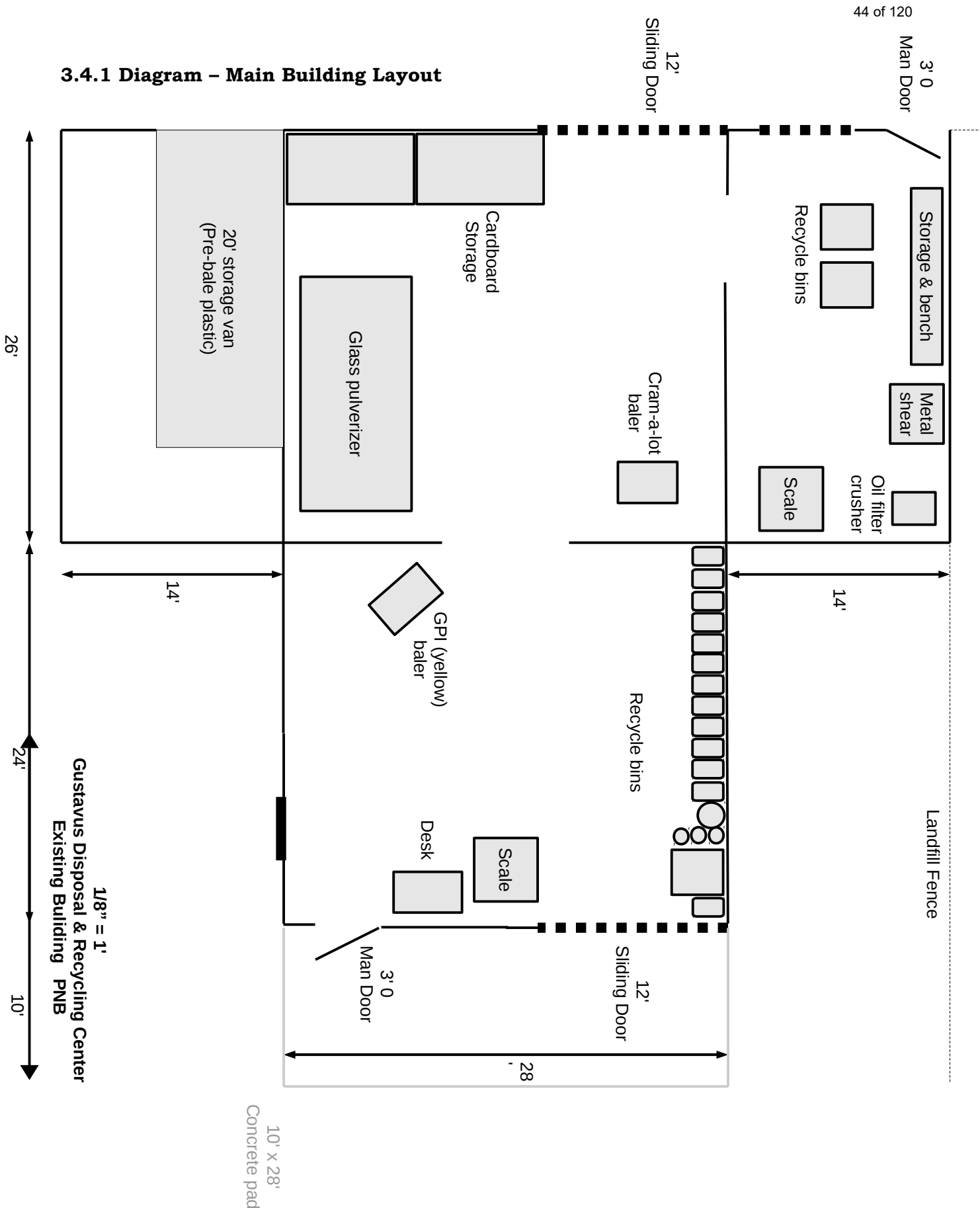
The main building for the DRC operation consists of a 28' wide x 50' long building with 10' and 12' ceiling heights. The back portion of the building has been expanded to include a 24' x 14' area for additional waste processing. The building has a metal sheathed exterior and roof, dimensional frame 2" x 4" walls on 2' centers. The foundation is a 4" thick concrete pad which is 6" thick beneath walls. No insulation or heating is installed. All electrical wiring is provided by steel and plastic conduit. Lighting provided by energy efficient 4' fluorescent fixtures and skylights. A seasonally operated 350 gallon cistern with a roof collection system provides non-potable water for the building.

Bobcat sheds: Movable, 12' long x 11' wide x 8' high shed, for housing the skid-steer loaders. Dimensional wood frame, aluminum sheathed roof and walls. Dirt floor.

Battery storage shed: Movable, 12' long x 11' wide x 8' high shed, for the storage and preparation for shipment of lead-acid batteries for palatalizing and shipping. Dimensional wood frame, aluminum sheathed roof and walls. Dirt floor.

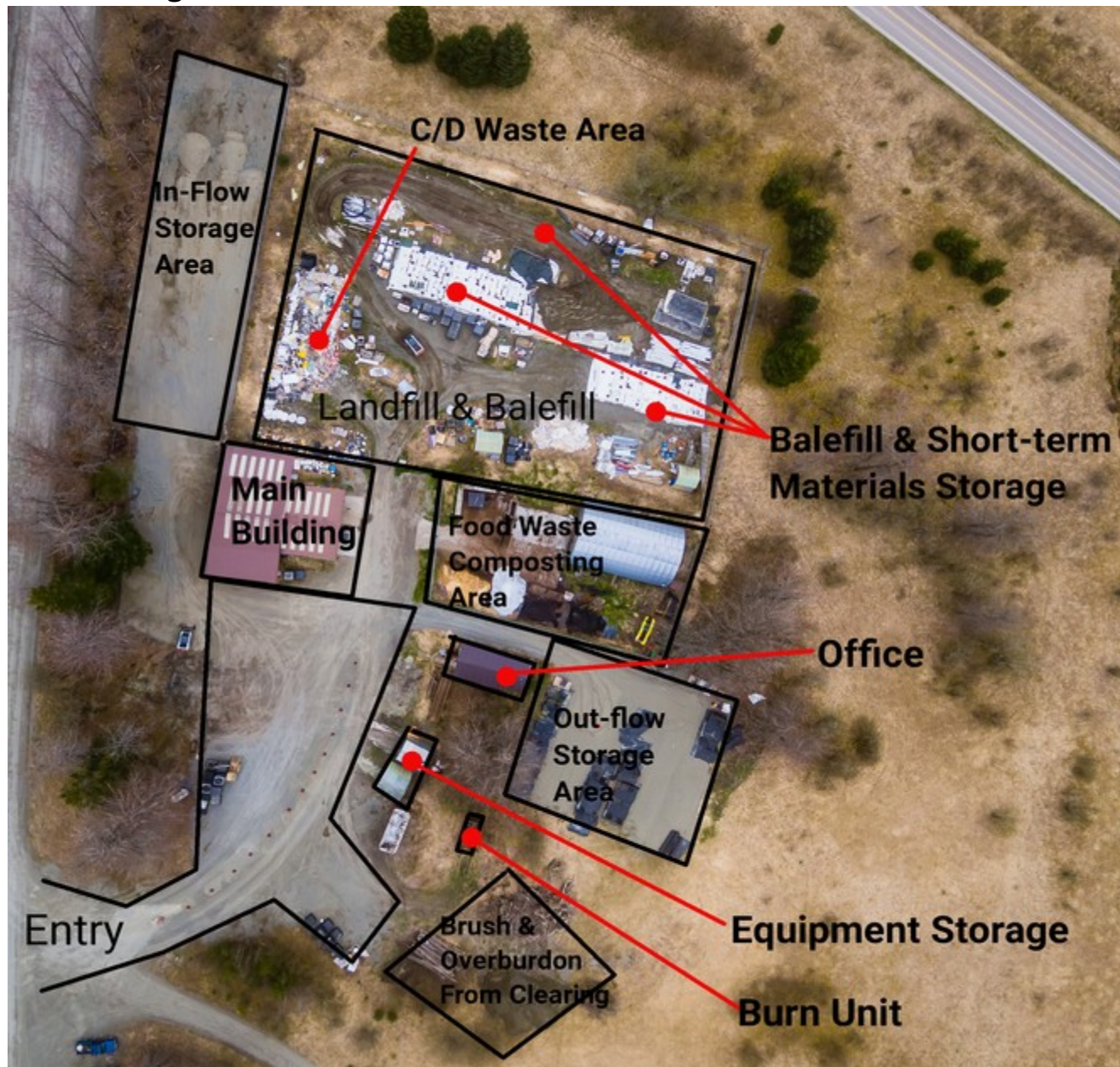
Fuel and universal waste storage van: Movable, 20' long x 8' wide retired shipping van used for the storage of diesel (15 gallons or less), gasoline (5 gallons or less) and universal wastes: dry cell batteries, used oil, fluorescent lights etc.

### 3.4.1 Diagram - Main Building Layout





### 3.5. Site Diagram



*(Drone-view photo courtesy of Sean Neilson)*

### 3.6. Site Description

Customers line to the right of the entry area. Parking and unloading is the area to the right of the Main Building.

**In-flow Storage Area** “In-flow” refers to recyclable materials such as aluminum and tin cans, white goods, scrap metal, etc. that are delivered by businesses and the public and are coming into the facility. In-flow storage refers to the dedicated storage area for in-flow materials as they accumulate to a sufficient quantity to be baled or otherwise made into a shippable unit (see out-flow storage). The amount of storage space for a given material is at least equal to the amount of space needed for one bale, or other shipping unit, of the material. For example, if the DRC’s existing baler produces 700-pound bales of tin cans, the

storage area for tin cans needs to be able to store at least 700 pounds of raw, unbaled tin cans, an area in excess of 5 cubic yards (or 5 collapsible bins).

**Out-flow Storage Area** “Out-flow” refers to recyclable or non-recyclable materials that have been processed and are ready for export in such packages as a bale, cargo box, or other shipment-ready unit. Ideally, out-flow material is placed directly in the shipping container that it will be shipped in, however the DRC does not have that ability at this time. Currently, individual rows in the storage area equate to a shipment to a particular vendor such as baled scrap-metal, baled lighter metals or baled plastics and paper.



*DRC building*

### **3.7. Facility Description - Waste Handling Equipment**

2016 Bobcat A770 All wheel steer loader, Tier 4 diesel engine. Placed into service in 2016.

1995 Bobcat 763 skid-steer loader, diesel engine. Placed into service in 1998.

The following attachments are used by both loaders: pallet forks, 1 yard bucket, .33 yard bucket, toothed bucket & 2.5 yard dumping hopper. The Bobcats are the workhorse for virtually all DRC operations.

GPI model M30HD down-stroke baler. 240VAC, 1 HP, single phase. Principal baler for waste disposal and also used for the baling of some recyclables. Bale size 30” wide x 24” deep x 30” high, bale weight (trash) 250 to 400 pounds.

CRAM-A-LOT model DHR-42-LU down-stroke baler. 240VAC, 5HP, three phase (using a phase converter). Principal baler for recycling. Bale size 42” x 30” x 48” bale weight 400 – 2000 pounds. This baler is owned by the National Park Service, Bartlett Cove and is used as part of the waste handling contract with the Park Service.



Glass Aggregate Systems (GAME) model H-100VT glass pulverizer 240VAC, 5 motor (.5 – 1.5 HP), single phase. Process up to 1,000 pounds glass bottles and jars per hour. Placed into service in 2003.

Screen USA model Trom 406 wheeled trommel screener, gas engine, hydraulic, 3/8" mesh screen. Compost screener. Placed into service in 2006.

Bell Recycling Equipment "bottle buster" 120VAC, 2 motor, single phase. Conveyor feed. Used for ceramics and as backup for the GAME glass pulverizer.

JMC Recycling Systems model 320 alligator shear 240VAC 10HP, three phase (using a phase converter). Cutting shear for metal recycling.

Gardner Equipment Company model Truck pneumatic oil filter crusher. Powered by air compressor. Used for crushing oil filters.

Approximately sixty-four (64) 45"x48"x34", 1 cu yard capacity, collapsible totes w/ lids. Numerous other rigid totes, tubs, buckets and bins for waste materials handling: collection, storing, sorting etc.

Three Weigh-Tronix model DSL 484805 platform scales with either the WI 125 LED weight displays or the newer Weigh-Tronix ZM303 weight display. These three scales perform all weighing activity associated with the DRC. Certified by the State of Alaska.

Several other waste processing pieces of equipment: aerosol can, disposable propane cylinder, drum sized gas powered bottle buster.

Computer technology: The DRC is a Pay-As-You-Throw facility. The software for the Point of sale and customer billing service is provided by Trash Flow <https://www.trashflow.com/> with a Windows 10 workstation connected to one of the digital scales. Additional software for storing recycle inventory data, worker hours, site data and equipment maintenance, is provided by a custom designed database for a small recycling facility & landfill.



*Bobcat skid-steer loader & collapsible pre-bale material storage bins*



*GPI baler 7' high*



*CRAM-A-LOT baler 12' high*



*GAME  
Glass  
pulverizer  
In-feed  
glass bin on  
the right*

### 3.8. Baled Waste Disposal

Baled waste is placed in the balefill during each day of operation as time allows. The Bobcat is used to transport bales from the DRC building to the balefill. Bales are placed into the balefill as tightly as possible. Diapers and other “wretched<sup>2</sup>” waste that is not compressed in the baler is placed in gaps between bales or between bales and the surrounding earth. The daily cover is a heavy-duty poly tarp (Durashield 1200 or similar) that covers the balefill at all times except during bale placement. The edges of the tarp are anchored with steel rims, pipe or other heavy inert objects.



*Balefill with poly tarp Alternate Daily Cover (ADT) Representing Winter 2008-9 use Measures 20' x 60'*

### 3.9. Inert Waste Disposal

Inert waste consists of construction/ demolition waste (C/D), ash and items too large for compaction with the DRC's mechanical balers. The C/D waste area is bermed on two sides to help prevent the wind from blowing waste out of the C/D area. When customers are depositing their waste, they are instructed by the Operator to keep their waste consolidated on the working face. Periodically the Operator checks to see if the C/D waste area needs compaction, if any non-allowed wastes are deposited there and if litter is becoming an issue. When a given C/D waste area is full, meaning no more waste can be set without going above the surrounding berm, the C/D waste area is covered with intermediate cover and another waste cell is constructed above it.

<sup>2</sup> The DRC Operator(s) have learned that diapers, while legal to landfill, are very messy when processed in a high compression baler. Likewise, mixed waste, especially if it contains rotten food waste is better placed into the balefill uncompressed.



### 3.10. Diagram Of Waste Placement Plan



*2020- 2025 Waste placement diagram*

Waste placement in the 2020 – 2025 permit period will be in the area designated in the diagram to the left. This area is within the original 1994 fenced area which has been used for waste disposal since the initial operating permit. The overall size of the disposal area is approximately 280 feet north-south and 135 feet east-west. All waste placement is currently above grade. Waste placement is layer by layer with each new layer being smaller than the layer below so when the waste mound is closed, the sides will be 1:3 (three feet horizontal to one foot vertical). Waste placement is attempted in such a way so as to give the cover material an effective gradient so rainwater and snow melt flow away from the disposal area(s).

Some areas within the waste placement diagram not actively receiving waste are used for short-term storage of supplies and recyclable materials.

### 3.11. Cover Plan

The balefill is kept covered with a bird and weatherproof tarp that serves as the alternate daily cover (ADC). The ADC is replaced by intermediate cover consisting of a sheet of plastic directly over the baled waste and a mixture of Sheetrock (if available) and earthen fill equal to 18". This is done every two to six months depending on the season.

### 3.12. Litter, Vector, And Nuisance Control

**Litter:** The Landfill fence contains the wind blown litter that is generated in the landfill and balefill areas. Litter is not a serious problem at the DRC because most of the waste is baled and balefill is kept covered. Any litter that does occur is picked up by the Operator on a regular basis.

**Wildlife:** The Landfill fence keeps out all but the most determined of large animals. Since the installation of an electric fence in 2001 there have not been any bears in the enclosed landfill area. On occasion there has been sign or sightings of feral cats, ermines, red squirrels and voles at the DRC. Bird access to the baled MSW is restricted because of the ADC. Birds do frequent the food waste composting area when food waste has recently been mixed. The Operator makes a note of how many birds, usually just corvids, were at the DRC when he or she arrived for work.

**Dust:** Due to the high amount of annual precipitation in Gustavus and the small amount of exposed ground - dust is not a significant problem.

**Noise:** The DRC staff takes the generation of noise seriously. Use of the Bobcat or other pieces of equipment are avoided at odd hours and the doors of the DRC building are closed the glass pulverizer is in operation. In 2006 the DRC conducted a noise survey:

[https://cms.gustavus-ak.gov/sites/default/files/fileattachments/disposal\\_recycling\\_center/page/20091/drc\\_noise\\_survey\\_report-march\\_26\\_2006.pdf](https://cms.gustavus-ak.gov/sites/default/files/fileattachments/disposal_recycling_center/page/20091/drc_noise_survey_report-march_26_2006.pdf)

**Odors:** Odor coming from the baled waste is contained by the ADC. The DRC building is cleaned with a mild solution of Pine-oil or bleach, after each day it receives waste from the public. See the Food Waste Composting Plan for specifics regarding odors associated with that program.

## **4. Landfill Water Impacts**

Waste in the balefill and inert waste disposal areas are exposed to rainwater and snow-melt. Likewise, recyclable material such as metal and plastic are stored in closed and open containers exposed to the environment. Leachate generation from baled MSW is minimized by not accepting liquid wastes prior to baling, the high-compression baling process itself, the composting of food waste and keeping it out of the MSW, and keeping the balefill covered with a water-proof alternative daily cover. The percolation of the DRC's sandy soil impedes the accumulation of any leachate.

Storm water is encouraged to flow away from the balefill or the inert disposal area by grading cover soils and the use of water-proof covers. Again, the sand that underlies the DRC site allows for the quick absorption of storm runoff and ponding is not a serious problem.

The DRC is located close to the Salmon River and flooding of the Salmon River has not occurred yet at the DRC site. When it does, the berms surrounding the disposal area should help in deflecting floodwater.

The ground water underlying the DRC considered by ADEC as an aquifer of resource value. The ground water at the DRC is sampled per the sampling schedule described in the DRC's ground water monitoring plan that is part of the City's ADEC operating permit<sup>3</sup>.

## **5. Special Waste Management**

### **5.1. Sewage Solids/ Septage/ Honey Buckets**

The DRC does not accept honey buckets, septage, sludge or sewage lagoon waste. At this point in time the City of Gustavus has no municipal treatment facility for sewage or septage.

### **5.2. Animal Carcasses/Subsistence Waste**

Animal carcasses are generally not accepted at the DRC unless they are in small enough pieces to be included in the food waste composting program. Fish carcasses are composted in the food waste composting program.

### **5.3. Household Hazardous Waste (HHW)**

At this point in time the City of Gustavus hosts biennial Household Hazardous Waste collection events that are free to households. The first event was held in 2018. The event planned 2020 event was canceled due to the COVID-19 crisis. The next planned event is 2022. In between events, community members are asked to hold HHW on their property until the next community collection event.

The City has planned and budgeted for the purchase of a HHW container. This container is 20' long x 8' wide & 8' high container designed for household hazardous waste storage. The unit includes spill containment, ventilation, shelving, and signage. The proposed container will be fully-constructed at a facility in the lower 48 and is ready to use

3 Currently the 2015 Gustavus Monitoring Plan.

upon arrival in Gustavus.

The DRC has an active universal waste recycling program: Florescent tube and compact florescent light bulbs are collected and shipped to a recycler. Computer monitors, TVs and all other e-waste are also collected and shipped to a recycler. Battery recycling is described in section 5.10.

#### **5.4. Liquid Waste (greater Than 1 Gallon)**

Liquid waste greater than 1 gallon are generally refused. One exception being cooking oil which is priced as a recyclable and blended with the food waste during the mixing process. See the Food Waste Composting plan for more information.

#### **5.5. Construction And Demolition Waste (C/D) /Metals**

For C/D waste refer to section 3.9. For metals handling refer to section 7.

#### **5.6. Public Salvage Area**

Public salvaging is allowed at the DRC though it is strictly controlled by the Operator and can only occur when the facility is open to the public. Customers typically ask if they might look for a certain item and the Operator determines if they can salvage and suggests where they might look for the item. Non-recyclable waste and below cost recyclables are given away free. Valuable discards and non-ferrous metals are sold at a price that is generally equivalent to what the DRC would be paid for the material if it was shipped south.

#### **5.7. Used Oil**

Used oil is accepted at the DRC during the hours of operation. It is collected into 55 gallon drums which are housed in an enclosed storage van. Once full the drums are given to local shops that utilize used oil heaters. Only used oil from households is collected and used oil from commercial sources is refused due to regulatory concerns.

#### **5.8. Junked Vehicles And Large Scrap Metal Items (culverts, Large Tanks, Boats Etc.)**

The DRC does not accept junked vehicles except during pre-planned "scrap metal events". During scrap metal events, adjacent property owners are informed ahead of time and a portion of the field directly south of the facility is used as collecting area for junked vehicles. Before shipment the fluids, tires and batteries are removed. A scrap hauler is contracted to remove the junked vehicle. This process is neither simple nor inexpensive. After the event the field is groomed and returned to it's pre-event state. The last scrap metal event was in the fall of 2006 and last large scale scrap metal event was in the fall and winter of 2001. Currently there is a private scrap yard in the community that is accepting junked vehicles and scrap metal.

#### **5.9. Removal Of Refrigerants (CFC)**

The DRC has a refrigerant removal program for refrigerators, freezers and any other items that contain refrigerants. The Manager/ Operator obtained training in this procedure at Total Reclaim's Anchorage facility in 2013. He passed the written test and received certificate number 723713534310.

Using portable equipment the refrigerant is evacuated from appliances into a recovery cylinder. Following refrigerant removal, the compressor is removed from the appliance and the oil is drained from the compressor. Finally the appliance and the compressor are recycled along with the other scrap metal processed at the DRC.

#### **5.10. Lead-acid And Dry Cell Batteries**

Lead-acid batteries are accepted for recycling along with dry-cell batteries (rechargeable and non-rechargeable, all common chemistry: NiMh, Ni-Cad, Lithium-ion and



Lithium primary). Batteries are stored in a covered shed. Periodically, batteries are sorted, palletized and shipped south to a recycler.

#### **5.11. Asbestos Handling Procedures**

The facility has not accepted asbestos containing materials to date. Should it become needed to accept asbestos waste the facility would contact ADEC for instruction.

#### **5.12. Regulated Hazardous Waste And PCB Notification Policy**

If suspected or confirmed PCB or regulated hazardous waste is found at the DRC the Manager/ Operator would contact the EPA region 10 office and the Juneau ADEC office.

#### **5.13. Prohibited Wastes Exclusion Policy**

The public is informed by both the sign on the DRC building and by information fliers, that the DRC cannot landfill hazardous waste. Users are required to separate out all used oil filters and drain small engines of all fluids prior to being accepted for recycling. Additionally, lead-acid batteries, alkaline batteries and all rechargeable (Ni-Cd & NiMh) batteries must be separated from waste to be baled/ landfilled. The Operator checks loads going to the inert waste area or waste that is going into the baler to make sure that no hazardous substances are present. Additionally the facility separates out all fluorescent lighting tubes, compact fluorescent light bulbs, TVs and computer monitors. These items are periodically shipped south to a recycler.

## **6. Administration**

### **6.1. Operating Record**

The DRC Manager/ Operator is responsible for making sure the facility is in compliance with the ADEC operating permit. The Manager/ Operator either performs the Monthly Visual Monitoring Log or instructs an Assistant or Relief Operator to do so. The DRC Manager/ Operator also maintains all paper and/ or electronic copies of all inspection records, employee training procedures and records, records relating to any hazardous waste, General Operating Plan, copies of previous operating plans, as-built drawings etc. Copies of these documents are kept on site in the DRC Office. Copies of the operating permit and groundwater monitoring reports are also kept on file at City Hall.

### **6.2 Landfill Site Plan & Closure Plan**

The DRC maintains a site plan which is included in ADEC permit renewals. A copy of the Site Plan is in the DRC Office. The DRC maintains a 50 foot or greater buffer between deposited waste and the facility boundary.

Currently (2020) the City is undertaking a comprehensive Solid Waste Management Closure and Facility Planning process. One component of this planning process is to determine the useful capacity of the current landfill area and to determine what other areas within the 11.9 acre DRC parcel may also be possibly used for waste placement and/ or recyclable materials processing. Additionally, the planning process will revise the current closure plan. The useful life of the DRC waste placement area is considered greater than the next 5 year, 2020 – 2025, permitting cycle providing the facility is able to maintain diversion ratios greater than 55% – 60%.

## **7. Waste Management Improved Programs**

### **7.1. Re-use, Recycling & Backhaul:**

The DRC has a very active recycling or “backhaul” program. Currently the DRC recycles or reuses:

- All ferrous and non-ferrous metals including: scrap metal/ appliances, tin-cans, aluminum cans, aerosol cans etc.
- Glass bottles and jars
- Ceramics (tiles, plates cups etc.)
- Food waste, fish waste & green waste
- Plastic: Type 1 (PETE) bottles type 2 (HDPE) bottles. Mixed plastic types 1 - 7 are not being recycled at this time
- Cardboard
- White sheet paper, mixed paper and newsprint
- Batteries: dry-cell alkaline, all rechargeables including lead-acid batteries
- E-waste including computer monitors and TV's
- Non-commercial used oil
- Vegetable oil/ deep fryer oil
- Fluorescent tube lamps and compact fluorescent bulbs
- Compostable grease trap waste

### **7.2. Recyclable Material Storage & Shipping Process**

Material storage for recyclables generally consists of the in-flow storage area for the storage and accumulation of recyclables coming into the facility, and out-flow storage for the storage of finished bales, cargo boxes or other shippable units (see section 3.6). With in-flow storage, any material that can be baled such as aluminum cans and recyclable plastics are stored in either stackable totes, super sacks or on pallets. Once a sufficient quantity of a given type of material has accumulated it is baled, placed into a cargo box or is otherwise palletized. After baling or palletizing, materials are stored in a shipping van (rare) or under a tarp (more common) until the time of shipment. Because of outdoor storage, all shipping labels are applied at the time of shipment. The DRC maintains a database of shippable recyclables to facilitate the inventory and tracking process. Having the database makes it easy to know volumes, weights and types of material that are on site. See section 3.6 for more information.

Historically the DRC ships recyclable material 3 to 5 times per year. Shipment weights typically have been between 10,000 & 25,000 pounds. Materials are palletized and shipped on the either the Alaska Marine Highway System or by landing craft to Juneau where they are shipped via barge lines to recyclers in the Seattle area.

### **7.3. Waste Collection**

The DRC does not currently have a waste collection service. Waste is self-hauled to the facility.

### **7.4. Usage Fees**

The DRC is a Pay-As-You-Throw (PAYT) facility with most materials being charged by the pound. Large deliveries of C/D waste are charge by volume (trash can or cubic yard). Please see Appendix RATE for the current charges. The DRC operates out of the City's

General Fund as a distinct class in the City's QuickBooks financial system. This means accounting for all income and expenses for the DRC are listed separately from other City income and expenses making it easy to generate income and expense reports.

## **7.5. Training Plan**

The DRC's training plan is intended to:

- Build operating skills and professionalism in the DRC staff
- Ensure compliance with State and Federal labor, health, safety and environmental regulations
- Ensure employees have the knowledge to conduct operations safely and in an environmentally responsible manner
- Support the DRC's goal of being a model facility which operates in a small, rural Alaskan community

### **7.5.1. Position-Specific Training Needs**

DRC Manager/ Operator

- SWANA Manager of Landfill Operations (MOLO)
- SWANA MOLO 30 Continuing Education Units (CEU) every three years
- Compost Facility Operator Training such as Washington Organic Recycling Council's 40 hour CFOT program
- HAZWOPER Certification 24 or 40 hour course + 3 days work at a TSD Facility
- HAZWOPER refresher – 8 hours annually using on-line course or otherwise
- Hazard Communication 1 – 2 hours on site local
- General Workplace Safety and Health – several hours on site, and self study
- Personal Protective Equipment - site specific on site
- Safe Operation of Skid-steer loader – 1 hour on site with manufacturers' videos and materials
- Safe operations of other equipment – review of manufacturers safety manuals and videos
- Ergonomics with emphasis on lifting and back safety 0.5 hour with video
- Supervisor's safety responsibilities—1-3 hours video and workbook

DRC Assistant Operator(s)

- Hazard Communication—1-2 hours on site local
- General Workplace Safety and Health—several hours on site, and self study
- Personal Protective Equipment—site specific on site
- Safe Operation of Bobcat—1 hour on site with manufacturer's video and materials
- Ergonomics with emphasis on lifting and back safety 0.5 hour with video

DRC Volunteers

- General safety orientation to DRC operations
- Specific task safety review
- Personal Protective Equipment for tasks assigned
- Ergonomics for lifting tasks
- Bobcat Safety video if they are going to use the Bobcat
- Safe operation of other equipment they are assigned to use

The current DRC Manager/ Operator, Paul Berry, is SWANA MOLO certified through 2021 with his certification beginning in April of 2006. Additionally he received 40 hour HAZWOPER training in 2006 which included 3 days volunteering at the Fairbanks North Star Borough Landfill's Hazardous Waste Collection and Treatment facility.

### **7.6. Community Education And Outreach**

The DRC is an active City service and the Manager/ Operator provides quarterly reports to the City Council during their public meetings. The Manager/ Operator also prepares an Annual Report for the Council which is also available to the public. All DRC reports are hosted electronically on the City's website. Currently:

<https://cms.gustavus-ak.gov/drc>

The Gustavus School conducts tours of the DRC during the school year and scheduled or impromptu tours are always given to curious individuals by the DRC staff.

### **7.7. Thrift Store/ Community Chest**

Operating in conjunction with the DRC is the local thrift store, the "Community Chest" (Chest) which is owned and operated by the City. The Chest was first established in 1998 as a working committee within the Gustavus Community Association. After the City's incorporation in 2004 the Chest was integrated into the operation of the DRC.

The Chest is not located on the DRC property. The facility consists of two small buildings, one heated and one not, with a fenced and partially covered yard between them.

The Chest is managed by the DRC Manager/ Operator but most of the daily operation is performed by a dedicated staff of 3 – 5 volunteers. Additional volunteers help with sorting which occurs weekly to monthly depending on the season and availability of volunteers. Currently the Chest is open 3 days a week in the summer (total of 7 hours) and two days a week in the winter (total of 5 hours). The Chest accepts donated reusable household items and construction materials for resale at very affordable prices and generates a revenue varying between \$10,000 - \$15,000 for the last five years. This revenue is used to help support the non-revenue services of the DRC. Unsaleable material from the Chest is recycled, re-used or landfilled at the DRC.



*Community Chest 2012*

## 8. Appendix PD – Position Descriptions

### 8.1 Manager/ Operator

**City of Gustavus**  
**Disposal and Recycling Center (DRC)**  
**Manager/Operator Position Description**

**Title:** Disposal and Recycling Center (DRC) Manager/Operator

**Nonexempt Regular Part-time Position**

May 1—September 30: 40 hours/week

October 1—April 30: 30 hours/week

**Supervisor:** Mayor

**Summary:** This position is responsible for the safe, efficient, and cost-effective operation and management of the Disposal and Recycling Center facilities, equipment, and functions for the public benefit.

**Essential Duties and Responsibilities:**

**Operations**

- Prepares the DRC facility to receive customer-delivered waste and recyclables
- Opens and closes the DRC facility for posted operating hours, and for special projects and appointments according to a schedule approved by the Mayor
- Receives customer-delivered recyclable materials, food waste for composting, and trash for landfilling
- Informs customers on waste-sorting standards
- Bills customers per current billing policy/procedure and scheduled rates approved by the City Council
- Maintains all operational records on City-owned computer using Microsoft Excel compatible software in form easily accessible to and used by alternate operators, the Mayor, and the City Clerk/Treasurer;
- Processes sorted waste-stream components by
- Preparing recyclable materials such as plastics, glass, metals, paper products, appliances, white goods, electronics, etc., by baling, crushing, pulverizing, packaging, or palletizing, and stores as needed for shipping or other disposition
- Composting food waste and other acceptable organic materials in DRC compost facility
- Processing universal waste and household-hazardous waste for shipping in accordance with State and federal regulations
- Preparing large scrap items, such as cars and appliances for shipment to recyclers during special heavy scrap-metal projects
- Maintains facility in a safe, clean and business-like manner and appearance
- Collects water samples from monitoring wells, submitting for laboratory analysis, and

- generating reports as required by Alaska Department of Environmental Conservation.
- Operates facility in accordance with federal and state occupational safety, health, and environmental regulations.
- Attends training as approved by Mayor or required by State agency regulations to maintain skills and certifications for safe and effective operation of the DRC.

### **Management**

- Accounts for receipts from the DRC on City-owned computer using standard City-compatible software easily accessible to and used by alternate operators, the Mayor, and the City Clerk/Treasurer and delivers payments received to the City Clerk
- Together with the DRC Committee, plans for and implements improvements to DRC facilities and operations to increase efficiency and to encourage a larger share of the public to recycle and dispose of their waste stream through the DRC
- Actively seeks, develops and submits grant applications, in compliance with City policies and procedures, to support facility improvements and equipment purchases
- Monitors regulatory requirements for operation of the DRC and assures that DRC meets or exceeds agency rules and requirements. Files required reports for the DRC as scheduled by agencies. Maintains operating records and permits and files all reports as required by federal and State agencies
- Serves as City representative in negotiations with Glacier Bay National Park for equipment use, the disposition of NPS trash and recycling, and other DRC-related matters.
- Recruits, trains, and supervises volunteers and occasional temporary workers at the DRC
- Oversees operations at the Community Chest to maximize effectiveness of the Community Chest as a means of reusing serviceable items within the community, minimizing trash disposal, and capturing a revenue from that service to support DRC operations
- Prepares, in consultation with the City Clerk/Treasurer and Mayor, the draft DRC annual budget, including operational and capital requirements. Administers the DRC annual budget as approved by the City Council.
- Plans for and reviews specifications for new or replacement facilities and equipment.
- Acts as the purchasing officer for the DRC. Controls departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Budgets time according to payroll budget approved by City Council and work schedule approved by Mayor.
- Prepares and submits an annual report of DRC and Community Chest activities to the City Council. Prepares and submits other reports as requested by the Council.
- Other duties as assigned.

## **Required Minimum Qualifications**

### **Education and Experience**

- Graduation from high school or GED equivalent
- Experience and training in planning, developing, operating, and maintaining recycling and landfill operations
- General work experience involving leading, managing, training, and supervising workers or volunteers.

### **Knowledge, Skills and Abilities**

Position requires knowledge, skills, and abilities in

- The use of tools and equipment needed for operation and maintenance of DRC tools and equipment
- Training and supervising subordinate personnel
- Performing work requiring good physical condition
- Communicating effectively orally and in writing
- Exercising sound judgment in evaluating situations and in making decisions
- Giving and receiving verbal and written instructions effectively
- Establishing and maintaining effective working relationships with facility volunteers, other employees, supervisors and the public
- Understanding of and conformance to general safe work practices

### **Other Qualifications**

- Eighteen years of age or older at time of hire.
- Certification by Solid Waste Association of North America as a Certified Manager for Landfill Operations (Desired)
- Obtain 40 hour HAZWOPER certification within one year of employment, and maintain current annually
- Possess, or be able to obtain within one month of hire, a valid State of Alaska Driver's License without record of suspension or revocation in any state
- Agreement to observe and comply with safe work practices and PPE use as required by City policies and procedures

## **Work Conditions**

### **Tools and Equipment Used**

- Skid-steer loader
- Baling equipment for trash and recyclables
- Power metal shear
- Rotary screener for compost
- Glass crusher
- Hand tools, including hand power tools

### **Physical Demands**

The following are representative physical demands the DRC Manager/Operator is expected to encounter:

- The Manager/Operator must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.
- Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The Manager/Operator will perform work in personal protective equipment including gloves of various types, coveralls, rain gear, face protection, eye protection, and hearing protection, in compliance with OSHA requirements and municipal policy

### **Work Environment**

The Manager/Operator may be exposed to the following work conditions and hazards:

- Cold and/or wet weather
- Sharp objects and edges capable of cutting skin
- Noise exceeding 85 dBA from equipment in use at the site for short periods of the work shift. Noise exposures will only rarely and briefly exceed 100 dBA.
- Hazardous liquids such as petroleum products and toxic household or light industrial materials and corrosive substances
- Eye and face hazards from flying particles
- Hand/arm vibration

## **Notice**

CoG 3.04.02 (d) (2)

Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

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

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



## **8.2 Assistant Operator & Relief Operator Labor Pool**

### **CITY OF GUSTAVUS TEMPORARY POSITION ANNOUNCEMENT & POSITION DESCRIPTION**

#### **TEMPORARY LABORER**

#### **THE CITY IS SEEKING APPLICATIONS FROM INDIVIDUALS WISHING TO BE INCLUDED IN THE DISPOSAL & RECYCLING CENTER (DRC) ASSISTANT OPERATOR AND RELIEF OPERATOR LABOR POOL (POOL)**

##### **Pool Description:**

The purpose of the Pool is to expedite filling temporary labor needs at the DRC. Individuals who apply to be included in the Pool and become eligible can be readily hired on an as-needed basis as funding allows. A temporary assignment may be as short as one day or as long as one summer season. Individuals submitting applications for the Pool are not guaranteed work by the City nor are applicants guaranteeing to the City that they will be available for any particular temporary employment opportunity during the course of the year. The maximum number of Pool members is five (5). Pool membership terminates with the end of the calendar year.

##### **General Position Description:**

Assistant Operator works with the Manager/Operator during the workday to run the DRC and related facilities.

Relief Operator is responsible for the daily operation of the DRC and related facilities while the Manager/Operator is on leave.

##### **Duties Include:**

Accepting solid waste from the public and making sure all deliveries conform to the DRC's operating policy - i.e. knowing what wastes are acceptable and what wastes are not.

Processing solid waste, for example: baling non-recyclable and recyclable materials; shoveling food waste compost materials; etc.

Assuring that DRC operations are conducted in a safe, and environmentally responsible manner. In compliance with City policy and with State and Federal regulations.

Accepting payment of user and product fees. Collecting and reconciling funds from the DRC and Community Chest and making deposits to the City Treasurer.

Helping to maintain DRC equipment and facilities in good condition.

Light carpentry and building maintenance of DRC facilities including the Community Chest.

##### **Work Schedule, Hourly Rate, Pool Starting Date & Termination Date:**

Typical Assistant Operator workdays are: Tuesday, Thursday & Saturday with an occasional Wednesday and/or Friday, 8 hour day typical. Hours vary depending on season and workload. Single and multiple day project assignments occurring Monday – Saturday are also possible.

Relief Operator workdays are: Tuesday, Thursday & Saturday with an occasional Wednesday and/or Friday, 6 to 9 hour day typical.

Hourly rate is determined by previous work experience at the DRC:

Applicants with zero to 150 hours of experience: \$18.50 per hour.

Applicants with 150 to 500 hours of experience: \$18.75 per hour.

Applicants with over 500 hours of experience: \$19.00 per hour.

*Experience is defined in part as proficiency with the various equipment used at the DRC, the point-of-sale computer system and with assisting the public during days of operation. Step increase occurs in the pay period following the accomplishment.*

Pool begins January 1, 2020.

Pool terminates December 31, 2020.

### **Qualifications, Abilities & Physical Requirements:**

Ability to work with fellow staff, the public and the public's solid waste while maintaining a positive attitude.

Applicant must be able to do hard physical work in an un-heated and/or outdoor environment.

Applicant must be able to lift 50 - 70 pounds of weight and manually move palletized materials weighing 500 - 1,600 pounds using a pallet jack.

Applicant needs to be comfortable operating the DRC's all-wheel steer and skid-steer loaders, large and small balers, glass pulverizer and other equipment. In short: the applicant must be comfortable operating powered equipment.

Applicant must be able to operate electric saws, crowbars, wrenches and other hand tools.

Applicant must be able to follow the DRC's operating protocols and be able to maintain daily paperwork.

Applicant must have a working knowledge of how to use computers, computer operating systems and be able to learn customized software.

Because of power equipment use all applicants must be 18 years of age or older.

Applicants working as Relief Operator will need a valid State of Alaska Driver's license and a personal vehicle capable of hauling bagged solid waste.

**Work Location:** Gustavus Disposal & Recycling Center & Community Chest.

**Supervised By:** Assistant Operator is supervised by the DRC Manager/Operator. Relief Operator is supervised by the City Administrator, Mayor or other designated supervisor.

**Training Provided:** On-site instruction of safe operating procedures for all applicable DRC equipment is provided as well as instruction and demonstration of proper paperwork, software & general waste handling procedures.

**Application Period:** Tuesday, November 5, through Thursday, December 5, 2019.

Employment application forms are available at City Hall or the DRC. City Hall is open Monday – Thursday 9 AM – 4 PM; the DRC is open Tuesday, Thursday and Saturday 11 AM – 3 PM.

Application forms are also available on-line:

[http://cms.gustavus-ak.gov/sites/default/files/fileattachments/administration/page/611/cog\\_employment\\_application\\_2014.08.05.pdf](http://cms.gustavus-ak.gov/sites/default/files/fileattachments/administration/page/611/cog_employment_application_2014.08.05.pdf)

**Applications must be returned to City Hall by the close of business on Thursday December 5, 2019.** Reasonable accommodation to facilitate the submission of an application is available on request.

**Notice:** All positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip.

**More Information?** Please contact Paul Berry, DRC Manager/Operator 907-697-2118 or City Hall 907-697-2451.

**The City of Gustavus is an Equal Opportunity Employer**

## 9. Appendix RATE – Fee Schedule

### Gustavus Disposal & Recycling Center (DRC) 2017-20 Fee Schedule and Material Limitations Policy

#### What is free:

- Aluminum pop & beer cans
- Non-ferrous metals such as: copper (house wire, plumbing pipe), aluminum (foil, cookware, roofing etc.), brass (faucets, valves, fittings) & non-magnetic stainless steel.
- Litter from local roadsides and beaches *(free collection bags can be provided)*

#### Rate schedule:

##### General

- Recyclables \$0.19 per pound
- Trash \$0.24 per pound
- Unsorted waste **PENALTY RATE** \$0.41 per pound

##### Special

- Computer Monitors, & TV's \$0.60 per pound
- Grease trap waste \$0.58 per pound
- Construction/demo. or ash \$5.90 per 32 gal. Can or \$38.35 per yard
- Sheetrock \$2.90 per 32 gal. Can or \$18.85 per yard
- Fluorescent tube bulbs \$1.30 each
- Freezer, refrigerator etc. \$40.00 per appliance (plus weight of appliance)

**\$3.50 minimum** per delivery *(items listed as free do not count)*

#### Items included in recycle category:

Aluminum, cardboard, cooking oil, dry cell batteries, food waste, glass bottles, lead-acid batteries, mixed paper, oil filters, plastics (types 1 -7 only), pottery/ ceramics, scrap metal (see exclusions), tin cans, used-oil (see exclusions), white sheet paper

### Exclusions & Limitations

#### Construction/ demolition waste limits:

There is a 12 yard per year limit on how much construction/demolition (C/D) waste can be delivered by a business or individual. The purpose of this limit is to

keep a few users from filling the C/D disposal area in a short period of time. The DRC can assist users to obtain a dumpster from Arrow Refuse in Juneau.

### **Scrap metal limitations:**

Due to storage concerns the DRC will not accept large scrap metal items such as cars, 270 gallon oil tanks or other scrap metal that cannot be easily baled or palletized for recycling.

### **Used-oil limitations:**

Due to permit and legal requirements the DRC cannot accept used oil from commercial sources.

### **Compost Prices**

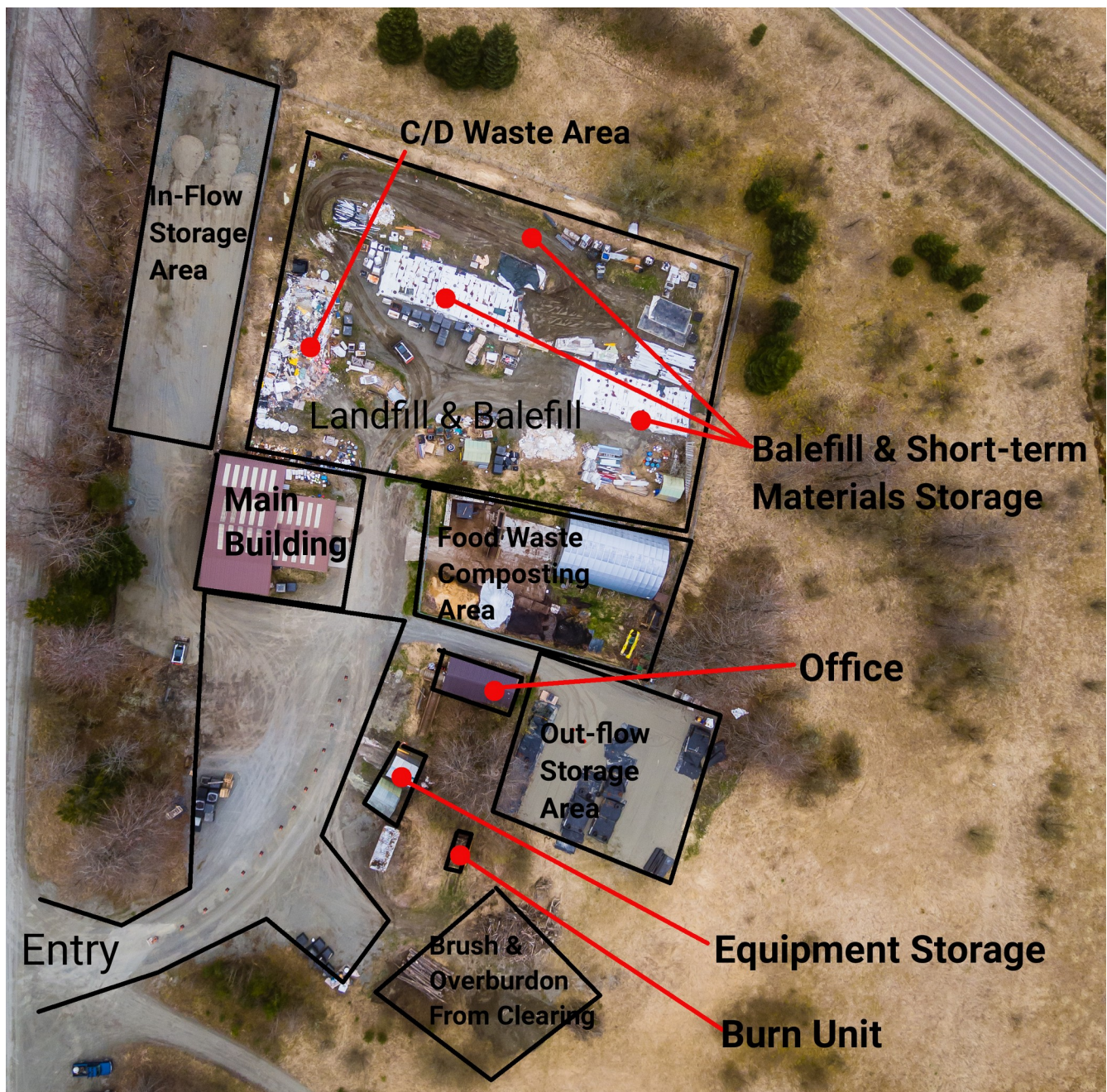
\$18.25 30 gal. trash can

\$ 4.00 5 gal. bucket

### **Misc. Fees:**

Pick-up fee for U.S.P.O. & Gustavus School \$27.50





City of Gustavus, Disposal and Recycling Center  
July 13, 2020  
Landfill Site Plan



# **City of Gustavus**

## **Disposal and Recycling Center (DRC)**

### **Food Waste Composting Operating Plan**



Prepared by:  
Paul Berry, DRC Manager/ Operator  
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PO Box 1  
Gustavus, Alaska 99826

Document Date: July 13<sup>th</sup>, 2020  
*version 1.0*

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### Document History

Original Plan May, 2005

1<sup>st</sup> Revised July 1, 2010

2<sup>nd</sup> Revision July 13, 2015

### 1. Purpose, Need and Benefit

Since 1996 the DRC has operated a food waste composting program. The objective of the food waste composting program is (not prioritized):

1. Conserve limited landfill space
2. Promote recycling
3. Reduce bear and people conflicts and bird scavenging of human food waste
4. Provide a low cost soil amendment or “compost” to Gustavus residents
5. Improve the working environment for the DRC's waste baling operation

Food waste is organic and typically has a significant water content. These two facts present a challenge to waste handling facilities such as the DRC. This is because the DRC utilizes manual waste handling and sorting techniques and uses a high compression baler to reduce the volume of waste being landfilled. Food waste is messy when it is compressed because all the water in the waste is squeezed out of the baler during compression. And really, it is more than water that comes out of the baler. “Baler goo” is a better description, and the presence of baler goo makes working with the baler very unpleasant.



***Baler Goo***



***Baler Goo close up***



Direct burial of food waste is wasteful of limited landfill space as it requires immediate and significant earthen cover to keep away birds and flies and to trap odors. Direct burial of food waste also contributes to future methane production which is a serious greenhouse gas and buried food waste generates other gases which can contribute to nuisance odors.

A more optimum method for treating food waste is aerobic composting. Aerobic composting produces temperatures over 140 degrees Fahrenheit, which helps to sanitize the food waste. Aerobic composting is also very effective in reducing the volume of the food waste. Finally one of the most significant attributes of aerobic food waste composting is the production of marketable garden compost. The sale of compost is used to help offset the program's cost.



***Finished compost***

The DRC's food waste composting program is not without its challenges and to operate properly it requires constant attention by the DRC staff. Funding for the operational costs associated with the food waste composting program is provided through user fees, the sale of finished compost and funds from the City's General Fund. Funding of the capital costs associated with the food waste composting program are through Federal, State, City and private grants.

Compost produced and sold during the past two calendar years (2018 & 2019) is approximately 10 and 20 yards during each year. Sales of each year's compost has generated \$1,250 and \$2,400 respectively.

The relationship between the total weight of food waste going into the composting process and the volume of compost generated by that food waste can be seen in tables 2.1 and 2.2 by comparing the total weight of the food waste of the year before a given year's distribution. For example, the food waste accepted in 2017 becomes the compost distributed in 2018.

<b>Year</b>	<b>Total</b>	<b>Community</b>	<b>GBNP</b>	<b>GB Lodge</b>
2003	73,742	38,084	4,326	31,332
2004	77,131	40,521	5,412	31,198
2005	60,677	35,319	3,683	21,675
2006	52,410	32,806	4,092	15,512
2007	58,559	30,676	3,932	23,951
2008	57,907	29,983	3,702	24,222
2009	48,216	22,958	4,178	21,080
2010	44,267	21,123	4,019	19,125
2011	51,770	24,901	4,410	22,459
2012	62,157	33,030	5,930	23,197
2013	57,243	35,815	4,258	17,170
2014	58,844	35,324	4,345	19,175
2015	58,406	33,635	5,802	18,969
2016	47,861	28,749	5,067	14,045
2017	37,763	28,840	3,903	5,020
2018	64,435	41,017	4,086	19,332
2019	69,992	42,310	4,480	23,202

## 2.1 Table of Pounds of Food Waste Composted by Calendar Year

*(GBNP = Glacier Bay National Park – Bartlett Cove; GB Lodge = Glacier Bay Lodge & Tours)*

*GB Lodge is separated out as it is the single largest producer of food waste.*

*GBNP is separated out because, in the early years of the composting program, it was the 2<sup>nd</sup> largest producer of food waste. However other lodges have occasionally produced more food waste.*

## 2.2 Table of Yards of Compost Distributed by Calendar Year

<b>Year</b>	<b>Yards</b>
2020 (to date)	19
2019	20
2018	10
2017	16
2016	18



***Composting Yard (looking southeast towards Pleasant Island)***

### **3. Facility**

The composting yard measures 110' (front to back) by 60' (left to right). This is a 6600 sq. ft. area. It is slightly raised, and partially paved with lightly sloped concrete. It is located adjacent to the original landfill (to the left). It is enclosed within an eight foot high chain link fence with access to the yard provided through the 12' wide gate directly in front, or through the landfill to the left.

Inside the composting yard on the immediate left hand side is the mixing station. Behind the mixing station towards the back of the facility is Trom screener and behind that is the Quonset shed. To the right of the entrance gate is, from front to back, sawdust storage, overs storage and curing compost. The area in the back right of the facility is materials storage or is unused.

#### **Fence detail:**

The fencing is chain link, 8' high. There are four runs of high voltage (~9,000 volt) electric wire fastened to the outside of the fence. The horizontal runs of this wire are spaced from eight inches to six feet above grade. When the DRC is unattended the gate is locked and fence is electrified. There are warning signs along the fence to warn the public. The original landfill enclosure is electrified as well.

#### **Mixing station:**

The mixing station is a 16' x 20' wide 4" thick open concrete pad with 4' high back wall made of large interlocking concrete blocks. The back wall is sturdy enough to allow the Bobcat to push against it as part of the food waste mixing process. The mixing station was placed into service in 2004. The concrete backwall has been rebuilt twice since that time.

**Quonset shed:**

The Quonset is 48' long x 30' wide x 16' high. The base is comprised of two 4' high pony walls anchored every 8' with 6" x 6" treated spruce wood posts set four feet deep into the gravel pad. The four corner posts are set in concrete. The cover is a 10 mil woven poly fabric over a 14 gauge galvanized tubular frame. The end walls are covered with widely spaced vertical or horizontal wood siding with an integral bird mesh over the entire face so as to allow maximum ventilation of the shed without providing access to ravens, crows or other corvids. Small birds are able to enter and leave the Quonset, however, and this helps to reduce the fly population. Placed into service in 2005.

*The wooden pony walls have deteriorated where they are in direct contact with the ground. The Quonset has been repaired with several buttresses along either side to help hold up the walls. The Quonset is in the process of being replaced with a New Composting Facility to be constructed sometime during 2020 – 2022.*

**Compost screener:**

Screen USA Trom 406 trommel screener with 3/8" mesh screen. Gasoline powered, hydraulic conveyor and screen. Placed into service in 2005.

**4. Process Description****Customer delivery:**

Gustavus residents and businesses self-haul their food waste to the DRC, typically in one gallon to five gallon buckets. Some customers will keep their food waste in the freezer to reduce odor and extend holding times. Food waste is weighed (for billing and data collection purposes) and placed into the daily holding container. The original daily holding container was a large, plastic tote and is currently a ½ yard metal dumping hopper. At the close of business the holding bin is weighed and the net weight recorded. The daily container is emptied into the Bobcat dumping hopper (model 25, 2.5 yard capacity). If the food waste is not to be processed that day, the food waste is covered with wood chips (~1/3 yard) to keep flies out and reduce odors. The dumping hopper itself is covered by a lid to keep birds, rain or snow out of the hopper. The dumping hopper resides on the pad of the mixing station.



***Daily container(s)***



### **Mixing with bulking agents and additional carbon:**

The primary bulking agent and carbon source is wood chips, typically local spruce, alder or cottonwood. Overs from the screening process are also used as a bulking agent to increase porosity. Additional carbon, if needed, is provided through the addition of locally produced saw dust.

When the dumping hopper is full the food waste is mixed with the wood chips and any sawdust. This process occurs every four to six weeks in the winter (October – April) and one to three times a week during the peak summer season (May – September) depending on the volume of food waste received.

Mixing is done on the mixing station. Depending on the wetness of the food waste the Bobcat Operator either creates a bed of wood chips to dump the food waste on or empties the contents of the dumping hopper onto the mixing station's pad and then dumps wood chips on top of it. A ratio of one part food waste to one to three parts wood chips and carbon is used depending on how much carbon material is already in the dumping hopper. The materials are mixed by scooping and dropping the mixture until the operator determines it is thoroughly mixed. The bucket is also used to break-up bags or flatten large items. After mixing, the operator transports the mixture to the Quonset shed for composting.



***Food waste mixing process***

### **Composting method:**

Currently, the DRC is using the passively aerated static pile method for composting. In this method the food waste mixture is not actively aerated once the material is placed. Inside the Quonset shed, along each of the 48' long wooden pony walls, is space for three static piles, documented as static piles 1, 2 and 3 (a potential fourth space is used as covered storage). The static piles are 7' – 9' wide at the base, 20' long and 3' – 5' high when complete. After the placement of the food waste mixture, the static pile is capped with ~2" of wood chips to help insulate the pile, control odor and flies. The static piles are then covered with Compostex® covers to help retain moisture. Depending on the season each

static pile can hold from three months to three weeks of material. Typically while one static pile is being built one of the other, older piles is ready for screening. Beneath the base of each static pile there are three or more runs of aeration pipe, running the long way, to help with passive aeration. The pipe is 4" diameter HDPE SDR 11 pipe with 1/2" holes every 4" - 6". The pipes are set into the base so that they remain in place between uses of the pile. However, the pipes are easily caught by the loader bucket when removing material. A compost thermometer is inserted into the pile to insure composting temperatures over 131F. Composting temperatures at the DRC typically reach 160F which is higher than desired but without active aeration there is no practical way to bring this temperature down.

Pile turning is minimal, typically two times during the life of the pile. This is less than ideal and is due to the current layout of the static piles and the delicate condition of the Quonset's deteriorated wooden pony walls. The DRC Manager is in the process of redesigning the Quonset structure to provide for a more rigorous and thorough turning process.



***Static pile 1 (left) and the empty static pile 2 (right)***

#### **Outdoor static pile composting method:**

If more food waste is delivered than can be composted within the Quonset shed, outdoor static piles are utilized. These are approximately 20' long and 8' wide at the base and 4' - 4 1/2' tall. Each static pile is built upon a 2" - 4" thick base of wood chips. One or two lengths of 20' perforated pipe 4" diameter SDR 11 HPDE pipe are set on top of the base for passive aeration. Once all the food waste and wood chip mixture is placed on the static pile, the static pile is capped with 2" - 4" of wood chips to control odor and flies. Then the static pile is covered with Compostex covers, which allow carbon dioxide to escape and oxygen to enter, and which shed rain and assure the static pile will remain aerobic. Finally a bird barrier made up of chain link fencing and plastic bread trays are placed around the base and atop the static pile to keep ravens, crows and other birds from scavenging and disturbing the static pile. Because of bird prevention measures the outdoor static piles are

labor intensive and are avoided whenever possible.

### **Screening:**

Once the primary phase of the composting process is over (at times because of a lack of moisture) the compost is screened. This is achieved by scooping the static pile with the Bobcat and dumping the material into the TROM screener. After sifting, the compost is placed in the cure area inside the composting yard. After screening the separated wood chips (and bones, silverware and other large items) are called “overs” and are placed into the overs storage pile. It is not known exactly how much of the wood chips are dissipated each season by the composting, screening and moving process each year, but it is necessary to continually obtain additional wood chips from local brushing and clearing projects.



***Compost screener - chips on the left, compost to the right***

### **Curing:**

Curing is done in simple piles. If the compost is too dry it is remoistened with a garden hose or left uncovered to absorb rain (preferred method). The material is allowed to cure over the course of the winter, roughly six to nine months prior to distribution.

### **Compost testing:**

Compost maturity testing is provided on-site with the Solvita® Compost Maturity test kit. When the test demonstrates a Maturity Index of at least 6 the compost is considered mature enough for distribution.

To the greatest degree practical, the DRC's Food Waste Composting program is voluntarily following Washington State's WAC 173-350-220 Composting Facilities regulations. As part of these regulations the DRC is electing to annually send away a sample prior to the annual sale of compost. The testing of the compost is based on these regulations. In April of 2020 the DRC sent a compost sample to Soiltest Farm Consultants in Moses Lake WA. They performed their C-2 test package: pH, EC Moisture, OM%, Ash%, Total agronomic minerals, TN, Bioassay germination, CO<sub>2</sub> evolution, Sieve analysis, Inerts, Salmonella and Trace metals (503 regulated). The DRC posts recent test on the City's website.

## 5. Operator Training

As the DRC's composting program has matured, the need for good operator training and exposure to other municipal or commercial composting facilities has become apparent. The DRC Manager has taken Washington Organic Resource Council's (WORC) Compost Facility Operator Training (October 2018). Professional training provides better procedural references and a more professional approach to the overall process. Also, it has been observed that when the various DRC Assistant Operators manage the composting operation in the Manager/ Operator's absence, each operator does it differently and with varied results. So training is also important in the development of a written standard operation procedure for the DRC's composting program.

## 6. Composting Challenges and Solutions

### **Birds:**

Birds are naturally attracted to food waste. Presently the mixing activity is the only activity where food waste is exposed and birds can scavenge. The solution has been to minimize the exposure time and get the mixture into the Quonset shed and covered as soon as possible.

### **Rain and snow:**

Excess moisture contributes to anaerobic conditions and resulting odor problems. Since the composting process takes place under a cover this is not a problem. Snow is a problem with exposed compost covers as the snow has to be removed before the cover can be pulled back. Again, composting in the Quonset shed eliminates this problem.

### **Freezing temperatures:**

Extended periods of freezing temperatures make the food waste mixing process impossible, because the food waste becomes a frozen block. Because significantly less food waste is processed during the winter months compared to the summer this has not been a problem. Food waste is simply stored in the dumping hopper until a period of above freezing temperatures occur. When temperatures are below freezing, there is less of an odor problem with the food waste and does not need to be covered with wood chips and this further extends the storage capacity of the dumping hopper.

### **Bears:**

Bears were historically attracted to the smells associated with the landfill and composting at this site. However, since the installation of an electrified chain link fence in 2001, bear intrusion has not been a problem. The DRC operator checks the electrification system during each day of operation and periodically cuts vegetation around the wires to ensure the proper operation of the electric fence at all times.

### **Particle size of the feedstock (food waste):**

Large items: a loaf of bread, pineapple tops, un-burst bio-bags of food waste etc. do not readily compost like small items. Ideally all feedstock would be ground or shredded to size of approximately 1" in diameter or less before the mixing process. This would improve the mixing process and significantly improve the composting process. However this process requires equipment that the DRC does not have at this point in time. In the absence of a shredder the Operator uses the loader bucket, a square tipped shovel or a boot



to flatten or chop larger objects.

#### **Non-compostable plastic or other waste in the feedstock:**

Non-compostable plastic bags, plastic food wrapping, straws, foil butter pat wrappers and the like - “contaminants”, are common in food waste coming from commercial kitchens. Commercial users are educated by the Manager/ Operator which helps to reduce the incidence of contaminants in the food waste. The use of a grinder or shredder on the feedstock could add to the plastic contamination problem by making the contaminate pieces small and hard to remove. There is a constant process of removing plastic and other contaminants from the food waste and compost during the entire process.

#### **Invasive plant seeds:**

Invasive plant seeds can be transported to new locations in a community through the distribution of compost unless controls are in place. At the DRC these controls are:

1. Not accepting invasive plants as a feedstock. When customers bring invasive plants for disposal to the DRC these plants not composted but are baled or otherwise safely disposed of.
2. Managing the static pile to achieve high temperatures to kill seeds. This is difficult with a static pile as temperatures are not uniform in the static pile and seeds on the periphery of the pile are likely to survive.
3. Keeping the piles of finished compost covered to prevent windblown seeds from getting into the compost.

#### **PFAS/ PFOA:**

PFAS are a group of chemicals used to make fluoropolymer coatings and products that resist heat, oil, stains, grease, and water. This includes many brands of compostable take-out containers that are used in the food service industry. These same containers often end up being composted with the food waste. PFAS/ PFOA chemicals are a concern because they do not break down in the environment, can move through soils and contaminate drinking water sources, and they build up (bioaccumulate) in people. The DRC does allow the inclusion of most compostable containers with the food waste. The DRC is just beginning to get an understanding of this issue and has not yet developed a policy of which compostable take-out containers can be composted and which ones should not.

#### **Compostable plastic bags:**

The DRC allows for the inclusion of compostable bio-bags in the feed-stock. This is done for the convenience of the customer. Many customers will line their food waste bins with a bio-bag and then dump the bag in the DRC’s food waste collection container. The lack of a grinding process before the mixing process means there is no assurance that these bags will be burst open and that the food waste inside of any bio-bags is not always properly mixed during the mixing process. The Operator can burst these bags by hand, foot or with the loader bucket during the mixing process but that is time consuming for the Operator and some bags will always get by.

#### **Odor:**

Aerobic composting typically has a mild odor that is effectively dissipated by natural ventilation. Nuisance odors are generated if anaerobic conditions develop within the static piles or if a large quantity of food waste has just been mixed and placed into a static pile. Eliminating excess water, careful construction and adequate ventilation of the static piles are essential to keeping the static pile aerobic and nuisance odor free.

To monitor any composting odors, the DRC has established a numerical odor index. This information is recorded in the DRC's daily log and electronic database: 0 = background levels to 4 = serious problems. Normal operation is in the range of 1 to 2. The DRC operator performs a nasal appraisal of the compost operation during each day of operation to detect any anaerobic activity. The DRC has asked any Gustavus residents that have come forward with concerns to notify the DRC manager or operator whenever nuisance odors become apparent. Immediate reporting is essential to identifying and correcting odor problems. Complaints of odors submitted weeks or months after their occurrence are of little use in identifying their source.

**For nuisance odor complaints the DRC has established the following procedure:**

The complaint should be made to the DRC Manager, in person, telephone or by e-mail. The report needs to be in a timely manner, 24 or at most 48 hours from when it occurred. If the Manager receives more than one complaint from more than one individual within a five day period, the Manager will contact the City Administrator and/ or the Mayor and will contact the local ADEC Solid Waste Program Environmental Program Specialist for a recommendation on how to proceed. All complaints are recorded and kept on file at the DRC.

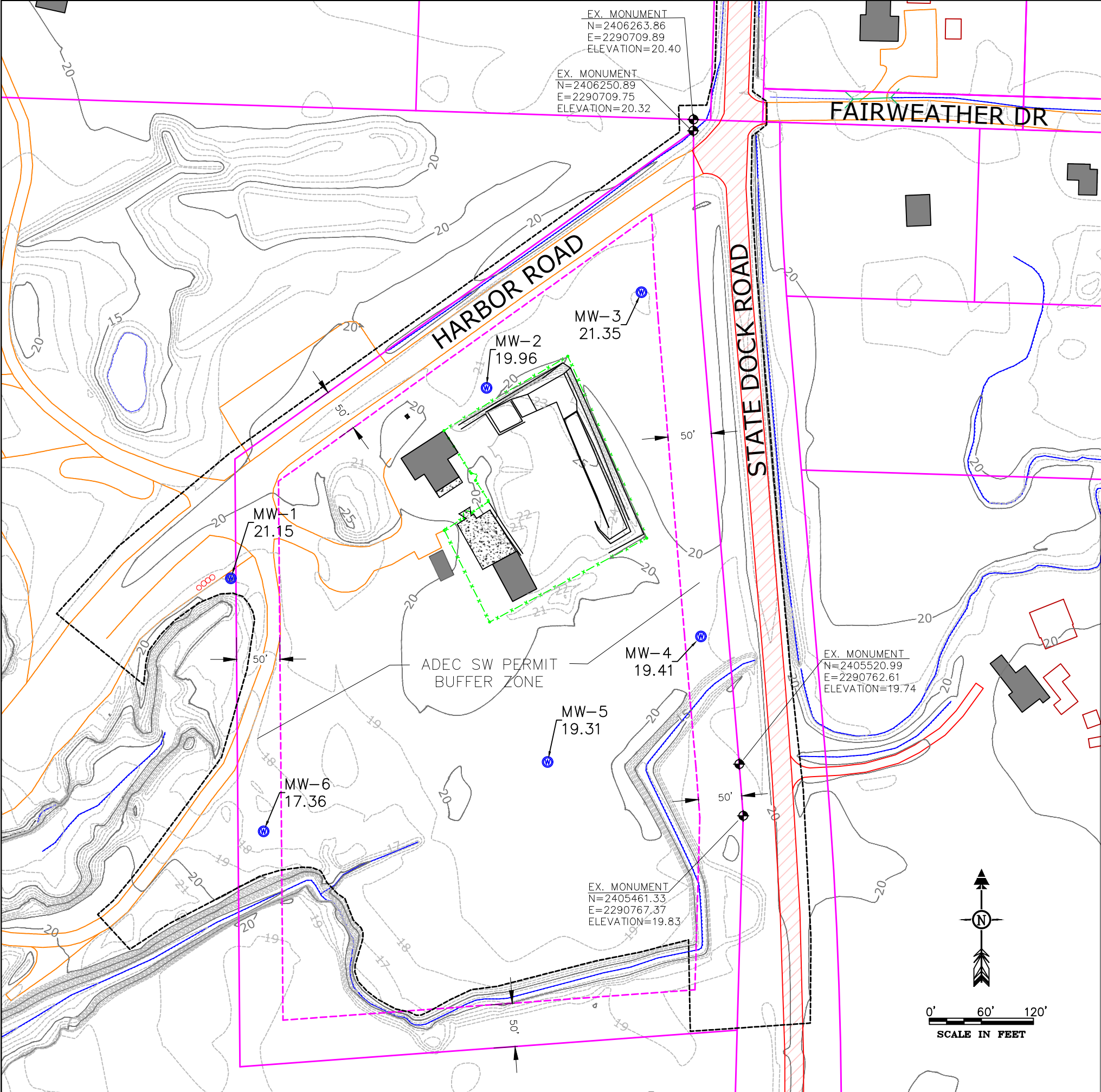
## 7. Site Diagram



*Drone-view, May 2020 Photo Courtesy Sean Neilson*



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### INDEX:

C1	OVERALL SITE PLAN
C2	OPERATIONS AREA
C3	SECTIONS

### LEGEND:

	PROPERTY LINE
	BUFFER AREA LINE
	INDEX CONTOUR LINE
	CONTOUR LINE
	DITCH
	PAVEMENT ROAD
	GRAVEL ROAD
	FENCE
	LIMIT OF JUNE 23, 2017 SURVEY

### MONITORING WELLS:

MW	NORTHING	EASTING	TOP OF PIPE ELEVATION
MW-1	2290176.70	2405734.87	21.15
MW-2	2290471.31	2405954.41	19.96
MW-3	2290650.04	2406064.79	21.35
MW-4	2290718.56	2405667.89	19.41
MW-5	2290541.80	2405523.07	19.31
MW-6	2290214.40	2405443.01	17.37

### NOTES:

- GUSTAVUS DISPOSAL AND RECYCLING CENTER IS LOCATED AT LOT 6 SECTION 18, T. 40 S., R. 59 E., C.R.M., ALASKA.
- BASIS FOR HORIZONTAL AND VERTICAL CONTROL IS A GPS TBM "BASE 1" USING NGS OPUS TO PROVIDE NAD 83, ASP ZONE 1 STATE COORDINATES. THE GEOID ELEVATION OF "BASE 1" IS 29.81 FT.
- TOPOGRAPHIC INFORMATION SHOWN REPRESENTS DATA FROM AN AERIAL TOPOGRAPHIC SURVEY PERFORMED ON MAY 2012 AND TERRESTRIAL SURVEY DATA COLLECTED WITHIN THE LIMITS SHOWN, BY VISTA GEOENVIRONMENTAL SERVICES ON JUNE 22 AND 23, 2017.

VISTA GEOENVIRONMENTAL SERVICES  
489 N 8TH STREET - SUITE 201  
HOOD RIVER, OREGON 97031  
(541) 386-6480

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TOPOGRAPHIC SURVEY  
GUSTAVUS DISPOSAL AND RECYCLING CENTER (DRC)  
2 HARBOR ROAD  
CITY OF GUSTAVUS, ALASKA

DRAWING NO.  
C1

OF 3



## Class III Community Landfill Permit Renewal Application

Alaska Department of Environmental Conservation  
Solid Waste Program

**DEC Office Only:**

Facility Name: \_\_\_\_\_

Authorization #: \_\_\_\_\_

### Instructions:

This application is for a **permit renewal** for a Class III community landfill. The landfill must accept less than 5 tons of municipal solid waste per day and must be at least 50 road miles from the nearest Class I Landfill.

Please call or email the ADEC Solid Waste Program Rural Solid Waste Specialist assigned to the community for assistance with completing the application. <http://dec.alaska.gov/eh/solid-waste/rural-contacts>

### 1. Community Information

Community Name: \_\_\_\_\_

Population: \_\_\_\_\_

Current Landfill Permit #: \_\_\_\_\_

### 2. Contact Information

**Permit Applicant** (Co. or Entity): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Entity:

Government

Corporation

Other: \_\_\_\_\_

State of Incorporation or Registration: \_\_\_\_\_

Alaska Business License Number: \_\_\_\_\_

IRS Tax ID Number: \_\_\_\_\_

**Check if any of the following entities has changed from the last permit or renewal application:**

Facility Owner

Facility Operator

Agent/Consultant

Landowner

**For each of the entities that has changed please update the contact information:**

Co. or Entity: \_\_\_\_\_

Owner

Operator

Contact Name: \_\_\_\_\_

Agent

Landowner

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Co. or Entity: \_\_\_\_\_

Owner

Operator

Contact Name: \_\_\_\_\_

Agent

Landowner

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**3. Environmental Information:**

Has the landfill flooded in the past 5 years?	Yes	No	If yes, Month/Year?
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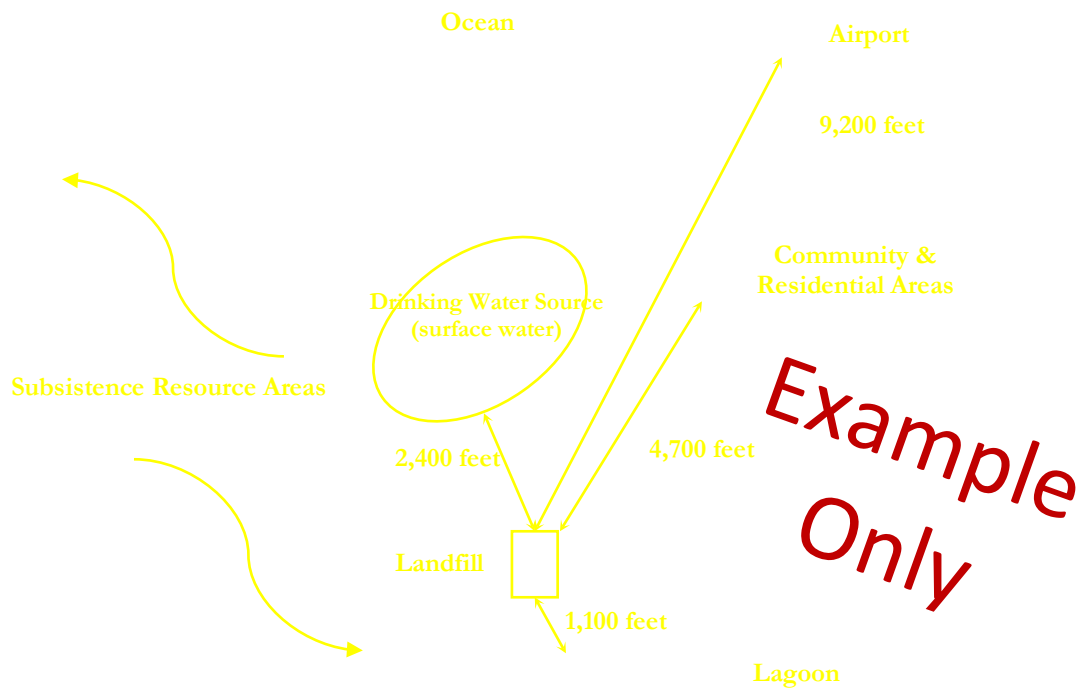
Describe any other environmental conditions that have significantly changed in the community and have impacted solid waste management.

**4. Map:**

Check if any of the information below has changed since the previous application. If any items are checked, attach a current map or aerial photograph with the all the items clearly labeled. For each item, indicate the distance from the landfill. Also provide an arrow indicating North.

Check here if the map has not changed significantly since the previous application, and move to part 5.

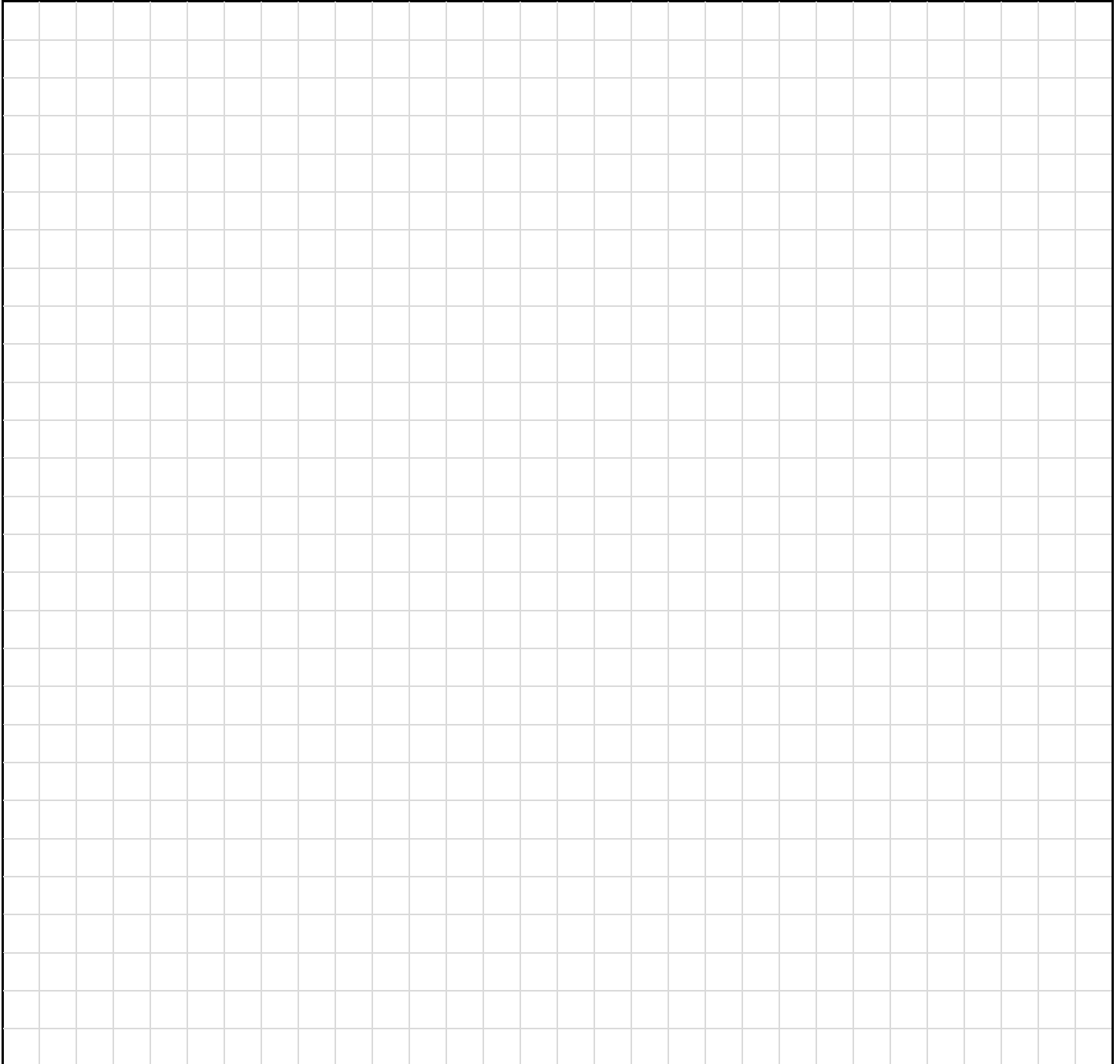
Landfill property boundaries	Groundwater well(s)
Community	Drinking water source(s)
Surface water (lakes, streams, ponds, etc.)	Subsistence resource areas
Airport (if within 10,000 feet of the landfill)	Residential areas



**5. Landfill Site Plan:**

Update the landfill site plan on the grid below or other format. Include features from the list below as they pertain to your landfill. Check all that apply. See example on the next page.

Closed disposal areas	Access roads	Salvage areas
Open disposal areas	Storage area(s)	Construction and demolition debris disposal
Future waste disposal areas	Buildings/sheds	Dead animal disposal
Fences and gates	Berms, ditches, and culverts	Septage disposal
Signs	Cover material source	HHW storage



Example  
Only

**6. Operations Plan:**

Review, update, and submit the Landfill Operations Plan

If you don't already have an operations plan, you can use our Class III Landfill Operations Plan to easily create one. <http://dec.alaska.gov/eh/solid-waste/permitapps>

If you need help in preparing the operations plan or have questions, please call your ADEC Rural Solid Waste Specialist for assistance. <http://dec.alaska.gov/eh/solid-waste/rural-contacts>

**7. Closure and Post-Closure Cost Estimate:**

It is important in planning for the life of the landfill to understand the costs to close the facility.

Is the landfill closing in the next 5 years?      Yes      No

Have you calculated closure/post-closure costs for the landfill?      Yes      No

Closure Cost

Post-Closure Cost:

Total:

**If closure/post closure cost is unknown, please complete the following section:**

Check all equipment available in the community:      Dump Truck      Bulldozer      Loader/Backhoe

Area of the landfill (in acres)?

Cost of cover soil per cubic yard in village (if known):

Are you currently conducting water monitoring at the landfill?      Yes      No

If Yes, what is the cost per year?

If cost is unknown, how many water sampling sites?

**DEC office will complete the following section with the information provided above:**

Closure Cost:

Post-Closure Cost:

Total:

**8. Signature:**

**I certify, under penalty of perjury, that all of the information and exhibits in this cover letter and application are true, accurate, and complete.**

Printed Name:

Title:

Signature:

Date:

All applications must be signed as follows per 18 AAC 15.030:

- **Corporations:** A principal executive officer, an officer that is no lower than the level of vice president, or a duly authorized representative who is responsible for the overall management of the project or operation.
- **Municipal, state, federal, or other public entity:** A principal executive officer, ranking elected official, or duly authorized employee.
- **Partnerships:** A general partner.
- **Sole proprietorship:** The proprietor.

**Additional Information** – Attach any additional information necessary to accurately reflect the location, construction, and operations of the facility.



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY21-01NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2020**

**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 2020, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2020, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
<i>*Approximate, this is a dynamic value.</i>			
FNBA checking account	\$ 887,251.36	\$ 881,782.99	<\$ 5,468.37>
<i>AMLIP – Road Maintenance funds transferred for FY20 = \$65,771.75 net, while actual expenses for FY20 Road Maintenance = \$108,658.63, partially paid by \$44,228.25 in National Forest Receipts. Additional income from the sale of the roadside brusher and a donation offset FY20 Road Maintenance expenses another \$4127.00.</i>			
AMLIP – Road Maint-Encumbered	\$ 32,409.55	\$ 37,877.92	\$ 5,468.37
<i>The difference between actual funds transferred and actual expenses for FY20 Road Maintenance, encumbered for use as necessary for road maintenance in the future.</i>			

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

**Section 4.** The FY20 City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *July 13, 2020*

**DATE OF PUBLIC HEARING:** *August 10, 2020*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of August, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

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

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY21-02NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2021**

**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 2021, the following City held account balance transfers are to be made for the reasons stated.

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

**Amounts**

<b>ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
	<small>*Approximate, this is a dynamic value</small>		
AMLIP – Road Maint -Encumbered <small>Approximate account balance after FY21-01NCO transfer.</small>	\$ 37,877.92	\$ 0.00	<\$ 37,877.92>
FBNA Checking account <small>Encumbered funds transferred for FY21 Road Maintenance, per FY20-17NCO adopting the FY21 budget. The remainder of the FY21 Road Maintenance funds will be transferred with an NCO later in the fiscal year.</small>	\$ 887,251.36	\$ 925,129.28	\$ 37,877.92
<hr/>			
Total Change in City Held Account Balances		\$	0.00

**Section 4.** The FY21 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:** July 13, 2020

**DATE OF PUBLIC HEARING:** August 10, 2020

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of August, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

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

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



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

# Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY20-20NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2020**

**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 2020, 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:

<b>CITY HELD ACCOUNTS</b>	<b>Amounts</b>		
	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
FNBA Checking Account	\$ 650,939.29	\$ 269,794.29	<\$ <b>381,145.00</b> >

*This amount is the initial distribution of the State of Alaska's Community Assistance Program-based payment (\$255,877) plus the direct cost distribution #1 (\$125,268), as announced 5/1/20. This account balance does not include the CARES Act Relief deposit at the time of the NCO introduction, but the funds are anticipated to have been deposited by the time of the NCO public hearing.*

AMLIP CARES Act Relief Fund	\$ 0.00	\$ 381,145.00	\$ 381,145.00
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*These funds are being moved to a new AMLIP account for tracking and auditing purposes.*

*\*Approximate, this is a dynamic value.*

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Total Change in City Held Account Balances	\$ 0.00
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**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:** June 8, 2020

**DATE OF PUBLIC HEARING:** July 13, 2020

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>h</sup> day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

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

\_\_\_\_\_  
Attest: Karen Platt, CMC 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, ALASKA**  
**RESOLUTION CY20-20**  
**A RESOLUTION BY THE CITY OF GUSTAVUS MANDATING**  
**THE WEARING OF CLOTH FACE MASKS**

**WHEREAS**, The Gustavus City Council adopted Resolution CY20-11 A RESOLUTION BY THE CITY OF GUSTAVUS DECLARING A LOCAL EMERGENCY IN RESPONSE TO COVID-19 AND A REQUEST FOR STATE AND FEDERAL ASSISTANCE; and

**WHEREAS**, COVID-19 is a respiratory disease that can result in serious illness or death and is caused by the SARS-CoV-2 virus ("virus"), a new strain of coronavirus that has not been previously identified in humans and is easily transmittable person to person; and

**WHEREAS**, The State of Alaska has mandated testing or self-quarantining of travelers into Alaska from out of State, and other measures to counter the spread of the virus; and

**WHEREAS**, visitor and retail businesses in Gustavus are implementing protective plans and measures in accordance with State mandates and public health recommendations to reduce the risk of introducing the virus into the community; and

**WHEREAS**, the virus is primarily transmitted from person to person via exhaled respiratory droplets during speaking, coughing, sneezing, yelling, singing, and even breathing, that are then inhaled by another person nearby; and

**WHEREAS**, cloth facemasks have proven effective in blocking or reducing transmission of virus-containing respiratory droplets from infected persons to susceptible persons nearby, especially in indoor spaces but also in outdoor spaces where people cannot maintain adequate social distancing; and

**WHEREAS**, State of Alaska and National public health scientists and officials strongly recommend wearing of face coverings as an essential means of controlling the Covid-19 pandemic; and

**WHEREAS**, States and municipalities nationwide, including municipalities in Alaska, are mandating wearing of facemasks in public areas where social distancing cannot be relied upon to block transmission; and

**WHEREAS**, rigorous application of social distancing, mask-wearing, and hand washing by people in Gustavus, may preclude the need for stricter or more economically and socially disruptive measures, such as travel controls.

**NOW THEREFORE, BE IT RESOLVED:**

1. All individuals within the City of Gustavus are mandated to wear masks or cloth face coverings over their noses and mouths when they are indoors in public settings or in communal spaces outside the home, and when outdoors in public spaces where they may be within 6 feet of other members of the public outside their immediate family. This mandate is subject to the conditions and exceptions stated below.
2. The settings included in this order include, but are not limited to, the public and communal spaces within the following:

- A. Grocery stores and all other retail stores.
- B. Restaurants, cafes, bars, including food preparation, carry-out, and delivery food operations. Limited exception for customers while they are eating or drinking in one of these settings.
- C. Buses, taxis, vessels, aircraft and other forms of public or visitor transportation when passengers are present.
- D. Personal care facilities.
- E. Childcare facilities.
- F. Communal areas of offices where people from multiple households are present.
- G. Indoor communal spaces in other buildings including the City of Gustavus buildings, schools, the US Post Office, government offices.
- H. Churches.
- I. Outdoor areas such as docks and floats, small vessels, or crowded areas in parks where six feet social distancing may not be possible, and where members of the public other than one's immediate family may be encountered at close quarters.

3. Employers are responsible to make sure employees who are present in the workplace have access to and wear masks or cloth face coverings when in direct contact with customers, members of the public, or other employees. Masks are not required when the only direct contact is between members of the same household or when employees are not near others (within six feet).

4. This mandate does not apply to the following categories of people or activities:

- A. Any child under the age of 2 years. These very young children should not wear a face covering because of the risk of suffocation;
- B. Any child under the age of 12 years unless a parent or caregiver supervises the use of face coverings by the child to avoid misuse;
- C. Any individual for whom wearing a mask or cloth face covering would be contrary to his or her health or safety because of a medical condition or mental health condition, and any individual unable to tolerate a mask due to a physical or mental disability;
- D. Individuals who are speech impaired, deaf, or hard of hearing, or individuals communicating with someone who is deaf or hard of hearing, where facial or mouth movements are an integral part of communication;
- E. Any individual who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
- F. Individuals who are exercising, if mask wearing would interfere with their breathing.

5. If a person declines to wear a mask or face covering because of a medical condition or disability as described above, this mandate does not require them to produce medical documentation verifying the stated condition or disability. Businesses may wish to consider accommodating such individuals through curbside or delivery service or by allowing the individual inside without a mask if doing so will not place others at risk.

6. The City of Gustavus respectfully requests the public's cooperation with the provisions of this mandate for the benefit of all citizens and visitors. Violation of this mandate does not create grounds for residents to harass individuals who do not comply with it.

7. This resolution shall be effective on Council approval and shall terminate on October 1, 2020, unless repealed earlier or extended by further resolution.



**PASSED** and **APPROVED** by the Gustavus City Council this 13th day of July 2020.

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Calvin Casipit, Mayor

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Attest: Karen Platt, CMC City Clerk

**A CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY20-19**

**A RESOLUTION BY THE CITY OF GUSTAVUS, ALASKA ESTABLISHING A SMALL  
BUSINESS AND NONPROFIT RELIEF GRANT PROGRAM TO MITIGATE THE IMPACTS OF  
THE COVID-19 PANDEMIC ON THE BUSINESS COMMUNITY OF GUSTAVUS**

**WHEREAS**, on March 24, 2020, the City of Gustavus declared an emergency based on the risk to the public posed by the global COVID-19 pandemic and the substantial adverse economic impacts to Gustavus residents, which was confirmed by the Gustavus City Council on March 19, 2020; and

**WHEREAS**, Gustavus businesses and nonprofits rely upon the visitor and tourism industry for financial stability; and

**WHEREAS**, the City of Gustavus wishes to implement a Small Business and Nonprofit Relief Grant Program to mitigate the impacts of the COVID-19 pandemic on the financial stability of Gustavus businesses;

**WHEREAS**, economic assistance to businesses and non-profits in the City of Gustavus due to the impacts of COVID 19 and the federal and state emergency measures related to COVID 19 is an authorized use of CARES Act funding under the Federal Treasury guidelines;

**NOW THEREFORE, BE IT RESOLVED**, that the Gustavus City Council considers expenditures to mitigate the economic injury caused by the COVID-19 pandemic on the local economy to be necessary expenditures in accordance with the CARES Act and establishes a Small Business and Nonprofit Relief Grant program.

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that this resolution shall be effective immediately upon adoption.

**PASSED AND APPROVED** by the Gustavus City Council this \_\_ day of \_\_\_\_\_, 2020.

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Calvin Casipit, Mayor

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Attest: Karen Platt CMC, City Clerk



# City of Gustavus

## 2020 Economic Assistance for Small Businesses and Nonprofits Impacted by COVID-19 Grant Guidance

### **Grant Application**

All applicants under this program must complete a grant application provided by the city.

**Section 1: Business/Nonprofit Information.** Provide basic information for contacts, type of business/nonprofit, IRS Employer Identification information, and owners (with 50% or more ownership) for businesses. This information will be used to identify the grant applicant and to identify eligibility for business owners of multiple businesses.

You must list all owners who have a 50% or more interest in the business in Section 1. Majority owners of multiple businesses may not receive a grant for more than one business. If an individual is listed as a majority owner on more than one eligible application, the city will contact the applicant and ask which application should be considered. All other applications for funding with that individual listed as a majority owner will not be considered for funding.

**Section 2: Disclaimers.** By checking the yes box in Section 1, the applicant is certifying that they understand that:

- Application for the grant DOES NOT GUARANTEE award of funding.
- Applications must include proposed expenses by line item.
- Monthly spending reports with copies of receipts are required by the 5<sup>th</sup> day of each month
- The total amount awarded will be based on funds available.
- All businesses and nonprofits receiving funding MUST complete a W-9 prior to receipt of funding.
- All businesses must be current on all city taxes, fees, and charges
- All businesses must have a FY20 AND current business license
- All businesses and nonprofits receiving funding MUST provide tax, employee, or other verification data if requested prior to receipt of funding.
- All businesses and nonprofits receiving funding MUST provide a spending plan for the funds prior to receipt of funding. Spending plan will list specific expense items and budgeted amounts for each item.
- All businesses and nonprofits receiving funding MUST be owned and operated by a City of Gustavus resident (Section 6 Proof of Eligibility).

It is the sole responsibility of the applicant to determine or seek independent advice to determine the tax implications to the grant funds received by the applicant.

Applicants who do not check yes in Section 1 are NOT eligible for funding.

**Section 3: Business Eligibility.** This section will be used to determine eligibility of small businesses in Gustavus. Nonprofits should skip Section 4 of the application.

Physical Location. To be eligible, businesses must have had a physical location within the Gustavus city limits as of January 1, 2020 and must currently maintain a physical presence within the Gustavus city limits. Usually this will mean an office, store, restaurant, home-based business, or some other space that depends on foot traffic. For purposes of this grant application, this includes businesses that may not have a physical location in Gustavus but require a business permit to operate within the Gustavus city limits (not including the requirement for a sales tax) such as commercial fishermen who live within the Gustavus city limits but do not fish (have a Gustavus business permit) within the Gustavus city limits. Businesses who answer no to this question are NOT eligible for funding.

Employees. To qualify as a small business under this program you cannot have had more than 50 employees (total of full time and part time) at any one time during 2019. If you answer yes to this question you are NOT eligible for funding.

Total Income. To qualify as a small business under this program your business must have less than \$1,000,000 in total income for 2019 as shown on tax return. If you had \$1,000,000 or more in total income and answer no to this question you are NOT eligible for funding.

Franchises and Chains. Franchises and chains are NOT eligible for funding under this program.

Age Restricted Businesses. Generally, age restricted businesses are not eligible for funding unless the business was **forced to close for more than four consecutive weeks between March 17, 2020 and May 8, 2020** as a result of federal, state, or local mandates or restrictions. If you answer yes to question 5 you are NOT eligible for funding unless you were forced to close for more than 4 consecutive weeks. The date range for closures under question 5 coincides with the issuance of State Mandate 3, Statewide Closure of Restaurants, Bars and Entertainment and the effective date of the State of Alaska Reopening Plan allowance of these same businesses to reopen. **For purposes of this program, a business closure does not include curbside pickup, delivery, or other actions explicitly allowed by State Health Mandates or local restrictions. If you changed delivery to a pickup or delivery, you are NOT eligible.**

COVID-19 Harm to Business. Funding under this program is intended to support small businesses and nonprofits who have been directly impacted by COVID-19. You MUST select at least one of the options in question 5. You may select more than one option if they apply. By checking yes in Question 6 you are certifying that the impacts to your business or nonprofit were DIRECTLY tied to the COVID-19 pandemic. If you answer no to question 6 or do not select any of the criteria in question 5, you are NOT eligible for funding.

**Section 4: Nonprofit Eligibility.** This section will be used to determine the eligibility of nonprofits for funding under this program. Businesses who complete Section 3 of the application will skip Section 5.

Physical Location. To be eligible, non-profits must have had a physical location or have provided substantial services within the Gustavus city limits for 2018 and 2019; and must currently maintain a physical presence or provide substantial services within the Gustavus city limits. Nonprofits who answer no to question 1 or 3 are NOT eligible for funding.

**Volunteer Board.** To be eligible for funding, the nonprofit must be directed by a volunteer board or local advisory board with a majority of members who are Alaska residents. If you answer no to question 2 you are NOT eligible for funding.

**IRS Determination.** All nonprofits applying for funding under this program MUST have an IRS determination letter declaring their nonprofit status. The letter MUST have been issued in 2018 or earlier.

**COVID-19 Harm to Nonprofit.** Funding under this program is intended to support small businesses and nonprofits who have been directly impacted by COVID-19. You MUST select at least one of the options in question 5. You may select more than one option if they apply. By checking yes in Question 6 you are certifying that the impacts to your business or nonprofit were DIRECTLY tied to the COVID-19 pandemic. If you answer no to question 6 or do not select any of the criteria in question 5, you are NOT eligible for funding.

**Delinquent Local Taxes, Assessments, or Other Fees.**

Applicants who are currently delinquent or in arrears on any City of Gustavus taxes, or other fees will be required to sign a repayment plan with the city prior to receiving funding under this program. Applicants who answer yes to question 8 ARE eligible for funding if they complete a repayment plan.

**Conflict of Interest.**

In order to ensure that no conflict of interest exists, applicants must disclose if they, their spouse, or any household member serves in an official capacity in state or local government. If the applicant answers yes to question 8, they ARE still eligible for funding, but due diligence will be carried out to ensure that the applicant, their spouse, or household member is not involved in the review, approval, or appeal of any grant eligibility determinations.

## **Section 5. How to Submit the Application.**

Completed applications may be submitted to the City of Gustavus by email at [treasurer@gustavus-ak.gov](mailto:treasurer@gustavus-ak.gov), by mail to PO Box 1, Gustavus, AK, 99826, or by dropping it off at City Hall.

## **Section 6: Proof of Eligibility**

If an application is selected for an award, the applicant may be required to submit additional documentation including tax records and other financial data required to confirm the information in the application. All business information will be kept strictly confidential and will not be shared or used for other purposes.

Most eligibility requirements will be found in the applicant's 2019 tax records or other financial data. In the event that the applicant has not filed their 2019 tax return they may use their 2018 tax return information as a basis for this application.

## **Section 7: Certification**

The applicant is required to print, sign, and date the application. By signing the application, the applicant is certifying that all of the information provided is true and accurate. The applicant is also agreeing to provide verification information as requested by the city.

The complete, signed application, spending plan, and all required verification data will constitute the complete grant agreement.

## **Other Grant Information**

**Grant Award Amounts.** Funding will be distributed in the amount of \$1648. This amount is determined by dividing the allocated amount of \$150,000 by the number of likely eligible small businesses and nonprofits (91). If, by October 31, 2020 there are remaining funds from this allocation, the city may decide to provide additional funding.

### **Future Funding.**

The city may decide to appropriate additional funding for the program either to allow for future rounds of funding within this program.

If the city decides to use any leftover funds from the first round, a new round of funding may be approved. In this case applicants who were considered eligible and were funded during the first round of funding will be eligible to apply. Applicants who did not submit an application, submitted a late application, or who were deemed ineligible MAY submit a new application under any future funding rounds.

### **Eligible Expenses.**

Eligible expenses include:

- Payroll and benefits.
- Rent.
- Utilities.
- Payments to vendors.
- Payment of credit cards or short term loans for charges or loans secured after March 1, 2020 and used to maintain the business during the COVID-19 impacts.
- Other operating expenses may be eligible but must be approved before the funds are used.

### **Reporting Requirements and Grant Closeouts**

Grant recipients will be required to certify that they have spent all funds and submit an annotated spending plan showing the final distribution by line-item. The city will work with grant recipients to complete this requirement prior to December 31, 2020. No other reporting will be required.

### **Appeals**

If an applicant is deemed ineligible for grant funding under this program, they may appeal that decision to the Gustavus City Council. In the event of an appeal, the applicant will be responsible to provide information, in writing, on why they disagree with the determination and why they should be eligible for funding. Appeals MUST address the specific criteria that was used to determine the application ineligible.

Appeals MUST be received by the city within 10 calendar days of notification of ineligibility.

## **Other Frequently Asked Questions**

- If I am approved for a grant, do I have to pay it back?
  - No. So long as you use the money to pay for eligible operating expenses you do not have to pay it back.
- How will you decide which applicants are funded and which are not?

- If the resources aren't available to fund all approved grants from eligible businesses and nonprofits, then awards will be reduced to accommodate all eligible recipients who have submitted a grant application.
- Am I eligible for this program if I have applied for or received funding from the Federal Paycheck Protection Program (PPP) or Economic Injury Disaster Loan (EIDL)?
  - Yes. You may receive funds under this program even if you have received other COVID-19 related funding relief. However, the funds granted through this program may not be used for expenses that you have used PPP or EIDL funds for. You may use funds for the same type. For example, if you received PPP funds that you used to pay a portion of your payroll, you may not use these funds to pay the SAME payroll, but you may use it to pay payroll costs that you have not received PPP funding for.
- What is considered a "small business"?
  - Eligible small businesses include those that:
    - Had less than \$1,000,000 in total income in 2019, and
    - Had no more than 50 total full time or part time employees at any one time in 2019
- I am a sole proprietor, am I eligible?
  - Sole proprietors are eligible to apply if the owner meets the gross revenue limits set forth for small businesses and received at least 75% of their adjusted gross income from the business in 2019 as shown on the sole proprietor's IRS 1040 Schedule 1 and their IRS Form 1040.
- How do you determine the number of employees for a sole proprietorship?
  - Sole proprietors are considered employees of their businesses.
- Are franchises eligible?
  - No. Chains and franchises are not eligible. However, local non-profit organizations that are affiliated with a national or state nonprofit organization are eligible.
- Does my business have to be located within the Gustavus city limits?
  - Yes. Your business must have a location within the Gustavus city limits. This physical location can be an office, store, restaurant, food truck, home-based business, or space that depends on foot traffic. Your business may also be a business like a taxi that doesn't have a set physical location but is licensed or permitted through a city business permit. For purposes of this program, commercial fishermen are eligible if they reside within the Gustavus city limits or moored their vessel within the Gustavus city limits for at least six of the past 12 months AND have a Gustavus business permit (pay taxes).
- Are seasonal and mobile businesses eligible?
  - Yes, seasonal and mobile businesses are eligible if they can show that they are either based in or do substantial business within the Gustavus city limits. This includes food trucks, taxis, and businesses that operate a stand at one or more markets.
- Are certain types of businesses ineligible?
  - Yes. Any business legally restricted to patrons over age 18 or 21 is ineligible unless those businesses were forced to close for at least four consecutive weeks between March 17 and May 22, 2020. Other businesses related to gambling, betting, or gaming except for nonprofit organizations engaged in lawful fundraising activities are also ineligible.
- I own multiple businesses. Can each of my businesses receive a separate award?
  - No. If an individual owns a majority interest in more than one business, then only one of those businesses may receive an award. If an individual owns a minority interest in multiple businesses, each business is eligible.



- Must my business or nonprofit have been harmed by the COVID-19 pandemic?
  - Yes. Businesses and nonprofits must be able to show that they have been harmed by the COVID-19 pandemic in one or more of the following ways:
    - Full or partial closure due to government order
    - Has had to lay off, furlough, or not pay one or more employees
    - Lost monthly revenue of 25% or more
    - Likely to close without financial assistance and/or
    - Non-profits meet this requirement if they meet any of the conditions above or have expanded/modified services to address community health, safety, social, and/or economic needs related to COVID-19.
- Will I be required to prove that my organization is eligible?
  - Yes. If you are selected for an award under this program you will have to verify your eligibility by providing documentation such as tax returns and a signed statement. Persons who knowingly provide false information will be required to pay back any funds they receive and may be subject to criminal prosecution.
- What if I haven't filed 2019 taxes?
  - If your business is required to provide tax returns but has not yet prepared or filed a 2019 tax return, you will be required to submit a copy of your 2018 return instead.
- I am a sole proprietor and don't have an Employer Identification Number (EIN) from the IRS. What do I do?
  - Sole proprietors may provide their Social Security Number or an Individual Tax Identification Number (ITIN).
- How will I know if I have been selected for grant funding?
  - Funding awards should be announced within 10 working days upon approval. Applicants will be contacted by phone or email and informed whether they have or have not been selected for funding.
- Whose contact information should I provide?
  - Please provide a current telephone number and email address for a legally authorized representative of the business or nonprofit. You will be required to show that the representative is authorized to receive funding on behalf of the business or nonprofit before funds will be disbursed.
- How do I submit my application?
  - You may submit your completed application to the City of Gustavus by emailing it to [treasurer@Gustavus-ak.com](mailto:treasurer@Gustavus-ak.com), submit it by mail to PO Box 1, Gustavus, AK, 99826, or drop it off at Gustavus City Hall.
- Will additional funding for this program be available in the future?
  - It is possible, but not guaranteed, that more funding will become available for COVID-19 economic assistance grants in the future.



**City of Gustavus,**  
**Alaska**  
PO Box 1  
Gustavus, Alaska 99826  
Phone: 907.697.2451  
Fax: 907.697.2136

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**CITY OF GUSTAVUS 2020  
ECONOMIC ASSISTANCE FOR SMALL BUSINESSES AND NONPROFITS  
ECONOMICALLY INJURED BY COVID-19 GRANT APPLICATION**

The City of Gustavus has committed \$150,000 to support eligible small businesses and nonprofits incurring economic injury by the COVID-19 pandemic. Recipients will be awarded cash grants to support their operations, including but not limited to payroll, rent, taxes, utilities, and paying vendors. Applications will need to include line-item expenses for determination of eligibility. Additional funding for this program may be made available at a later date. In the event that the number of approved grant applications exceeds eligible funding, funding amounts may be reduced to provide awards to all grantees.

Please answer all questions on this application accurately and honestly. If you knowingly provide false information, you will be required to pay back any funds you receive, and you may be subject to criminal prosecution. Submit proof of eligibility, proposed line item purchases, and any other documents as required by the application or that provides clarification to any of the application questions. The city may request tax records or other information to prior to releasing funding, or when auditing these grants at a later date.

The city will begin accepting applications July 16, 2020 and may continue accepting applications until all funds are expended. Applicants will be notified by email or telephone regarding their application within 10 working days of receipt of application by the city.

**Section 1: Business/Nonprofit Information**

Name of business or non-profit organization: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Contact telephone: \_\_\_\_\_ Contact email: \_\_\_\_\_

Physical address of business or nonprofit: \_\_\_\_\_

Mailing address of business or nonprofit: \_\_\_\_\_

Type of business (select one):

- ☐ Sole proprietorship      ☐ Partnership      ☐ LLC  
☐ S Corporation      ☐ C Corporation      ☐ Nonprofit Corporation  
☐ Other, please list: \_\_\_\_\_

If your organization is a nonprofit, check which type:

- ☐ 501(c)(3)    ☐ 501(c)(19) or (23)  
☐ Other, please list IRS 501(c) designation: \_\_\_\_\_

IRS Employer Identification Number: \_\_\_\_\_

(Sole proprietors may provide a Social Security Number OR Individual Tax Identification Number)

If your organization is a business, list all individuals\* and organizations that own 50% or more:

Name(s): \_\_\_\_\_

**Section 2: Disclaimers**

<p>Please confirm your understanding of these disclaimers by checking YES or NO.</p> <ul style="list-style-type: none"> <li>• Application for the grant DOES NOT GUARANTEE award of funding.</li> <li>• Applications must include proposed expenses by line item.</li> <li>• Monthly spending reports with copies of receipts are required by the 5<sup>th</sup> day of each month</li> <li>• The total amount awarded will be based on funds available.</li> <li>• All businesses and nonprofits receiving funding MUST complete a W-9 prior to receipt of funding.</li> <li>• All businesses must be current on all city taxes, fees, and charges</li> <li>• All businesses must have a FY20 AND current business license</li> <li>• All businesses and nonprofits receiving funding MUST provide tax, employee, or other verification data if requested prior to receipt of funding.</li> <li>• All businesses and nonprofits receiving funding MUST provide a spending plan for the funds prior to receipt of funding. Spending plan will list specific expense items and budgeted amounts for each item.</li> <li>• All businesses and nonprofits receiving funding MUST be owned and operated by a City of Gustavus resident (Section 6 Proof of Eligibility).</li> <li>• It is the sole responsibility of the applicant to determine or seek independent advice to determine the tax implications to the grant funds received by the applicant.</li> </ul>	<input type="radio"/> Yes	<input type="radio"/> No
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**Section 3: Business Eligibility (Nonprofits skip to Section 3 below)**

1. Is your business owned by a Gustavus resident and operated within the Gustavus city limits as of January 1, 2020? Residency is determined by being currently registered to vote in Gustavus, and/or proof of receipt of an Alaska Permanent Fund (PFD) for 2019 and a Gustavus address on the PFD application.	<input type="radio"/> Yes	<input type="radio"/> No
2. Is your business a franchise or chain?	<input type="radio"/> Yes	<input type="radio"/> No
3. Is your business restricted to patrons over age 18 or 21?	<input type="radio"/> Yes	<input type="radio"/> No
4. How has your business been harmed by the COVID-19 pandemic? Check all that apply. <ul style="list-style-type: none"> <li><input type="radio"/> Full or partial closure due to city or state emergency order</li> <li><input type="radio"/> Forced to lay off or not pay one or more employees</li> <li><input type="radio"/> A loss of monthly revenue of 25% or more</li> <li><input type="radio"/> We will probably have to close if we do not get the city's assistance</li> <li><input type="radio"/> Additional costs of business due to COVID-19 mandates, advisories and restrictions</li> </ul>		
5. Are your losses related to the COVID-19 pandemic?	<input type="radio"/> Yes	<input type="radio"/> No
6. Is the organization, business, or a listed owner delinquent on any local taxes, or other fees?	<input type="radio"/> Yes	<input type="radio"/> No
7. Does any owner, owner's spouse, or household member work for or serve in an official capacity for the City of Gustavus government?	<input type="radio"/> Yes	<input type="radio"/> No

**Section 4: Nonprofit Eligibility**

1. Is your nonprofit owned by a Gustavus resident and operated within the Gustavus city limits as of January 1, 2020? Residency is determined by your approved nonprofit filing.	<input type="radio"/> Yes	<input type="radio"/> No
2. Is your nonprofit directed by a volunteer board or local advisory board with a majority of members who are Gustavus residents?	<input type="radio"/> Yes	<input type="radio"/> No

3. Did your nonprofit provide aid or services in Gustavus in 2019?	<input type="radio"/> Yes	<input type="radio"/> No
4. Was your nonprofit issued an IRS determination letter in 2019 or earlier?	<input type="radio"/> Yes	<input type="radio"/> No
5. How has your business been harmed by the COVID-19 pandemic? Check all that apply. <input type="radio"/> Full or partial closure due to city or state emergency order <input type="radio"/> Forced to lay off or not pay one or more employees <input type="radio"/> A loss of monthly revenue of 25% or more <input type="radio"/> We will probably have to close if we do not get city assistance <input type="radio"/> We have expanded or modified operations to address health, safety, social, and/or economic needs related to COVID-19		
6. Are your losses or additional expenses related to the COVID-19 pandemic?	<input type="radio"/> Yes	<input type="radio"/> No

### **Section 5: How do I submit my application?**

You may submit your completed application to the City of Gustavus by emailing it to (to be created); submit it by mail to PO Box 1, Gustavus, AK, 99826; or drop it off at Gustavus City Hall. A narrative and line-item list of proposed expenses must accompany the application to determine eligibility. Applications must be received by the city by Monday at 4:00 pm local time, for weekly reviews on Thursday.

If you have questions about the grant, please read through the attached grant guidance or call city hall at 907-697-2451.

### **Section 6: Proof of Eligibility**

If you are selected for an award you will be required to submit additional documentation including proof of residency, tax records and other financial data required to confirm the information in this application. City of Gustavus residency is determined by either a 2019 voter registration OR proof of Alaska Permanent Fund payment with a City of Gustavus address on the approved application.

Proof of “locally operated” is demonstrated by one of the following: copy of state business license; business tax form; or federal nonprofit designation, with physical location of organization as Gustavus.

All business information will be kept strictly confidential and will not be shared or used for other purposes.

\*NOTE: Majority owners of multiple businesses may not receive a grant for more than one business. Ownership information is not applicable for nonprofits.

\*\*NOTE: If you have not filed your 2019 taxes you may use your 2018 tax information as a basis for this application.

### **Section 7: Certification**

As an official signer for my nonprofit/business, I certify that all of the information provided in this application is true and accurate. I agree to assist in the verification of information provided in this application and to provide additional information, if requested.

---

Printed Name of Contact and Business/Nonprofit Name

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Signature

---

Date

## CITY USE ONLY

Received on (date/time):\_\_\_\_\_ Received by:\_\_\_\_\_

Reviewed by:\_\_\_\_\_

Grant Approved: ☐ Yes ☐ No      Funding Amount Approved:\_\_\_\_\_

Funds Disbursed on (date):\_\_\_\_\_

Signature of Certifying Official:\_\_\_\_\_

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY21-03NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2021**

**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 2021, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the Fiscal Year of 2021, the City held accounts are amended to reflect the changes as follows:

**Amounts**

<b>CITY HELD ACCOUNTS</b>	<b>Account Balance*</b>	<b>Amended Balance</b>	<b>Change</b>
	<i>*Approximate, this is a dynamic value.</i>		
FBNA Checking account	\$887,251.36	\$862,479.23	<\$ 24,772.13>
AMLIP – Repair & Replacement	\$287,319.22	\$312,091.35	\$ 24,772.13
<i>FY21 budgeted expenses for contributions to a Repair and Replacement Fund for every department.</i>			

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Total Change in Account Balances	\$ 0.00
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**Section 4.** The FY21 City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

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

**DATE INTRODUCED:** *July 13, 2020*

**DATE OF PUBLIC HEARING:** *August 10, 2020*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_th day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Calvin Casipit, Mayor

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

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

There are two versions of Resolution CY20-18 included in the packet, per the discussion at the work session. Option A maintains the current level of risk and results in a projected decrease in distributions from 3% to 2%. Option B maintains the current level of 3% distribution with an increase in risk. Also included is an updated slide from our investment managers, Alaska Permanent Capital Management (APCM), that distills the two options nicely.

If Option A is chosen, updates to our Endowment Fund Policy & Procedure will need to be completed for the grant cycle occurring after FY21 (for grants issued in December 2021) to reflect the reduction in distribution.

If Option B is chosen, updates will be needed to Municipal Code Section 4.13.070 - Permissible investments. APCM has drafted those changes.

Here are pertinent sections from City of Gustavus Municipal Code:

### **Section 4.13.040 - Long-term goal of the endowment fund.**

(a) The long-term goals of the fund are 1) to maintain the inflation-adjusted value of the original principal, as added to per subsections 4.13.030(b) and (c); and 2) to generate at least a three (3) percent total return after inflation on investments of the fund.

(b) The council will seek to attain an appropriate return on the fund commensurate with the level of risk. The fund shall not be exposed to risk greater than that expected of a diversified portfolio invested in the authorized asset classes. All participants in the investment process shall ensure that the fund is invested wisely with due fiduciary care. Investment officials shall avoid any transaction that might impair public confidence in the City of Gustavus.

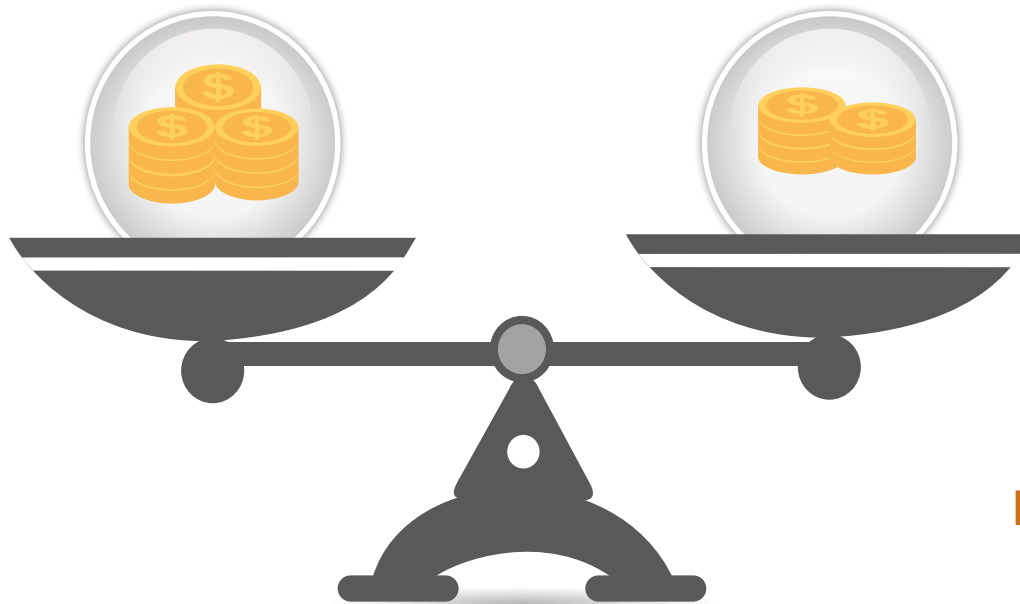
### **Section 4.13.090 - Distribution of earnings.**

Up to three (3) percent of the average annual market value (AAMV) of the fund over the previous five (5) years may be appropriated to provide funding for capital outlays, grant matching funds, and community projects, as provided for in the Gustavus City Endowment Fund Grant Awards Section 4.13.110—provided that the inflation adjusted principal of the fund is maintained.



# Decision Framework

*Accept, Prepare, Adapt*



## Risk Tolerance

If the top priority for the Fund is to **mitigate risk as much as possible**, then the **current 40% equity strategic asset allocation is appropriate**. However, the distribution policy would then need to be **amended to reduce spending to the sustainable 2% rate**.

## Distribution Rate

If **maintaining the current distribution rate** is the top priority, additional risk must be taken. **The new 40% equity portfolio is expected to sustain the current 3% distribution rate** with the least risk possible.

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY20-18**

**(TREASURER'S NOTE: OPTION A – MAINTAINS CURRENT RISK LEVEL;  
DISTRIBUTION RATE REDUCES FROM 3% TO 2%)**

**A RESOLUTION BY THE CITY OF GUSTAVUS PERTAINING TO THE AUTHORIZED  
INVESTMENTS OF, THE INVESTMENT ALLOCATIONS OF, AND ESTABLISHING  
APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE OF THE CITY'S  
ENDOWMENT FUNDS**

**WHEREAS**, pursuant to City of Gustavus Ordinance 04.13.050 (c) the Gustavus City Council shall annually approve an Asset Allocation Plan for investment of the City's Endowment Funds; and,

**WHEREAS**, pursuant to City of Gustavus Ordinance 04.13.060 (c) permits investment of the Endowment Funds in various asset classes and the Council believes that establishing asset allocation criteria for those various asset classes is in the best interest of the City of Gustavus; and,

**WHEREAS**, the annually approved Asset Allocation Plan will provide benchmarks to measure investment performance; and,

**WHEREAS**, the investment manager has recommended no changes to the asset allocation; and,

**WHEREAS**, the investment manager has recommended no changes to the performance benchmarks.

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts the Asset Allocation Plan for the upcoming FY21 as follows;

**ENDOWMENT FUND ASSET ALLOCATION PLAN AND PERFORMANCE MEASUREMENT  
TARGETS**

Section 1. The Asset Allocation Plan and Target weighting with range restrictions are as follows:

<u>ASSET CLASS</u>	<u>TARGET WEIGHTING</u>	<u>RANGE</u>
Cash	10%	0-15%
International Fixed Income	5%	0-10%
U.S. TIPS	10%	0-15%
U.S. Fixed Income	35%	20-50%
Real Estate Investment Trust	2%	0-5%
Infrastructure	3%	0-6%
Emerging Market Equity	2%	0-5%
International Equity	8%	0-15%
U.S. Small Cap Equity	1%	0-5%
U.S. Mid Cap Equity	2%	0-5%
U.S. Large Cap Equity	22%	15-50%

SECTION 2. The performance of the Fund and investment managers will be measured as follows:

Performance Measurement of the **Cash** allocation will be measured against the Target weighting, using the Citi Group 90 Day T-Bill Index.

Performance measurement of the **International Fixed Income** allocation will be measured against the Target weighting, using the Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index.

Performance measurement of the **U.S. Treasury Inflation Protected Securities (TIPS)** allocation will be measured against the Target weighting, using the Barclays US TIPS 0-5 Year Index.

Performance measurement of the **Fixed Income** allocation will be measured against the Target Weighting, using the Barclay's Capital Aggregate Bond Index for the Benchmark.

Performance measurement of the **Real-Estate Equities** allocation will be measured against the Target weighting, using the Standard & Poor's US REIT Index as the benchmark.

Performance measurement of the **Infrastructure Equities** allocation will be measured against the Target weighting, using the STOXX Global Broad Infrastructure Index as the benchmark.

Performance measurement of the **Emerging Markets** allocation will be measured against the Target weighting, using the MSCI Emerging Markets as the benchmark.

Performance measurement of the **International Equity** allocations will be measured against the Target weighting, using the MSCI EAFE as the benchmark.

Performance measurement of the **Small-Cap Equity** allocations will be measured against the Target Weighting, using the Standard & Poor's 600 Small-Cap Index as the benchmark.

Performance measurement of the **Mid-Cap Equity** allocation will be measured against the Target Weighting, using the Standard & Poor's 400 Mid-Cap Index as the benchmark.

Performance measurement of the **Large-Cap Domestic Equity** allocation will be measured against the Target Weighting, using Standard & Poor's 500 Index for the benchmark.

**PASSED** and **APPROVED** by a duly constituted quorum of the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2020, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt, CMC City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY20-18**

**(TREASURER'S NOTE: OPTION B – MAINTAINS CURRENT DISTRIBUTION RATE OF 3%;  
RISK LEVEL INCREASES)**

**A RESOLUTION BY THE CITY OF GUSTAVUS PERTAINING TO THE AUTHORIZED  
INVESTMENTS OF, THE INVESTMENT ALLOCATIONS OF, AND ESTABLISHING  
APPROPRIATE BENCHMARKS TO MEASURE PERFORMANCE OF THE CITY'S  
ENDOWMENT FUNDS**

**WHEREAS**, pursuant to City of Gustavus Ordinance 04.13.050 (c) the Gustavus City Council shall annually approve an Asset Allocation Plan for investment of the City's Endowment Funds; and,

**WHEREAS**, pursuant to City of Gustavus Ordinance 04.13.060 (c) permits investment of the Endowment Funds in various asset classes and the Council believes that establishing asset allocation criteria for those various asset classes is in the best interest of the City of Gustavus; and,

**WHEREAS**, the annually approved Asset Allocation Plan will provide benchmarks to measure investment performance; and,

**WHEREAS**, the investment manager has recommended changes to the asset allocation; and,

**WHEREAS**, the investment manager has recommended performance benchmarks for the new U.S. 1-5 Year Gov/Credit, U.S. High Yield and Alternative Beta asset classes.

**NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts the Asset Allocation Plan for the upcoming FY21 as follows;

**ENDOWMENT FUND ASSET ALLOCATION PLAN AND PERFORMANCE MEASUREMENT  
TARGETS**

Section 1. The Asset Allocation Plan and Target weighting with range restrictions are as follows:

<u>ASSET CLASS</u>	<u>TARGET WEIGHTING</u>	<u>RANGE</u>
Cash	3%	0-10%
International Fixed Income	5%	0-10%
U.S. TIPS	4%	0-10%
U.S. Fixed Income	18%	10-30%
U.S. 1-5 Year Gov/Credit	14%	8-20%
U.S. Corporate High Yield	6%	0-12%
Real Estate Investment Trust	2%	0-5%
Infrastructure	5%	0-10%
Alternative Beta	10%	0-15%
Emerging Market Equity	2%	0-5%
International Equity	4%	0-8%

U.S. Small Cap Equity	2%	0-5%
U.S. Mid Cap Equity	5%	0-10%
U.S. Large Cap Equity	20%	10-50%

SECTION 2. The performance of the Fund and investment managers will be measured as follows:

Performance Measurement of the **Cash** allocation will be measured against the Target weighting, using the Citi Group 90 Day T-Bill Index.

Performance measurement of the **International Fixed Income** allocation will be measured against the Target weighting, using the Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index.

Performance measurement of the **U.S. Treasury Inflation Protected Securities (TIPS)** allocation will be measured against the Target weighting, using the Barclays US TIPS 0-5 Year Index.

Performance measurement of the **Fixed Income** allocation will be measured against the Target Weighting, using the Barclay's Capital Aggregate Bond Index for the Benchmark.

Performance measurement of the **U.S. 1-5 Year Gov/Credit** allocation will be measured against the Target Weighting, using the Bloomberg Barclays US Gov/Credit Float Adjusted 1-5 Year Index for the Benchmark.

Performance measurement of the **U.S. Corporate High Yield** allocation will be measured against the Target Weighting, using the Bloomberg Barclays US High Yield Very Liquid Index for the Benchmark.

Performance measurement of the **Real-Estate Equities** allocation will be measured against the Target weighting, using the Standard & Poor's US REIT Index as the benchmark.

Performance measurement of the **Infrastructure Equities** allocation will be measured against the Target weighting, using the STOXX Global Broad Infrastructure Index as the benchmark.

Performance measurement of the **Alternative Beta** allocation will be measured against the Target Weighting, using the Credit Suisse Liquid Alternative Beta Index for the Benchmark.

Performance measurement of the **Emerging Markets** allocation will be measured against the Target weighting, using the MSCI Emerging Markets as the benchmark.

Performance measurement of the **International Equity** allocations will be measured against the Target weighting, using the MSCI EAFE as the benchmark.

Performance measurement of the **Small-Cap Equity** allocations will be measured against the Target Weighting, using the Standard & Poor's 600 Small-Cap Index as the benchmark.

Performance measurement of the **Mid-Cap Equity** allocation will be measured against the Target Weighting, using the Standard & Poor's 400 Mid-Cap Index as the benchmark.

Performance measurement of the **Large-Cap Domestic Equity** allocation will be measured against the Target Weighting, using Standard & Poor's 500 Index for the benchmark.

**PASSED** and **APPROVED** by a duly constituted quorum of the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2020, and effective upon adoption.

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Calvin Casipit, Mayor

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Attest: Karen Platt, CMC City Clerk

## **City of Gustavus**

### **COVID-19 Incident Command Public Information Officer**

The Public Information Officer works under the general supervision and direction of the Incident Commander. This position requires a high degree of independent judgment, initiative, and discretion. This is a part-time temporary position that works out of the Fire Department. The PIO could oversee a staff of volunteers to assist.

#### Job Duties include but are not limited to:

- Be the initial public/business/agency contact for the Gustavus COVID-19 Emergency Operations Center (EOC).
- Answer, reply, and or forward COVID-19- related emails and phone calls to the correct City of Gustavus (COG) staff or EOC member.
- At the direction of the Incident Commander, request and receive Workforce Protection Plans from State EOC and Mitigation Plans from the local business. Pass the plans on to the City Clerk for posting and distribution to the Council.
- Create and distribute public education flyers on current State Mandates and Local Resolutions.
- Update the City of Gustavus COVID-19 Page.
- Assist documentation and updating of current public information. (Travel to Gustavus FAQ, EOC Situation Reports, Community Updates)
- Meet planes and ferries as a representative of the City of Gustavus and hand out informational materials.
- Communicate critical information effectively and in a helpful manner, to the public with regards to State or local mandates, HIPAA, and confidentiality laws.
- Report or elevate to IC any problematic contacts with members of the public

#### Skills and Qualifications

- Computer skills –should be keenly aware of and understand various social media avenues and be proficient in Microsoft Office applications and desktop publishing software
- Publication knowledge – familiarity with page layout, color selection, illustration, and even paper selection for brochures, newsletters, flyers, and other promotional materials
- Communication skills – clear & cordial speaking and writing skills
- Organizational skills – ability to organize and execute information delivery tasks, arrange field activities, supervise small crews, and arrange public informational events
- Self-motivation – self-starter who can address issues and complete assignments with little to no supervision
- Multitasking – ability to prioritize various projects and handle more than one project at a time
- Training – It is preferred to have the ICS 100 & 200 and NIMS 700 & 800 certificates. They can be acquired on the job if needed.

#### Other Requirements

- Provide reliable personal transportation. (City will reimburse mileage)
- Dress for weather conditions outdoors and for a presentable appearance in public





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

# City Council Reports

# COVID-19 ECONOMIC STABILIZATION TEAM

## JULY REPORT 2020

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The Gustavus COVID-19 Economic Stabilization Task Force is a Council Work Group consisting of Council Members Susan Warner, Chair, Brittney Cannamore, Vice-Mayor, and Joe Clark. The Task Force has conducted a series of four informal online conversations among Gustavus Community members on stabilizing our local economy and providing for a long-term recovery from the financial impacts of the COVID-19 virus. The group met on May 16 & 21 and June 4 & 18 with a total of 58 participants. The Chair also attended a two-hour audio conference of the Juneau Assembly's COVID-19 Economic Stabilization Task Force Group on June 26<sup>th</sup>.

The first two meetings in May explored ideas for revitalizing our tourism industry by increasing visitation and extending season and length of stay. The strongest ideas centered on developing Gustavus as a destination for gatherings such as festivals and conference events. One group may move forward with establishing a recurring Gustavus music festival. Another group is slowly building up Gustavus resources for experiential science adventuring and environmental leadership.

The third session on June 4<sup>th</sup> focused on our food production capacity and food security. One group is moving forward with ideas particularly geared toward better securing our winter food supply and working with Brittney to formulate a proposal for possible CARES Act funding support.

The final session focused on two infrastructure projects rated with high priority in the Council sponsored December 2019 online infrastructure survey, being improving roads and developing a safe public drinking water supply. The conversation was structured in two parts:

For safe public drinking water supply:

We have two problems to solve:

Obtaining a safe water source for PFAS compromised residents and

Resolving a NPS conflict for drinking water source: Components-

1. Developing a new water source
2. Planning for access, distribution, testing & reporting - \$60,000 study  
Plus contractual advising & assistance
3. Planning & Funding a \$500 – 600,000 construction project

For Roads: Components:

1. Obtaining a source of good rock material
2. Engineering & LIDDAR assistance with planning upgrades - \$60,000 to study?
3. Obtaining construction funding for a road repair/upgrade project \$600,000?

The outcome of the conversation was that many community members are aware of the problem but the status of our roads is so primitively bad that the cost and magnitude of addressing our roads (\$300 – 500,000/mile just for material) is too daunting and entirely out of reach. The consensus appeared to be that efforts to advance both the water and roads improvements would both be advanced by waiting for the results of the LIDAR data survey to inform our strategies. Preliminary results are expected within the next 60 days with full reporting by next spring.

At the two hour meeting of the Juneau Assembly's COVID-19 Economic Stabilization Task Force meeting on June 26<sup>th</sup>, it was apparent that Juneau is struggling with many of the same issues as Gustavus, particularly with respect to reserving first round CARES Act funding to be available for relief of municipal debt should the current national legislation pass that allows for it. They are taking a cautious approach.

This completes the initial series of community conversations regarding immediate relief and long-term recovery from the financial impacts of the COVID-19 virus. The Task Force stands ready to further explore community ideas in this area should the Council desire the work group to do so.



**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