



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, November 08, 2021 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Members: Tania Lewis, Joe Vanderzanden
Lewis Sharman, Bella Furr, Jim Mackovjak

CITY HALL

City Administrator - Tom Williams Ph.D.
City Clerk, CMC - Karen Platt
City Treasurer - Eduarda Loggins
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

DRAFT GENERAL MEETING AGENDA / PACKET FOR REGULARWORK SESSION

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 10-08-2021 Special Meeting Minutes
- [2.](#) 10-11-2021 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

3. Gustavus Visitors Association Quarterly Report
4. Gustavus PFAS Action Coalition Quarterly Report
5. Gustavus Disposal and Recycling Center Quarterly Report
6. City Treasurer Monthly Financials
7. City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [8.](#) Certificate of Records Destruction
- [9.](#) City of Gustavus waives the right to file a protest of the New Alcohol License Application for the Sunnyside Market License
- [10.](#) FY22-xxNCO Endowment Fund Grant transfer

ORDINANCE FOR PUBLIC HEARING

UNFINISHED BUSINESS

NEW BUSINESS

- [11.](#) Award RFQ FY22-03RM for FY22 Snowplowing
12. Accept FY22-XXRM for Good River Bridge RFP
- [13.](#) Approve Scoping Document for Hardened Beach Trail and Campfire Site Improvement

CITY COUNCIL REPORTS

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: Month Day, 202X at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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

**CITY OF GUSTAVUS
CITY COUNCIL SPECIAL MEETING
OCTOBER 08, 2021**

Item #1.

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis

Seats A and E - Vacant

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Council Member Buchheit.

APPROVAL OF MINUTES

None

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Cannamore added under New Business the review of an Affidavit and Declaration to Contest the Election Pursuant to City of Gustavus Ordinance 5.60.

Hearing no objections, Mayor Cannamore set the agenda.

COMMITTEE / STAFF REPORTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

Public Comment was deferred to the end of the meeting.

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Review of an Affidavit and Declaration to Contest the Election Pursuant to City of Gustavus Ordinance 5.60

The Affidavit was distributed to council members in advance. Mayor Cannamore provided a summary of the Affidavit to the council.

Council Comment:
 Council Member Lewis
 Council Member Buchheit
 Vice Mayor Vanderzanden
 Council Member Taylor
 Mayor Cannamore

Motion made by Council Member Taylor that the council finds that the Affidavit and Declaration to Contest the Election presented is found to be without merit.

Seconded by Mayor Cannamore.

Voting Yea: Council Member Lewis, Council Member Taylor, Mayor Cannamore, Council Member Buchheit
 Voting Nay: Vice Mayor Vanderzanden

2. Canvass Absentee, Questioned, Defective and Spoiled Ballots Cast in the October 5, 2021 General Election

Motion made by Mayor Cannamore that the Election Review Board Reject Questioned Ballots #1 and #2 that were not eligible to vote in the City of Gustavus.

Seconded by Council Member Taylor.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Taylor, Council Member Buchheit, Council Member Lewis

Motion made by Council Member Taylor that the Election Review Board accept Absentee Ballot letters A-SSSS except for ballot JJJJ that have been properly cast by voters registered in the City of Gustavus.

Seconded by Mayor Cannamore.

Voting Yea: Mayor Cannamore, Vice Mayor Vanderzanden, Council Member Taylor, Council Member Buchheit, Council Member Lewis

Mayor Cannamore requested a 5-minute recess by unanimous consent. Hearing no objections, a recess was called at 7:33 PM and reconvened at 7:38 PM.

3. Certify Report of Election Results

Motion made by Council Member Lewis that the Election Review Board accept the tally of ballots as tallied and certify the Report of Election Results.

Seconded by Council Member Buchheit.

4. Signing of Certificates of Election by Mayor and City Clerk

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Buchheit

Council Member Lewis

Council Member Taylor

Mayor Cannamore

PUBLIC COMMENT ON NON-AGENDA ITEMS

Sally McLaughlin

EXECUTIVE SESSION

None

ADJOURNMENT

Hearing no objections, Mayor Cannamore adjourned the meeting at 8:45 PM

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
OCTOBER 11, 2021**

MINUTES - PENDING

ROLL CALL

PRESENT

Mayor Brittney Cannamore
Vice Mayor Joe Vanderzanden
Council Member Mike Taylor
Council Member John Buchheit
Council Member Tania Lewis

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Mayor Cannamore.

1. Swearing in of new Council Member Seats A, D, E, F and G
City Clerk, Karen Platt conducted the swearing in of newly elected Council Members Lewis Sharman - Seat A, Bella Furr - Seat D, Jim Mackovjak - Seat E, Kyle Bishop - Seat F and Mike Taylor- Seat G.

Mayor Cannamore turned the meeting over to Vice Mayor Vanderzanden. Both Cannamore and Buchheit, whose term has ended left the meeting.

2. Election of Mayor
Vice Mayor Vanderzanden opened the floor for Mayor nominations..

Council Member Mackovjak nominated Mike Taylor.
Seconded by Council Member Sharman.

Hearing no objections, Vice Mayor Vanderzanden announced nomination for Council Member Taylor as Mayor Taylor accepted by unanimous consent.
Vice Mayor Vanderzanden turned the meeting over to Mayor Taylor.

3. Election of Vice Mayor
Mayor Taylor opened the floor for Vice Mayor nominations.

Council Member Lewis nominated Joe Vanderzanden.
Seconded by Council Member Bishop.

Council Member Sharman nominated Kyle Bishop.
Seconded by Vice Mayor Vanderzanden.

Council Members cast their votes via e-mail to City Clerk and City Administrator.
A tally was made. City Clerk, Karen Platt announced Council Member Kyle Bishop as the Council Elected Vice Mayor.

APPROVAL OF MINUTES

4. 09-20-2021 General Meeting Minutes
Motion made by Vice Mayor Vanderzanden to approve the 09-20-2021 General Meeting Minutes by unanimous consent.
Seconded by Council Member Taylor.
Hearing no objections, the motioned is passed by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Taylor removed Item 12 Award RFQ FY22-02MF Movement of Steel Float Fall 2021 due to no quotes being received.

Hearing no other requests for agenda changes and hearing no objections, the agenda is set by unanimous consent.

COMMITTEE / STAFF REPORTS

5. Gustavus Volunteer Fire Department Quarterly Report
Interim Fire Chief, Sol Martinez submitted a written report and provided an oral summary.
6. Marine Facilities Coordinator Quarterly Report
Marine Facilities Coordinator, Ben Sadler submitted a written quarterly report and provided an oral summary.
7. City Clerk Quarterly Report
City Clerk, Karen Platt submitted a written quarterly report.
8. City Treasurer Monthly Financials
Treasurers, Phoebe Vanselow and Eduarda Loggins submitted written monthly financials and provided a summary of monthly financials.
9. City Administrator General Meeting Report
City Administrator, Tom Williams submitted a written report and provided an oral summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Susan Warner

CONSENT AGENDA

None

FOR PUBLIC HEARING

10. FY22-07NCO Departmental Budgets (Introduced 09-20-2021)

Mayor Taylor opened the Public Hearing at 7:55 PM

Public Testimony: None

Mayor Taylor closed the Public Hearing at 7:56 PM

Motion made by Vice Mayor Vanderzanden to adopt FY22-07NCO Departmental Budgets (Introduced 09-20-2021)

Seconded by Council Member Lewis.

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Furr, Council Member Sharman, Council Member Lewis, Council Member Mackovjak, Council Member Vanderzanden

11. FY22-08NCO Capital Project Funding 2021 (Introduced 09-20-2021)

Mayor Taylor opened the Public Hearing at 8:02 PM

Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:03 PM

Motion made by Council Member Lewis to adopt FY22-08NCO Capital Project Funding 2021 (Introduced 09-20-2021)

Seconded by Council Member Sharman

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Furr, Council Member Vanderzanden, Council Member Lewis, Council Member Sharman, Council Member Mackovjak

UNFINISHED BUSINESS

None

NEW BUSINESS

None

CITY COUNCIL REPORTS

None

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Lewis

Mayor Taylor

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:16 PM

Brittney Cannamore, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

DRAFT GENERAL MEETING AGENDA/PACKET FOR REVIEW AT WORK SESSION

CERTIFICATE OF RECORDS DESTRUCTION

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

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
C-7, 1yr retention	Elections – Ballots	2020	City Hall	4 files	Shred/trash/recycle
C-7, 6yr retention	Elections – General	2013 and 2015	City Hall	2 files	Shred/recycle

DESTRUCTION APPROVALS

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

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

7. MAYOR _____ **DATE** _____

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

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



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community and Economic Development

Item #9.

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

October 25, 2021

City of Gustavus

VIA Email: clerk@gustavus-ak.gov

License Type:	Restaurant/Eating Place Public Convenience	License Number:	5968
Licensee:	Strawberry Point Natural Foods LLC		
Doing Business As:	Sunnyside Market		
Premises Address:	25 Dock Road		

☒ **New Application**

☐ **Transfer of Location Application**

☐ **Transfer of Ownership Application**

☐ **Transfer of Controlling Interest Application**

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

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

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Glen Klinkhart, Director

amco.localgovernmentonly@alaska.gov



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

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

What is this form?

This new license application form is required for all individuals or entities seeking to apply for a new liquor license. Applicants should review Title 04 of Alaska Statutes and Chapter 304 of the Alaska Administrative Code. All fields of this form must be completed, per AS 04.11.260 and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 - Establishment and Contact Information

Enter information for the business seeking to be licensed.

Licensee:	Strawberry Point Natural Foods LLC			
License Type:	Restaurant/Eating Place - Public convenience		Statutory Reference: AS 04.11.400(g)	
Doing Business As:	Sunnyside Market			
Premises Address:	25 Dock Road			
City:	Gustavus	State:	AK	ZIP: 99826
Local Governing Body:	Gustavus City Council			
Community Council:	None			

Mailing Address:	PO Box 125			
City:	Gustavus	State:	AK	ZIP: 99826

Designated Licensee:	Bonny Danielsen		
Contact Phone:	(707) 479-7109	Business Phone:	(907) 697-3060
Contact Email:	strawberrypointnaturalfoods@gmail.com		

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

OFFICE USE ONLY			
Complete Date:	10/25/21	License Years:	License #: 5968
Board Meeting Date:	1/18/2022	Transaction #:	100059233
Issue Date:		BRE:	KRS



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 2 – Premises Information

Premises to be licensed is:



an existing facility



a new building



a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.

Section 3 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 4.

If more space is needed, please attach a separate sheet with the required information.

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

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

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

Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 4 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 5.

If more space is needed, please attach a separate sheet with the required information.

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

Entity Official:	Bonny Danielsen			
Title(s):	Member	Phone:	707-479-7109	% Owned: 50
Address:	PO Box 991			
City:	occidental	State:	CA	ZIP: 95465

Entity Official:	Lance Danielsen			
Title(s):	member	Phone:	707-318-4185	% Owned: 50
Address:	PO Box 991			
City:	occidental	State:	CA	ZIP: 95465

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:

Entity Official:				
Title(s):		Phone:		% Owned:
Address:				
City:		State:		ZIP:



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501

alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10118936	AK Formed Date:	12/5/2019	Home State:	AK
Registered Agent:	Noel Farevaag	Agent's Phone:	907-209-4343		
Agent's Mailing Address:	PO Box 134				
City:	Gustavus	State:	AK	ZIP:	99826

Residency of Agent: Yes ☐ No ☐

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐

Section 5 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses: Yes ☐ No ☐

Does any representative or owner named in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐ ☒

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 6 – Authorization

Communication with AMCO staff: Yes ☐ No ☐

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

☒ ☐

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

Noel Farevaag, Bookkeeper



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

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

Section 7 – Certifications

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

Initials

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

LD

I certify that all proposed licensees have been listed with the Division of Corporations.

LD

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

LD

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

LD

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

LD

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Lance Danielson

Printed name of licensee

Signature of Notary Public

Notary Public in and for the State of _____

My commission expires: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

SEE ATTACHED

For Notary



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

Item #9.

Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 7 – Certifications

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

Initials

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

BD

I certify that all proposed licensees have been listed with the Division of Corporations.

BD

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

BD


I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

BD

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

BD

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.


Signature of licensee

Bonny Danielson
Printed name of licensee

Signature of Notary Public

Notary Public in and for the State of _____

My commission expires: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

SEE ATTACHED
For Notary

CALIFORNIA JURAT WITH AFFIANT STATEMENT

Item #9.

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Sonoma

- ☒ See Attached Document (Notary to cross out lines 1-5 below)
☐ See Statement Below (Lines 1-5 to be completed only by document signer(s), not Notary)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
Signature of Document Signer 1 _____ Signer of Document Signer 2 (if any) _____

Subscribed and sworn to (or affirmed) before me on this 8th day
February, 2021, by

(1) Lance Eric Danielson
Name of Signer

Proved to me on the basis of satisfactory evidence to be the person who
appeared before me and

(2) Bonny Rose Danielson
Name of Signer

SEAL



Proved to me on the basis of satisfactory evidence to be the person who
appeared before me.

Kiyara Wilson-Bruton
Notary Public, Sonoma County
Commission #2331401
Expires: August 11, 2024

- ☐ If marked, then attached pages will bear embossment of above notary.

Optional: Not required by law, however, may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

Description of Attached Documents:

Title or type of Document: Alcohol License Form AB-00

Number of Pages: 5

Date of Document: 02/08/2021

Signer(s) other than Named Above: _____ AMCO Received 3/9/21



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

Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

What is this form?

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

☒ ☐

Section 1 – Establishment Information

Enter information for the business seeking to be licensed, as identified on the license application.

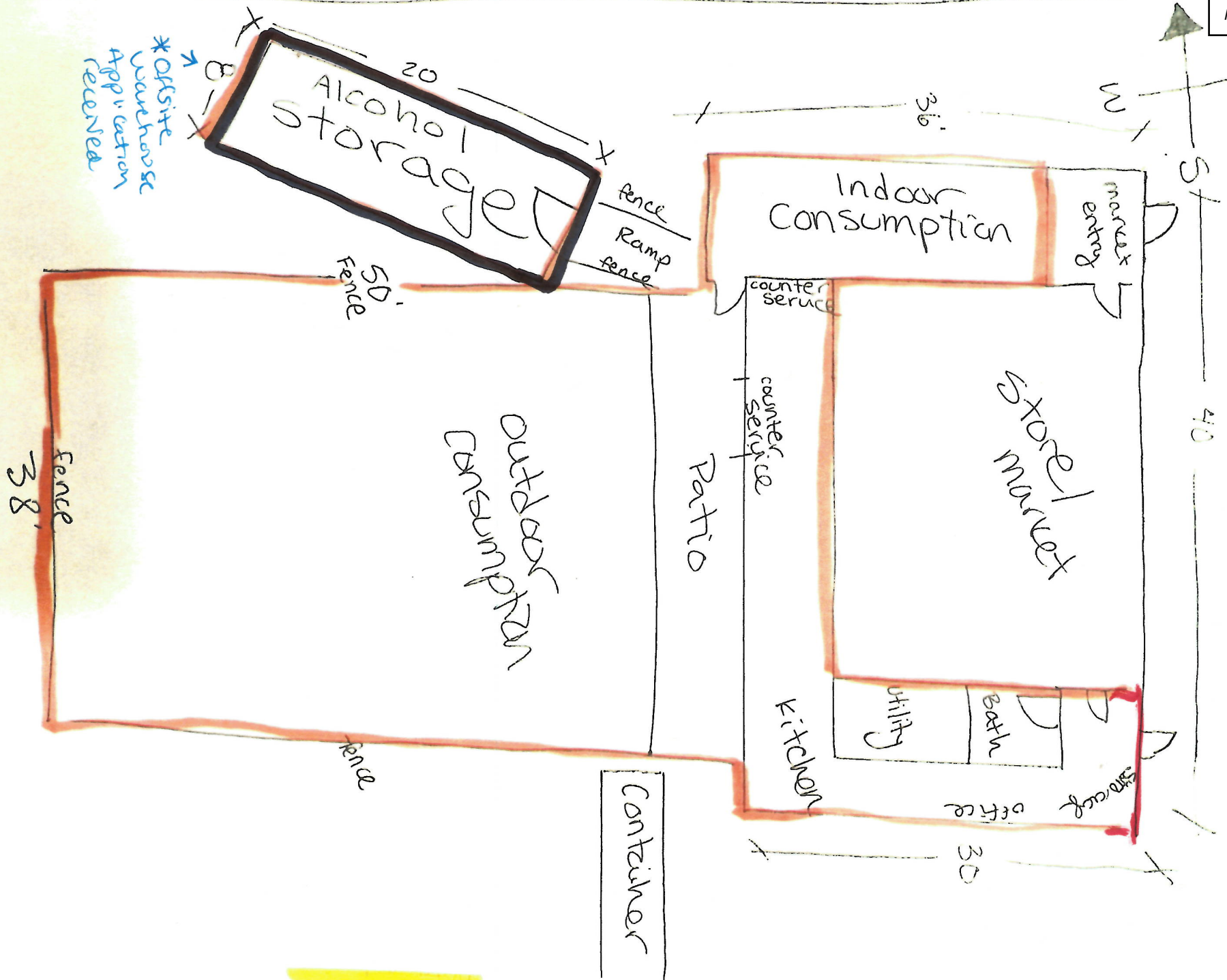
Licensee:	Strawberry Point Natural Food LLC	License Number:	
License Type:	Restaurant/Eating Place - Public Convenience		
Doing Business As:	Sunnyside Market		
Premises Address:	25 Dock Rd.		
City:	Gustavus,	State:	AK
		ZIP:	99826

State Dock RD

Item #9.

Gustavus Rd.

20

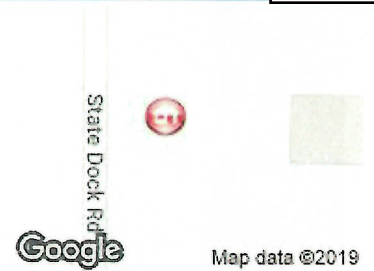






Sunnyside Market

MLS # 19830
Class COMMERCIAL/INDUSTRIAL
Type Business Opportunity
Area GUSTAVUS
Asking Price \$350,000
Address 25 Dock Road
City Gustavus
State AK
Zip 99826
Status Active
Sale/Rent For Sale
IDX Include Y



Map data ©2019

**GENERAL**

Lot Size	2.5	Zoning	Rural
Approx. SQFT	1,280	Bldg/Ste 1 Building Ref.	Main
Bldg/Ste 1 Dimensions	32x40	Associated Document Count	0
Original Price	\$350,000	Days On Market	55

FINANCIAL

Assessed Value: Land	\$0	Assessed Value: Buildings	\$0
Total Assessed Value	\$0		

REMARKS

Remarks Sunnyside Market/Deli...a business opportunity at the Gateway to Glacier Bay in Gustavus, Alaska. Market/Deli main building built in 2012, two 8X20 storage buildings and land are included. Location is perfect, just off the "Four Corners." Experience the aura of this growing, thriving community just a 20 minute flight from Juneau.

ADDITIONAL PICTURES

Outside Seating



Produce For Sale



Interior Market & Sandwich Shop



Weekend Public Market



Covered Entry and Eating Area



Business Opportunity



Favorite Gustavus Hangout

DISCLAIMER

This information is deemed reliable, but not guaranteed.

Sunnyside Market

Outdoor/Indoor Serving Security Plan

1. All minors must be accompanied by an adult (age over 21) while in the restricted area when any alcohol is being served/sold/consumed.
2. All new patrons are carded upon ordering alcohol.
3. All staff is trained in the identification of fake IDs.
4. Wooden, 4 foot is around the outdoor servicing area.
5. Underaged persons will be monitored closely by our professionally trained alcohol servers.
6. Proper egress from the outdoor service area will always remain unobstructed.
7. ABC mandated posters as required by law are posted inside Sunnyside Market and at the entrances of the outdoor seating area.
8. All entrances and exits will provide clear notice that NO ALCOHOL IS ALLOWED BEYOND THE OUTDOOR SEATING AREA.
9. Keeping outdoor seating area viable without any increased risk to minors exposed to alcohol WILL continue to be a part of our training for our staff.
10. All safety related operations for our current liquor service will additionally be enforced in the new service area.
11. Proper signage at points of entry indicating no minors without a parent or legal guardian will be posted.
12. All servers will closely monitor that only the guests that have been carded will have alcoholic beverages.
13. Our top priority continues in providing safety for all guests regarding the service of alcoholic beverages.
14. Servers will be present in the outdoor area to monitor consumption



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

Item #9.

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

What is this form?

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A menu or expected menu listing the meals, including entrees prepared onsite and offered to patrons, and copy of the DEC Food Service Permit (or corresponding DHHS documentation for licenses located in the Municipality of Anchorage) must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:	Strawberry Point Natural Foods LLC				
License Type:	Restaurant/Eating Place - Public Convenience	License Number:			
Doing Business As:	Sunnyside Market				
Premises Address:	25 Dock Rd.				
City:	Crustavus	State:	AK	ZIP:	99826
Contact Name:	Bonny Danielsen	Contact Phone:	(707)-479-7109		

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

- ☐ Dining after standard closing hours: AS 04.16.010(c)
- ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
- ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- ☒ Employment for persons 16 or 17 years of age: AS 04.16.049(c)
NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY	
Transaction #:	100059233
Initials:	



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

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Minor Access

Review AS 04.16.049(a)(2); AS 04.16.049(a)(3); AS 04.16.049(c)

List where within the premises minors are anticipated to have access in the course of either dining or employment as designated in Section 2. (Example: Minors will only be allowed in the dining area. OR Minors will only be employed and present in the Kitchen.)

Minors will be allowed in dining area and present in kitchen.

Describe the policies, practices and procedures that will be in place to ensure that minors do not gain access to alcohol while dining or employed at your premises.

An owner or manager will always be present on premises during business hours. We have taken the TAP course and are familiar and ready to take all laws seriously. The Alcohol service area is separate from food prep area, and all backstock will be secured and inaccessible.

Is an owner, manager, or assistant manager who is 21 years of age or older always present on the premises during business hours?

Yes ☒ No ☐

Section 4 – DEC Food Service Permit

Per 3 AAC 304.910 for an establishment to qualify as a Bona Fide Restaurant, a Food Service Permit or (for licenses within the Municipality of Anchorage) corresponding Department of Health and Human Services documentation is required.

Please follow this link to the DEC Food Safety Website: <http://dec.alaska.gov/eh/fss/food/>

Please follow this link to the Municipality Food Safety Website:

<http://www.muni.org/Departments/health/Admin/environment/FSS/Pages/fssfood.aspx>

IF you are unable to certify the below statement, please discuss the matter with the AMCO office:

Initials

I have attached a copy of the current food service permit for this premises OR the plan review approval.

Submitted 3/25/21 attached

BD

*Please note, if a plan review approval is submitted, a final permit will be required before finalization of any permit or license application.



Alcohol and Marijuana Control Board
550 W 7th Avenue, Suite 1000
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Item #9.

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Hours of Operation

Review AS 04.16.010(c).

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

Tues - Sat, 9am - 6pm

Section 6 – Entertainment & Service

Review AS 04.11.100(g)(2)

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises?

Yes ☒ No ☐

If "Yes", describe the entertainment offered or available and the hours in which the entertainment may occur:

Local musicians offering music from 3pm - 6pm

Food and beverage service offered or anticipated is:

☐ table service ☐ buffet service ☒ counter service ☐ other

If "other", describe the manner of food and beverage service offered or anticipated:



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

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

AMCO Enforcement Review:

Enforcement Recommendation:

Approve

Deny

☐☐

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

Date

Enforcement Recommendations:

AMCO Director Review:

Approved

Denied

☐☐

Signature of AMCO Director

Printed name of AMCO Director

Date

Limitations:

Alcohol and Marijuana Control Board
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907 269 0350



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 7 – Certifications and Approvals

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

Initials

There are tables or counters at my establishment for consuming food in a dining area on the premises.



I have included with this form a menu, or an expected menu, listing the meals to be offered to patrons.
 This menu includes entrees that are regularly sold and prepared by the licensee at the licensed premises.



I certify that the license for which I am requesting designation is either a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license.



I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted
(AB-03 applications that accompany a new or transfer license application will not be required to submit an additional copy of their premises diagram.)



I declare under penalty of perjury that this form, including all attachments and accompanying schedules and statements, is true, correct, and complete.

Signature of licensee

Signature of Notary Public

Bunny Danielsen
 Printed name of licensee

Notary Public in and for the State of Alaska

My commission expires: 10/17/21

N FAREVAAG
 Notary Public, State of Alaska
 Commission # 171017014
 My Commission Expires
 October 17, 2021

Subscribed and sworn to before me this 25th day of March, 20 21

Local Government Review (to be completed by an appropriate local government official):

Approved

Denied



Signature of local government official

Date

Printed name of local government official

Title



Application for Food Establishment Permit

Alaska Department of Environmental Conservation
Division of Environmental Health
Food Safety and Sanitation Program



Permit ID:

Section 1- GENERAL INFORMATION (All applicants complete entire section - please print).

Purpose (check one) ☐ New ☐ Information Change ☐ Extensive Remodel ☒ Change of owner/operator ☐ Reactivate

Owner/Business Information	Name of Entity or Owner Responsible for Food Service <u>Strawberry Point Natural Foods LLC</u>		AK Business License # <u>211 9379</u>	
	Business/Corporate Mailing Address <u>Box 125</u>		City <u>Gustavus</u>	State <u>AK</u> Zip <u>99826</u>
	Business/Corporate Phone <u>907-697-3060</u>		Email <u>spnaturalfoods@gmail.com</u>	
	Owner(s) or Corporate Officer(s) & Title(s) or Responsible Party <u>Bonny and Lance Danielson, Owners</u>		Fax	
	Type of Entity <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other: <u>LLC</u>			

Establishment Information	Establishment Name <u>Sunnyside Market</u>		Physical Location <u>25 Dock Rd.</u>		Nearest Community <u>Gustavus</u>	
	Establishment Mailing Address <u>Box 125</u>		City <u>Gustavus</u>	State <u>AK</u>	Zip <u>99826</u>	
	Establishment Phone <u>907-697-3060</u>		Fax		Contact Person <u>Bonny Danielson</u>	
	Establishment Physical Address <u>25 Dock Rd</u>		City <u>Gustavus</u>	State <u>AK</u>	Zip <u>99826</u>	
	SEATING: (Food Service Only) <input type="checkbox"/> N/A <input checked="" type="checkbox"/> 25 or less <input type="checkbox"/> 26-100 <input type="checkbox"/> > 101					

TYPE OF OPERATION Please describe the type of facility you plan to open below (i.e. restaurant, bar, grocery store, etc.)

Grocery store and Deli

SECTION 2 - NEW OR EXTENSIVELY REMODELED FACILITIES

- a. A plan review will be required if your facility has never been permitted by the Alaska's Food Safety and Sanitation Program; has not had an active permit in the last five years; will be extensively remodeled; or is a new construction. If any of these apply, a Plan Review Application is required to process your application. Have you attached the Plan Review Application? ☐ Yes ☒ No

SECTION 3 - COMPLETE FOR ALL FOOD ESTABLISHMENTS (Check all that apply)

FOOD SERVICE ESTABLISHMENTS

- a. A copy of your menu will be required. Have you attached a copy of the proposed menu? ☒ Yes ☐ No
- b. Attach appropriate label, placard, or menu notation for the consumer advisories if you serve:
☐ Wild Mushrooms ☐ Unpasteurized juices ☐ Farmed halibut, salmon, or sablefish
☐ Raw/undercooked animal foods such as beef, shell eggs, lamb, pork, poultry, seafood, and shellfish.
- c. Methods of food preparation (check the one that most closely describes the establishment):
☒ Assembly of Ready to Eat Foods ☐ Cook and Serve
☐ Hot or cold Service for 2 hours or more is done
☐ Complex (Preparation 1 day or more in advance, cooling and reheating is done).
- d. Style of Service ☒ Counter Service ☐ Self Service (i.e. buffet line, salad bar) ☐ Table Service
☐ Other:
- e. Do you plan to operate as a caterer? ☐ Yes ☒ No
 If yes, list all the equipment used to protect food from contamination and maintain product temperature during:
 Transportation: Hot or Cold Holding:

Permit ID(s)	Establishment Name(s)
f.	Will your food establishment be a <u>kiosk</u> or <u>mobile unit</u> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Are employee toilets available within 200 feet? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If you have an agreement with another business to use their restrooms, please attach written verification.</i>
	Portable water tanks, plumbing, and hoses are NSF or FDA approved components? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If you have a kiosk, is it located outside of a building? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Will you have a service provide water or remove wastewater? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide a letter of agreement from water hauler or wastewater hauler outlining services provided and frequency.</i>
g.	Will another permitted food establishment (<u>commissary</u>) provide support to your facility? If yes, attach a copy of the <u>Commissary Agreement</u> . <input type="checkbox"/> Yes <input type="checkbox"/> No
FOOD PROCESSORS	
a.	A copy of a label for each type of product you will produce is required. Have you attached food labels of each product to be produced? <input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Describe who you will be distributing your product to (i.e. grocery stores, etc.)
c.	Will you be doing any of the following processes? Check all that apply. <input type="checkbox"/> Reduced Oxygen Packaging <input type="checkbox"/> Smoking <input type="checkbox"/> Other: <div style="border: 1px solid black; width: 150px; height: 40px; display: inline-block;"></div> <input type="checkbox"/> Low Acid Canned Foods <input type="checkbox"/> Curing <input type="checkbox"/> Shelf Stable Acidified Foods <input type="checkbox"/> Dehydrating <i>Be sure to check with your local Environmental Health Officer for any applicable forms and FDA requirements.</i>
d.	Do you have a <u>HACCP Plan</u> ? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <i>Required for high hazard food processors such as smoking, curing, acidifying, dehydrating, thermally processing low acid foods, reduced oxygen packaging, etc.</i>
e.	You are required to have a product coding system and a <u>recall plan</u> . Have you attached a copy of the coding system and recall procedures? <input type="checkbox"/> Yes <input type="checkbox"/> No
MOBILE RETAIL VENDOR SELLING SEAFOOD	
a.	A list of products that you will be selling is required. Have you attached a copy of the list of products? <input type="checkbox"/> Yes <input type="checkbox"/> No
b.	Provide names of suppliers where you will be purchasing your product.
c.	Will <i>all</i> of your product be prepackaged? <input type="checkbox"/> Yes <input type="checkbox"/> No
d.	Will another permitted food establishment (<u>commissary</u>) provide support to your facility? If yes, attach a copy of the <u>Commissary Agreement</u> . <input type="checkbox"/> Yes <input type="checkbox"/> No
MACHINES VENDING POTENTIALLY HAZARDOUS FOODS	
a.	Have you attached the label that will be affixed to the front of each machine with name, physical address, and phone number of the permitted food establishment servicing the machine? <input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 4 – Food Managers Certification/Alaska Safe Food Worker Card	
a.	Have you attached a copy of a <u>Food Manager's Certification</u> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <i>The operator of a food establishment that serves and prepares unwrapped or unpackaged food, except for a bar, tavern, or limited food service, must have at least one Certified Food Protection Manager who is involved in the daily operations of the establishment.</i>
b.	Does everyone who works or will work at the food establishment have a <u>Food Worker Card</u> ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <i>An operator of a food establishment shall keep on file a copy of the Food Worker Card issued by the department for each employed food worker and make the copy available to the Department upon request.</i>
<i>I declare, under penalty of unsworn falsification, that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete. I agree to pay all fees before operating.</i>	
Applicant's Signature	Date <u>3/25/21</u>
Applicant's Printed Name <u>Bonny Danieben</u>	Title <u>Owner</u>

Sunnyside Market Sample Menu:

- ♣ Made to order Deli Sandwiches
- ♣ Ploughmans Lunch Board
- ♣ Charcuterie Plate
- ♣ Daily Soup with Bread
- ♣ Daily Hot Sandwich/meal Special
example:
 - Hot pastrami
 - Baked potato
- ♣ Daily Green Salad
- ♣ Fresh Baked Goods
example:
 - Muffins
 - Cookies
 - Cinnamon rolls
- ♣ Soft Serve Ice Cream

Sunnyside Market Sample Menu:

- ✦ Made to order Deli Sandwiches
- ✦ Ploughmans Lunch Board
- ✦ Charcuterie Plate
- ✦ Daily Soup with Bread
- ✦ Daily Hot Sandwich/meal Special
example:
 - Hot pastrami
 - Baked potato
- ✦ Daily Green Salad
- ✦ Fresh Baked Goods
example:
 - Muffins
 - Cookies
 - Cinnamon rolls
- ✦ Soft Serve Ice Cream

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-xxNCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2022**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. In Fiscal Year 2022, the following City held account balance transfers to be made for reasons stated.

Section 3. The budget is amended to reflect the changed estimates as follows:

Amounts			
ACCOUNTS	Account Balance*	Amended balance	Change
<small>*Approximate, this is a dynamic value.</small>			
APCM – Endowment Account	\$1,626,310.62	\$ 1,581,649.33	<\$ 44,661.29>
<small>2022 Endowment Funds for disbursement through grant application process, per motion in August 9, 2021 meeting. This is \$12.53 less than the approved grant program amount to correct an error in last year's withdrawal, which withdrew the full amount for the grant program but should have been \$12.53 less due to unspent awarded funds from the prior year (2019 EFG-GHH) being a portion of the total 2021 grant program amount.</small>			
FNBA Endowment Fund			
Checking account	\$ 38,441.73	\$ 83,103.02	\$ 44,661.29
<small>2022 Endowment Fund Grant Checking account for disbursement</small>			
<hr/> Total Change in Account Balances			\$ 0.00

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

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

DATE INTRODUCED: November 8, 2021

DATE OF PUBLIC HEARING: December 13, 2021

PASSED and **APPROVED** by the Gustavus City Council this __th day of December, 2021.

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**City of Gustavus, Alaska**

P.O. Box 1

Gustavus, Alaska 99826

Phone: 907.697.2451

Fax: 907.697.2136

Email: treasurer@gustavus-ak.gov

Project: RFQ FY22-03RM**Snowplowing
Request for Quotation****THIS IS NOT AN ORDER**COVER SHEET

Important Dates:

Issue Date: Oct. 11, 2021**Bid Submittal Due: Oct. 25, 2021**

Deliver to: Gustavus City Hall

By: 2:00 p.m.

Bid Opening: Oct. 25, 2021

Location: Gustavus City Hall

Time: 2:00 p.m.

Please provide quotes to furnish snowplowing services per the bid schedule for the City of Gustavus Road System during the winter of 2021-2022. The attached terms and conditions shall become part of any contract resulting from this Request for Quotation. Quotations must be received at the location and by the date and time shown above. Quotations shall be submitted on the forms furnished and must include original signatures.

This work consists of snowplowing of City roads and parking areas. Work shall be performed on an "as requested" basis, at the direction of the City Road Maintenance Point of Contact (POC) or the City Administrator. The City will issue a plowing request specifying which specific roads and parking lots are to be plowed after snow events. All work shall be performed as described in this RFQ using the *Standard Specifications for Local Road Maintenance*, which are incorporated in this RFQ, and the attached Gustavus City Maintained Roads Map for reference. These specifications shall become part of any purchase order resulting from the RFQ.

THE PERIOD OF PERFORMANCE for this work is from November 9, 2021, to April 30, 2022.

Throughout the period of performance, the contractor is responsible for keeping and submitting monthly work logs and billing records to the City Treasurer, with a copy submitted simultaneously to the Road Maintenance POC and City Administrator. In providing a signature on this cover sheet, the Bidder agrees to all Terms and Conditions of this RFQ.

Date of Bid 10-23-21Business License # 305980 Contractor's License Number # 30143Insurance Company Liberty Mutual Policy Date _____ Provided ☐ on fileBusiness Name Glacier Bay Construction Inc.Mailing Address PO Box 389 Physical Location 98 Gustavus RdCell or Business Phone # 907-201-0514 Fax # _____By Kenneth J. Marchbanks
Print Name

Signature

* strikeout roads and areas not included. Mileage updated to reflect.

(KSM)

1. The first part of the document is a letter from the author to the reader.

2. The second part is a list of references.

3. The third part is a list of figures.

4. The fourth part is a list of tables.

5. The fifth part is a list of appendices.

6. The sixth part is a list of footnotes.

7. The seventh part is a list of references.

8. The eighth part is a list of figures.

9. The ninth part is a list of tables.

10. The tenth part is a list of appendices.

11. The eleventh part is a list of footnotes.

12. The twelfth part is a list of references.

13. The thirteenth part is a list of figures.

14. The fourteenth part is a list of tables.

15. The fifteenth part is a list of appendices.

16. The sixteenth part is a list of footnotes.

17. The seventeenth part is a list of references.

18. The eighteenth part is a list of figures.

BID SCHEDULE

Item #11.

Road Name	Miles
Owen Rd + Porcupine Rd	0.30
Veneta St	0.42
Trudy St	0.37
Lynn St	0.18
Snow St	0.14
Tong Rd (To Glacier Bay Inn Driveway)	0.62
Toad Rd	0.41
Spruce Ln	0.37
Xtratuff Rd	0.08
Bartlett Rd	0.27
Good River Rd	0.87
Mary's Rd	0.23
Grandpa's Farm Rd	0.59
Meadow Ln	0.14
Dickey Dr	0.32
Dolly Varden Dr	0.83
Smelt Ave	0.05
Greenling Ave	0.20
Chinook Dr	0.33
Chum Dr	0.17
King Salmon Dr	0.21
Sandlance Ave	0.17
Halibut Dr	0.34
Capelin Ln	0.13
Humpy Dr	0.27
Needlefish Ln	0.16
Sockeye Dr	0.28
Herring Ln	0.04
Coho Dr	0.27
Steelhead Dr	0.22
Candlefish Ln	0.11
Shooting Star Ln	0.14
Lupine Ln	0.14
Willow Way	0.33
Pine St (both sides of Willow Way)	0.35
Wilson Rd	2.09
Fara Way	0.27
White Dr	0.33
Parker Dr	0.34
Harry Hall Dr	0.43
River Bend Ln	0.23

Road Name (cont)	Miles
Ghase Dr	0.43
Jensen Rd	0.24
Hemlock Rd	0.24
Rink Creek Rd	3.73
Buey Dr	0.21
Island View Dr	0.28
Bill's Dr	0.28
Meadowbrook Ln	0.25
Fairweather Rd	0.25
Pleasant Ave	0.15
Jacob Ave	0.31
Gustav Dr	0.20
Travis Dr	0.20
Benjamin Dr	0.21
Glen's Ditch Rd to Nagoonberry Trailhead	0.53
Same Old Rd	0.84
Dungeness Way	0.12
End of the Trail	0.26
Total miles	22.47 9.2
Enter bid rate per mile	\$ 200 ⁰⁰
Enter total for roads (Rate/Mi) x (22.47-mi) =	\$ 1840 ⁰⁰
9.2	
Area Name	Area cost
City Hall access driveway and parking areas	\$ 140
Gustavus Public Library drive & parking	\$ 160
Community Chest parking	\$ 110
Boat harbor road, ramp, 72 hr parking main area	\$ 500
Disposal & Recycling Center access & parking	\$ 75
Fire Hall paved apron	\$ 50
Enter total for Areas =	\$ 1035
Enter total 1 time plowing bid (Roads+Areas) =	\$ 2875

Please list all equipment to be used in this contract and the individual hourly rates for use in work not in bid schedule.

Equipment Item Description **Hourly Rate**

CAT 130G motor grader / front plow	275 ⁰⁰
Bobcat T740 CTL / 12' snow pusher	225 ⁰⁰
JD544G Loader	235 ⁰⁰

Bidding Firm Glacier Bay Construction Inc. Name Kenneth J. Marchbanks

Signed  Date 10-23-21

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

10-10-02-1

Bid Opening for RFQ FY22-03RM

Date of opening: 10/25/2021 Place: Gustavus City Hall Time: 2:00pm

1. Bid Envelope received on 10/25/2021

Total bid: \$ 2875

- ☒ Completed and signed RFQ Cover Sheet
☒ Completed and signed RFQ Bid Sheet

~~2. Bid Envelope received on~~

~~Total bid: \$ _____~~

- ~~☐ Completed and signed RFQ Cover Sheet
☐ Completed and signed RFQ Bid Sheet~~

3. Bid Envelope received on ___/___/___

total bid: \$ _____

- ☐ Completed and signed RFQ Cover Sheet
☐ Completed and signed RFQ Bid Sheet

City Clerk Karen Platt and City Treasurer Eduarda Loggins verified the lowest responsible bidder to be Glacier Bay Constructors Inc.



Karen Platt, CMC, City Clerk



Eduarda Loggins, City Treasurer

**CITY OF GUSTAVUS, ALASKA
PROJECT SCOPING and DEVELOPMENT FORM**

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

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

Part 1. Project Identification

Name of Project: Gustavus Beach Park Hardened Trail and Campfire Pit Improvement

City Department: [Administration / Roads](#)
E-mail: mike.taylor@gustavus-ak.gov

Contact: Mike Taylor, Mayor
Phone: 907-697-2273

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

1. What is the project?

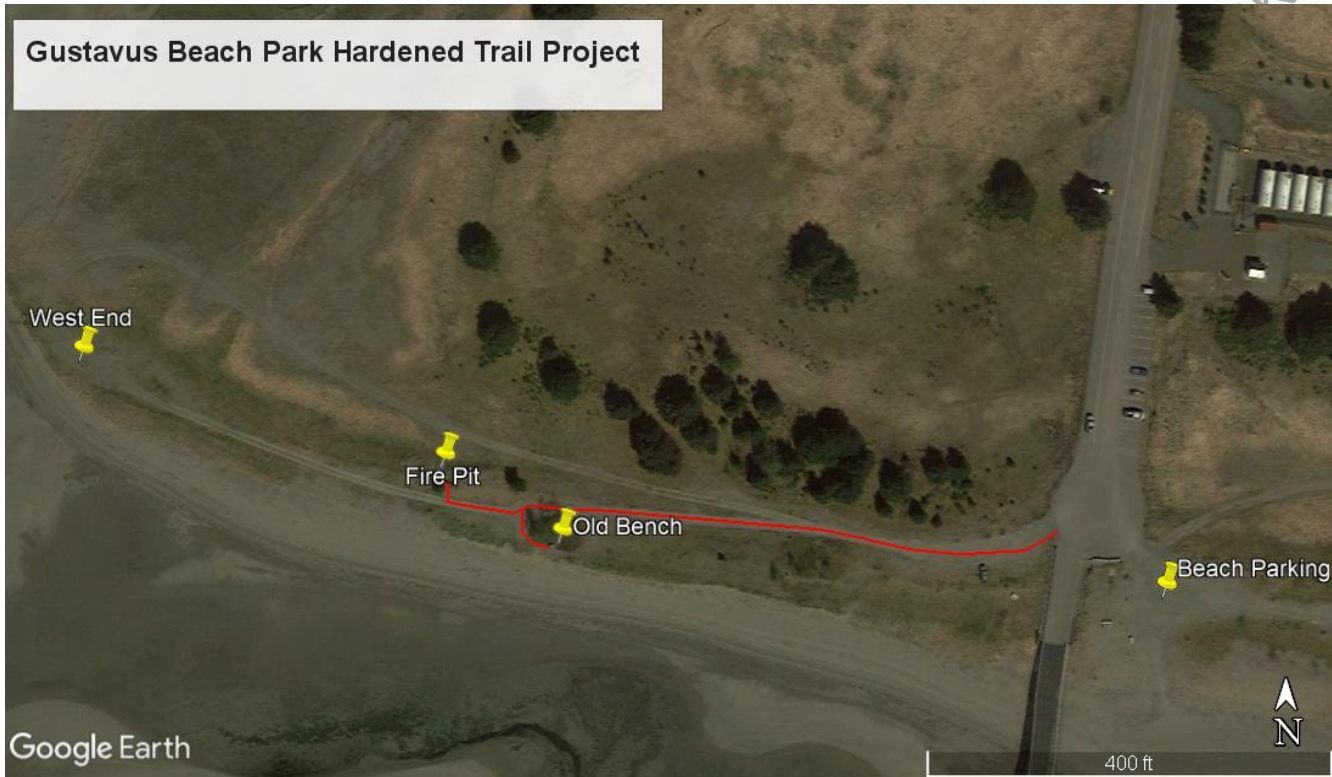
- What are its goals and objectives?

The goal is to provide an easier route for walking to a Beach Park viewing bench and campfire site, and to provide a suitable surface for a wheeled cart to deliver firewood and other articles to the fire pit area. A second goal is to improve the campfire site to enhance recreational appeal. The project fulfills an item included in the Cooperative Resource Management Agreement (CRMA) Development Plan for the Beach Park, agreed with the Alaska Department of Natural Resources.

This project will construct a 620 ft hardened trail 42 inches wide on the west side of the Gustavus Beach Park from the Dock Road turnaround to the "old bench" and to the nearby campfire site. A 50 ft side path will lead to the viewing bench, and a 20 ft side path will provide an entry to the campfire pit site. The path will comprise a layer of geotextile on the native soil, covered with a compacted sand base as much as 1.5 ft high and 7 ft wide as needed over uneven ground, with a surface topping of uniform crushed and compacted gravel. The project will also improve the fire pit to include a 20 ft hardened entry path cutting through a low vegetated stabilized dune, new gravel surfacing over an area measuring approximately 15ft by 35 ft, a constructed rock fire surround, and new benches. Alternatively, we may use natural beach sand around the spit but construct a small, ground-level wooden deck to provide a firm, smooth, level, multi-use surface near the trail entry.

- Who/what will be aided by this project? Who are the targeted stakeholders/customers? The project will benefit all beach park users, both residents and visitors, by enabling a pleasant walk to the viewing bench and an attractive campfire site.

- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey? No survey is planned as the item is already included in the CRMA.
- What is NOT covered by this project? What are its boundaries? This project does not include any changes to the naturally surfaced walking path beyond the campfire pit to the West Point. While the CRMA mentions a possible continuing loop from the West End through the beach meadows north of the hardened trail back to Dock Road, that extension may be constructed later as a separate project.



2. Why is the project needed?

- What community problem, need, or opportunity will it address?
The path is described in the CRMA Management Plan, and many community members have requested that it be implemented. Some residents have found the existing walking surface challenging. This improvement will make for easier pedestrian use for those needing a smoother surface. The improved campfire area will be more attractive and usable for a wide range of beach users.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
The hardened pathway will reduce impact to recovering vegetation along the route by encouraging walkers to use the improved pathway.

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

The hardened pathway was first proposed by the ad hoc Beach Committee when they drafted the CRMA several years ago.

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

It is part of the Gustavus Beach Park CRMA agreed with Alaska Department of Natural Resources.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
The project would be constructed by early spring, 2022.
- Will the planning or final project occur in phases or stages?
No.

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

Compacted gravel trail \$34,000

Compacted gravel surface for campfire pit + stone surround: \$3500

Benches for campfire pit: \$1500

Contingency (10%): \$3900

Total Project: \$42,900

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.

Total Cost: \$42,900

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

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

Summary:

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

We considered a possible wooden walkway, but the construction cost would be much higher, and maintenance would be more costly. Also, the constructed wooden walkway would detract from the natural character appreciated by most beach users.

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

A pathway of compacted uniform gravel would be most attractive and appropriate for the site.

3. Identify your funding source(s).

Potential funding sources are an Endowment Fund grant, and/or capital funding from the City, and/or other infrastructure grant opportunities.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality		+	
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)		+	
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods		+	
• Neighborhood character		+	
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
Recreational opportunities?			
• Public land use and access		+	
• Trails/waterways		+	
• Parks		+	
• Public assembly/activities		+	
Education/training/knowledge & skill development?	X		
Public safety?	X		
Public health?	X		
Medical services?			X
Emergency response?			X
Economic performance & sustainability?			
• Employment of residents		+	
◦ Short-term (i.e. construction)		+	
◦ Long-term (operating and maintenance)	X		
• Cost of living reduction	X		
• Return on investment	X		
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	X		
• Support for existing businesses			X
• New business opportunities	X		
• Economic sustainability	X		

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

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
The project enhances the beach park recreational opportunities for residents and visitors and may reduce degradation of vegetation by providing a hardened pathway.
3. Are other projects related to or dependent on this project?
- Is this project dependent on other activities or actions?
No
 - If yes, describe projects, action or activities specifying phases where appropriate.
4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)
No
5. What regulatory permits will be required and how will they be obtained?
None. The concept was already included in the CRMA with the DNR, but the City will review the plan with DNR for concurrence with State policy.
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
Initial construction cost is estimated at \$42,900. Continuing operational costs of up to \$500/year may be expected for maintenance by a city employee.
7. Is an engineering design or construction estimate necessary?
No. Design is informal and in-house.
8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?
No.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$37,500	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$1500	Insurance	\$0
Freight	\$0	Repair & maintenance	\$500 annual
Contingencies	\$3900	Other (list)	\$0
Other (list)	\$	Other (list)	\$0
Other (list)		Total direct costs	\$42,900
		Indirect costs	\$00
		Income (fees, taxes)	\$
		Balance: costs-income	\$42,900

Updated Latest Estimate Budget Line Items if Changed Date: _____

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

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

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

Occasional maintenance may be required by a city employee, such as trash removal and minor repairs. Similar tasks are currently assigned to the Marine Facilities Coordinator.

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

0 Create/retain in 1-3 years

0 Create/retain in 3-5 years

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

None

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

None directly, but visitor lodges may benefit from the presence for their guests of enhanced amenities at the Beach Park such as this walkway and campfire pit improvement

Part 7. Business Plan (Upon Council request)

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

No business plan is needed.

There are a number of good Internet sites that will assist you in developing a business plan.

One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

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

Part 9. Feedback to the Council

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

2021 Endowment Fund Grant (EFG) Award Process Summary

Item #13.

Refer to **Resolution CY19-14** for the formal Policy and Procedure and application details.

The following is a summary of the steps:

1. September 1 an Announcement of Endowment Fund Grant Application Period is published. Applicants submit proposals by Oct. 31st
2. Upon receipt, City staff determines basic eligibility to continue on to the selection process. Each of the following must be true in order to be eligible:
 - Not delinquent in City taxes or fees
 - Gustavus resident
 - At least 16 years old (at least one of the project administrators)
 - Discrete local project
 - Not a recipient for more than 3 consecutive years (beginning 2020)
3. The first week in November, City staff will notify applicants of eligibility status via email or letter if no email
4. At the first City Council work session in November, the City Council will determine the EFG Working Group (WG) of three (3) council members (with no conflicts of interest) and those 3 members will establish a date and time for the eligible Applicant work session. City Staff will inform applicants of date and time.
5. Prior to work session with Applicants, each WG member will review the applications independently and score it using an EFG Scoring Worksheet. Individual scores will not be shared until Step 8.
6. In November, the WG will then hold a work session with the eligible Applicants, giving them each five minutes to present their project. Following each presentation, the WG may ask clarifying questions about their proposal
****This is not a time to make additions or deletions to the application, but to try to ensure that everyone has a common understanding of what is already in the Application. For example, if someone forgot to put something in the application, it may be cause to lower the "well planned and presented" score***
Applicants should be reminded that the City Council's December work session is when the WG recommendations to the full council will be discussed.
7. After the session with applicants, each WG member may choose to make changes to their own scores.
8. The WG will meet sometime after the session and will average the 3 individual scores of the WG
9. Any application scoring an average of less than 50 points will not be considered for award, and the WG will provide a brief written summary of why (scoring sheets have notes section) to City staff, and the Applicant will be notified as soon as possible
10. For those with average scores that are 50 points or greater, the WG will discuss award amounts and consider partial funding if warranted. Highest scoring applications should receive funding priority, but partial funding may be considered if WG, or council, so chooses. Notes should be kept by the WG as to how and why the WG prioritized funding so information is available for discussions with full council, and for city records
11. WG will then recommend awardees and amounts to the full council at the December work session
12. Awards will be voted on and announced at the City Council December General Meeting
13. The Grant Administrator will then take over the notifications, awarding funds, and receipt of reports in accordance with EFG Policy and Procedures. Final Reports will be shared with the public

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY19-14**

**A RESOLUTION REVISING POLICY AND PROCEDURE
FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS**

WHEREAS, in 2015, with Resolution 2015-28, the Gustavus City Council established Policy and Procedure for the Endowment Fund Grant Awards under Title 4.13, and


WHEREAS, in 2016, with Resolution 2016-17, the Gustavus City Council revised the Policy and Procedure for the Endowment Fund Grant Awards, and

WHEREAS, in 2017, with Resolution CY 17-12 the Gustavus City Council revised the Policy and Procedure for the Endowment Fund Grant Awards, and

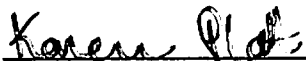
WHEREAS, formal action is necessary to address revisions to the Policy and Procedure,

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council accepts the revisions to the document entitled "Policy and Procedure for Awarding Grants from the Endowment Fund Earnings", as presented by this Resolution as a significant step toward addressing the revisions needed to simplify the application process and provide the council with a more substantial framework to use when evaluating applications.

PASSED and APPROVED by the Gustavus City Council Gustavus City Council this 10th day of June, 2019, and effective upon adoption.



Calvin Casipit, Mayor



Attest: Karen Platt, City Clerk