



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, September 19, 2022 at 7:00 PM  
via Zoom

## 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 – Kathy Leary  
City Clerk, CMC - Karen Platt  
City Treasurer -  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/84163463938?pwd=OWpBdWxRU0N3d3RIeFpwdDBlT3h4dz09>

**ID:** 841 6346 3938 **PASSCODE:** 285308 **TEL:** 253 215 8782

### ROLL CALL

**Reading of the City of Gustavus Vision Statement**

### APPROVAL OF MINUTES

1. 08-08-2022 General Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

2. Gustavus Public Library Quarterly Report
3. City Treasurer Monthly Financials
4. City Administrator General Meeting Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

5. Confirm Appointment of Disposal & Recycling Center Operator, Ian Barrier
6. Approve Scoping Document - Boat Harbor Waste Removal Project (BHWRP)
7. Approve Scoping Document - GVFD New Water Tender
8. Approve Grant Proposal - 2022 Assistance to Firefighters Grant Program for a New Water Tender
9. FY23-05NCO Introduction of AMLIP Gravel Pit Fund (Public Hearing 10-10-2022)

### ORDINANCE FOR PUBLIC HEARING

10. FY23-02NCO Capital Project Funding 2023 (Introduced 08-08-2022)
11. FY23-03 Providing Amendments to City Ordinance Title 5 Elections, Chapter 5.40 - Absentee Voting, Sections 5.40.100, Chapter 6.60 - Contest of Elections, Sections 5.60.010 and 5.60.020 (Introduced 8-08-2022)
12. FY23-04 Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals (Introduced 08-08-2022)

### UNFINISHED BUSINESS

## **NEW BUSINESS**

- [13.](#) QUASI-JUDICIAL MATTER City of Gustavus Waives the Right to File a Protest of the New Alcohol License Application for the Sunnyside Eatery
- [14.](#) CY22-16 Approving the Appointment of Election Officials for the 2022 Municipal Election
- [15.](#) CY22-17 Updating the Policy and Procedure for Authorized Account Signers and Administrative Account Access
- [16.](#) CY22-18 Updating Policy and Procedures for Purchase Requisitions and Purchase Orders
- [17.](#) Approve Scoping Document - Beach Park Hardened Trail
- [18.](#) FY23-06NCO Introduction of Capital Project Funding 2023 - Hardened Beach Trail (Public Hearing 10-10-2022)

## **CITY COUNCIL REPORTS**

- [19.](#) Mayor's Report

## **CITY COUNCIL QUESTIONS AND COMMENTS**

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

## **EXECUTIVE SESSION**

## **ADJOURNMENT**

**POSTED ON:** September 14, 2022 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 GENERAL MEETING  
AUGUST 08, 2022**

**MINUTES - PENDING**

**ROLL CALL****PRESENT**

Mayor Mike Taylor  
Council Member Joe Vanderzanden  
Council Member Tania Lewis  
Council Member Bella Furr  
Council Member Jim Mackovjak  
Council Member Lewis Sharman

**ABSENT**

Vice Mayor Kyle Bishop

**Reading of the City of Gustavus Vision Statement**

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

**APPROVAL OF MINUTES**

1. 07-18-2022 General Meeting Minutes

Motion made by Council Member Sharman to approve by unanimous consent the General Meeting Minutes from 07-18-2022.

Seconded by Council Member Vanderzanden.

Hearing no objections, the minutes were adopted by unanimous consent.

**MAYOR'S REQUEST FOR AGENDA CHANGES**

There were no requests for agenda changes.

Hearing no objections, Mayor Taylor announced the agenda as set by unanimous consent.

**COMMITTEE / STAFF REPORTS**

2. Gustavus Visitors Association Year End Expense/Progress Report  
Gustavus Visitors Association President, Leah Okin submitted a written year end expense / progress report and provided a summary.
3. Gustavus PFAS Action Coalition Quarterly Report  
Gustavus PFAS Action Coalition Treasurer / Secretary, Sally McLaughlin submitted a written quarterly report and provided an oral summary.
4. Gustavus Disposal and Recycling Center Quarterly Report  
Gustavus Disposal and Recycling Center Manager / Operator, Paul Berry submitted a written quarterly report, 5-year comparison and provided an oral summary.

5. City Treasurer Monthly Financials and Quarterly Report  
City Treasurer, Eduarda Loggins submitted monthly financials and a written quarterly report.
6. City Administrator General Meeting Report  
City Administrator, Kathy Leary submitted a General Meeting report and provided an oral summary.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Leslie Sirstad  
Sally McLaughlin

### **CONSENT AGENDA**

7. Approve Calculation of Endowment Fund Grant Amount for FY23 Cycle
8. Approve Scoping Document - Gustavus Marine Facilities Work Skiff and Trailer
9. Approve Scoping Document - Gustavus Volunteer Fire Hall Exterior Painting
10. FY23-02NCO Introduction of Capital Project Funding 2023 (Public Hearing 09-19-2022)

Motion made by Council Member Furr to adopt the consent agenda by unanimous consent as presented.

Seconded by Council Member Mackovjak.

Hearing no objections, the consent agenda is adopted as presented.

### **ORDINANCE FOR PUBLIC HEARING**

11. FY23-01 Ordinance Providing for the Amendment of Title 6 City Departments & Contracted Services Chapter 6.03 Waste Disposal & Recycling, Sections 6.03.040 & 6.03.050 (Introduced 07-18-2022)

Mayor Taylor opened the Public Hearing at 8:00PM.

Public Comment: None

Mayor Taylor closed the Public Hearing at 8:01PM.

Motion made by Council Member Mackovjak to adopt Ordinance FY23-01 Providing for the Amendment of Title 6 City Departments & Contracted Services Chapter 6.03 Waste Disposal & Recycling, Sections 6.03.040 & 6.03.050 (Introduced 07-18-2022)

Seconded by Council Member Lewis.

Council Comment: None

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



## UNFINISHED BUSINESS

None

Item #1.

## NEW BUSINESS

12. FY23-03 Introduction Providing for the Amendments to City Ordinance Title 5 Elections, Chapter 5.40 - Absentee Voting, Sections 5.40.100, Chapter 6.60 - Contest of Elections, Sections 5.60.010 and 5.60.020 (Public Hearing 09-19-2022)

Motion made by Mayor Taylor to approve introduction of Ordinance FY23-03 providing for the amendments to City Ordinance Title 5 Elections, Chapter 5.40 - Absentee Voting, Sections 5.40.100, Chapter 6.60 - Contest of Elections, Sections 5.60.010 and 5.60.020 (Public Hearing 09-19-2022).

Seconded by Council Member Sharman.

Public Comment:  
Leslie Sirstad

Council Comment: None

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

13. FY23-04 Introduction Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals (Public Hearing 09-19-2022)

Motion made by Council Member Lewis to approve introduction of FY23-04 Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals (Public Hearing 09-19-2022).

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment: None

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

14. CY22-14 Updating the Policy and Procedures for the Gustavus Public Library

Motion made by Council Member Sharman to adopt Resolution CY22-14 Updating the Policy and Procedures for the Gustavus Public Library.

Seconded by Council Member Lewis.

Public Comment:  
Sally McLaughlin

Council Comment: None

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

15. CY22-15 Updating the Policy and Procedure for Authorized account Signers and Administrative Account Access

Motion made by Council Member Vanderzanden to adopt Resolution CY22-15 Updating the Policy and Procedure for Authorized account Signers and Administrative Account Access.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment: None

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

16. Motion Authorizing Procurement Negotiations with DNR for Harbor Tract B-2

Motion made by Mayor Taylor that the Gustavus City Mayor is authorized to negotiate with the Alaska Department of Natural Resources regarding the possible procurement of the central Salmon River Harbor tract B-2 and the adjacent submerged river land and recommend to the City Council whether or not to procure the property. This motion does not authorized purchase of the property.

Seconded by Council Member Sharman.

Public Comment: None

Council Comment:  
Council Member Mackovjak

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

## **CITY COUNCIL REPORTS**

17. Mayor's Report  
Mayor Taylor submitted a written report and provided an oral summary.

## **CITY COUNCIL QUESTIONS AND COMMENTS**

None

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

**EXECUTIVE SESSION**

None

**ADJOURNMENT**

With no further business and hearing no objections, the meeting was adjourned at 9:01PM.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Quarterly Staff Report—September 2022



Gustavus Public Library

#907.697.2350

LeAnn Weikle ~ Library Services Director ~ [leann.weikle@gustavus.lib.ak.us](mailto:leann.weikle@gustavus.lib.ak.us)

Jessie Soder ~ Library Administrative Director ~ [jessie.soder@gustavus.lib.ak.us](mailto:jessie.soder@gustavus.lib.ak.us)

### 1. General Library Statistics July-Sept. 2022

	July	August	September (as of 9/10)
<b>Library Visitors</b>	612	551	203
<b>Books Checked Out</b>	737	755	193
<b>Movies Checked Out</b>	329	244	88
<b>Digital Materials Checked Out</b>	142	132	49
<b>Other Materials Checked Out</b>	19	22	3
<b>Events Hosted at/by Library</b>	11	6	8



*Our fine work crew from our Community Build Day—we installed the Story-Walk and posts for the Reading Hammock Forest.*

## Past, Current, and Upcoming Programming for Summer/Fall 2022

- Gustavus School Class visits (preschool, K-1)
- Art Club, K-1, starting Sept. 22 (once a week/6 weeks)
- Art Club, 2-5, starting Nov. 3 (once a week/6 weeks)
- Tween Maker Nights, starting Sept. 14
- Harvest Fest at GCC, Sept. 17
- Homeschool Library Event, Sept. 10
- Linda Buckley author visit (student presentations, self-publish event, open mic at GCC), Sept. 9-10
- Gustavus School student art from the Haines Fair—currently on display
- Harry Potter Birthday Celebration, July 31
- Summer Reading Celebration, Aug. 20
- Summer Reading, June 4-Aug 20
- Literacy ESTEAM Day Camp for 1<sup>st</sup>-5<sup>th</sup> grade, Aug. 15-18
- Grand Opening of Story Walk Trail, July 23
- Co-hosted film showing of The Singing Planet at GCC, July 23
- Community Build Day for Story-Walk Trail & Hammock Reading Forest, July 21
- Kid's Night Partnership at Gustavus Community Center once a month
- Gustavus Virtual Adult Book Club (new books chosen monthly) OPEN TO EVERYONE!
- Books for Babies and 1000 Books Before K
- Test Proctoring (driver's license, EMT, AK STAR)
- Curbside Services 5 days/week
- Curbside distribution of COVID-19 tests
- Grab and Go Monthly Activity Kits
- Custom-made book boxes
- Library Friends Meetings





## Literacy ESTEAM Day Camp, August 15-18, 2022



## 2. Status of Active or Upcoming Grants

In April, our library was awarded a \$10,000 Alaska Community Foundations Grant. This grant will allow us to host several literacy camps during the next year. These camps will have a literacy, E.S.T.E.A.M., and outdoor education focus and will be available for youth in our community. (E.S.T.E.A.M. = Environment, Science, Technology, Engineering, Art, and Math) Our first camp, held Aug. 15-18, was a huge success! Please see the photos on the previous page.

Each year we apply for the PLA (Public Library Assistance) Grant. We were awarded the grant for FY23, so we have a total of \$7,000 which we budget for materials (books, DVDs, etc.) We purchase approximately 50 books/DVDs/other items per month using funds from this grant. Please let us know if you have a book or DVD request!

In November 2021, we received about \$6000 from an ARPA (American Rescue Plan Act) grant. A requirement of the grant was to use \$3,500 to buy supplies and equipment to respond to COVID impacts within the community. We have used these funds to purchase materials and supplies to assemble STEM kits for all ages and to build and install a Story-Walk Trail. The deadline for spending these funds is Sept. 30, with the final report due on Oct. 31.

### 3. Existing Projects

We have been working hard to bring patrons back to library after COVID-19 impacted the visitation. We've modified our policies to remain safely open during COVID-19 outbreaks, we've adjusted our open hours to accommodate our patrons, we've offered more and more programming, and have added a variety of resources and services for our patrons. Our visitation has almost doubled compared to last year at this same time!

Patron Visits to the Gustavus Library			
	July	August	Sept (as of 9/10)
2021	374	292	37
<b>2022</b>	<b>612</b>	<b>551</b>	<b>203</b>

Our Library Assistant, Melisa Gomb, has started a new contract. She has recataloged all the foreign language materials, so they are easy to find and all in one location. She is currently working on recataloging the picture books section—a BIG, but much needed, task. We are so happy to have her back.

We have a lot of projects in progress including Books for Babes and 1000 Books Before K. These two programs support literacy in children birth to 5 years old. We are working to support the Gustavus School and Gustavus homeschool populations. We are also adding more STEM kits to our collection and maintaining the Story-Walk Trail. Additionally, we'd love to start a seed library and are working to get that project off the ground (in the ground?!).



#### 4. Past, Current, or Upcoming Trainings

Jessie completed a Basic Cataloguing and Classification online course on July 4. She will start a Library Supervision and Management online course on Sept. 20, that runs through Oct. 31. Both of these courses are paid for through the Alaska State Library.

This fall, LeAnn will be participating in online trainings focused on early childhood literacy.

LeAnn and Jessie both attended the webinar, Good Kids, Bad Behaviors, in September.

*Thank you to our City Council! We appreciate all your efforts on behalf of Gustavus.*

##### Homeschool Library Information Event

**Date:** Saturday, September 10th at 10:00 am

**Location:** Gustavus Public Library ~ Meeting Room

**Who:** Parents and Guardians of Homeschool Students

**What:** Librarians, Jessie Soder and LeAnn Weikle, will share about the services, materials, and opportunities that our library has to support your homeschool needs.



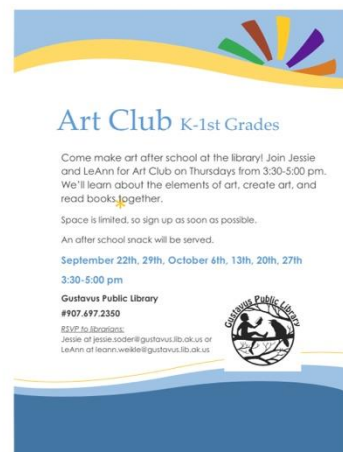
##### Questions:

Contact the librarians by email:

LeAnn Weikle at leann.weikle@gustavus.lib.ak.us

Jessie Soder at jessie.soder@gustavus.lib.ak.us

Or call the library #907.697.2350



## CITY ADMINISTRATOR'S REPORT September General Meeting

- Reviewed repair needs at the old post office building with Wes Bacon-Schulte, NPS, representing the Office of History and Archaeology, Mayor Taylor and Kenn Magowan. Prepared a lease for 8 months including an addendum which is a task list/table outlining areas of both financial and work responsibility for repairs. At this time the main thing we are waiting for is AP&T to upgrade the transformer and then get a power line into the building as the last one was vacated.
- With input from staff, and to bring us into a more realistic spending threshold, we updated the Purchase Order Policy which is before you for review.
- With the mayor, met with John Barry (dba Neval Engineering) to discuss his availability for contracting local project management and engineering services. I then drafted and executed a Professional Services Agreement not to exceed 8 hours. John will review the 5 options presented by PND Engineering for the Good River Bridge Project bank stabilization piece and provide the City with his recommendation on which option is best. From there we can work with our grant writer to submit this project for infrastructure funding.
- Attended the Alaska Municipal League Summer meeting in Sitka which also included the Alaska Municipal Management Association Meeting. I was grateful to meet other city managers and administrators and network with them, learning some of their challenges and solutions. Other discussions and topics included a legislative issues discussion and included bills which impact local governments. There was a candidate Town Hall via zoom. AML attendees provided information about local governments and advanced their priorities, and also suggested policy positions during the webinar in which any candidate running for state or statewide office could participate. Among other issues, including our lack of adequate cell phone service, I brought up our disappointment on the non-passage of the Senator Kiel's PFAS legislation and articulated how that issue impacts so many areas of the state and that *all* AK legislature representatives should be concerned. Senator Kiel commented in the response section and thanked us for staying on top of this issue.
- We also had a discussion regarding challenging operating circumstances. A common thread among small cities was minimal staffing to accomplish a lot of issues and projects. Additionally, fuel costs, inflation, and workforce shortages were addressed. We reviewed AML's resolutions and introduced potential new resolutions for consideration of the Resolutions Committee, either by identifying individual community interest or potential AML board resolutions. I asked them to put forth a standalone resolution on PFAS and not to couch it in Clean Water or Village Safe Water in general. Other cities agreed.
- Restricting REAA Operating Authority was a resolution moved forward by some. I told them why we were not in agreement with being forced into a mandatory borough. That we already were facing a borough petition and were disinclined to join and informed Hoonah via resolution. I understand the Ketchikan Gateway Borough's issues with this given there are 4 school districts on POW with no contribution to their schools, but another layer of bureaucracy is not the answer in our region.

- I had previously planned to go to Anchorage over the long labor day weekend to complete some more moving tasks. Since I was already going to be there, and at minimal cost to the city, I stayed for Senator Murkowski's Transportation Infrastructure Summit. Additionally, in lieu of a whirlwind 2.5 hour visit to Gustavus as she and one of her staff had planned, I met with Senator Murkowski and 4 of her staff at the Dena'ina Center.
- Items covered with Senator Murkowski and her staff:
  - The need for dock improvements. For some kind of a breakwater. I discussed how DOT responded to us stating the wave barrier along the dolphin face would not be good for ferry berthing due to reflected waves along the outer face and they do not think it should be done. That DOT agrees that the fully enclosed, rubble mound breakwater options would be optimum but those will require engineering studies to prove them out and ensure sedimentation and other things would not occur. DOT suggests that we engage the US Army Corps of Engineers under what they call a Section 107 program.
  - I expressed our gratitude regarding her investment in infrastructure and highlighted the hydro project and further investments in grid resilience for which there is funding in this bill.
  - The intertie. She actually asked *me* about that project. I explained that there were some final negotiations between AP&T and the NPS. She was visibly and audibly annoyed that it was not a done deal. Her energy issues staff member was aware that we had previously provided a resolution amending our concerns over noise reduction from the generators and supported a negotiated startup without concerns about where supplementary power is generated. I explained that AP&T were negotiating some final items and we were hopeful it would happen soon to reduce per kwh costs to our residents. She was concerned about getting off diesel power as well.
  - Lack of cell service coverage. Reviewed the issues again for her and the team. I had already sent information and a thread of emails to her communications staff member. I discussed obtaining funding to contract an independent telecommunications engineer to look at options in Gustavus for upgrading cell phone service.
  - Reviewed PFAS issues. Provided the report submitted by Sal McLaughlin the August council meeting. I mentioned that in light of the new federal testing threshold, that PFAS should be a standalone cleanup issue outside of the generic village safe water category and should not have to compete with other water projects. I also asked if something could be done to direct insurance companies to include PFAS blood testing as a recognized medical test rather than considered as environmental testing.
  - With Leah/GVA input, I reiterated the importance of a robust ferry system with a regular schedule and appropriate pricing to attract and retain visitors as well as for residents to be able to travel and receive freight.
  - I brought up the bike trail as another CIP priority. There are funding sources through a couple of departments for Safe Roads and perhaps DNR for trails.
  - I told them about the need to solve septage issues for Gustavus. She asked about a partnership with the NPS for that need. I explained that had been tried in the past and told her the reasons that I had recalled for not being able to achieve that. We agreed that perhaps it was time to try again.

- I met with Olivia Pfeifer from Solstice AK, our grant writer contractor. I talked to her about several projects including the dock, Good River Bridge, and the DRC new compost building. She responded that we have two projects that could be ready for grant writing right now under both the CTP & TAP programs. A Notice of Intent to Apply is due by October 31<sup>st</sup>, with final applications due in February 2023.

Projects require a minimum 9% match, with higher match projects scoring more points. Gustavus will automatically lose some points because it is not considered a disadvantaged community. Her recommendation was to be able to provide at least a 20% match to not lose more points and prepare the most competitive application, but she understands that may be difficult for us. Any match will need to be approved by the City Council in the form of a resolution.

Olivia indicated that the Good River Bridge Project is a good fit for the CTP program since it already has a Preliminary Engineering Report complete and other planning documents ready and that the \$200k - \$1M budget is in the right range for CTP funding. Before we submit a NOIA, we will need to pick an alternative and finalize the budget for the project. That is what we have contracted John Barry to do. As soon as we pick the suggested alternative, we can send her all the documents to start the process.

The Bike Project could be a good fit for the TAP program, but we have not completed enough planning work to be considered for construction yet. We will need an engineering report and some environmental documentation to apply.

- Suffice it to say however, that *NOW* is the time to get prepared if we want to get projects funded in Gustavus. From low-cost energy project financing to adequate water and sewer solutions to freight and long-range transportation plans – funding is being granted in the next 4-5 years. Things like safety corridors (bike paths), ports and harbors, community access projects, landfill operations, enhancing or making our electrical grid more resilient - there are many funding avenues. The sources of which will take even a seasoned bureaucrat some time to navigate.
- **The takeaway is this:** We need to plan and be ready with the necessary project outlines and design documents so we can be competitive in applying for infrastructure funding. In other words, we may have to spend some money to reap the benefits of obtaining funding for larger scale projects such as a dock breakwater. I realize some folks are opposed to too much federal spending; however, the funds are already being allocated and we don't want to wait till something gets to critical mass to have to deal with infrastructure breakdowns we either can't handle or are forced to manage at the FEMA level. We must be proactive.
- Comments or suggestions?

## Recommending Ian Barrier for DRC Operator position

Paul Berry <paul.berry@gustavus-ak.gov>

Mon 9/12/2022 4:38 PM

To: Karen Platt <Karen.Platt@gustavus-ak.gov>

Hello Karen, please forward this to the Council:

Dear Council members, on August 24<sup>th</sup> Kathy Leary and I interviewed Ian Barrier for the DRC Operator position. I want to put forward my recommendation that the Council appoint Ian to the DRC Operator position. Ian has been working at the DRC since July of last year. Time and time again he has shown two important qualities - firstly a sense of commitment to the DRC and dealing with the City's solid waste on a daily basis; and secondly, he likes the work, that working at the DRC is more than just a job, it is a career. I feel very fortunate that Ian is interested in the DRC Operator job and that he is interested in taking over management of the DRC when I retire.

Sincerely,

Paul

Paul Berry, S.C.  
Manager/ Operator  
City of Gustavus  
Disposal & Recycling Center  
907-697-2118 Scale House & Office  
dumpmaster@gustavus-ak.gov



# City of Gustavus Capital Improvement Plan

## Project Nomination Short Form

Item #6.

### Project eligibility

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

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

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

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

1. Project title (Suggested heading in CIP): **Boat Harbor Waste Removal Project (BHWRP)**

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

The intention of this project is to continue removing old floats and debris from floats, and abandoned vessels still located in the Salmon River Boat Harbor. Specifically (but not limited to) the long "log" float located in the upriver end of the Boat Harbor, the old State float skeleton located in the reeds upriver in the northwest corner of Tract B-2, abandoned floats on the shoreline near the south edge of the harbor tract B-3 and on the north edge of the adjacent DeBoer Lot 8A, miscellaneous wood debris piles in the sloughs, the black sailboat hull lying on its side on Tract B-3, and the white Bayliner located in the central portion of the Boat Harbor Tract B-2 (formerly Donny Chase's vessel). Each of these items will need to be broken down and relocated to designated areas or shipped to Juneau for disposal. The benefit to the community will be a safer environment free from debris and more opportunity for uses for the City's wooden floats currently stacked up in the Boat Harbor.

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

This will be the continuation of the Salmon River Harbor Cleanup Project (SRHCP). Using the funds (\$27,000) appropriated for the SRHCP the City was able to remove old boats, floats, cars, batteries, etc., from the Boat Harbor. The City spent \$6220 in 2019 crushing, transporting, and landfilling fiberglass boats in Juneau, and crushing and disposing of wooden boats locally.

In 2020 the Gustavus Marine Facilities Committee voted to return \$10,000 of the funds to the City's coffers as the projects main goals had been mostly completed and the remaining work was put on hold while a new plan was devised for finishing the work that had been started.

Currently the City still has \$9857 in the SRHCP fund.

I have been able to get permission from the DRC staff to bring the Black Sailboat hull (crushed) to the landfill for disposal. They believe that some of the material can be used for roadbeds inside the yard and the rest will be added to the debris pile. The wooden floats will need to be broken down and disposed of based on the materials used in their construction. The Bayliner will need to be broken down, the engines removed, and then transported to Juneau to be landfilled there.

4. Project cost:

A. TOTAL COST (including funds already secured) = \$ TBD\*

\* The City will post an RFQ for the specific work and base costs on the responses it receives.

Item #6.

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

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

The timeline will be based on the availability of contractors to do the work. As this work has been ongoing since 2015 and the bulk of the work has been completed already, it is not imperative that the work be done by a certain date, just that it gets done in a timely manner.

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



Abandoned float debris NW corner of Tract B-2 to be removed



Abandoned float on Tract B-2 shore to be removed





Abandoned Bayliner on Tract B-2 to be removed



Abandoned concrete sailboat hull on tract B-3 to be removed



Abandoned Float in slough south edge of harbor to be





Abandoned Float in slough south edge of harbor to be removed



Abandoned float on B-3 to be removed

7. Date and name of person submitting form.

Ben Sadler, Marine Facilities Coordinator. 08/24/2022

**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 Volunteer Fire Department New Water Tender

City Department: [Gustavus Fire Department](#)

Contact: Sol Martinez

E-mail: [sol.martinez@gustavus-ak.gov](mailto:sol.martinez@gustavus-ak.gov)

Phone: 907-697-2707

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

1. What is the project?

- What are its goals and objectives?
  - The Gustavus Volunteer Fire Department is looking for an approximately 20 foot, 2000-gallon water tender to replace our 1983 International manual transmission water tanker, currently called Tanker 2. Our ideal water tender will have a direct tank fill with an internal pump to allow a self-fill option. The ideal water tender should have safety and working lights, as well as warning lights. Proper storage compartments should be provided and an able to house a portable 2000-gallon water snap tank or similar. The water tender would allow a swivel dump system to dump its load into the water storage tank.
  - An example of an ideal water tender would be the Fouts Bros Commercial CJ-Series 2000 Gallon Tender. I will be referencing this water tender throughout the scoping document, but I am looking at other options for a water tender as well.



*Tanker 2 front*



*Tanker 2 Driver side inside*



*Tanker 2 Rear*



*Example of water tender to replace Tanker 2*

- Who/what will be aided by this project? Who are the targeted stakeholders/customers?
  - The Volunteers of the Gustavus Volunteer Fire Department will benefit from the purchase of a new water tender because it will provide a safer and more reliable vehicle to transport water to fire scenes. This will have the added benefit of supporting the community by allowing us to transfer water to the scene in a more efficient way to minimize the effects of an emergency.
  - Purchasing a new water tender will also give the Gustavus Volunteer Fire Department the opportunity to provide an onsite fire engine to assist in the larger brush burn piles. This will provide more security in open burn situations and allow a quicker response if the fire gets out of hand.
- Is a preliminary survey necessary to identify the number of potential customers/users?
  - There is no preliminary survey needed for the project.
- What is NOT covered by this project? What are its boundaries?
  - This project is to replace a water tender, not to add another vehicle to the fleet of the Gustavus Volunteer Fire Department.

## 2. Why is the project needed?

- What community problem, need, or opportunity will it address?
  - Currently the water tanker needs to be replaced, it is 39 years old and is starting to develop more and more maintenance issues making it more unreliable and unsafe to drive. Additionally, due to having a manual transmission, we have a limited number of qualified volunteers who are able to drive Tanker 2. This hampers tanker operations, slowing down the process of getting water to the fire. Replacing the water tanker with an automatic transmission will allow more volunteers to be more comfortable learning how drive and operate a water tender during an active fire scene.
  - Purchasing a new water tender will provide the opportunity for community members who need to burn larger brush piles, to have an engine on standby. This would allow more piece of mind for the owner and the neighbors and other community members. This would also give the additional benefit of having a backup engine if our main fire engine ever needs to be sent out for maintenance.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
  - Acquiring a new water tender would provide additional safety to fire scenes and having the most up to date safety features would keep us in compliance with NFPA regulations. Our current water tenders' seat belts are waist belts and are no longer considered safe. Purchasing a new water tender will fix this issue and provide safer driving for the volunteers of Gustavus Volunteer Fire Department.
  - Our current water tankers have several issues, one main concern is how they handle the roads. Due to the design, turning is a cause of concern. Due to the lack of or minimal number of baffles in the tank the water moves around a lot. This can create excess movement in the tanks, raising the risk of a tip over when turning.
  - Another issue causing concern is the defrost is inoperable in our current tankers. One tanker is stored in the bay during winter months, but we cannot stop windows from fogging during harsh weather which creates visibility issues making the vehicle hazardous to drive.
  - Another cause for concern is the lack of storage in our current water tankers. Because there is no outside storage in our water tankers, this only leaves the cab for storage. unforeseen circumstances can cause items to move in and around the cab creating unsafe driving conditions.
  - A newer, more efficient tanker will provide less of a negative impact on the environment then the tanker in current operation.
  - The water tanker we are replacing, is developing more and more maintenance issues, ranging from the kill switch no longer working to the clutch slipping and many other general maintenance problems. Purchasing a new water tender would provide a clean slate for maintenance and would last longer than our existing water tanker.

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

- This has been a goal of mine since I've started working for the Fire Department. Since becoming a volunteer for the Fire Department, I have realized Tanker 2 is not in use because many of the volunteers do not know how to drive a manual. While we can provide training to drive a manual transmission, this would cause more strife, as learning how to drive a stick shift for the first time in a large vehicle is a stressful proposition.

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

- No.

5. What is your timeline for project planning?

- By when do you hope to implement the project?
  - There is no deadline for this project, I will be looking for grants to aid the process in purchasing a new water tender. This could be next year or in five years, depending on the funding type and availability.
- Will the planning or final project occur in phases or stages?
  - The first stage would be looking for and writing a grant to purchase a water tender. The next stage would be purchasing, and shipping and the final stage would be then to start training volunteers in operating the vehicle.

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

- Currently there is no budget for the planning stages. While I am willing to apply for grants myself, we would have a better chance of receiving a grant, if we were to contract out grant writers.

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.

- Estimated cost for grant writers: \$1,000
- Estimated cost of water tender: \$400,000
- Estimated Cost of shipping (Dependent on where we are shipping from): \$10,000
- Total estimated cost: \$411,000

### **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.
  - a. Alternatively, we could stick with one tanker and sell Tanker 2, this would save money, however, this would slow water operations for future fires, and leave us without an operating response vehicle if the tanker breaks down.
  - b. Another option would be to keep tanker 1 and set money aside to fix the issues it is currently having. This may be up to \$10,000 depending on what the issues are. Then we would have to worry about further issues being developed down the road. Every vehicle will develop issues as it gets older, but tanker 2 is at an age is where we would be putting more money than what the vehicle is worth.
  - c. The final solution would be to purchase a new water tender and sell tanker 2. This will provide the safety I explained above and give us a more reliable vehicle to respond to fire scenes.
2. What solution was chosen as the best and why is it the best?
  - a. The best solution would be to purchase a new water tender because it would provide a safer and more reliable vehicle to respond alongside the fire engine. This would allow us to keep a record of the maintenance and any changes we may or may not make to the vehicle.
3. Identify your funding source(s).
  - a. The main source of the funding would be from grants. One example would be the Assistance to Firefighters Grant. This Grant is available to apply for every year but does require a minimum of 5% match for the grant. If my total estimated cost is correct, this would cost the city at least \$20,550.

## Part 4. Environmental, Social, Financial Impacts

### 1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
<b>Environmental quality?</b> (+ = impact is beneficial; - = harmful)			
• Climate change	X		
• Streams/groundwater quality	X		
• Air quality	X		
• Soils/land quality	X		
• Fish/wildlife habitat, populations	X		
• Plant Resources (timber, firewood, berries, etc)	X		
• Invasive or pest species	X		
• Natural beauty of landscape or neighborhoods	X		
• Neighborhood character	X		
• Noise or other environmental impacts	X		
• Environmental sustainability		+	
• Hazardous substances use	X		
• Community waste stream	X		
• Light pollution at night	X		
<b>Recreational opportunities?</b>			
• Public land use and access	X		
• Trails/waterways	X		
• Parks	X		
• Public assembly/activities	X		
<b>Education/training/knowledge &amp; skill development?</b>	X		
<b>Public safety?</b>	X		
<b>Public health?</b>	X		
<b>Medical services?</b>	X		
<b>Emergency response?</b>		+	
<b>Economic performance &amp; sustainability?</b>			
• Employment of residents	X		
◦ Short-term (i.e. construction)	X		
◦ 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		+	
• Attractiveness of City to new residents/businesses		+	



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

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
  - While this would add more safety to the volunteers for the Gustavus Volunteer Fire Department, this would provide an opportunity for the fire department to provide a smaller engine and crew to be on standby when someone has a larger brush pile to burn.
3. Are other projects related to or dependent on this project?
  - Is this project dependent on other activities or actions?
    - Yes
  - If yes, describe projects, action or activities specifying phases where appropriate.
    - This would be reliant on a large enough grant to fund most of the cost. If we were to spend some money to hire grant writers, this would provide a better chance to find funding.
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?)
  - a. no
5. What regulatory permits will be required and how will they be obtained?
  - a. This would require the vehicle to be registered as an emergency response vehicle similar to other response vehicles in the fleet. This is as simple as filling additional paperwork.



6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
- This would add an additional \$1,000 dollars a year to maintain the vehicle, this would include, but not limited to, changing oil, and lightbulbs if they go out.
7. Is an engineering design or construction estimate necessary?
- None that I know of.
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	\$	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$400,000	Insurance	\$0
Freight	\$10,000	Repair & maintenance	\$1,200
Contingencies	\$0	Other (list)	\$0
Other (list) Possible grant writers	\$1,000	Other (list)	\$0
Other (list)		Total direct costs	\$0
		Indirect costs	\$0
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: \_\_\_\_\_

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

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

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

#### **Part 7. Business Plan (Upon Council request)**

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

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



## **2022 Assistance to Firefighters Grant Program for a New Water Tender**

Name: Sol Martinez, Fire Chief  
Email: [sol.martinez@gustavus-ak.gov](mailto:sol.martinez@gustavus-ak.gov)

phone: (907) 697-2707  
Amount requested from grant: \$411,000  
Amount requested from City: \$20,550

### **Overview:**

I am requesting that the Gustavus City Council provide approval for the Gustavus Volunteer Fire Department (GVFD) to apply for the Assistance to Firefighters Grant (AFG) to purchase a new water tender, described below. We would be requesting \$411,000 from the AFG grant committee. The AFG is a funding program which is available every year. It is issued and funded by the U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), and Grant Programs Directorate (GPD). This grant's purpose is to enhance the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG does have a 5% match requirement. This would cost the city approximately \$20,550.

With the AFG, the GVFD is looking for an approximately 20 foot, 2000-gallon water tender to replace our 1983 International manual transmission water tanker, currently called Tanker 2. Our ideal water tender will have a direct tank fill with an internal pump to allow a self-fill option. The ideal water tender should have safety and working lights, as well as warning lights. Proper storage compartments should be provided and able to house a portable 2000-gallon water snap tank or similar. The water tender would allow a swivel dump system to dump its load into the water storage tank. The water tender that would fit this description is a Fouts Bros, CJ-Series 2000 Gallon Water Tender.

Acquiring a new water tender will provide additional safety to fire scenes and having the most up to date safety features will keep us in compliance with NFPA regulations. Our current water tenders' seat belts are waist belts and are no longer considered safe. Purchasing a new water tender will fix this issue and provide safer driving for the volunteers of Gustavus Volunteer Fire Department. Our current water tankers have several issues, one main concern is how they handle the roads. Due to the design, turning is a cause of concern. Due to the lack of or minimal number of baffles in the tank, the water moves around a lot causing excess movement in the tanks and raising the risk of a tip over when turning. Another issue of concern is that the defrost is inoperable in our current tankers. One tanker is stored in the bay during winter months, but we cannot stop windows from fogging during harsh weather which creates visibility issues making the vehicle hazardous to drive. Another cause for concern is the lack of storage in our current water tankers. Because there is no outside storage in our water tankers, this only leaves the cab for storage. Unforeseen circumstances can cause items to move in and around the cab creating unsafe driving conditions. The water tanker we are replacing, is developing increased maintenance issues, ranging from the kill switch no longer working to the clutch slipping and many other general maintenance problems. Purchasing a new water tender will provide a clean slate for maintenance and will have a longer operational life than our existing water tender.

The dates have not been announced as the AFG grant for this year, however I can use the 2021 dates to get a similar idea. The application period in 2021 started on November 8, 2021, and the deadline to submit the application was December 17, 2021, by 5:00pm ET.

Thank you for your consideration for allowing the Gustavus Volunteer Fire Department to apply for the Assistance to Firefighters Grant.

*Insert:  
grant submission  
deadline*

**Resolution of the City of Gustavus, Alaska  
Resolution No. 2011-05**

**A Resolution to Adopt "Policy on Submission of Grant Proposals and  
Capital Requests of \$5,000 or Greater"**

**WHEREAS** the City of Gustavus has the need to develop a body of policy and procedure documents for the submission of grant proposals and capital requests; and

**WHEREAS** a grant proposal or capital request for a large project or purchase requires a documented planning process that is more formal and extensive than that required for small grant proposals of under \$5,000.00; and

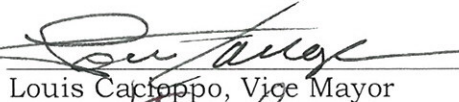
**WHEREAS** this policy and procedure document has benefited from several draft documents pertaining to the submission of grant proposals and capital requests authored by the City Council and the Planning Committee through 2008; and

**WHEREAS** this policy has been under discussion by the Council since November 4, 2010 and has been published since December 17, 2010;

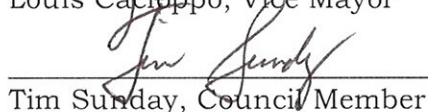
**AND NOW THEREFORE BE IT RESOLVED** that the Gustavus City Council adopts Resolution 2011-05, which includes Exhibit A "Policy on Submission of Grant Proposals and Capital Requests of \$5,000 or Greater."

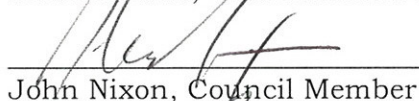
PASSED and APPROVED by the Gustavus City Council this 13<sup>th</sup> day of January, 2011.

  
Jim Mackovjak, Mayor

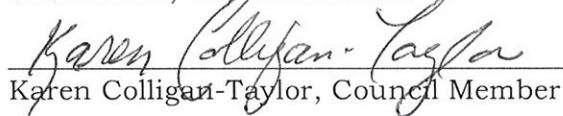
  
Louis Cacoppe, Vice Mayor

  
Melanie Lesh, Council Member

  
Tim Sunday, Council Member

  
John Nixon, Council Member

  
Joe Lassiter, Council Member

  
Karen Colligan-Taylor, Council Member

Attest: Kapryce Manchester, CMC  
City Clerk

**Exhibit A****CITY OF GUSTAVUS  
POLICIES AND PROCEDURES****Policy on Submission of Grant Proposals and Capital Requests  
of \$5,000 or Greater****POLICY**

This policy and procedure apply to requests of \$5,000 or greater for projects and capital purchases. For smaller requests, please see *Policy on Submission of Small Grant Proposals*. Grant proposals and other funding requests may be submitted for special one-time projects or capital purchases consistent with annual work plan priorities. A grant proposal or capital request will be the funding stage in a long-term planning process (see *Policy on Annual Work Plan* and *Policy on Project Planning* with attachments: *Project Planning and Approval Process Flow Chart*, *Project Scoping and Development Form*). For large projects or purchases, the scoping plan must be pre-approved by the City Council. The proposal will undergo review by the originating committee and forwarded to the City Council for their review and vote. All funds will be administered by the City.

**PROCEDURE**

**At the staff/committee level:** A staff member or a committee identifies a grant opportunity reflecting their committee's planning priorities. If the plan has not already been accepted by the City Council, the committee will go through a planning process, following the *P&P on Project Planning*. If an accepted plan is in place, the terms of the grant will be reviewed by the committee to see if it is worthy of further action. The proposal will be written as a collaborative effort within the committee (where no staff association exists) or between a staff member and his/her related committee. A grant proposal generally includes the following elements:

- Project title
- Committee name and contact person (e-mail, telephone)
- Overview of the committee/department and its purpose
- Reason for funding request
- Amount requested
- The need the project/purchase intends to meet
- Business plan (if relevant)
- Budget (if relevant; include continuing budget needs for maintenance or management or staffing in the future)
- Matching fund requirement (if any) and source of that funding
- History (Prior requests, etc.)
- Related resolutions

Each grant proposal or other funding request must reflect the committee's goals in the *Annual Work Plan* and must be accompanied by the *Project Scoping and Development Form* (filled in to the extent applicable), which documents impacts, public input, alternatives explored, and so on. The final product will be approved by vote of the committee.

**Submission to the City Council:** Next, the proposal and related documents will be submitted to the City Council, which will determine whether the proposal falls within the parameters of the Gustavus Strategic Plan and will consider possible impacts on the community, including financial ramifications. The City Council may consult the Planning or Finance Committees for additional viewpoints.

**City Council Determination:** The City Council will vote on the merits of endorsing the proposal. In approving or rejecting the proposal, the Council will consider the merits of the intended outcome as well as the quality, clarity, and thoroughness of the proposal and its documentation. The Council may also vote to refer the proposal back to the committee for further work. Copies of proposals and accompanying documentation will be retained in the City files pursuant to the City's record retention schedule.

**Administration:** Grant monies awarded to the City (any city department/committee) shall be administered by the City (the Mayor and/or the City Clerk).

**Grant Reports:** Grant reports are the responsibility of the committee submitting the proposal. Grant reports shall be signed by the Mayor or authorized official and retained in City files pursuant to the City's record retention schedule.

CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-05NCO

AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023

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 2023, the following City held account balance transfers are to be made for the reasons stated.
- Section 3. For the current fiscal year, the budget and City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts					
	Account Balance*		Amended Balance	Change		
	*Approximate, this is a dynamic value.					
AMLIP Gravel Pit Fund	\$	12,029.01	\$	18,029.01	\$	6,000.00
Contribution to this AMLIP account per the FY23 approved budget.						
FNBA Checking Account	\$	1,758,695.23	\$	1,752,695.23	<\$	6,000.00>
Total Change in City Held Account Balances					\$	0.00

- Section 4. The City held accounts are hereby amended as indicated.
- Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *September 19, 2022*

DATE OF PUBLIC HEARING: *October 10, 2022*

PASSED and APPROVED by the Gustavus City Council this \_\_th day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Treasurer

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-02NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

**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 2023, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
CP-22-01 Marine Facility Vessel	\$ 00	\$ 30,000.00	\$ 30,000.00	
AMLIP Capital Improv Long-Term	\$ 339,097.12	\$ 309,097.12	\$ 30,000.00	
CP-19-08 Library Roof Repair/Shed/Awning	\$10,000.00	\$ 15,000.00	\$ 5,000.00	
Additional 5,000.00 to fund engineer's design work				
FNBA Checking account	\$ 1,462,718.01	\$ 1,457,718.01	\$ 5,000.00	
Total Change in City Held Account Balances			\$ 0.00	

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

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

**DATE INTRODUCED:** August 8, 2022

**DATE OF PUBLIC HEARING:** September 19, 2022

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Treasurer

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



**CITY OF GUSTAVUS  
ORDINANCE FY23-03**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR AMENDMENT OF CITY  
ORDINANCE TITLE 5 ELECTIONS, CHAPTER 5.40 – ABSENTEE VOTING, SECTIONS  
5.40.100 AND THE REPEAL AND REPLACEMENT OF, CHAPTER 5.60 – CONTEST OF  
ELECTION, SECTIONS 5.60.010, 5.60.020**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 5 Elections, Chapter 5.40 – Absentee Voting, Sections 5.40.100, and Chapter 5.60 – Contest of Election, Sections 5.60.010, 5.60.020 be amended, repealed, and replaced as follows:

**Bold and Underlined** items are additions. ~~Strikeout~~ items are deletions.

Title 5 – ELECTIONS

Chapter 5.40.100 – ~~Reserved~~ **Personal-representative voting**

**Section 5.40.110 – Personal-representative voting; eligible persons**

**A qualified voter who, due to age, illness, or disability, is unable to go to a polling place to vote may vote with the assistance of a personal representative.**

**Section 5.40.120 – Personal-representative voting; requests**

**The voter, or the voter's personal representative, may request a ballot from:**

- (a) An election official at an early voting location designated by the Clerk at a time when the voting location is in operation; or**
- (b) An election official at a polling place on election day.**

**Section 5.40.130 – Personal-representative voting; ballot and envelope form**

**The ballot provided to personal representative voters shall be identical to the ballots prepared for regular voters and used on election day. The ballot secrecy sleeve and the oath of affidavit envelope shall be smaller than the return envelope so they may be easily enclosed in the return envelope. The ballot secrecy sleeve shall be marked "Ballot Envelope" and have no other marks upon it. The oath of affidavit envelope shall have printed upon it the oath and affidavit. The ballot envelope and the return envelope shall be of heavy opaque paper.**

**Section 5.40.140 – Personal-representative voting; procedures**

**(a) The clerk shall provide each eligible personal representative voter with an official ballot prepared in accordance with Section [5.20].040 of Chapter 5.20 together with a ballot envelope, an oath of affidavit envelope, and a return envelope.**

**(b) Upon issuing a personal representative ballot to a voter, the clerk shall enter in the blank register the following information:**

- (1) The number of the ballot issued;**
- (2) The name of the voter to whom it was issued;**
- (3) And the date on which the ballot was issued.**

**(c) The personal representative shall deliver the ballot and other voting materials to the voter as soon as practicable.**

**(d) The voter shall mark the ballot in secret, place the ballot in a secrecy sleeve, and place the secrecy sleeve in the envelope provided.**

**(e) The voter shall enter the voter's name and the name of the personal representative on the envelope and shall sign the voter's certificate in the presence of the personal representative.**

**(f) The personal representative shall witness the voter's signature, and sign and date the personal representative's certificate, as provided on the envelope.**

**(g) Before the opening of the polls on election day, the clerk shall deliver to the election officials a list of the voters who have requested to vote by personal representative.**

**(h) To be counted, a personal representative voter's ballot must be received by the clerk no later than closing of the polls on election day.**

**(i) No city official may charge for any services rendered to any voter under the provisions of this chapter.**

**(j) If a voter's disability precludes the voter from performing any of the requirements of subsection (d) of this section, the personal representative may perform those requirements, except making the voting decision and signing the certificate on the ballot envelope on the voter's behalf.**

**(k) The Clerk shall deliver the voted special needs ballot to the Canvass Board for canvassing.**

**(l) The following materials are used to conduct personal representative voting:**

- (1) Personal representative register (sign-in-sheet)**
- (2) Personal representative oath and affidavit for voter (printed on the outside of the personal representative ballot envelope)**

**(3) Personal representative oath and affidavit for representative (printed on the outside of the personal representative ballot envelope)**

**(4) Ballot**

**(5) Secrecy sleeve**

**(6) Outer envelope for personal representative voting**

**(m) No person who is a candidate for office at the election, an immediate family member of the candidate, the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union may act as a personal representative for a voter.**

Section 5.60.010—Contest of election; contestant.—

~~(a) Any qualified voter may contest the election of any person and the approval or rejection of any question or proposition.~~

~~(b) Any qualified voter who believes that prohibited practices occurred at an election may contest the election by:~~

~~(1) Filing a written affidavit with the city clerk specifying with particularity the provisions of the law which the voter believes were violated and the specific acts he believes to be misconduct;~~

~~(2) This affidavit must be filed with the city clerk before or during the first meeting of the election review committee on the Friday following the election. The city clerk shall acknowledge the date and time the affidavit is received on its face and make a photocopy of the affidavit which shall be given the contestant.~~

~~(Ord. No. FY21-15, § 3, 2-8-2021)~~

Section 5.60.020—Contest of election; council.

~~The city council may order an investigation or a recount of the ballots or, declare the election invalid and order a new election, or declare the affidavit of election contest without merit and certify the results of the election.~~

### **Section 5.60.010 Contest of election.**

**(a) Any candidate or qualified voter may contest the election of any person and the approval or rejection of any question or proposition by filing a notice of election contest with the election official before noon prior to certification of the election.**

**(b) The notice of election contest shall state the following grounds of the contest in detail and shall be signed under oath by the candidate or each of the voters filing it:**

**(1) Misconduct, fraud, or corruption on the part of an election official, sufficient to change the result of the election.**

**(2) The person certified as elected or nominated is not qualified as required by law;**

**(3) Any corrupt practice as defined by law, sufficient to change the results of the election.**

**Section 5.60.020 Notice of contest and procedure.**

**(a) The candidate or voters who seek to contest an election shall submit a written notice of contest, which shall conform to the requirements of subsection (b) of this section, to the Clerk before noon prior to certification of the election.**

**(b) The notice of contest shall be filed in person and shall contain:**

- (1) A statement identifying the election being contested;**
- (2) A summary of the grounds for the contest;**
- (3) The legal name, residence address, contact information, and notarized signature of each candidate or City voter bringing the contest; and**
- (4) The contact information for a representative designated by the applicants to receive communications from the City regarding the contest.**

**(c) Upon receipt of a valid notice of contest, the Clerk shall submit the contest to the Council. The Clerk and City Attorney shall investigate the grounds of the contest and submit a report of findings to the Council. The Clerk may request that the Canvass Board or additional personnel assist with the investigation as necessary. The Council shall defer the certification of the contested election results pending receipt of the report but shall proceed with certification of all election results that are not contested.**

**(d) If the Council determines that the grounds of the contest are valid and would change the results of the election, the Council shall proceed in a manner that is consistent with its determination. If the Council finds that the grounds for contest are not sufficient to change the election results, it shall declare the election valid and certify the contested election results.**

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

**Date Introduced: August 8, 2022**

**Date of Public Hearing: September 19, 2022**

**PASSED and APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of September 2022

\_\_\_\_\_  
Mike Taylor, Mayor

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

**CITY OF GUSTAVUS  
ORDINANCE FY23-03  
MAYORS PROPOSED SUBSTITUTE 09-14-2022**

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**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR AMENDMENT OF CITY  
ORDINANCE TITLE 5 ELECTIONS, CHAPTER 5.40 – ABSENTEE VOTING, SECTIONS  
5.40.100 AND THE REPEAL AND REPLACEMENT OF, CHAPTER 5.60 – CONTEST OF  
ELECTION, SECTIONS 5.60.010, 5.60.020**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 5 Elections, Chapter 5.40 – Absentee Voting, Sections 5.40.100, and Chapter 5.60 – Contest of Election, Sections 5.60.010, 5.60.020 be amended, repealed, and replaced as follows:

**Bold and Underlined** items are additions. ~~Strikeout~~ items are deletions.

Title 5 – ELECTIONS

Chapter 5.40.100 – ~~Reserved~~ **Personal-representative voting**

**Section 5.40.110 – Personal-representative voting; eligible persons**

**A qualified voter who, due to age, illness, or disability, is unable to go to a polling place to vote may vote with the assistance of a personal representative.**

**Section 5.40.120 – Personal-representative voting; requests**

**The voter, or the voter's personal representative, may request a ballot from:**

**(a) ~~An-The Clerk or an~~ election official at an early voting location designated by the Clerk at a time when the voting location is in operation; or**

**(b) An election official at a polling place on election day.**

**Section 5.40.130 – Personal-representative voting; ballot and envelope form**

**The ballot provided to personal representative voters shall be identical to the ballots prepared for regular voters and used on election day. The ballot secrecy sleeve and the oath of affidavit envelope shall be smaller than the return envelope so they may be easily enclosed in the return envelope. The ballot secrecy sleeve shall be marked "Ballot Envelope" and have no other marks upon it. The oath of affidavit envelope shall have**

printed upon it the oath and affidavit. The ballot envelope and the return envelope shall be of heavy opaque paper.

**Section 5.40.140 – Personal-representative voting; procedures**

(a) The clerk or an election official shall provide each eligible personal representative voter with an official ballot prepared in accordance with Section [5.20].040 of Chapter 5.20 together with a ballot envelope, an oath of affidavit envelope, and a return envelope.

(b) Upon issuing a personal representative ballot to a voter, the clerk shall enter in the blank register the following information:

- (1) The number of the ballot issued;
- (2) The name of the voter to whom it was issued;
- (3) And the date on which the ballot was issued.

(c) The personal representative shall deliver the ballot and other voting materials to the voter as soon as practicable.

(d) The voter shall mark the ballot in secret, place the ballot in a secrecy sleeve, and place the secrecy sleeve in the envelope provided.

(e) The voter shall enter the voter's name and the name of the personal representative on the envelope and shall sign the voter's certificate in the presence of the personal representative.

(f) The personal representative shall witness the voter's signature, and sign and date the personal representative's certificate, as provided on the envelope.

(g) Before the opening of the polls on election day, the clerk shall deliver to the election officials a list of the voters who have requested to vote by personal representative.

(h) To be counted, a personal representative voter's ballot must be received by the clerk or an election official no later than closing of the polls on election day.

(i) No city official may charge for any services rendered to any voter under the provisions of this chapter.

(j) If a voter's disability precludes the voter from performing any of the requirements of subsection (d) of this section, the personal representative may perform those requirements, except making the voting decision and signing the certificate on the ballot envelope on the voter's behalf.

(k) The Clerk shall deliver the voted special needs ballot to the Canvass Board for canvassing.

(l) The following materials are used to conduct personal representative voting:

- (1) Personal representative register (sign-in-sheet)



**(2) Personal representative oath and affidavit for voter (printed on the outside of the personal representative ballot envelope)**

**(3) Personal representative oath and affidavit for representative (printed on the outside of the personal representative ballot envelope)**

**(4) Ballot**

**(5) Secrecy sleeve**

**(6) Outer envelope for personal representative voting**

**(m) No person who is a candidate ~~for office at the election, an immediate or immediate family member of a the candidate for office, the voter's employer, an agent of the voter's employer, or an officer or agent of the voter's union~~ may act as a personal representative for a voter.**

**(n) Ballots submitted by a personal represented in violation of the provisions of this section shall be rejected with written notice to the voter.**

~~Section 5.60.010—Contest of election; contestant.—~~

~~(a) Any qualified voter may contest the election of any person and the approval or rejection of any question or proposition.~~

~~(b) Any qualified voter who believes that prohibited practices occurred at an election may contest the election by:~~

~~(1) Filing a written affidavit with the city clerk specifying with particularity the provisions of the law which the voter believes were violated and the specific acts he believes to be misconduct;~~

~~(2) This affidavit must be filed with the city clerk before or during the first meeting of the election review committee on the Friday following the election. The city clerk shall acknowledge the date and time the affidavit is received on its face and make a photocopy of the affidavit which shall be given the contestant.~~

~~(Ord. No. FY21-15, § 3, 2-8-2021)~~

~~Section 5.60.020—Contest of election; council.~~

~~The city council may order an investigation or a recount of the ballots or, declare the election invalid and order a new election, or declare the affidavit of election contest without merit and certify the results of the election.~~

## Chapter 5.60 – Contest of election

### **Section 5.60.010 Contest of election; ~~contestant.~~**

**(a) Any candidate or qualified voter may contest the election of any ~~candidate person~~ and the approval or rejection of any question or proposition by filing a notice of election contest with the ~~clerk or election official~~ **before by noon 4:00 PM the day** prior to certification of the election.**

**(b) The notice of election contest shall state the following grounds of the contest in detail and shall be signed under oath by the candidate or each of the ~~qualified~~ voters filing it:**

- (1) Misconduct, fraud, or corruption on the part of an election official, sufficient to ~~potentially~~ change the result of the election.**
- (2) The person certified as elected or nominated is not qualified as required by law;**
- (3) Any corrupt practice as defined by law, sufficient to change the results of the election.**

**Section 5.60.020 Notice of contest and procedure.**

**(a) The candidate or voters who seek to contest an election shall submit a written notice of contest, which shall conform to the requirements of subsection ~~(b) of this section, to the Clerk before noon prior to certification of the election.~~**

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**(b) The notice of contest shall be ~~filed in person~~ delivered to the office of the City Clerk by 4:00 PM the day prior to certification of the election and shall contain:**

- (1) A statement identifying the election being contested;**
- (2) A summary of the grounds for the contest;**
- (3) The legal name, residence address, contact information, and notarized signature of each candidate or ~~City-qualified~~ voter bringing the contest; and**
- (4) The contact information for a representative designated by the ~~contestant(s) applicants~~ to receive communications from the City regarding the contest.**

**(c) Upon receipt of a valid notice of contest, the Clerk shall**

- (1) Issue a receipt of notice to contest filing to contestant or contestant representative;**
- (2) ~~S~~submit the contest of election filing to the Council;:**
- (3) The Clerk and City Attorney shall investigate the grounds of the contest and submit a report of findings to the Council;:**
- (4) The Clerk may request that the Canvass Board or additional personnel assist with the investigation as necessary;:**
- (5) The Council shall defer the certification of the contested election results pending receipt of the report but shall proceed with certification of all election results that are not contested.**

**(d) If the Council determines that the grounds of the contest are valid and ~~would~~ may potentially change the results of the election, the Council shall proceed in a manner that is consistent with its determination. If the Council finds that the grounds for contest are not sufficient to change the election results, it shall declare the election valid and certify the contested election results.**

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

**Date Introduced: August 8, 2022**

**Date of Public Hearing: September 19, 2022**

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of September 2022

\_\_\_\_\_  
Mike Taylor, Mayor

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

**CITY OF GUSTAVUS  
ORDINANCE FY23-04**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE  
AMENDMENT OF CITY ORDINANCE TITLE 4 REVENUE AND FINANCE, CHAPTER 4.12 –  
MANAGEMENT OF FUNDS, SECTION 4.12.020 – DEPOSITS AND WITHDRAWALS.**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 4, Chapter 4.12.020 be amended as follows:

**Bold and Underlined** items are additions. Strikeout items are deletions.

TITLE 4 - REVENUE AND FINANCE

Chapter 4.12 – Management of funds

Section 04.12.020 – Deposits and withdrawals

(a) The city ~~clerk~~ **treasurer** is authorized to deposit city funds in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. All such deposits shall be held in the name of the City of Gustavus. All council members are authorized signatories on such accounts.

(b) All checks written on city funds shall be prepared by the city ~~clerk~~ **treasurer**, or mayor, and signed by (2) city council members **or (1) council member and city administrator.**

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

**Date Introduced: August 8, 2022**

**Date of Public Hearing: September 19, 2022**

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Mike Taylor, Mayor

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



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community and Economic Development

Item #13.

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

August 23, 2022

City of Gustavus

VIA Email: [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

<b>License Type:</b>	Restaurant/Eating Place	<b>License Number:</b>	6092
<b>Licensee:</b>	Slack Tide LLC		
<b>Doing Business As:</b>	Sunnyside Eatery		
<b>Premises Address</b>	25 State Dock Road		

☒ **New Application**

☐ **Transfer of Ownership Application**

☐ **Transfer of Location 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,

Joan Wilson, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Why is this form needed?

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 Anchorage 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:	Slack Tide, LLC				
License Type:	Restaurant/Eating Place - <del>Public Convenience</del>	Statutory Reference:	AS 04.11.400(g) <sup>100</sup>		
Doing Business As:	Sunnyside Eatery				
Premises Address:	25 State Dock Road				
City:	Gustavus	State:	AK	ZIP:	99826
Local Governing Body:	Gustavus City Council				
Community Council:	None				

Mailing Address:	P.O. Box 317				
City:	Gustavus	State:	AK	ZIP:	99826

Designated Licensee:	Camille Bacon-Schulte				
Contact Phone:	907-419-5408	Business Phone:	907-419-5408		
Contact Email:	TheSunnysideEatery@gmail.com				

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

OFFICE USE ONLY					
Complete Date:	8/23/22	License Years:		License #:	6092
Board Meeting Date:	9/20/22	Transaction #:	100393397		
Issue Date:		Examiner:	KRS		

Per Title IV rewrite & Board direction at 6-28-22 mtg.  
converted Public Convenience license to  
REPL under AS. 04.11.100  
AMCO Received 8/19/22





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:	



## 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:	Camille Bacon-Schulte				
Title(s):	Sole and Managing Member	Phone:	907-419-5408	% Owned:	100
Address:	P.O. Box 317				
City:	Gustavus	State:	AK	ZIP:	99826

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

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

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



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 #:	10202038	AK Formed Date:	7/22/2022	Home State:	AK
Registered Agent:	Camille Bacon-Schulte	Agent's Phone:	907-419-5408		
Agent's Mailing Address:	P.O. Box 317				
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:





Alaska Alcoholic Beverage Control Board

## Form AB-00: New License Application

Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto: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.

CBS

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

CBS

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.

CBS

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.

CBS

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

CBS

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

CBS

Signature of licensee

Camille Bacon-Schulte

Printed name of licensee



Signature of Notary Public

Notary Public in and for the State of AlaskaMy commission expires: September 7, 2025Subscribed and sworn to before me this 24 day of July, 2022



## Alaska Alcoholic Beverage Control Board Form AB-02: Premises Diagram

### Why is this form needed?

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 may not be 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 Anchorage 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:	Slack Tide, LLC	License Number:	
License Type:	Restaurant/Eating Place - <del>Public Convenience</del>		
Doing Business As:	Sunnyside Eatery		
Premises Address:	25 State Dock Road		
City:	Gustavus	State:	AK
		ZIP:	99826



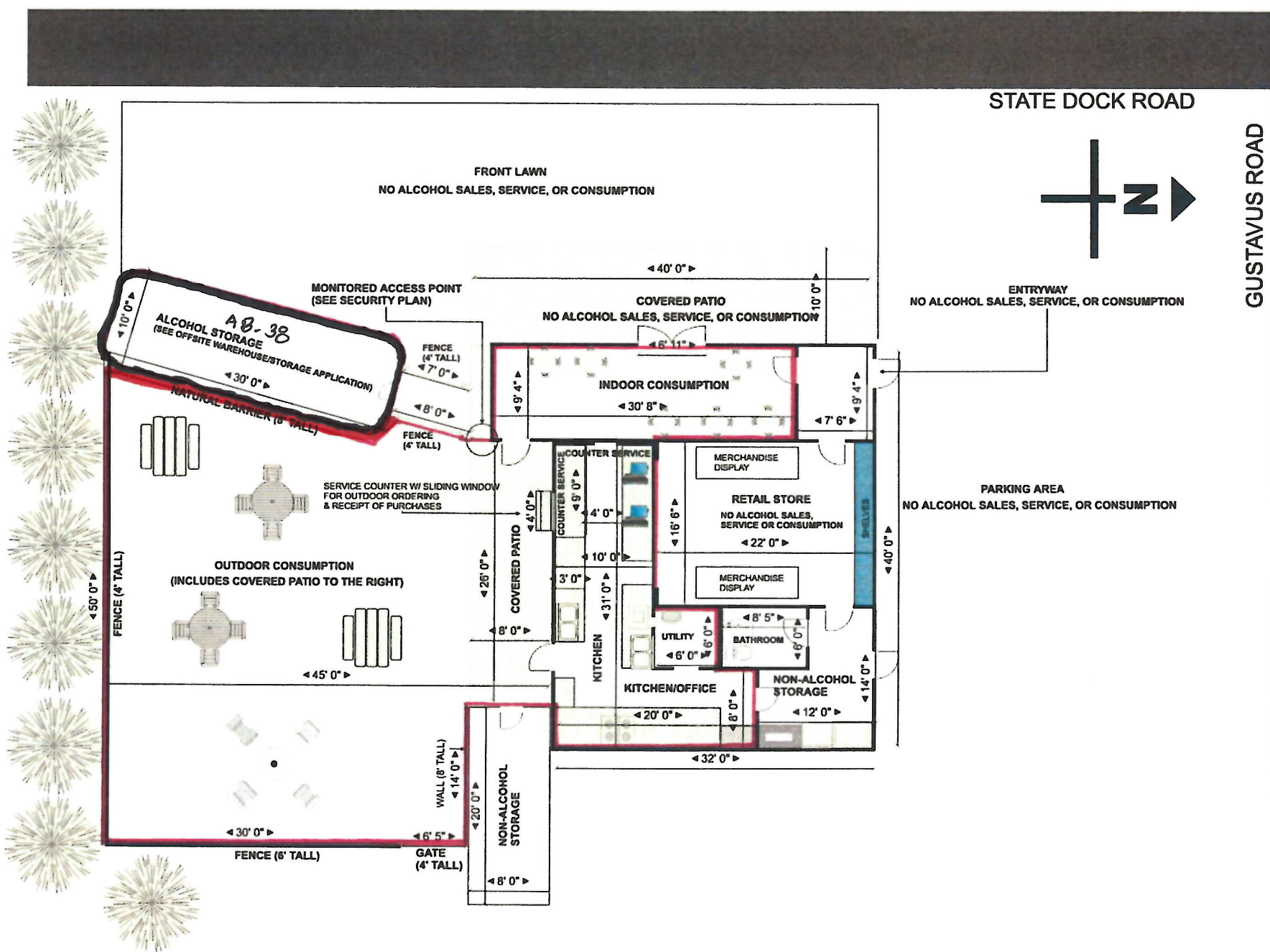
Alaska Alcoholic Beverage Control Board

**Form AB-02: Premises Diagram**

**Section 2 – Detailed Premises Diagram**

Clearly indicate the boundaries of the premises and the proposed licensed area within that property. Clearly indicate the interior layout of any enclosed areas on the proposed premises. Clearly identify all entrances and exits, walls, bars, and fixtures, and outline in red the perimeter of the areas designated for alcohol storage, service, consumption, and manufacturing. Include dimensions, cross-streets, and points of reference in your drawing. You may attach blueprints or other detailed drawings that meet the requirements of this form.





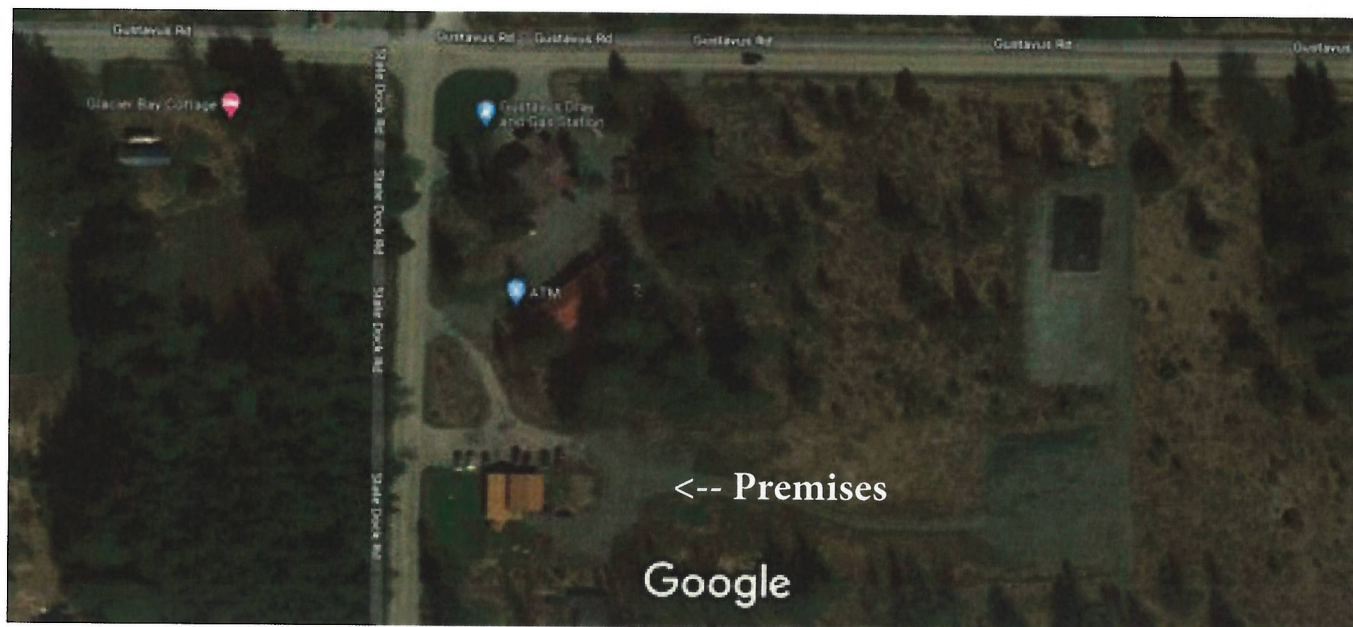
New License Application  
Slack Tide, LLC DBA Sunnyside Eatery  
Supplement to AB-02

To whom it may concern:

In addition to the diagram and security plan attached to this application, I have included on the following pages:

- two aerial views of the premises, which are available on Google Maps. Please note that these aerials are quite dated (for example, the gravel road/easement connecting my property and the property to the north is no longer there). However, the building itself, its location, and the size and location of the root cellar which will serve as our “off-site” alcohol storage area are accurate; and
- a selection of photographs in order to show (i) the front of the building and front lawn, (ii) the size and height of the root cellar/”off-site” alcohol storage area, (iii) its location relative to the building and (iv) the back lawn/outside consumption area.

Google Maps Gustavus



Imagery ©2022 CNES / Airbus, Maxar Technologies, Map data ©2022 100 ft



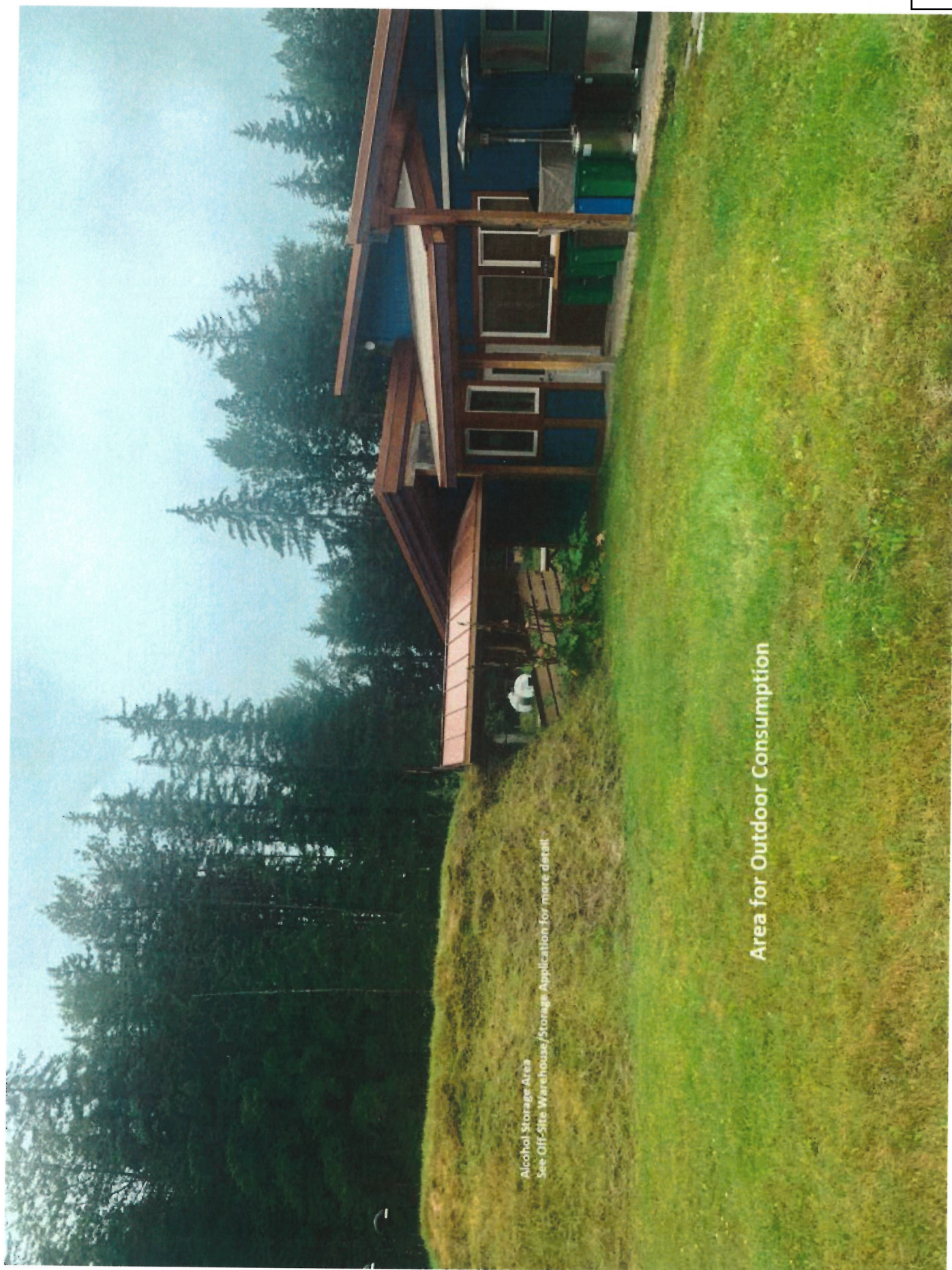
Google Maps Gustavus



Map data ©2022, Map data ©2022 20 ft







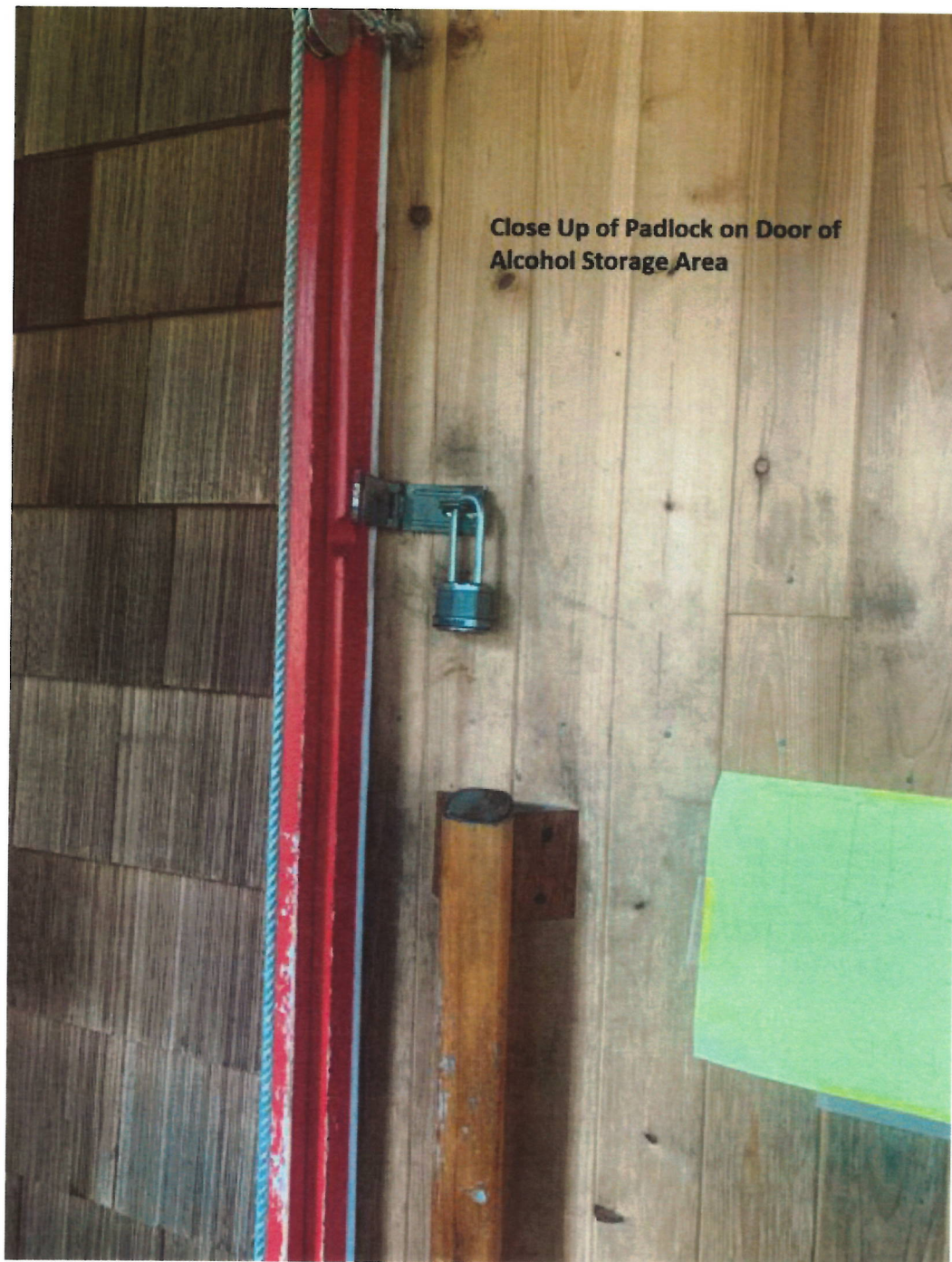
Alcohol Storage Area  
See Off-Site Warehouse/Storage Application for more detail

Area for Outdoor Consumption

AMCO Received 8/19/22









## Security Plan

for

Slack Tide, LLC DBA Sunnyside Eatery

For purposes of this security plan, the term “*Premises*” means the area designated for alcohol service and/or consumption on the diagram provided with this application, which area is outlined in red thereon. For purposes of this security plan, the term “*Alcohol Storage Area*” means the area designated for alcohol storage on the diagram provided with this application, which area is separately outlined in red thereon. For the avoidance of doubt, the Premises does not include the Alcohol Storage Area. Please see *AB-38 Off-Site Warehouse/Storage Application* for further details on the Alcohol Storage Area.

1. All minors on the Premises must be accompanied by an adult over the age of 21 when any alcohol is being served/sold/consumed on the Premises. Proper signage at points of entry indicating no minors without a parent or legal guardian over the age of 21 will be posted.
2. All patrons will be carded to verify they are at least 21 years old before they are permitted to purchase or consume alcohol on the Premises. Owner and all staff will be trained in the identification of fake IDs.
3. The owner and/or trained staff will be present at all times to monitor the consumption of alcohol on the Premises and to ensure compliance with all rules. Underage persons in particular will be monitored closely by our trained staff to ensure that only those patrons who are over the age of 21 and have been carded purchase and/or consume alcoholic beverages.
4. Alcohol will only be sold at the areas designated for counter service on the attached diagram.
5. Alcohol will only be consumed in the areas designed for outdoor consumption and indoor consumption on the attached diagram. Patrons will not be permitted to take alcohol from the outdoor consumption area or the indoor consumption area of the Premises to any other area.
6. The outdoor consumption area is demarcated by the following barriers/boundaries:
  - The southern boundary is a 4 foot tall wooden fence, as shown on the attached diagram.
  - The eastern boundary is a 6 foot tall wooden fence and a 4 foot tall gate, all as shown on the attached diagram.
  - The northern boundary is comprised of the 8 foot tall wall of a storage container (non-alcohol) and the exterior southern wall of the building itself, all as shown on the attached diagram.
  - The western boundary is an 8 foot tall root cellar and a 4 foot tall fence attached thereto, all as shown on the attached diagram. This root cellar also serves as the Alcohol Storage Area. Please see *AB-38 Off-Site Warehouse/Storage Application* for further details.

7. The area identified as a “monitored access point” on the attached diagram (*see* the middle of the western boundary of the Premises, between the 4 foot fence demarcating the western boundary of the outdoor consumption area and the exterior southern wall of the indoor consumption area) will be monitored by trained staff to ensure (i) alcohol is not carried through this access point and (ii) all minors passing into the Premises via this access point are accompanied by an adult over the age of 21.
8. Proper egress from the Premises (including the areas for outdoor and indoor consumption) will always remain unobstructed per life and safety guidelines and applicable law.
9. AMCO mandated posters and any others required by applicable law will be posted within the Premises and at the entrances and exits of the indoor consumption area and the outdoor consumption area, as applicable.
10. All entrances to, and exits from, the outdoor consumption area and indoor consumption area will provide clear signage that NO ALCOHOL IS ALLOWED BEYOND DESIGNATED ALCOHOL CONSUMPTION AREAS (or such other language as AMCO requests be used on such signage). Our trained staff will monitor the outdoor consumption area, the indoor consumption area and the areas on the property outside the Premises to ensure that patrons understand and abide by this rule. Patrons will not be permitted to take alcohol from the outdoor consumption area, except to the indoor consumption area, and vice versa.
11. The Alcohol Storage Area is accessible only by a single door (no windows), as shown on the attached diagram. This door will remain locked and closed to patrons at all times. In no circumstances will the Alcohol Storage Area be left open to, or be accessible by, any patron or other member of the public, regardless of age, other than owner and trained staff. During the transport of alcohol from the Alcohol Storage Area to the Premises by owner and/or trained staff, owner and/or a trained staff member other than the staff member moving the alcohol will closely monitor the door to guard against unauthorized access. Following the transport of alcohol from the Alcohol Storage Area to the Premises, the door will be immediately re-locked. If at all possible, alcohol will only be transported from the Alcohol Storage Area to the Premises outside of business hours to minimize all associated risks; the foregoing rules will apply in any event.
12. The safety of all patrons and ensuring the outdoor and indoor consumption areas are viable without any increased risk to minors with respect to alcohol access or exposure will ALWAYS be top priorities for Sunnyside Eatery and an integral part of our training regime for our staff.





## Alaska Alcoholic Beverage Control Board

**Form AB-03: Restaurant Designation Permit Application****Why is this form needed?**

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 entrées prepared on-site 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:	Slack Tide, LLC				
License Type:	Restaurant/Eating Place - <del>Public Convenience</del>	License Number:			
Doing Business As:	Sunnyside Eatery				
Premises Address:	25 State Dock Road				
City:	Gustavus	State:	AK	ZIP:	99826
Contact Name:	Camille Bacon-Schulte	Contact Phone:	907-419-5408		

**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 #:	Initials:	



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 only be permitted in the area designated for indoor alcohol consumption and the area designated for outdoor alcohol consumption (as identified on the diagram provided with Form AB-02) if accompanied by an adult 21 years old or older, during times when any alcohol is being sold or consumed on the premises. Minors will not be employed.

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.

Please see the attached Security Plan, which was also provided with Form AB-02.

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.

*pending application* ☐

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



## Security Plan

for

Slack Tide, LLC DBA Sunnyside Eatery

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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:

Monday to Wednesday, 9am to 7pm. Thursday & Friday, 9am to 9pm. Saturday, 11am to 9pm.  
Sunday, 11am to 7pm.

**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 may very occasionally offer music. If so, they will be scheduled between the hours of 3-6pm if on Sunday and between 6-9pm if on Thursday, Friday or Saturday. They will not be scheduled Monday through Wednesday.

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 Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto: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.

CBS

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

CBS

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.

CBS

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.)*

CBS

I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

CBS

**Camille Bacon-Schulte**

Printed name of licensee

Signature of licensee

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





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:



# Application for Food Establishment Permit

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



Item #13.

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 Slack Tide, LLC		AK Business License # 2161509	
	Business/Corporate Mailing Address P.O. Box 317		City Gustavus	State AK
	Business/Corporate Phone 907-419-5408		Zip 99826	
	Owner(s) or Corporate Officer(s) & Title(s) or Responsible Party Camille Bacon-Schulte, sole and managing member of Slack Tide, LLC		Email TheSunnysideEatery@gmail.com	
	Type of Entity <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other:		Fax N/A	
Establishment Information	Establishment Name Sunnyside Eatery		Physical Location 25 State Dock Road	
	Establishment Mailing Address P.O. Box 317		City Gustavus	Nearest Community Gustavus, AK
	Establishment Phone 907-419-5408		State Gustavus City Co	Zip 99826
	Establishment Physical Address 25 State Dock Road		Fax N/A	Contact Person Camille Bacon-Schulte
			City Gustavus	State AK

SEATING: (Food Service Only) ☐ N/A ☐ 25 or less ☒ 26-100 ☐ > 101

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

Limited restaurant with hot and cold sandwiches, soups, appetizer-type offerings (e.g., pretzel bites; not fried) and desserts.

## 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) Sunnyside Eatery

f. Will your food establishment be a kiosk or mobile unit? ☐ Yes ☒ No

Are employee toilets available within 200 feet? ☐ Yes ☐ No  
*If you have an agreement with another business to use their restrooms, please attach written verification.*

Portable water tanks, plumbing, and hoses are NSF or FDA approved components? ☐ Yes ☐ No

If you have a kiosk, is it located outside of a building? ☐ Yes ☐ No

Will you have a service provide water or remove wastewater? ☐ Yes ☐ No  
*If yes, provide a letter of agreement from water hauler or wastewater hauler outlining services provided and frequency.*

g. Will another permitted food establishment (commissary) provide support to your facility? If yes, attach a copy of the Commissary Agreement. ☐ Yes ☒ 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? ☐ Yes ☐ 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.  
☐ Reduced Oxygen Packaging ☐ Smoking ☐ Other:   
☐ Low Acid Canned Foods ☐ Curing  
☐ Shelf Stable Acidified Foods ☐ Dehydrating  
*Be sure to check with your local Environmental Health Officer for any applicable forms and FDA requirements.*

d. Do you have a HACCP Plan? ☐ Yes ☐ No ☐ N/A  
*Required for high hazard food processors such as smoking, curing, acidifying, dehydrating, thermally processing low acid foods, reduced oxygen packaging, etc.*

e. You are required to have a product coding system and a recall plan. Have you attached a copy of the coding system and recall procedures? ☐ Yes ☐ 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? ☐ Yes ☐ No

b. Provide names of suppliers where you will be purchasing your product: \_\_\_\_\_

c. Will all of your product be prepackaged? ☐ Yes ☐ No

d. Will another permitted food establishment (commissary) provide support to your facility? If yes, attach a copy of the Commissary Agreement. ☐ Yes ☐ No

**MACHINES VENDING POTENTIALLY HAZARDOUS FOODS**

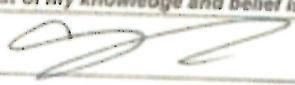
a. Have you attached the label that will be affixed to the front of each machine with name, physical address, and phone number of the permitted food establishment servicing the machine? ☐ Yes ☐ No

**SECTION 4 – Food Managers Certification/Alaska Safe Food Worker Card**

a. Have you attached a copy of a Food Manager's Certification? ☐ Yes ☒ No ☐ N/A  
*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.*

b. Does everyone who works or will work at the food establishment have a Food Worker Card? ☒ Yes ☐ No ☐ N/A  
*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 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.*

Applicant's Signature  Date 7/26/2022

Applicant's Printed Name Camille Bacon-Schulte Title Sole & Managing Member, Slack Tide, LLC

**SUNNYSIDE EATERY****DRAFT MENU**  
(Proposed July 2022)

All items to be homemade from purchased ingredients (wholesale or retail, as available) unless otherwise indicated below. None of the items below will be fried in oil.

**All Items May Not Be Available Every Day****Breakfast Offerings:**

- Donuts
  - *Flour (wheat or gluten free blend), rising agent (Yeast or Baking Soda), Butter, Egg (as applicable to recipe), Sugar, Spices (as applicable).*
  - *May be Iced/Glazed (Powdered Sugar, Butter, Spice Blend) or filled with jam (assorted flavors).*
  - *Baked; Made previous night for sale next morning, or made same-morning.*
- Blueberry Muffins
  - *Flour (wheat or gluten free blend), rising agent (Yeast or Baking Soda), Butter, Egg (as applicable to recipe), Sugar, Spices (as applicable), Blueberries (may be fresh picked if in season).*
  - *Baked; Made previous night for sale next morning, or made same-morning.*
- Cranberry Orange Muffins
  - *Flour (wheat or gluten free blend), rising agent (Yeast or Baking Soda), Butter, Egg (as applicable to recipe), Sugar, Spices (as applicable), Cranberries (may be fresh picked if in season), Orange Zest.*
  - *Baked; Made previous night for sale next morning, or made same-morning.*
- Cinnamon Rolls
  - *Flour (wheat or gluten free blend), rising agent (Yeast or Baking Soda), Butter, Egg (as applicable to recipe), Sugar, Spices (assorted), Pecans or Walnuts (some batches only).*
  - *May be Iced/Glazed (Powdered Sugar, Butter, Spice Blend).*
  - *Baked; Made previous night for sale next morning, or made same-morning.*



- Fresh Breads
  - *Flour (wheat or gluten free blend), rising agent (Yeast or Baking Soda), Butter, Egg (as applicable to recipe), Sugar and/or Salt, Herbs (as applicable) (e.g., Rosemary), Olive Oil (as applicable to recipe).*
  - *Baked; Made within week of consumption.*

### **Lunch Offerings:**

- Daily Soup Special (Rotating; Exact Schedule TBD) - To be prepared in slow cooker or on stove-top, as applicable, unless indicated otherwise.
  - Vegetable
    - *Vegetable or Beef Stock, Carrots, Potatoes, Beans (all as available), Salt and Assorted Spices and Herbs.*
  - French Onion
    - *Prepackaged Mix For Onion Soup Base, Cheese, Bread and/or Croutons, Assorted Spices and Herbs.*
    - *Once the onion soup base is ready, this soup is also baked to melt and crisp the cheese on top.*
  - Chili + Cornbread
    - *Chili: Tomato Paste, Diced Tomatoes, Assorted Beans (Black, Kidney, as available), Corn, Ground Beef (pre-cooked; some batches only, others will be vegan), Assorted Spices and Herbs.*
    - *Cornbread: Pre-Packaged Mix, Egg and Milk (as per recipe).*
  - Chicken Tortilla
    - *Chicken Stock, Shredded Chicken (pre-cooked), Tortilla Strips, Assorted Spices and Herbs.*
  - Chicken & Dumplings
    - *Chicken Stock, Shredded Chicken (pre-cooked), Assorted Spices and Herbs, Dumplings (Flour, Milk, Salt, Baking Soda).*
- Paninis and Wraps
  - *Bringing back the offerings of a prior owner - See Exhibit A*

- Cold Sandwiches
  - *Choice of Bread, Choice of Meat and/or Cheese, Choice of Greens (if available) (local greens may be used).*
  - *Custom Made to Order*
- Flat Bread Pizza
  - *Naan, Pasta Sauce, Cheese, Assorted Herb Blend, and option of: Pepperoni or Shredded Chicken (pre-cooked), Jalapenos, and/or Pepperoncini.*
  - *Baked; Custom Made to Order*

### **Dinner Offerings:**

- Pizza
  - *Crust: Flour, Salt, Baking Soda or Yeast, Sugar, Assorted Spices and/or Herbs.*
  - *Toppings (optional; assembled to order; as available): Cheese, Pepperoni, Shredded Chicken, Jalapenos, Pepperoncini, Black Olives, Onion, Bell Pepper, Sausage, Fresh Basil (may be local grown), Fresh Arugula (may be local grown).*
  - *Sauce (option of, as available): Pasta Sauce, BBQ Sauce, or Olive Oil (all pre-made; no processing).*
  - *Assemble and bake to order. Dough for crust may be prepared ahead of time for efficiency (<48 hours, and stored in an airtight container in the refrigerator).*
- Chicken Pot Pie
  - *Pie Crust: Flour, Salt, Baking Soda or Yeast, Sugar, Butter, Assorted Spices and/or Herbs or Pillsbury or similar ready-made pie crust.*
  - *Filling: Chicken (pre-cooked; baked and cubed or shredded), Flour, Chicken Broth, Frozen Mixed Vegetables (pre-packaged), Assorted Spices and/or Herbs.*
  - *Filling to be prepared on stove-top. Once assembled, pies to be baked. To be served same-day or frozen for consumption within the next 2 weeks.*
- Baked Mac & Cheese (w/ or w/out Meat)
  - *Noodles, Cream and/or Milk, Cheese, Spice Blend, Topping (Crushed Cheeze-Its or other Cracker).*

- *To be prepared on stove-top, then topped with topping and stored in refrigerator (covered) for up to 24 hours and then baked to order. If not served same-day, to be frozen for consumption within the next 2 weeks.*
- Tacos
  - *Hard Shell or Soft Tortilla (Flour or Corn, as available), and option of: Ground Beef or Shredded Chicken (each, pre-cooked), Cheese, Sour Cream, Salsa, Lettuce (as available, may be local grown), Corn (as available), Guacamole (as available).*
  - *Ground Beef to be prepared in advance, same day or night before and stored in refrigerator (covered). Otherwise, made to order.*
- Chili & Cornbread
  - *Chili: Tomato Paste, Diced Tomatoes, Assorted Beans (Black, Kidney, as available), Corn, Ground Beef (pre-cooked; some batches only, others will be vegan), Assorted Spices and Herbs.*
  - *Cornbread: Pre-Packaged Mix, Egg and Milk (as per recipe).*

#### Drinks:

- Assorted soft drinks, still and sparkling waters, juices and teas
  - *Canned or bottled by wholesaler for retail; no processing*
- Bubble teas
  - *Milk (dairy and non-dairy), Tea (black or green), Tapioca Pearls (optional), Ice, Sugar, flavoring syrup, as applicable*
  - *Flavors (syrups to be purchased from wholesaler; not made in house) - Vanilla, Strawberry, Taro, Honeydew, Lychee, Mango, Peach, Coffee*
  - *Made to order*
- Coffee
  - *Water, Ground Coffee Beans, Milk (dairy or non-dairy) (as applicable), Flavoring (Assorted Syrups, Chocolate, Caramel, Cinnamon) (as applicable).*
  - *Espresso Drinks: Made fresh to order*
  - *Drip and Pour Over: Made fresh every 2 hours*

- Tea
  - *Water, Tea, and option of: Milk (dairy or non-dairy) (as applicable) and/or Sugar or Honey (as applicable).*
  - *Made to order.*
- Spiced Apple Cider (Seasonal; Non-Alcoholic)
  - *Apple Juice, Cinnamon, Nutmeg, Orange Zest*
  - *Prepared in slow cooker (e.g., crock pot) for same day consumption*

### Snacks:

- Pretzel Bites
  - *Flour, Salt, Baking Soda or Yeast, Butter, Egg, Sugar, Assorted Spices and/or Herbs.*
  - *Baked; Made within week of consumption; re-heated in oven prior to consumption.*
- French Fries
  - *Pre-Packaged French Fries, Salt*
  - *Baked; made to order.*
- Loaded French Fries
  - *Pre-Packaged French Fries, Salt, Cheese, Jalapenos*
  - *Assemble and bake; made to order.*
- Chips + Salsa
  - *Tortilla Chips, Salsa.*
  - *No processing, but may briefly warm chips in oven; made to order.*
- Nachos
  - *Tortilla Chips, Cheese, and option of: Black Beans, Sour Cream, Jalapenos, Salsa, and Ground Beef or Shredded Chicken (each pre-cooked), all as available.*
  - *Made to order.*

Sweets:

- Brownies
  - *Flour (wheat or gluten free blend), rising agent (Yeast or Baking Soda), Butter, Egg (as applicable to recipe), Sugar, Spices (as applicable), cocoa.*
  - *Baked; sell or discard w/in 3 days (store in covered display).*
- Strawberry Shortcake
  - *Shortcake: Flour (wheat or gluten free blend), rising agent (Yeast or Baking Soda), Butter, Egg (as applicable to recipe), Sugar, Salt, Spices (as applicable).*
  - *Filling: Strawberries (may be locally picked if in season), Sugar, Water, Whipped Cream (store-bought or fresh made from store-bought cream).*
  - *Shortcake to be baked; assemble components and store in refrigerator or temperature control display case (covered) for up to 3 days. Sell or discard within said 3 days.*
- Key Lime Pie Tartlets:
  - *Crust: Crushed Graham Crackers, Butter.*
  - *Filling: Condensed Milk, Sour Cream, Lime Juice, Lime Zest.*
  - *Topping: Whipped Cream (store-bought or fresh made from store-bought cream).*
  - *Assembled and baked; store in refrigerator or temperature control display case (covered) for up to 3 days. Sell or discard within said 3 days.*
- Soft Serve Ice Cream (cones and cups)
  - *Prepackaged mix from TBD wholesaler, milk or water, as applicable per mix's instructions*
  - *Flavors: Vanilla, Chocolate, Strawberry, TBD Seasonal Flavors (e.g., Pumpkin Spice).*
  - *Made to order*



## Exhibit A

## Paninis and Wraps





**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY22-16**

**A RESOLUTION BY THE CITY OF GUSTAVUS APPOINTING ELECTION OFFICIALS FOR  
THE 2022 MUNICIPAL ELECTION**

**WHEREAS**, the City of Gustavus Code of Ordinance 5.10.130 (b) requires that for each municipal election “Prior to each election, the clerk with the approval through a resolution of the council, shall appoint at least three (3) city voters as election officials/judges to be the election board at the designated polling place.”; and,

**WHEREAS**, one election official shall be designated chair of the board. The election officials shall not be council members, candidates for office, or immediate relatives of candidates; and,

**WHEREAS**, if an appointed election official fails to appear and subscribe to the oath on election day or becomes incapacitated during the time of the election or the counting of the ballots, the remaining officials shall appoint a qualified voter to fill the vacancy; and,

**WHEREAS**, the City of Gustavus Council hereby authorizes the following qualified electors:

Kim Ney	Chairperson/Official	Kathy Hocker	Election Official
Bre Ohlson	Election Official	Jake Ohlson	Election Official
Jai Crapella	Election Official	Dawn Walker	Election Official
Melanie Berg	Election Official	Shelley Owens	Election Official

**WHEREAS**, the clerk may appoint as many election officials as needed to conduct an orderly election and to relieve the election officials of undue hardship.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council approves these electors as the 2022 Municipal Election Officials:

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_<sup>th</sup> day of September, 2022, and effective upon adoption.

\_\_\_\_\_  
Mike Taylor, Mayor

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

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY22-17**

**A RESOLUTION UPDATING POLICY AND PROCEDURES FOR AUTHORIZED  
ADMINISTRATIVE ACCOUNT ACCESS FOR VISA CARDHOLDERS FOR THE CITY OF  
GUSTAVUS ACCOUNT**

**WHEREAS**, Policy and procedure for authorized account signatories for checks written on all city funds

**WHEREAS**, This resolution is to update the Policy and Procedure for Authorized Account signatories to include (1) council member and city administrator.

**WHEREAS**, Formal action is needed to amend policy and procedure for City of Gustavus VISA cardholders account.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council adopts the document entitled "POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND ADMINISTRATIVE ACCOUNT ACCESS", as presented by this Resolution.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this \_\_<sup>th</sup> day of September, 2022, and effective upon adoption.

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Mike Taylor, Mayor

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Attest: Karen Platt CMC, City Clerk

## CITY OF GUSTAVUS, ALASKA POLICIES AND PROCEDURES

### TITLE: POLICY AND PROCEDURE FOR AUTHORIZED ACCOUNT SIGNERS AND ADMINISTRATIVE ACCOUNT ACCESS

#### BACKGROUND:

With staff turnover and City Council annual elections, maintaining a limited, up-to-date pool of authorized signers and persons with administrative account access is critical.

#### POLICY:

In compliance with its fiduciary responsibility as established in State Statute and City code, the City of Gustavus adopts a policy to annually update all current council members as authorized signatories for city funds held in such federally insured commercial banks, savings and loan associations, or investment accounts as the council may authorize by resolution. **All checks written on city funds can be signed by two (2) council members or one (1) council member and the city administrator.** In addition, the current City Hall staff, as specified below, are granted administrative account access as outlined below to implement decisions made by the City Council and conduct City of Gustavus business.

#### PROCEDURE:

After the Municipal Election results are certified each October, the City Treasurer shall contact the following account holders to follow the process for ensuring all current City Council members are listed as authorized signers and all previous City Council members are revoked as authorized signers.

- First National Bank Alaska (FNBA)
  - checking, Endowment Fund Grant checking, savings
- Mitsubishi UFJ Financial Group – FNBA collateralized account
- Alaska Municipal League Investment Pool (AMLIP)
  - accounts held through Key Bank

After a new Mayor is elected or a new City Administrator, City Clerk, or City Treasurer is hired, the following accounts shall be updated to grant the new employee or Mayor administrative account access and to revoke all previous authorized users.

- Alaska Permanent Capital Management (APCM) – Endowment Fund held through Charles Schwab
  - City Administrator, City Treasurer, Mayor, Vice-Mayor
- Lincoln Financial Group
  - City Administrator, City Treasurer, Mayor
- Alaska Communications (ACS)
  - City Administrator, City Treasurer, City Clerk
- Bank of America
  - City Administrator, City Treasurer
  - VISA cardholders include the Treasurer, Fire Chief, Administrative Librarian, Disposal & Recycling Center Manager, Marine Facilities Coordinator
- City of Gustavus Health Insurance Provider: Premera Blue Cross/Blue Shield of AK
  - City Administrator, City Treasurer
- Alaska Medicaid
  - City Administrator, City Treasurer, Systems Design West (billing contractor)
- Medicare
  - City Administrator, City Treasurer, Fire Chief, Systems Design West

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY22-18**

**A RESOLUTION UPDATING CITY OF GUSTAVUS POLICY AND PROCEDURES FOR  
PURCHASE REQUISITIONS AND PURCHASE ORDERS**

**WHEREAS**, the Gustavus City Council recognizes the need for efficient and timely processes to conduct city business; and,

**WHEREAS**, the Gustavus City Council last updated its policy and procedure for purchase requisitions and purchase orders in December 2014; and,

**WHEREAS**, the dollar amounts in the existing policy and procedure are no longer reflective of current dollar value; and,

**WHEREAS**, updating the language will allow the spending of funds encumbered for a specific contracted project through the approved fiscal year budget, adopted NCO for a specific project or under a signed and fully executed contract; and,

**WHEREAS**, the addition of a City Administrator staff member offers an opportunity to streamline purchases by designating as a signatory in the Mayors absence.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council updates the Policy and Procedures for Purchase Requisitions and Purchase Orders as attached.

**PASSED** and **APPROVED** by the Gustavus City Council Gustavus City Council this \_\_<sup>th</sup> day of September, 2022, and effective upon adoption.

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Mike Taylor, Mayor

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Attest: Karen Platt CMC, City Clerk

## CITY OF GUSTAVUS

### Policies and Procedures

Title: City of Gustavus Policy for Purchase Requisitions and Purchase Orders

#### **POLICY:**

Purchase Orders are used when ordering products or services from an outside vendor, supplier or contractor. Purchase Orders are a commitment of the City to buy items listed or generally described. A purchase order is a legally binding contract and must be treated accordingly.

It is the policy of the City of Gustavus to facilitate the timely purchase of necessary operational equipment, supplies, and contracted work for City departments and administration of City owned property. Expenses, including but not limited to, operating equipment, supplies and contracted work must have a City of Gustavus Purchase Order issued from the City Treasurer.

Why purchase orders are necessary:

- Allows the City of Gustavus to use our tax-exempt status with vendors.
- Supports proper internal controls required by auditors.
- Suffices as a contract detailing requirements for small projects and purchases
- Easier to track available funds in department budget.
- Insures prompt receipt of items and payment of invoices.
- Supports efficient payments, expenditure tracking, and financial recordkeeping.

When purchase orders are not necessary:

- Per diem and reimbursable expenses for Business Travel (see Policy and Procedure for Small Procurement under \$10,000)
- Purchases from local retailers (within Gustavus or Juneau) not to exceed \$500.00. Receipt must be submitted to the City Treasurer. The City Treasurer is the custodian of all municipal funds and is responsible for their management. The City Treasurer oversees, controls, and approves all City department accounting systems and purchasing activities.
- When funds are encumbered for a specifically identified contracted project through the approved fiscal year budget, adopted NCO for a specifically identified project or under a signed and fully executed contract or professional services agreement.

Purchase Requisitions must be signed by the requestor for the purchase, and the issued Purchase order must be signed by the City Treasurer and the requestor. When the purchase order is requested by the Council or Mayor, the Mayor's signature (or in the Mayor's absence, the Mayor's designee) must be on the issued purchase order. The City of Gustavus recognizes that the presence of the Mayor's and the Treasurer's signature on an issued purchase order obligates the City to pay the expense whether or not a requestor's signature is affixed. If the purchase order is for locally contracted work, the City Treasurer will generally have the



local contractor sign the issued purchase order as a means of affirming their acceptance of the contract. At the discretion of the City Treasurer, outside vendors for large purchases may be asked to sign the PO as an affirmation of their acceptance of the order and its terms.

### **PROCEDURE:**

Purchase orders may be requested by the Mayor, department heads, department administrators or special project managers authorized by the Mayor, using the Purchase Requisition form. Purchase orders will be issued by the City Treasurer when a purchase requisition is received, and approved funding is documented. The City Treasurer will verify funds available from a department budget before issuing a purchase order. If the appropriate budget line for the purchase lacks sufficient funds, the Treasurer will consult the City Administrator, and a Non-Code Ordinance may be introduced to ensure sufficient funds are available.

At the discretion of the City Treasurer the City may issue a blanket purchase order to a vendor with whom the City does regular business, covering small purchases, as generally described on the blanket purchase order, with set “not-to-exceed” amounts for any individual item and for the aggregate total, and with a closing date. A blanket purchase order may also provide for a series of individual purchases of a good or service at a set rate for a set period.

All purchase orders over \$5000.00 require the Mayor’s signature (or in the Mayor’s absence, the Mayor’s designee).

Quotes and estimates are not substitutes for invoices. The vendor should be informed that an invoice referencing the PO number is required for payment. Internet orders need an invoice for payment that includes vendor name, address, and total due (including any additional charges, i.e., shipping and handling).

When purchased items are received, or contracted work is complete, the requestor will advise the Treasurer and submit all appropriate documents, such as invoices, receipts and packing slips. Received invoices and packing slips will be matched to purchase orders prior to payment of the invoice. If the invoice exceeds the purchase order amount, the Treasurer will consult the requestor to ensure the item and/or work was invoiced correctly and is suitable to pay.

Purchase orders will not be carried over between fiscal years except for ongoing capital projects that will span the fiscal year transition. Before the end of the fiscal year, the Treasurer will notify requestors of outstanding purchase orders. All open purchase orders will be void on July 1<sup>st</sup>. If necessary, the requestor may resubmit a purchase request to the Treasurer.

In the absence of the City Treasurer, the Mayor may assume, delegate, or postpone the Treasurer’s purchasing functions for the duration of the absence.

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Signed

Mayor of the City of Gustavus

Date

**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](mailto: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?

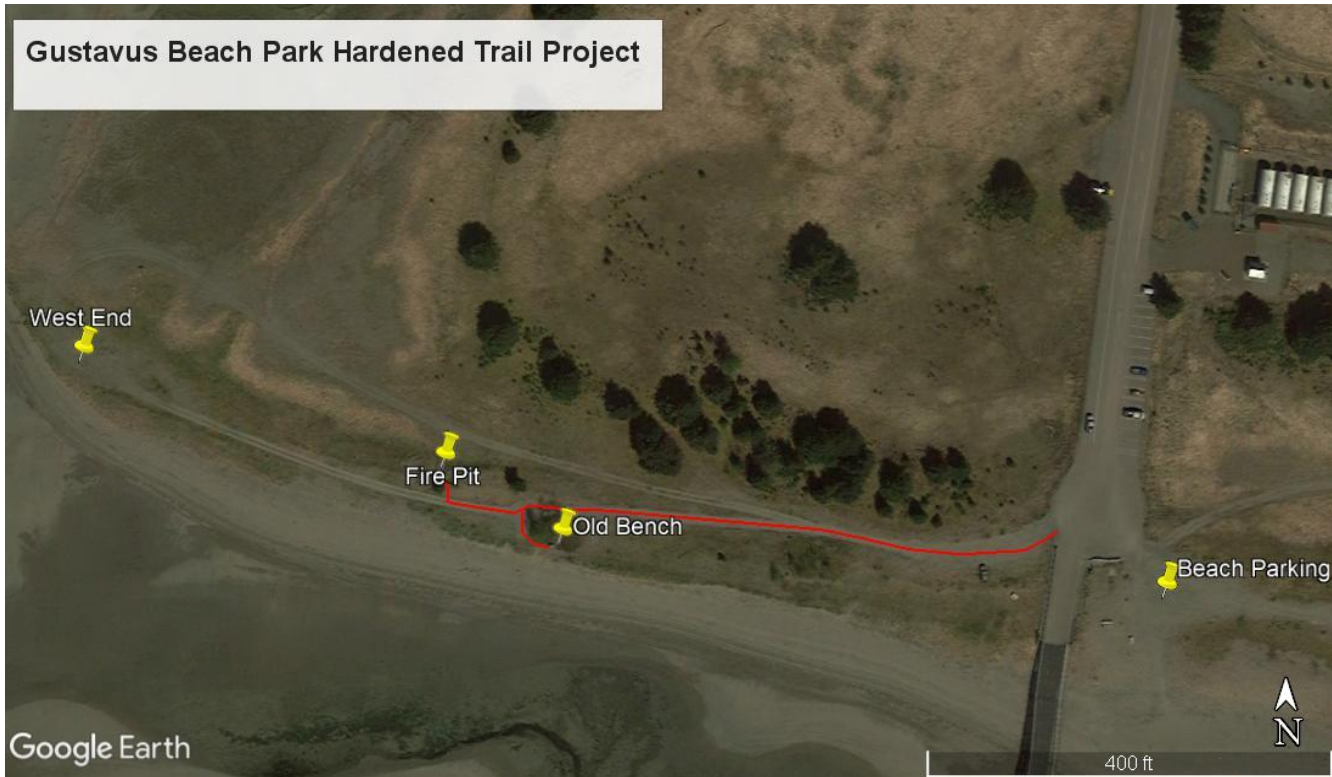
- What are its goals and objectives?

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
<b>Environmental quality?</b> (+ = 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		
<b>Recreational opportunities?</b>			
• Public land use and access		+	
• Trails/waterways		+	
• Parks		+	
• Public assembly/activities		+	
<b>Education/training/knowledge &amp; skill development?</b>	X		
<b>Public safety?</b>	X		
<b>Public health?</b>	X		
<b>Medical services?</b>			X
<b>Emergency response?</b>			X
<b>Economic performance &amp; sustainability?</b>			
• 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		+	
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	X		
• New services	X		
• Cost of City services	X		
• Tax income to City	X		
<b>Transportation?</b>			
• Air	X		
• Water	X		
• Roads	X		
<b>Communications?</b>			
• Internet	X		
• Phone	X		
• TV/radio	X		
<b>Other? (type in)</b>			

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](http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html)

Basic components of a business plan:

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

## **Part 8. Record of Project Planning and Development Meetings**

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

### **Meeting Record**

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

## **Part 9. Feedback to the Council**

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



**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY23-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2023**

**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 2023, 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>Amended Balance</b>	<b>Change</b>
	<b>Account Balance*</b>			
	<small>*Approximate, this is a dynamic value</small>			
CP22-03 Beach Hardened Trail	\$ 0.00		\$ 43,000.00	\$ 43,000.00
AMLIP Capital Improv Long-Term	\$ 339,742.75		\$ 296,742.75	<\$ 43,000.00>
<hr/>				
Total Change in City Held Account Balances				\$ 0.00

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

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

**DATE INTRODUCED:** *September 19, 2022*

**DATE OF PUBLIC HEARING:** *October 10, 2022*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mike Taylor, Mayor

\_\_\_\_\_  
Attest: \_\_\_\_\_, City Treasurer

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

## Mayor's Report for September 19, 2022 General Meeting

Drafted for deadline September 14, 2022

August and early September have been especially busy with public works projects. See also the report from City Administrator Kathy Leary as we work together on many items.

**1. Library Bike Shelter Design Underway.** The library bike shelter project is at 20% design stage by PND Engineers pending funding for the remainder of the design. With approval of the NCO for the remaining design and Fire Marshall review funding at the September meeting, I will issue the notice to proceed for design to 100%. I expect we will be ready to send the design to the Fire Marshall for review in October. We will also have a cost estimate on which to base an NCO for construction. We will issue a construction RFQ later this fall when funds are appropriated for construction.

**2. Wilson Road Drainage Improvement Project Completed.** Glacier Bay Construction, the winning bidder for this project, excavated 2053 feet of ditch along the east side of Wilson Road under Change Order 1 to the project. We have paid them for the work out of our appropriated funding for the project and have filed for reimbursement by FEMA under our agreement with them for mitigation funding. When those funds are received, they will be returned to our capital funding AMLIP account to be recycled for capital projects in the future.

**3. Three Road Turnaround Projects Completed.** Glacier Bay Construction completed construction of cul-de-sac turnarounds at Jensen Road, Spruce Lane, and Pleasant Avenue. The City directed the work using provisions of the existing annual road maintenance contract. These projects are major improvements for these roads, which had little or no space to turn road maintenance vehicles, or private vehicles for that matter, or to store plowed snow. We worked with adjacent private landowners to identify construction space in road easements that were too narrow for proper turning space. By making the best use of available easements plus driveway entrances we achieved good results allowing the roads to be plowed next winter. The contractor also cut brush and trees along road edges to provide help get plowed snow berms off the roads. Thanks to Glacier Bay Construction for fine work on these projects!

**4. Grandpa's Farm Road Bridge Underway.** Our bridge project at Grandpa's Farm Road is underway by Gustavus Construction Company, the successful bidder for the project. The 20-year-old failing culvert and crib wall at the crossing over Harry Hall Creek have been removed. The stream has been re-constructed to flow smoothly and attractively through the site without a barrier to fish passage. The glue-laminated, pressure-treated, Douglas-fir bridge package was manufactured by Western Wood Structures in Tualatin, Oregon. It shipped on schedule via Alaska Marine Lines and was brought into Gustavus on the Alaska Ferry by Frontier Freight. As of this writing the bridge sills are in place and the girders are being installed. When completed over the next week, this \$535,000 project, designed by Dowl Engineering and funded by US Fish and Wildlife Service, will be the first project finished in Alaska using money from the Bipartisan Infrastructure Bill. We are grateful to our partners at US FWS, particularly Habitat Biologist Andy Stevens, for their confidence in the City of Gustavus and for full funding to get this done this construction season. We also are grateful to Senator Lisa Murkowski for her support of the Infrastructure Bill that made it possible. Thanks to Hank Lentfer and Kathy Streveler for generously allowing temporary detour road easements across their properties while the crossing is open. Thanks also to Paul Barnes and Melissa Senac, Chris Gabriele and Paul Berry for allowing work from their property edges as the stream was rebuilt. US FWS Hydrologist Franklin Dekker and Southeast

Alaska Watershed Coalition Director Rob Cadmus helped with stream work including trapping and relocation of hundreds of small fish from the work area to safe habitat upstream during the stream reconstruction. With this team effort Grandpa's Farm Road traffic will safely cross over, and fish will pass under, a fine timber bridge for many decades into the future.

**5. Old Post Office Renovation Underway.** Ample rain is encouraging the new grass that Gustavus Construction Company hydroseeded on the east side of the old post office building. Thanks to Kenn Magowen for mowing the grass on the west side. The building is already looking much better. Thanks to Wes Bacon-Schulte for meeting on Aug 25 with Kenn, Kathy Leary, and me on the site and advising us on procedures and opportunities for renovation of this historic World War II structure. Wes is a valuable advising resource as we move forward this fall and winter to renovate the building to accommodate Kenn's *Gustavus Bike Shop* with intent to open late spring of 2023. Thanks to City Administrator Kathy Leary for working to generate a lease arrangement for the building with Kenn. It will be great to see the former eye-sore renewed and repurposed to productive use. I've asked the City Council to consider possible new names for the renovated building.

**6. Tong Road Culvert to be Installed.** This FEMA-funded project will replace a flood-damaged culvert at the end of Tong Road and is scheduled to begin later in September when the Country Inn has closed. Glacier Bay Construction Co is the winning bidder on this project.

**7. Public Works Project Management Boosted.** The City has engaged local consulting engineer John Barry, PE, under contract to assist with project management for public works projects. John will be assigned project management duties for discrete projects using capital funding appropriated for those projects. John will help scope and plan assigned projects, coordinate with outside design firms when they are involved, feed information to contracted grant-writers, write bid documents, and oversee construction as the City's representative. His first assigned project is the Good River Bridge repairs, and his initial task is to review the reports from the State bridge inspectors and PND Engineers and advise the City Mayor and Council regarding the options presented for repairs. We are planning other projects such as DRC buildings, and drainage along Same Old Road for John's future assignments. With John available our capacity will expand to capture available federal infrastructure funding and apply it to improving infrastructure in Gustavus.

**8. Tongass Federal Credit Union Meeting.** We invited TFCU CEO Helen Mickel and VP of Operations Gracia O'Connell to Gustavus to explore possibilities for a micro branch here. On August 30, 2022, Kathy Leary and I met with them at City Hall for an introduction to Gustavus. Later, they met with interested business owners and individuals during their one-day visit. We have followed up with them to provide additional information since then.

**9. Treasurer Resignation.** Our City Treasurer, Eduarda Loggins, resigned on September 13, 2022, citing personal reasons. We are sorry to lose her from City employment and wish her the very best in future endeavors. Marine Facilities Coordinator Ben Sadler, who served our new City beginning in 2004 as our first City Clerk and Treasurer and who knows the QuickBooks accounting program, has generously stepped up to help assure that key financial functions, like purchase orders, checks, and financial transactions continue in a timely fashion. Phoebe Vanselow has agreed once again to advise us remotely as needed during a transition to a new Treasurer. The position announcement has been posted this week with closing set for September 30. We encourage all interested and qualified potential applicants to consider a career at the City of Gustavus in service to our community.

**10. Statewide meetings.** Thanks to City Administrator Kathy Leary for attending Alaska Municipal League meetings in Sitka and Anchorage to absorb details on infrastructure and other issues of importance to us. She networked with State and other municipal officials, grant-writers, and with Senator Murkowski in support of our City goals. Thanks also to City Council member Jim Mackovjak for attending the recreational facilities and trails conference in Haines in support of our goals for developing a bike path and other trails in Gustavus. He also spoke with Senator Murkowski about Gustavus issues, such as the Electrical Intertie.

**11. Electrical Intertie.** The City continues to encourage Alaska Power and Telephone and the National Park Service to finalize their commercial agreement as needed to startup the electrical intertie. The resolution the City passed in May helped break through issues that were slowing startup. NPS Chief of Maintenance Jake Ohlson expects shortly to clear the last hurdle regarding maintenance of the backup generators at Bartlett Cove. Let us hope Gustavus will be benefitting from lower electric rates and lower net carbon emissions very soon!

Mike Taylor  
Mayor