



# CITY OF GUSTAVUS

## CITY COUNCIL GENERAL MEETING

Monday, October 13, 2025 at 7:00 PM  
Gustavus City Hall

### COUNCIL MEMBERS

Mayor Sally McLaughlin  
Vice Mayor Shelley Owens  
Council Members: Susan Warner, Geoff Fosse,  
Jim Kearns, Lucas Beck, Mike Taylor

### CITY HALL

City Administrator – Kathy Leary  
City Clerk – Liesl Barker  
City Treasurer – Ben Sadler  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/yskedfs6>

**ID:** 515 501 9406      **PASSCODE:** 6776      **TEL:** 253-215-8782

### ROLL CALL

1. Swearing in of New Council Members
2. Council Election of Mayor
3. Council Election of Vice Mayor

### Reading of the City of Gustavus Mission Statement

### APPROVAL OF MINUTES

1. 09-08-2025 General Meeting Minutes
2. 09-22-2025 Special Meeting Minutes

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

3. Gustavus Volunteer Fire Department Quarterly Report
4. City Clerk Quarterly Report
5. City Treasurer Monthly Report
6. City Administrator Monthly Report

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

7. FY26-05NCO Providing for the amendment of the city held accounts in fiscal year 2026 for the wildlands fire truck funding not covered by 2024 legislative grant (Introduced 09-08-2025)
8. FY26-06NCO Providing for the amendment of the city held accounts in fiscal year 2026 for the City Council and GVFD Fire Chief computer replacement project. (Introduced 09-08-2025)

### UNFINISHED BUSINESS

9. Approve scoping document for the 2025 Department wide Firefighter 1 Training

### NEW BUSINESS

- [10.](#) QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the renewal of the Gustavus Holdings, LLC Restaurant or Eating Place liquor license.
- [11.](#) QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the ARAMARK Sports and Entertainment Services, LLC, DBA Glacier Bay Lodge LLC Alcohol Beverage Dispensary - seasonal with a new endorsement of Large Resort Endorsement
12. Merit based increase of \$1 per hour for the Library Administrative Director
- [13.](#) CY25-21 Certify the annual certified financial statement of revenues and authorized expenditures for the year ending in June 30,2025
- [14.](#) Approve the appointments of the 2025 Endowment Fund Grant Committee; Stacey Proctor, Larry Landry, and Kim Ney
- [15.](#) Approve scoping document for the Old Post Office Building Renovation Phase 2
- [16.](#) FY26- 07NCO Introduction providing for the amendment of city held accounts in fiscal year 2026 - Firefighter 1 Training (Public Hearing 11-10-2025)
- [17.](#) CY25-22 Resolution approving submission of an application to the Alaska Federal Lands Access Program for a grant to design and construct a pedestrian/bicycle/side path along Mountain View Road between Good River Road Corner and the boundary of Glacier Bay National Park and to authorize a local contribution to that project.

## **CITY COUNCIL REPORTS**

- [18.](#) Mayor Monthly Report

## **CITY COUNCIL QUESTIONS AND COMMENTS**

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

## **EXECUTIVE SESSION**

19. To discuss subjects that may tend to prejudice the reputation and character of a person; City Administrator merit-based increase.

## **ADJOURNMENT**

**POSTED ON:** October 8, 2025 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.*

## **MISSION STATEMENT**

The City of Gustavus is a distinctive Alaskan City that provides high quality public services in a thoughtful, cost effective and professional manner to sustain a safe, beautiful tolerant environment to live, work, and play with respect for individual freedom and each other.



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, September 08, 2025 at 7:00 PM  
Gustavus City Hall

Item #1.

## COUNCIL MEMBERS

Mayor Sally McLaughlin  
Vice Mayor Shelley Owens  
Council Members: Susan Warner, Geoff Fosse,  
Jim Kearns, Lucas Beck, Mike Taylor

## CITY HALL

City Administrator – Kathy Leary  
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## MINUTES - PENDING

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/kttf259y>

ID: 515 501 9406

PASSCODE: 4685

TEL: 253-215-8782

## ROLL CALL

### Reading of the City of Gustavus Mission Statement

Mission Statement read by Council Member Kearns.

## APPROVAL OF MINUTES

1. 08-11-2025 General Meeting Minutes

Motion made by Council Member Kearns to approve by unanimous consent the 08-11-2025 Meeting Minutes.

Seconded by Vice Mayor Owens

Public Comment: None

Council Comment: None

Hearing no objections, the 08-11 -2025 General Meeting Minutes were approved by unanimous consent.



## MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

## COMMITTEE / STAFF REPORTS

2. Conservation Lands Advisory Committee Quarterly Report

City of Gustavus, Alaska  
City Council General Meeting Minutes - PENDING  
September 08, 2025  
Page 1 of 8

Conservation Lands Advisory Committee chair, Mike Taylor provided a written report and provided an oral summary.

Council Clarifying Questions: None

3. City Treasurer Monthly Report

City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.

Clarifying Questions: None

4. Library Quarterly Report

Library Administrative Director, Melisa Gomb submitted a written report and provided an oral summary.

Council Clarifying Questions:

Vice Mayor Owens

Council Member Kearns

Council Member Warner

5. City Administrator Monthly Report

City of Gustavus City Administrator, Kathy Leary provided a written report.

Clarifying Questions: None

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

David Olney- Asking for clarification

## **CONSENT AGENDA**

6. FY26-05NCO Introduction of the amendment of the city held accounts in fiscal year 2026 for the wildlands fire truck funding not covered by 2024 legislative grant (Public Hearing 10-13-2025)

7. FY26-06NCO Introduction of the amendment of the city held accounts in fiscal year 2026 for the City Council and GVFD Fire Chief computer replacement project. (Public Hearing 10-13-2025)

Motion made by Vice Mayor Owens to adopt the consent agenda by unanimous consent.

Seconded by Council Member Warner

Hearing no objections, the motion passed.

## **ORDINANCE FOR PUBLIC HEARING**

8. FY26-02 Ordinance providing for the amendment of Title 5 Chapter 10 Section 080 Qualification for City Council (Introduced 08-11-2025)

Mayor McLaughlin opened the public hearing at 7:28 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:28 PM.

Motion made by Council Member Kearns to approve FY26-02 Ordinance providing for the amendment of Title 5 Chapter 10 Section 080 Qualification for City Council.

\*Point of Order by City Clerk - motion should state its being introduced- not taken, that was last month

Seconded by Council Member Beck

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

9. FY26-03 Ordinance providing for the amendment of Title 4 Chapter 14 Section 030 Imposition of Room Rental Tax (Introduced 08-11-2025)

Mayor McLaughlin opened the public hearing at 7:30 PM.

Public Testimony:

David Olney

Mayor McLaughlin closed the public hearing at 7:34 PM.

Motion made by Council Member Taylor to approve FY26-03 Ordinance providing for the amendment of Title 4 Chapter 14 Section 030 Imposition of Room Rental Tax.

Seconded by Council Member Fosse

Council Debate:

Council Member Taylor

Mayor McLaughlin

Motion made by Mayor McLaughlin to amend section c to strike "or other room rental accommodations." and insert "as defined in section 4.14.020."

Seconded by Council Member Beck

Mayor McLaughlin

Council Member Beck

Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

Back to main motion as amended debate:

Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

10. FY26-04 Ordinance providing for the amendment of Title 4 Chapter 15 Section 030 Imposition of Sales Tax (Introduced 08-11-2025)

Mayor McLaughlin opened the public hearing at 7:41 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:41 PM.

Motion made by Council Member Kearns to approve FY26-04 Ordinance providing for the amendment of Title 4 Chapter 15 Section 030 Imposition of Sales Tax.

Seconded by Council Member Fosse

Council Debate:

Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

11. CY25-18 Establishing the Endowment Fund Grant Special Advisory Committee (EFGC)

Motion made by Council Member Warner to approve CY25-18 Establishing the Endowment Fund Grant Special Advisory Committee.

Seconded by Council Member Taylor

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

12. CY25-19 Appointing Election Judges for the 2025 Municipal Election

Motion made by Council Member Kearns to approve CY25-19 Appointing Election Judges for the 2025 Municipal Election.

Seconded by Vice Mayor Owens

Public Comment: None

Council Debate:

Vice Mayor Owens

Mayor McLaughlin

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

13. CY25-20 Urging the U.S. Department of Agriculture not to rescind the roadless area conservation rule and to enact strong protections for old-growth forests in the Tongass National Forest

Motion made by Council Member Taylor to approve resolution CY25-20 Urging the U.S. Department of Agriculture not to rescind the roadless area conservation rule and to enact strong protections for old-growth forests in the Tongass National Forest.

Seconded by Council Member Kearns

Public Comment: None

Council Debate:

Council Member Kearns

Vice Mayor Owens

Council Member Taylor

Mayor McLaughlin

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

14. Approve Amendment of Policy and Procedure for a Regular Position Employee Performance Evaluation

Motion made by Council Member Kearns to approve the Amendment of Policy and Procedure for a Regular Position Employee Performance Evaluation.

Seconded by Council Member Fosse

Public Comment: None

Council Debate:

Vice Mayor Owens

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

15. Approve Project Scoping Document - City Council and GVFD Fire Chief Computer Replacement Project

Motion made by Vice Mayor Owens to approve Project Scoping Document - City Council and GVFD Fire Chief Computer Replacement Project.

Seconded by Council Member Warner

Public Comment: None

Council Debate:

Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

16. Approve Project Scoping Document - Firefighter One Department Wide Training

Motion made by Council Member Fosse to approve Project Scoping Document - Firefighter One Department Wide Training.

Seconded by Council Member Taylor

Public Comment: None

Council Debate:

Vice Mayor Owens

Fire Chief Martinez

Council Member Warner

Motion made by Council Member Warner to postpone approving project scoping document for firefighter one department wide training until time certain of the October General Council Meeting.

Seconded by Vice Mayor Owens

Council Debate:

Council Member Warner

Council Member Beck

Fire Chief Martinez

Council Member Taylor

Vice Mayor Owens

Council Member Kearns

Council Member Fosse

Fire Chief Martinez

Council Member Warner - clarification

Mayor McLaughlin

Council Member Warner

Voting Yea: Vice Mayor Owens, Council Member Warner, Council Member Kearns, Council Member Fosse

Voting Nay: Mayor McLaughlin, Council Member Beck, Council Member Taylor

4 yea/3 nay

Motion Passed.

### **CITY COUNCIL REPORTS**

Council Member Taylor - Old Post Office building update

17. DHS&EM Seismic Tsunami Operations Workshop Report

Vice Mayor Owens provided an oral summary of the Seismic Tsunami Operations Workshop she attended.

Council Member Taylor

Council Member Beck

Vice Mayor Owens

18. Mayor Monthly Report

Mayor McLaughlin submitted a written report and provided an oral summary.

Clarifying Questions:

Vice Mayor Owens

Council Member Kearns

### **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 8:36PM.

**POSTED ON:** September 3, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

**ADA NOTICE**

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**MISSION STATEMENT**

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\_\_\_\_\_  
Sally A. McLaughlin, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

\_\_\_\_\_  
Date



# CITY OF GUSTAVUS

## CITY COUNCIL SPECIAL MEETING

Monday, September 22, 2025 at 7:00 PM  
Gustavus City Hall

Item #2.

### COUNCIL MEMBERS

Mayor Sally McLaughlin  
Vice Mayor Shelley Owens  
Council Members: Susan Warner, Geoff Fosse,  
Jim Kearns, Lucas Beck, Mike Taylor

### CITY HALL

City Administrator – Kathy Leary  
City Clerk – Liesl Barker  
City Treasurer – Ben Sadler  
Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## MINUTES - PENDING

### VIRTUAL MEETING INFORMATION

<https://tinyurl.com/ywsxbzjc>

**ID:** 515 501 9406

**PASSCODE:** 6621

**TEL:** 253-215-8782

### ROLL CALL

#### PRESENT

Mayor Sally McLaughlin  
Vice Mayor Shelley Owens  
Council Member Susan Warner  
Council Member Lucas Beck  
Council Member Mike Taylor  
Council Member James Kearns  
Council Member Geoff Fosse



### Reading of the City of Gustavus Mission Statement

### NEW BUSINESS

1. Ratify awarding contract for RFP FY25-03 the Good River Bridge Repair and Embankment Stabilization Project to RESPEC per their response to RFP FY25-03 in the amount of \$153,343.65.  
  
Motion made by Council Member Taylor to ratify awarding contract for RFP FY25-03 the Good River Bridge Repair and Embankment Stabilization Project to RESPEC per their response to RFP FY25-03 in the amount of \$153,343.65.  
  
Seconded by Warner  
  
Public Comment: None  
  
Council Debate: None  
  
Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse  
  
7 yea/ 0 nay  
  
Motion Passed.
2. Award the contract for RFQ FY26-01 DRC New Balefill Area Fence project

City of Gustavus, Alaska  
City Council Special Meeting Minutes - PENDING  
September 22<sup>nd</sup>, 2025  
Page 1 of 3

Motion made by Council Member Kearns to award the contract for RFQ FY26-01 DRC New Balefill Area Fence project to Gustavus Landscaping and Construction per their response to RFQ FY26-01 in the amount of \$20,000.

Seconded by Vice Mayor Owens

Public Comment: None

Council Debate:

Council Member Warner

Council Member Kearns

Council Member Warner

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed

### **EXECUTIVE SESSION**

3. To discuss subjects that tend to prejudice the reputation and character of a person; City Administrator performance evaluation

Motion made by Vice Mayor Owens to convene an executive session to discuss subjects that may tend to prejudice the reputation and character of a person; City Administrator performance evaluation.

Seconded by Council Member Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

Mayor McLaughlin closed the General Meeting and Opened the Executive Session at 7:09 P.M.

\*Clerk note: At this point the Clerk assigned all city council participants to a breakout room, left all members of the public in the main room, locked the front door, and then left the council chambers.

Motion made by Council Member Warner to end executive session by unanimous consent.

Seconded by Council Member Fosse

Hearing no objections the motion passed by unanimous consent.

Mayor McLaughlin closed the Executive Session and opened the General Meeting at 8:35 P.M.

Mayor McLaughlin moved to nominate Council member Taylor and Vice Mayor Owens to represent the council in conjunction with the Mayor to review the City Administrator's performance evaluation with the administrator.

Seconded by Council Member Kearns

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Owens, Council Member Warner, Council Member Beck, Council Member Taylor, Council Member Kearns, Council Member Fosse

7 yea/ 0 nay

Motion Passed.

## ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:37 P.M.

**POSTED ON:** September 17, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

## ADA NOTICE

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## MISSION STATEMENT

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\_\_\_\_\_  
Sally A. McLaughlin, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attest: Liesl M. Barker, City Clerk

\_\_\_\_\_  
Date



# GVFD Quarterly Report

October 2025

Hello, community of Gustavus. Thank you to everyone for supporting the 4th of July lunch. I hope you all have a safe and enjoyable holiday.

I have been working diligently to ensure that the fire department operates as smoothly as possible. As many of you may have heard or seen, the department has acquired a new truck. This marks the beginning of a new rig build that will enhance our ability to serve the Gustavus community. We have installed a plow attachment on the truck, which will allow us to clear driveways as needed, ensuring that the ambulance can reach those in need. Additionally, we can utilize this truck for emergency medical service (EMS) responses in areas where the ambulance may have difficulty accessing or cannot travel at a reasonable speed.

The next steps include installing decals, lights, and sirens. Eventually, we will add a skid unit, which is a water tank equipped with a pump and hose. This skid unit will enable the truck to assist the fire engine in battling small fires and accessing areas that the fire engine cannot reach.

We are also in the early stages of updating our small community response plan. This plan aims to help the City of Gustavus effectively respond to significant events that could impact a large number of residents. It includes planning for provisions for temporary housing, food, and other essential items until the situation is resolved.

I want to express my gratitude to everyone who signed up for smoke alarm installations for their patience and understanding. We are still working through the list. If you are on the list and would like to have smoke alarms installed, please contact the fire hall at 907-697-2707 to schedule a time for installation.

I am in the process of scheduling a Firefighter 1 class for the Gustavus Volunteer Fire Department. This class is designed to enhance safety and efficiency at fire scenes. For those who may not be familiar, Firefighter 1 class is an introductory level training that covers the fundamentals of firefighter operations. The course includes a significant amount of online work and requires a two-week stay in Fairbanks.

As you may have noticed, the days are getting shorter. This is a great time to check your vehicle's lights to ensure they are functioning correctly. With colder temperatures, the roads may become icy and slippery. Please remember to follow the rules of the road and drive safely to ensure you can reach your destination without any issues.



Quarterly Clerk Report  
08-13-2025  
Submitted on 08-08-2025  
Submitted by: Liesl Barker

Autumn is in full swing which also means the clerk's office has been busy. The onset of fall goes hand in hand with the clerk's busy season due to elections. Over the last 90 days I have spent a good bit of time preparing for our city elections as well as offering early in-person and special needs voting for both the city and the state throughout my workday. I have also been working on completing a City Council in-house, 4-hour training that will be divided into two evenings. As well as working on gathering people and information for our emergency preparedness as a city. With elections winding up emergency preparedness planning will become my next focus.

Our new city website was supposed to launch on October 8<sup>th</sup> but has been delayed due to things out of my control. We should still have our new site up and running before the new year. I would like to encourage the council to think of ways we could get new pictures to feature our beautiful city on our website go along with our refresh. We will be able to change our image ourselves. For the best look they should be 2000 pixels wide by 700-900 pixels in height.

I would like the City Council to think about taking steps towards implementing some of the suggested changes we received from our cyber security audit. I have a company that has been recommended to me by another business we work with as well as a fellow clerk. If the council is interested, I would be happy to get quotes. At the very least I believe this will be helpful as budgeting season will be upon us before we know it.

**Clerk Development/Training** – Thank you for your continued support and invest in me professionally!

- o I have had the opportunity to attend 3 trainings sessions online through the University of Wisconsin, Green Bay.
  - o Adult and Lifelong Learning Principles
  - o Instructional Design
  - o Facilitating Sessions

I really enjoyed participating in these sessions as I have been working on creating council member training and hope to continue to work on developing several other courses in the future. The sessions I attended were accredited by IIMC and have earned 2.25 points towards my CMC.

I have also begun taking the Public Information Officer Program through FEMA's courses. There are two courses I have started IS-29 Public Information Officer Awareness. This program is asynchronous. I have not worked much on it since elections have been in full swing. It is my hope to pick it back up before November.

I also attended an online webinar through National Association of Government Archives and Records Administration (NAGARA) about "Emergency Preparedness for archivist and records management".

For completion of my Certified Municipal Clerk (CMC) course, I need to have completed 50 experience points and 60 education points. I currently have approximately 39.25/50 experience and 57/60 education points. I will most likely not be able to complete my certification until after next June. The main way to earn experience points is by completing AAMC Conference (December 2025) and IIMC Conference (May 2026).

**Completed projects**

- o Completed 2025 elections season



- o Supporting C-LAC
- o Completed and submitted 4 Knowledge Transfer Application Plan (KTAP) for completion of IIMC credits
- o Endowment Fund updates and advertising

**Goals and projects for 2025 (in no order).** \* = carried over from 2024\*Creating a COG document titling guide to assist with continuity in naming documents. (in progress working with an expert)

- o \*Continue Review of City Ordinance and policy updates – A committee is being created to work on this initiative.
- o Work to change the city hall set up so community members as well as council members can see the electronically displayed packet and improve the camera/video recording to help make the zoom experience better and more personable for our community members attending meeting remotely or viewing the recording.
- o Update our records retention schedule
- o Work on updating the website to make it more user friendly – Continuously working on this

### The City Council attendance history.

This record starts with October 7, 2024, special meeting where the new council was sworn in.

| Meeting Date                                              | Owens<br>Seat A-exp. 2025 | Warner<br>Seat B-exp. 2025 | Patrick<br>Seat C-exp. 2026           | B Taylor<br>Seat D-exp. 2026              | McLaughlin<br>Seat E-exp. 2027 | Beck<br>Seat F-exp. 2027 | M Taylor<br>Seat G-exp. 2027 |
|-----------------------------------------------------------|---------------------------|----------------------------|---------------------------------------|-------------------------------------------|--------------------------------|--------------------------|------------------------------|
| 10/7/2024 Special Meeting - Swearing in new council memb. |                           |                            |                                       | via zoom                                  |                                | (not sworn in)           |                              |
| 10-07-2024 Work Session Meeting                           |                           |                            |                                       | via zoom                                  |                                | (not sworn in)           |                              |
| 10-14-2024 General Meeting                                | via zoom                  |                            |                                       | via zoom                                  |                                | (not sworn in)           |                              |
| 10-22-2024 Special Meeting - swearing in L. Beck          | via zoom                  |                            |                                       | via zoom                                  |                                |                          |                              |
| 11-4-2024 Special Meeting - cyber security review         |                           |                            |                                       | via zoom                                  |                                | via phone                |                              |
| 11-12-2024 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 12-02-2024 Work Session Meeting (entire meeting via zoom) | via zoom                  | via zoom                   | via zoom                              | via zoom                                  | via zoom                       | via zoom                 | via zoom                     |
| 12-16-2024 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 01-06-2025 Work Session                                   |                           |                            |                                       | (5 min late)                              |                                |                          |                              |
| 01-13-2025 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 01-27-2025 Work Session CIP                               |                           |                            |                                       |                                           |                                |                          |                              |
| 02-03-2025 Work Session                                   |                           |                            |                                       |                                           |                                |                          |                              |
| 02-10-2025 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 03-03-2025 Special Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 03-03-2025 Work Session                                   |                           |                            |                                       |                                           |                                |                          |                              |
|                                                           | Owens<br>Seat A-exp. 2025 | Warner<br>Seat B-exp. 2025 | OPEN<br>Seat C-exp. 2026              | J. Kearns (exp. 2025)<br>Seat D-exp. 2026 | McLaughlin<br>Seat E-exp. 2027 | Beck<br>Seat F-exp. 2027 | M Taylor<br>Seat G-exp. 2027 |
| 03-10-2025 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 03-12-2025 Special Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 03-12-2025 Special Budget Work Session                    |                           |                            |                                       |                                           |                                |                          |                              |
| 04-07-2024 Work Session                                   |                           | via zoom - left early      |                                       | via zoom                                  |                                |                          |                              |
|                                                           | Owens<br>Seat A-exp. 2025 | Warner<br>Seat B-exp. 2025 | Fosse (exp. 2025)<br>Seat C-exp. 2026 | J. Kearns (exp. 2025)<br>Seat D-exp. 2026 | McLaughlin<br>Seat E-exp. 2027 | Beck<br>Seat F-exp. 2027 | M Taylor<br>Seat G-exp. 2027 |
| 04-14-2025 General Meeting                                | via zoom                  |                            |                                       |                                           |                                |                          |                              |
| 04-16-2025 Budget Town Hall Meeting                       | via zoom                  |                            |                                       | via zoom                                  |                                |                          |                              |
| 05-05-2025 Work Session                                   |                           |                            |                                       |                                           |                                |                          |                              |
| 05-12-2025 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 06-02-2025 Work Session                                   |                           |                            |                                       |                                           |                                |                          |                              |
| 06-09-2025 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 07-07-2025 Work Session                                   |                           |                            |                                       |                                           |                                |                          |                              |
| 07-14-2025 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 07-30-2025 Special Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 08-04-2025 Work Session Meeting                           |                           |                            | Late at 7pm via zoom                  | via zoom                                  |                                |                          |                              |
| 08-11-2025 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 09-01-2025 Work Session Meeting                           |                           | via zoom                   |                                       |                                           |                                |                          |                              |
| 09-08-2025 General Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 09-22-2025 Special Meeting                                |                           |                            |                                       |                                           |                                |                          |                              |
| 8-6-2025 Work Session                                     |                           |                            |                                       | via zoom                                  |                                |                          |                              |

|                                                                                                                                                                                                                                                                                                                                                                                                                            |                                      |  |  |  |  |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--|--|--|--|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                            | Special Meeting/Work Session Present |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                            | General Meeting Present              |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                            | Absent (unexcused)                   |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                            | Absent (excused)                     |  |  |  |  |  |  |
| Section 2.20.100 - Vacancies.                                                                                                                                                                                                                                                                                                                                                                                              |                                      |  |  |  |  |  |  |
| (f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.                                                                                                                                                                                                                                                                               |                                      |  |  |  |  |  |  |
| Section 2.30.040 - City council member attendance policy for regular meetings.                                                                                                                                                                                                                                                                                                                                             |                                      |  |  |  |  |  |  |
| (a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused. |                                      |  |  |  |  |  |  |

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through September 2025**

|                                       | <u>Jul - Sep 25</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------------|---------------------|---------------|-----------------------|--------------------|
| <b>Ordinary Income/Expense</b>        |                     |               |                       |                    |
| <b>Income</b>                         |                     |               |                       |                    |
| <b>Admin Fees</b>                     | 5.00                |               |                       |                    |
| <b>Business License Fees</b>          | 425.00              | 3,500.00      | -3,075.00             | 12.1%              |
| <b>Donations</b>                      | 415.00              | 500.00        | -85.00                | 83.0%              |
| <b>DRC Income</b>                     |                     |               |                       |                    |
| C Chest paid at City Hall             | 557.00              |               |                       |                    |
| Community Chest Sales                 | 4,409.00            | 13,000.00     | -8,591.00             | 33.9%              |
| Landfill Fees paid @ City Hall        | 12,799.89           |               |                       |                    |
| Landfill Fees/Sales                   | 21,675.74           | 100,000.00    | -78,324.26            | 21.7%              |
| Recyclable Material Sales             | 12,412.70           | 7,000.00      | 5,412.70              | 177.3%             |
| <b>Total DRC Income</b>               | 51,854.33           | 120,000.00    | -68,145.67            | 43.2%              |
| <b>Federal Revenue</b>                |                     |               |                       |                    |
| Payment In Lieu of Taxes              | 168,632.84          | 150,000.00    | 18,632.84             | 112.4%             |
| <b>Total Federal Revenue</b>          | 168,632.84          | 150,000.00    | 18,632.84             | 112.4%             |
| <b>Fundraising</b>                    | 375.00              | 500.00        | -125.00               | 75.0%              |
| <b>Grant Income</b>                   | 62,145.00           | 15,000.00     | 47,145.00             | 414.3%             |
| <b>GVFD Income</b>                    |                     |               |                       |                    |
| Ambulance Billing                     | 392.27              | 9,000.00      | -8,607.73             | 4.4%               |
| ASP                                   | 145.00              | 1,000.00      | -855.00               | 14.5%              |
| Training                              | 0.00                | 150.00        | -150.00               | 0.0%               |
| <b>Total GVFD Income</b>              | 537.27              | 10,150.00     | -9,612.73             | 5.3%               |
| <b>Interest Income</b>                | 24.82               | 88,876.46     | -88,851.64            | 0.0%               |
| <b>Lands Income</b>                   |                     |               |                       |                    |
| Gravel Pit Gravel Sales               | 4,140.00            | 30,000.00     | -25,860.00            | 13.8%              |
| <b>Total Lands Income</b>             | 4,140.00            | 30,000.00     | -25,860.00            | 13.8%              |
| <b>Lease Income</b>                   | 8,192.39            | 16,000.00     | -7,807.61             | 51.2%              |
| <b>Library Income</b>                 | 729.00              | 1,000.00      | -271.00               | 72.9%              |
| <b>Marine Facilities Income</b>       |                     |               |                       |                    |
| Facilities Usage Fees                 |                     |               |                       |                    |
| Single Use Fee                        | 60.00               |               |                       |                    |
| Facilities Usage Fees - Other         | 0.00                | 2,600.00      | -2,600.00             | 0.0%               |
| <b>Total Facilities Usage Fees</b>    | 60.00               | 2,600.00      | -2,540.00             | 2.3%               |
| <b>Commercial Vessel Registration</b> | 0.00                | 12,500.00     | -12,500.00            | 0.0%               |
| <b>Private Vessel Registration</b>    |                     |               |                       |                    |
| Kayak Registration                    | 10.00               |               |                       |                    |

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through September 2025**

|                                     | <u>Jul - Sep 25</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|-------------------------------------|---------------------|---------------|-----------------------|--------------------|
| Private Vessel Registration - Other | 650.00              | 5,000.00      | -4,350.00             | 13.0%              |
| Total Private Vessel Registration   | 660.00              | 5,000.00      | -4,340.00             | 13.2%              |
| Storage Area Fee                    | 0.00                | 2,600.00      | -2,600.00             | 0.0%               |
| Total Marine Facilities Income      | 720.00              | 22,700.00     | -21,980.00            | 3.2%               |
| State Revenue                       |                     |               |                       |                    |
| Community Assistance Program        | 0.00                | 58,200.33     | -58,200.33            | 0.0%               |
| Shared Fisheries Business Tax       | 0.00                | 231.87        | -231.87               | 0.0%               |
| Total State Revenue                 | 0.00                | 58,432.20     | -58,432.20            | 0.0%               |
| Tax Income                          |                     |               |                       |                    |
| Retail Tax Income                   | 129,968.49          | 450,000.00    | -320,031.51           | 28.9%              |
| Remote Sellers Retail Tax           | 33,005.30           | 75,000.00     | -41,994.70            | 44.0%              |
| Room Tax Income                     | 31,710.13           | 100,000.00    | -68,289.87            | 31.7%              |
| Fish Box Tax                        | 9,000.00            | 9,000.00      | 0.00                  | 100.0%             |
| Penalties & Interest                | 1,198.03            | 3,000.00      | -1,801.97             | 39.9%              |
| Tax Exempt Cards                    | 0.00                | 300.00        | -300.00               | 0.0%               |
| Total Tax Income                    | 204,881.95          | 637,300.00    | -432,418.05           | 32.1%              |
| Total Income                        | 503,077.60          | 1,153,958.66  | -650,881.06           | 43.6%              |
| Gross Profit                        | 503,077.60          | 1,153,958.66  | -650,881.06           | 43.6%              |
| Expense                             |                     |               |                       |                    |
| Administrative Costs                | 216.00              |               |                       |                    |
| Bank Service Charges                | 2,860.31            | 11,550.00     | -8,689.69             | 24.8%              |
| Building                            |                     |               |                       |                    |
| Insurance                           | 18,401.38           | 20,300.00     | -1,898.62             | 90.6%              |
| Maintenance & Repair                | 60.37               | 4,000.00      | -3,939.63             | 1.5%               |
| Total Building                      | 18,461.75           | 24,300.00     | -5,838.25             | 76.0%              |
| Contractual Services                |                     |               |                       |                    |
| Medical Director                    | 0.00                | 10,600.00     | -10,600.00            | 0.0%               |
| City Engineer                       | 360.00              | 10,000.00     | -9,640.00             | 3.6%               |
| Ambulance Billing Expense           | 294.92              | 1,000.00      | -705.08               | 29.5%              |
| Managed IT Services                 | 7,955.00            | 25,020.00     | -17,065.00            | 31.8%              |
| Contractual Services - Other        | 5,944.15            | 25,988.00     | -20,043.85            | 22.9%              |
| Total Contractual Services          | 14,554.07           | 72,608.00     | -58,053.93            | 20.0%              |
| Dues/Fees                           | 3,084.85            | 11,850.00     | -8,765.15             | 26.0%              |
| Economic Development Services       |                     |               |                       |                    |

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through September 2025**

|                                            | Jul - Sep 25 | Budget     | \$ Over Budget | % of Budget |
|--------------------------------------------|--------------|------------|----------------|-------------|
| <b>GVA</b>                                 | 15,200.00    | 15,200.00  | 0.00           | 100.0%      |
| <b>Total Economic Development Services</b> | 15,200.00    | 15,200.00  | 0.00           | 100.0%      |
| <b>Election Expense</b>                    | 11.77        | 250.00     | -238.23        | 4.7%        |
| <b>Equipment</b>                           |              |            |                |             |
| Equipment Fuel                             | 547.59       | 2,900.00   | -2,352.41      | 18.9%       |
| Equipment Purchase                         | 2,630.41     | 4,800.00   | -2,169.59      | 54.8%       |
| Insurance                                  | 411.01       | 377.00     | 34.01          | 109.0%      |
| Maintenance & Repair                       | 672.48       | 1,900.00   | -1,227.52      | 35.4%       |
| <b>Total Equipment</b>                     | 4,261.49     | 9,977.00   | -5,715.51      | 42.7%       |
| <b>Events &amp; Celebrations</b>           | 296.31       | 1,200.00   | -903.69        | 24.7%       |
| <b>Freight/Shipping</b>                    | 7,684.77     | 30,250.00  | -22,565.23     | 25.4%       |
| <b>Fundraising Expenses</b>                | 0.00         | 500.00     | -500.00        | 0.0%        |
| <b>General Liability</b>                   | 12,861.14    | 19,625.00  | -6,763.86      | 65.5%       |
| <b>Library Materials</b>                   | 3,548.60     | 10,500.00  | -6,951.40      | 33.8%       |
| <b>Marine Facilities</b>                   |              |            |                |             |
| Insurance                                  | 805.25       | 3,300.00   | -2,494.75      | 24.4%       |
| Maintenance & Repairs                      | 0.00         | 500.00     | -500.00        | 0.0%        |
| <b>Total Marine Facilities</b>             | 805.25       | 3,800.00   | -2,994.75      | 21.2%       |
| <b>Occupational Health</b>                 | 0.00         | 500.00     | -500.00        | 0.0%        |
| <b>Payroll Expenses</b>                    |              |            |                |             |
| Wages                                      | 109,285.31   | 407,512.40 | -298,227.09    | 26.8%       |
| Payroll Taxes                              | 10,135.27    | 39,118.15  | -28,982.88     | 25.9%       |
| Paid Time off                              | 1,700.13     | 22,878.92  | -21,178.79     | 7.4%        |
| Sick Leave                                 | 1,359.31     | 7,883.30   | -6,523.99      | 17.2%       |
| Health Insurance (company paid)            | 13,258.14    | 23,645.52  | -10,387.38     | 56.1%       |
| Health Insurance Stipend                   | 2,250.00     | 12,000.00  | -9,750.00      | 18.8%       |
| 457(b) Employer Contribution               | 3,192.57     | 28,532.75  | -25,340.18     | 11.2%       |
| Workers Comp Insurance                     | 9,993.57     | 11,358.61  | -1,365.04      | 88.0%       |
| Payroll Expenses - Other                   | -14,376.26   | 1,751.10   | -16,127.36     | -821.0%     |
| <b>Total Payroll Expenses</b>              | 136,798.04   | 554,680.75 | -417,882.71    | 24.7%       |
| <b>Professional Services</b>               | 440.00       | 30,000.00  | -29,560.00     | 1.5%        |
| <b>Public Relations</b>                    | 0.00         | 500.00     | -500.00        | 0.0%        |
| <b>Repair &amp; Replacement Fund</b>       | 0.00         | 18,554.91  | -18,554.91     | 0.0%        |
| <b>Road Maintenance</b>                    | 29,780.72    | 215,000.00 | -185,219.28    | 13.9%       |
| <b>Social Services</b>                     |              |            |                |             |
| GCEP dba The Rookery                       | 0.00         | 8,000.00   | -8,000.00      | 0.0%        |

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10/06/25

Accrual Basis

Item #5.

**City of Gustavus**  
**Profit & Loss Budget vs. Actual COG Accrual**  
**July through September 2025**

|                       | Jul - Sep 25      | Budget       | \$ Over Budget    | % of Budget   |
|-----------------------|-------------------|--------------|-------------------|---------------|
| Total Social Services | 0.00              | 8,000.00     | -8,000.00         | 0.0%          |
| Stipend               | 0.00              | 4,000.00     | -4,000.00         | 0.0%          |
| Supplies              |                   |              |                   |               |
| Program               | 242.32            | 1,550.00     | -1,307.68         | 15.6%         |
| Supplies - Other      | 6,695.91          | 19,700.00    | -13,004.09        | 34.0%         |
| Total Supplies        | 6,938.23          | 21,250.00    | -14,311.77        | 32.7%         |
| Telecommunications    | 4,246.28          | 21,521.00    | -17,274.72        | 19.7%         |
| Training              | 1,920.00          | 19,004.00    | -17,084.00        | 10.1%         |
| Travel                | 4,482.92          | 19,638.00    | -15,155.08        | 22.8%         |
| Utilities             |                   |              |                   |               |
| Electricity           | 1,585.33          | 10,200.00    | -8,614.67         | 15.5%         |
| Fuel Oil              | 1,680.48          | 7,500.00     | -5,819.52         | 22.4%         |
| Utilities - Other     | -836.59           |              |                   |               |
| Total Utilities       | 2,429.22          | 17,700.00    | -15,270.78        | 13.7%         |
| Vehicle               |                   |              |                   |               |
| Fuel                  | 432.33            | 1,500.00     | -1,067.67         | 28.8%         |
| Insurance             | 4,402.14          | 5,500.00     | -1,097.86         | 80.0%         |
| Maintenance & Repair  | 606.69            | 3,000.00     | -2,393.31         | 20.2%         |
| Mileage Reimbursement | 0.00              | 2,000.00     | -2,000.00         | 0.0%          |
| Total Vehicle         | 5,441.16          | 12,000.00    | -6,558.84         | 45.3%         |
| Total Expense         | 276,322.88        | 1,153,958.66 | -877,635.78       | 23.9%         |
| Net Ordinary Income   | 226,754.72        | 0.00         | 226,754.72        | 100.0%        |
| Net Income            | <b>226,754.72</b> | <b>0.00</b>  | <b>226,754.72</b> | <b>100.0%</b> |

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10/06/25

Accrual Basis

**City of Gustavus**  
**Balance Sheet**  
 As of October 6, 2025

Item #5.

|                                            | <u>Oct 6, 25</u>           |
|--------------------------------------------|----------------------------|
| <b>ASSETS</b>                              |                            |
| Current Assets                             |                            |
| Checking/Savings                           |                            |
| AMLIP Capital Improv Current (0630598.1)   | 268,762.09                 |
| AMLIP Capital Improv Long-Term (0630598.2) | 733,936.13                 |
| AMLIP Repair & Replacement (0630598.3)     | 421,590.79                 |
| AMLIP Gravel Pit Fund (0630598.8)          | 33,367.65                  |
| AMLIP Reserve (0630598.12)                 | 1,171,684.05               |
| APCM.Endowment Fund                        | 1,738,941.51               |
| FNBA - Checking                            | 345,365.37                 |
| FNBA Endowment Fund - Checking             | 12,332.95                  |
| Petty Cash                                 | 241.69                     |
| Total Checking/Savings                     | 4,726,222.23               |
| Accounts Receivable                        |                            |
| Accounts Receivable                        | 5,376.13                   |
| Total Accounts Receivable                  | 5,376.13                   |
| Other Current Assets                       |                            |
| Undeposited Funds                          | 5,777.21                   |
| Total Other Current Assets                 | 5,777.21                   |
| Total Current Assets                       | 4,737,375.57               |
| <b>TOTAL ASSETS</b>                        | <b><u>4,737,375.57</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>            |                            |
| Liabilities                                |                            |
| Current Liabilities                        | 123,444.82                 |
| Total Liabilities                          | 123,444.82                 |
| Equity                                     |                            |
| Fund Balance                               | 3,346,329.98               |
| Opening Bal Equity                         | 1,084,743.57               |
| Net Income                                 | 182,857.20                 |
| Total Equity                               | 4,613,930.75               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>      | <b><u>4,737,375.57</u></b> |

**Accounts Receivable Detail****As of 09/30/2025**

|                   |                                               |
|-------------------|-----------------------------------------------|
| \$719.04          | Delinquent Sales Tax                          |
| \$4,855.30        | Ambulance Transport Billing - In Progress     |
| \$105.00          | ABS Customer Invoice                          |
| <b>(\$303.21)</b> | <b>Net of Other Customer Account Balances</b> |
| <b>\$5,376.13</b> | <b>Total</b>                                  |

**FNBA Checking Account - Unrestricted Funds Balance****As of 09/30/2025**

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

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

FNBA Checking Account Balance: **\$345,365.37**

Obligated Funds Currently in Checking Account:

|            |                          |                     |
|------------|--------------------------|---------------------|
| Gravel Pit | Gravel Pit Funds         | <b>-\$40,000.00</b> |
| Admin      | City Hall Meter          | <b>-\$16,089.26</b> |
| Library    | SoA OWL Internet Subsidy | <b>\$0.00</b>       |

Unrestricted Funds: **\$289,276.11**

**Pending Transfers:**

|            |                                           |             |                           |
|------------|-------------------------------------------|-------------|---------------------------|
| FY26-05NCO | Wildlands Fire Truck - Additional Funding | \$11,000.00 | Public Hearing 10/13/2025 |
| FY26-06NCO | New Computers for Council and Fire Chief  | \$11,000.00 | Public Hearing 10/13/2025 |

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

|                                   |                       |
|-----------------------------------|-----------------------|
| FY26 budgeted operating expenses: | <b>\$1,153,958.66</b> |
| 25% =                             | <b>\$288,489.67</b>   |
| 17% =                             | <b>\$196,172.97</b>   |
| 35% =                             | <b>\$403,885.53</b>   |

**0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded****Capital Projects****Date and NCO**

|       |                                           | AMLIP        | Project    | Remaining    |                                                          |
|-------|-------------------------------------------|--------------|------------|--------------|----------------------------------------------------------|
| Admin | CP19-03 Gustavus Beach Improv.            | \$4,433.54   | \$0.00     | \$4,433.54   | Moved to AMLIP Current 08/15/2023 - NCO FY24-02          |
| DRC   | CP19-06 DRC Composting Facility           | \$67,315.85  | \$240.00   | \$67,075.85  | Moved to AMLIP Current 08/15/2023 - NCO FY24-02          |
| Roads | CP21-03 Good River Bridge Repairs         | \$0.00       | \$0.00     | \$0.00       | Moved to AMLIP Current 08/15/2023 - NCO FY24-02          |
| DRC   | CP21-05 DRC Main Bldg Replacement: Design | \$826.60     | \$500.00   | \$326.60     | Moved to AMLIP Current 08/15/2023 - NCO FY24-02          |
| DRC   | CP24-01 DRC Balefill Expansion            | \$46,454.19  | \$510.00   | \$45,944.19  | Moved to AMLIP Current 05/13/2024 - NCO FY24-13          |
| RM    | CP24-02 Same Old Road Drainage            | \$69,003.00  | \$0.00     | \$69,003.00  | Moved to AMLIP Current 06/10/2024 - NCO FY24-17          |
| Admin | CP24-04 Heat Pump Project                 | \$29,585.71  | \$0.00     | \$29,585.71  | Moved to AMLIP Current 09/11/2024 - NCO FY25-03          |
| GVFD  | CP24-05 AFG FEMA Match                    | \$33,404.77  | \$0.00     | \$33,404.77  | Moved to AMLIP Current 10/21/2024 - NCO FY25-05          |
| Admin | CP25-01 City Hall Meter                   | \$16,089.26  | \$0.00     | \$16,089.26  | Moved to AMLIP Current 05/12/2025 - NCO FY25-24          |
|       |                                           |              |            | (\$445.38)   | Mathmatical error when transferring funds at end of FY25 |
|       | Interest earned FY26                      |              |            | \$3,344.55   |                                                          |
|       |                                           | \$267,112.92 | \$1,250.00 | \$268,762.09 |                                                          |

**Pending Transfers:****Amount****Introduced****Public Hearing**

|            |                               |             |          |            |                                             |
|------------|-------------------------------|-------------|----------|------------|---------------------------------------------|
| FY26-05NCO | GVFD Wildlands Fire Truck     | \$11,000.00 | 9/8/2025 | 10/13/2025 | Additional Funding for Wildlands Fire Truck |
| FY26-06NCO | CY26-01 New Council Computers | \$11,000.00 | 9/8/2025 | 10/13/2025 | New Council / Fire Chief Computers          |

- **Grants/Projects update:**

- Compost Facility

*No Update* – Still waiting to hear on the SWIFER Grant submittal.

- DRC - Recycling Center

*Update* – RESPEC submitted the site survey deliverables so we can issue an RFP. The RFP has been drafted as of this writing and should be posted before the General Meeting.

- Good River Bridge Repair and Embankment Stabilization Project

*Update* – RESPEC project and engineer staff were in town to perform a site visit, and the survey crew was here the week of September 2<sup>nd</sup> to perform the initial survey for the project. The project person and engineer met with Justin Marchbanks (landowner near ROW) and John Barry. The 20% design package is due on October 31, 2025.

- PIDP – Dock/Floats Protection - MARAD funding

*Update* – The grant has been submitted with a lot of help from ADOT...and now we wait.

[MARAD-250225-001 Updated PIDP Notice of Funding Opportunity | MARAD](#)

- FLAP – Federal Lands Access Program for the sidepath from Good River corner to the NPS Boundary

*Update* – Received the Scope and Sequencing documents from ADOT. There were some materials amounts and consequently cost concerns for the total amount to submit for the grant and for our resolution. Tuesday Oct 7, Elm Robichaud of Fairweather Construction, the gravel pit operator, John Barry our engineering consultant and I had a meeting with ADOT engineers, project staff and others to determine amounts and type of materials we could use from Gustavus, and what other materials had to be imported. The ADOT engineers will revise that SSE before we submit the FLAP grant.

- Rural and Tribal Assistance Pilot Program (RTA) Application

*Update* – This has also been submitted with major help from AML. Similar to PIDP. This is a first come first served application. It is unknown when the awards will be announced.

<https://www.transportation.gov/buildamerica/RuralandTribalGrants>

- FEMA – AFF Water Tender

*No Update*

- Septage Study

*Update* – The 95% PER (Preliminary Engineering Report) was sent out to the community soliciting comments. So far none have been received (as of this writing). The report will need to advance to the multi-agency review committee despite the lack of comments.

To reiterate since there are new council members. At some point the council will need to decide the role they wish the City to play in this issue and the amount of resources they wish to dedicate towards a solution. Since we have no Public Works personnel/department it is very time consuming. I have suggested that a working group needs to be formed.

- Safe Streets for All (SS4A)

*Update* – The grant agreement has been fully executed. We met with AML who is the subrecipient to iron out details, allowable indirect costs and other details. AML is drafting their agreement as the subrecipient and will submit it to us. Jim Mackovjak continues to attend the cohort and other meetings for the SS4A process.

- I attended Southeast Conference in Sitka the week of September 15<sup>th</sup>. As always, it was invaluable to be there to learn what was going on in all of the community and regional initiatives as well as updated by various business sectors of Southeast Alaska. Being able to network with representatives of these business sectors and with other community representatives is always advantageous.

Among other presentations of interest – you may want to check out the Visitor Industry and Transportation presentations on Tuesday and the Breakout Work Session /Transportation Plan on Thursday. [2025 Annual Meeting Conference Presentations - Southeast Conference](#) Here is the publication for Southeast by the Numbers [Southeast Alaska By the Numbers - Southeast Conference](#) presented by Meilani Schijvens from Rain Coast Data. They did present and pass the Sea Otter Resolution at the Annual Membership Meeting. [Meeting Materials - Southeast Conference](#)

- **Xunaa Borough Update:** Mayor will update on this.
- **Internet cell booster connected to the dock** – The work was completed on September 2. Recently, I went and checked out the connectivity capability and found 3 bars right next to the building and 2 bars in the ferry staging area away from the building. It should serve the purpose of having cell connectivity in case of an emergency. Thanks to ADOT for the MOU and for getting the Starlink equipment installed.
- **Strengthening Gateway Communities:** Met with Joni Seay, her admin and 2 maintenance staff on September 23<sup>rd</sup>. Main topic of conversation was about the possibility of the assisting with septage disposal in the future – potentially after it has been dewatered. They are checking with environmental folks at region to see if it can be transported into the park. Let's just say, there was not as much enthusiasm as I had hoped for. Another topic was having Bartlet Cove visitors be able to come into Gustavus more to be able to visit local businesses.
- A list of other items:
  - Continue to participate in weekly Infrastructure Office Hours and other related meetings and seminars, including discussions with ADOT on various projects.
  - At SE Conference I asked Alaska Airlines and Alaska Seaplanes to donate freight to cover the costs to ship 5 sets of used turnout gear to the Two Rivers Fire Department outside of Fairbanks. They agreed and we are working on the paperwork needed to accomplish that task. Johan is the liaison between GVFD and GVFD for that process as he has connections with the Two Rivers FD.
  - Continue to respond to septage concerns.
  - Various HR and tax issue matters
  - Civil Work Permits approval process continues which require some inspections and working through expectations. Council Member Taylor continues to assist for adherence to requirements and closing out the permits.
  - AFFF disposal of two containers still underway but still waiting on shipping quotes. Sea Level Transport apparently cannot schedule it right now and there is a transition in the ownership of Frontier Freight, so we have not received a quote yet.
  - Continued to investigate the FF1 training cost proposal and scheduling by working with UAF on a contract training instead of a tuition based training. They have submitted a cost proposal which is included in the Project request document submitted for your approval at this meeting.
- Any Council Questions or Comments?

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY26-05NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 FOR THE WILDLANDS FIRE TRUCK  
FUNDING NOT COVERED BY 2024 LEGISLATIVE GRANT**

**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 2026, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the current fiscal year, 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 |               |                 |         |
| GVFD Wildlands Fire Truck                                                                                     | \$ 0.00                               | \$ 11,000.00  | \$ 11,000.00    |         |
| Funding to be transferred directly to FNBA Checking for remaining costs not covered by 2024 Legislative Grant |                                       |               |                 |         |
| AMLIP Capital Improv Long-Term                                                                                | \$ 731,525.15                         | \$ 720,525.15 | \$ 11,000.00    |         |
| 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 08, 2025*

**DATE OF PUBLIC HEARING:** *October 13, 2025*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Sally McLaughlin, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY26-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 FOR THE CITY COUNCIL AND GVFD  
FIRE CHIEF COMPUTER REPLACEMENT PROJECT**

**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 2026, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the current fiscal year, 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-26-01 New Council Computers<br><i>Funding to be transferred directly to FNBA Checking for immediate use</i> | \$ 0.00                               | \$ 11,000.00  | \$ 11,000.00    |        |
| AMLIP Capital Improv Long-Term                                                                                 | \$ 731,252.15                         | \$ 720,252.15 | \$ 11,000.00    |        |
| 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 8, 2025*

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\_\_\_\_\_  
Sally McLaughlin, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Liesl Barker, City Clerk



## City of Gustavus

## Project Scoping Document Nomination Short Form

Project eligibility

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

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

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

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

1. Project title (Suggested heading in CIP): 2025 Department Wide Firefighter 1 Training

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 goal of the project is to provide a firefighter 1 (FF1) course for the Gustavus Volunteer Fire Department responders. Firefighter 1 training is an entry-level certification program that prepares individuals for basic firefighting duties. It covers essential skills such as:

1. **Fire Suppression:** Techniques for safely fighting structural, wildland, and vehicle fires.
2. **Rescue Operations:** Basics of search and rescue, including victim removal and emergency evacuation.
3. **Ladder and Hose Operations:** Proper use of ladders, hose lines, and nozzle operations.
4. **Personal Protective Equipment (PPE):** Training on the use of firefighting gear (helmets, turnout gear, breathing apparatus).
5. **Fire Safety:** Understanding fire behavior, safety protocols, and preventing accidents.
6. **Hazardous Materials Awareness:** Basic knowledge of handling and identifying hazardous materials.
7. **Medical Skills:** Basic first aid, CPR, and trauma care.
8. **Communication:** Radio procedures and teamwork within the fire service.

The goal is to equip our responders with the foundational skills and knowledge needed to work effectively and safely in firefighting environments.

To achieve this goal, we first need to start with online classwork. The FF1 class is approximately 545 hours long, including the skills portion. The online work would be self-study, online lectures, and written testing. The classwork needs to be finished before the skills portion of the class.

The next portion of the class would be approximately two weeks of skills practice and testing in Fairbanks, AK. The stay in Fairbanks would require either an Airbnb, a series of dorms, or a hotel stay for the two weeks needed to attend the skills portion of the class. The trip would require us to bring our fire gear, excluding our SCBAs, to Fairbanks.

Providing the funding for seven responders to attend a Firefighter 1 class would be an excellent opportunity for the Gustavus community to enhance the safety of the Gustavus Volunteer Fire Department.

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.

4. Project cost: (Rough Estimates)

- Course costs for up to 8 students 15,493
- Cost per student for materials
  - o IFTSA FF1 7<sup>th</sup> Ed. Textbook and student course workbook
    - \$140 per book
  - o IFTSA Hazardous Material Operations 6<sup>th</sup> Ed
    - \$90 per book
  - o 2024 Emergency Response Guidebook
    - \$10 per book (we already have these books in stock)
  - o State of Alaska FF1 and Hazmat testing fee
    - \$100 per student
- Total Course cost comes to \$18,213 for instruction averaging to \$2,277 per student
- Travel per student
  - o Seaplanes= \$368 per student/ 7 students total at \$2,576
    - Planning on \$80 Excess weight charge for fire gear/ total of \$560
    - Freight charge \$45/ total \$315
  - o Option B: Alaska Marine Highway= \$60 per student/ 7 students total \$420 one way/ \$840 round trip if ferry aligns with the class.
  - o Alaska Airlines= \$553 per student/ 7 students total at \$3,871
- Hotel per student
  - o Juneau (flights do not line up for only one day of traveling to Fairbanks)
    - Option A: super 8 = \$117.64 per student/ 7 Students total at \$823.48
    - Option B: AirBnB = \$806 for one night (whole house)
  - o Fairbanks
    - Option A: AirBnb = Range from \$4,000 to \$10,000 for two weeks (whole house)
    - Option B: Hotel = \$2,030 per student/ 7 students total at \$14,210
    - Option C: Dorms = \$253 for one night for 7 students/ total at \$3,542

- Option D: Various Firehalls
  - o Car rental
    - Hertz (minivan): \$1,476.37
    - Enterprise (minivan): \$1,178.33
    - Turo (7 seats): \$1,319.78
    - Budget (minivan): \$1,555.99
  - Total cost needed
    - o \$32,000. This is based with Seaplanes, Super 8 in Juneau, Airbnb, and turo car rental with \$781.74 wiggle room. We'll plan to use the ferry if the ferry lines up with the dates, in this case it would be cheaper.
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.
- Once approved, we are hoping to have the class done by the end of February 2026.
6. Provide a quality digitized photo, drawing, map, or other graphic image of your project if possible.

N/A



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

September 10, 2025

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov); [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov);

Licensee: **Gustavus Holdings, LLC**

DBA: Red Rooster

VIA email: [superhero17@hotmail.com](mailto:superhero17@hotmail.com); [theredrooster907@gmail.com](mailto:theredrooster907@gmail.com);

CC: None

Local Government 1: Gustavus

Local Government 2: Unorganized Borough

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

Community Council: n/a

Via Email: n/a

Re: Restaurant or Eating Place License #6092 Combined Renewal Notice for 2025-2026 Renewal Cycle

|                             |                                                                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>License Number:</b>      | #6092                                                                                                                                               |
| <b>License Type:</b>        | Restaurant or Eating Place                                                                                                                          |
| <b>Licensee:</b>            | Gustavus Holdings, LLC                                                                                                                              |
| <b>Doing Business As:</b>   | Red Rooster                                                                                                                                         |
| <b>Physical Address:</b>    | 25 State Dock Road, Gustavus, AK, 99826                                                                                                             |
| <b>Designated Licensee:</b> | Layne Parker                                                                                                                                        |
| <b>Phone Number:</b>        | 907-209-0305; 907-957-8330                                                                                                                          |
| <b>Email Address:</b>       | <a href="mailto:superhero17@hotmail.com">superhero17@hotmail.com</a> ; <a href="mailto:theredrooster907@gmail.com">theredrooster907@gmail.com</a> ; |

☒ License Renewal Application

☐ Endorsement Renewal Application

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council, if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **December 2<sup>nd</sup>, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

**Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

We have received a complete renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov)

Sincerely,  
Alysha Pacarro, Licensing Examiner II  
For  
Kevin Richard, Director



Alaska Alcoholic Beverage Control Board

## Form AB-17: 2025/2026 General Renewal Application

- This form and any required supplemental forms must be completed, **signed by the licensee**, and postmarked no later than December 31, 2024, per AS 04.11.270, 3 AAC 305.050, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal and required fees that have not been postmarked, emailed, or submitted through AK-ACCIS by February 28, 2025, will result in expiration of the alcoholic beverage license per AS 04.11.540.
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the mandatory fees and all documents required, or the application will be returned without being processed, per AS 04.11.270.
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

### Section 1 - Establishment Contact Information

|                    |             |            |      |
|--------------------|-------------|------------|------|
| Doing Business As: | Red Rooster | License #: | 6092 |
|--------------------|-------------|------------|------|

If your mailing address has changed, write the NEW address below:

|                  |           |        |       |
|------------------|-----------|--------|-------|
| Mailing Address: | Po Box 14 |        |       |
| City:            | Gustavus  | State: | AK    |
|                  |           | ZIP:   | 99826 |

### Section 2 - Licensee Contact Information

**Contact Licensee:** The individual listed below must be part of the ownership structure of the licensee listed in Section 1. This person will be the designated point of contact regarding this license unless the Optional contact is completed.

|                   |                         |                |              |
|-------------------|-------------------------|----------------|--------------|
| Contact Licensee: | Layne Parker            | Contact Phone: | 907 204 0305 |
| Contact Email:    | Superhero17@hotmail.com |                |              |

**Optional:** If you wish for AMCO staff to communicate with anyone other than the Contact Licensee (such as legal counsel) about your license, list their information below:

|                  |                            |                |              |
|------------------|----------------------------|----------------|--------------|
| Name of Contact: | Rachel Patrick             | Contact Phone: | 907 957 8330 |
| Contact Email:   | TheRedRooster907@gmail.com |                |              |

### Section 3 - Renewal of Endorsement or Endorsements

Do you have an active endorsement(s) associated to the license you are renewing? If no skip to the next section.  
If **YES** answer **ONE** of the below questions in the affirmative:

- I will renew **ALL** of my active endorsement or endorsements.
- I will **NOT** renew **ANY** of my active endorsement or endorsements.
- I want to renew one or more of my active endorsement or endorsements and I am listing here the endorsement or endorsements I do **NOT** want to renew.

YES NO

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

|                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| Endorsement Not Renewing |  | Endorsement Not Renewing |  |
| Endorsement Not Renewing |  | Endorsement Not Renewing |  |



#### Section 4 – for Package Stores ONLY: Written Order Information

**Package Stores ONLY:** Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2025 and/or 2026? If so, if you have not already done so, you will need to apply for a Shipping Endorsement here: <https://accis.elicense365.com/#>

YES NO

☐ ☐

#### Section 5 – Ownership Structure Certification

Did the ownership structure of the licensed business change in 2023/2024?

YES NO

☒ ☐

If **Yes** and you have **NOT** notified AMCO, you will need to apply for a Change of Officials here: <https://accis.elicense365.com/#>

☐ ☐

If **No**, certify the statement below by initialing the box to the right of the statement:

I certify that the ownership structure of the business who owns this alcohol license did not change in any way during the calendar years 2023 or 2024.



#### Section 6 – License Operation

**Unless you continuously operated (more than 240 hours) in 2023 or 2024, check ONE BOX for EACH CALENDAR YEAR** that best describes how this alcoholic beverage license was operated as set forth in AS 04.11.330:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 2023                     | 2024                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. The license was <b>only operated during a specified time (seasonal)</b> each year. (Not to exceed 6 months per year)<br><i>If your seasonal operation dates have changed, list them below:</i><br>_____ to _____                                                                                                                                                                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.<br><i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation and corresponding fee must be provided with this form, or through AK-ACCIS here: <a href="https://accis.elicense365.com/#">https://accis.elicense365.com/#</a></i>                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was not operated at all or was operated less than the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated. You may submit this through AK-ACCIS here: <a href="https://accis.elicense365.com/#">https://accis.elicense365.com/#</a></i> | <input type="checkbox"/> | <input type="checkbox"/> |

#### Section 7 - Violations and Convictions

Have any Notices of Violation been issued for this license in 2023 or 2024?

YES NO

☐ ☒

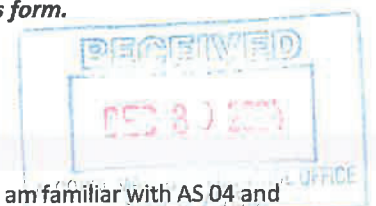
Has any person or entity in this application been convicted of a violation of Title 04, 3AAC 304, 3 AAC 305 or a local ordinance adopted under AS 04.21.010 in 2023 or 2024?

☐ ☒

**If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2). If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.**

#### Section 8 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 305, and that this application, including all accompanying schedules and statements, are true, correct, and complete.





- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current, and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.
- 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.

Layne Parker

Printed name of licensee

  
Signature of licensee

**Restaurant and Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit  
**Sporting Activity/Recreational Site** applications must include a completed AB-36: Sporting Activity/Recreational Site Statement  
**Beverage Dispensary Tourism** applications must include a completed AB-37: Beverage Dispensary Tourism Statement  
**Wholesale** applications must include a completed AB-25: Supplier Certification  
**Common Carrier vessel** applications must include a current safety inspection certificate

Manufacturer Direct Shipment Licensees must apply for renewal through the  
AK-ACCIS online system here: <https://accis.elicense365.com/#>

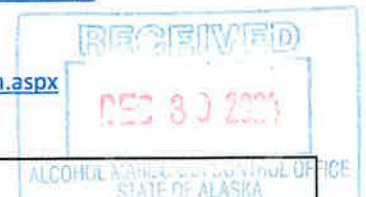
**New This Renewal- Endorsement Fee(s) and Paper Application Fee:**

**Endorsement** renewals will require the biennial \$200.00 fee per endorsement. **Multiple Fixed Counter Endorsements** require ONE \$200.00 biennial fee regardless of how many fixed counters are attached to the license.

**This paper form requires an additional submission fee of \$150.00 per 3 AAC 305.165(10).**  
Avoid additional fees and apply through AK-ACCIS here: <https://accis.elicense365.com/#>

All renewal and supplemental forms are available online:

<https://www.commerce.alaska.gov/web/amco/AlcoholLicenseApplication.aspx>



**FOR OFFICE USE ONLY**

|                  |    |                  |           |            |    |
|------------------|----|------------------|-----------|------------|----|
| License Fee:     | \$ | Application Fee: | \$ 300.00 | Misc. Fee: | \$ |
| Endorsement Fee: | \$ | Paper Form Fee   | \$150.00  |            | \$ |
| Total Fees Due:  |    |                  |           | \$         |    |

| Certificate Of Completion                                           |                                                                                                                                                                                                                                            |                               |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Envelope Id: 695B2FA7-83E1-40EC-AE61-874489E2EC0A                   |                                                                                                                                                                                                                                            | Status: Completed             |
| Subject: Complete with DocuSign: 6092 AB-17 pg2.pdf, 6092 AB-33.pdf |                                                                                                                                                                                                                                            |                               |
| Source Envelope:                                                    |                                                                                                                                                                                                                                            |                               |
| Document Pages: 2                                                   | Signatures: 0                                                                                                                                                                                                                              | Envelope Originator:          |
| Certificate Pages: 3                                                | Initials: 1                                                                                                                                                                                                                                | Alysha Pacarro                |
| AutoNav: Enabled                                                    |                                                                                                                                                                                                                                            | PO Box 110206                 |
| Envelopeld Stamping: Disabled                                       |                                                                                                                                                                                                                                            | Juneau, AK 99811              |
| Time Zone: (UTC-09:00) Alaska                                       |                                                                                                                                                                                                                                            | alysha.pacarro@alaska.gov     |
|                                                                     |                                                                                                                                                                                                                                            | IP Address: 158.145.14.53     |
| Record Tracking                                                     |                                                                                                                                                                                                                                            |                               |
| Status: Original                                                    | Holder: Alysha Pacarro                                                                                                                                                                                                                     | Location: DocuSign            |
| 8/11/2025 11:35:39 AM                                               | alysha.pacarro@alaska.gov                                                                                                                                                                                                                  |                               |
| Security Appliance Status: Connected                                | Pool: StateLocal                                                                                                                                                                                                                           |                               |
| Storage Appliance Status: Connected                                 | Pool: State of Alaska                                                                                                                                                                                                                      | Location: Docusign            |
| Signer Events                                                       | Signature                                                                                                                                                                                                                                  | Timestamp                     |
| Layne Parker                                                        | <div><div>ds</div></div> <div>Signature Adoption: Pre-selected Style</div> <div>Using IP Address:</div> <div>2605:59c8:70b:2f10:3d21:6115:5e7a:ef0d</div> | Sent: 8/11/2025 11:44:33 AM   |
| superhero17@hotmail.com                                             |                                                                                                                                                                                                                                            | Viewed: 8/12/2025 10:32:16 AM |
| Security Level: Email, Account Authentication (None)                |                                                                                                                                                                                                                                            | Signed: 8/12/2025 10:32:43 AM |
|                                                                     |                                                                                                                                                                                                                                            |                               |
| <b>Electronic Record and Signature Disclosure:</b>                  |                                                                                                                                                                                                                                            |                               |
| Accepted: 8/12/2025 10:32:16 AM                                     |                                                                                                                                                                                                                                            |                               |
| ID: 29466b96-6c3a-47c0-8ebd-392931be3ab7                            |                                                                                                                                                                                                                                            |                               |
| Company Name: State of Alaska                                       |                                                                                                                                                                                                                                            |                               |
| In Person Signer Events                                             | Signature                                                                                                                                                                                                                                  | Timestamp                     |
| Editor Delivery Events                                              | Status                                                                                                                                                                                                                                     | Timestamp                     |
| Agent Delivery Events                                               | Status                                                                                                                                                                                                                                     | Timestamp                     |
| Intermediary Delivery Events                                        | Status                                                                                                                                                                                                                                     | Timestamp                     |
| Certified Delivery Events                                           | Status                                                                                                                                                                                                                                     | Timestamp                     |
| Carbon Copy Events                                                  | Status                                                                                                                                                                                                                                     | Timestamp                     |
| Witness Events                                                      | Signature                                                                                                                                                                                                                                  | Timestamp                     |
| Notary Events                                                       | Signature                                                                                                                                                                                                                                  | Timestamp                     |
| Envelope Summary Events                                             | Status                                                                                                                                                                                                                                     | Timestamps                    |
| Envelope Sent                                                       | Hashed/Encrypted                                                                                                                                                                                                                           | 8/11/2025 11:44:33 AM         |
| Certified Delivered                                                 | Security Checked                                                                                                                                                                                                                           | 8/12/2025 10:32:16 AM         |
| Signing Complete                                                    | Security Checked                                                                                                                                                                                                                           | 8/12/2025 10:32:43 AM         |
| Completed                                                           | Security Checked                                                                                                                                                                                                                           | 8/12/2025 10:32:43 AM         |
| Payment Events                                                      | Status                                                                                                                                                                                                                                     | Timestamps                    |
| Electronic Record and Signature Disclosure                          |                                                                                                                                                                                                                                            |                               |



Alaska Alcoholic Beverage Control Board

**Form AB-33: 2025/2026 Renewal Restaurant Receipts Affidavit**

**What is this form?**

A restaurant or eating place licensee must file a complete copy of this form along with its 2025/2026 license renewal application, in order to provide evidence to the Alcoholic Beverage Control Board that this licensed restaurant's receipts from the sale of food upon the licensed premises constitute no less than 50% of the gross receipts (food + alcohol sales) of the licensed premises for each calendar year in 2023 and 2024, as currently required by AS 04.09.210(e) and AS 04.09.360(g). This form is confidential.

This form must be completed and submitted with Form AB-17 to AMCO's main office before a license renewal application may be reviewed.

**Section 1 – Establishment Information**

This form is being submitted for the following license:

|                    |                            |            |      |
|--------------------|----------------------------|------------|------|
| Licensee:          | Gustavus Holdings LLC      | License #: | 6092 |
| License Type:      | Restaurant or Eating Place |            |      |
| Doing Business As: | Red Rooster                |            |      |

**Section 2 – Gross Receipts for 2023 and 2024**

Please fill out the following information carefully, contact AMCO staff if you have questions regarding this form. Enter the dollar amounts of the food and gross (food + alcohol) receipts on the licensed premises and calculate the percentage of gross revenue that is from food sales on the licensed premises for each calendar year. (Food Revenue ÷ Gross Revenue x 100 = %)

|                 |   |                           |         |                        |   |
|-----------------|---|---------------------------|---------|------------------------|---|
| \$ [REDACTED]   | ÷ | \$ [REDACTED]             | X 100 = | 0.00                   | % |
| 2023 Food Sales |   | 2023 Food + Alcohol Sales |         | 2023 Percent from Food |   |

|                 |   |                           |         |                        |   |
|-----------------|---|---------------------------|---------|------------------------|---|
| \$ [REDACTED]   | ÷ | \$ [REDACTED]             | X 100 = | 99                     | % |
| 2024 Food Sales |   | 2024 Food + Alcohol Sales |         | 2024 Percent from Food |   |

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

Layne Parker  
Printed name of licensee

[Signature]  
Signature of licensee



Certificate Of Completion

|                                                                     |               |                           |
|---------------------------------------------------------------------|---------------|---------------------------|
| Envelope Id: 695B2FA7-83E1-40EC-AE61-874489E2EC0A                   |               | Status: Completed         |
| Subject: Complete with DocuSign: 6092 AB-17 pg2.pdf, 6092 AB-33.pdf |               |                           |
| Source Envelope:                                                    |               |                           |
| Document Pages: 2                                                   | Signatures: 0 | Envelope Originator:      |
| Certificate Pages: 3                                                | Initials: 1   | Alysha Pacarro            |
| AutoNav: Enabled                                                    |               | PO Box 110206             |
| Envelopeld Stamping: Disabled                                       |               | Juneau, AK 99811          |
| Time Zone: (UTC-09:00) Alaska                                       |               | alysha.pacarro@alaska.gov |
|                                                                     |               | IP Address: 158.145.14.53 |

Record Tracking

|                                      |                           |                    |
|--------------------------------------|---------------------------|--------------------|
| Status: Original                     | Holder: Alysha Pacarro    | Location: DocuSign |
| 8/11/2025 11:35:39 AM                | alysha.pacarro@alaska.gov |                    |
| Security Appliance Status: Connected | Pool: StateLocal          |                    |
| Storage Appliance Status: Connected  | Pool: State of Alaska     | Location: Docusign |

Signer Events

Layne Parker  
superhero17@hotmail.com  
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style  
Using IP Address:  
2605:59c8:70b:2f10:3d21:6115:5e7a:ef0d

Timestamp

Sent: 8/11/2025 11:44:33 AM  
Viewed: 8/12/2025 10:32:16 AM  
Signed: 8/12/2025 10:32:43 AM

Electronic Record and Signature Disclosure:  
Accepted: 8/12/2025 10:32:16 AM  
ID: 29466b96-6c3a-47c0-8ebd-392931be3ab7  
Company Name: State of Alaska

| In Person Signer Events      | Signature        | Timestamp             |
|------------------------------|------------------|-----------------------|
| Editor Delivery Events       | Status           | Timestamp             |
| Agent Delivery Events        | Status           | Timestamp             |
| Intermediary Delivery Events | Status           | Timestamp             |
| Certified Delivery Events    | Status           | Timestamp             |
| Carbon Copy Events           | Status           | Timestamp             |
| Witness Events               | Signature        | Timestamp             |
| Notary Events                | Signature        | Timestamp             |
| Envelope Summary Events      | Status           | Timestamps            |
| Envelope Sent                | Hashed/Encrypted | 8/11/2025 11:44:33 AM |
| Certified Delivered          | Security Checked | 8/12/2025 10:32:16 AM |
| Signing Complete             | Security Checked | 8/12/2025 10:32:43 AM |
| Completed                    | Security Checked | 8/12/2025 10:32:43 AM |
| Payment Events               | Status           | Timestamps            |

Electronic Record and Signature Disclosure



Alaska Alcoholic Beverage Control Board

## Form AB-29: Waiver of Operation Application

### Why is this form needed?

This form is the means by which a licensee may request that the Alcoholic Beverage Control (ABC) Board waive the operating requirement of AS 04.11.330(a)(3) or (d). If a recreational site license has not been operated at least once in a calendar year, or if a license of any other type has not been operated for at least 240 hours in each calendar year, then a complete copy of this form and the corresponding fees must be submitted for that calendar year, per 3 AAC 304.170.

This application must be accompanied by a non-refundable waiver application fee of:

- for a 1<sup>st</sup> request, an amount equal to  $\frac{1}{4}$  the applicable biennial license fee; or
- for a 2<sup>nd</sup> or subsequent request, double the amount of the fee paid for the previous waiver application.

The ABC Board will determine whether, through no fault of the licensee or because the premises are under construction, the licensed premises count not be operated for the required time during the calendar year. The ABC Board may impose conditions along with the approval of an application for waiver, and it may deny a third or subsequent application for waiver. If an application for waiver is denied, an application for license renewal for the succeeding license period will be denied by the Board. In addition to the waiver application fee, the applicant must pay a late fee of \$1,000 for an application that is received too late for Board consideration at its meeting before November 30 of the year for which the waiver is requested. Please check AMCO's website for meeting agenda deadlines.

Please note that a licensee must submit a separate completed copy of this form and pay a separate corresponding fee for each license and for each calendar year during which a license was not operated in compliance with AS 04.11.330.

### Section 1 – Establishment Information

Enter information for the license that has not been operated for the time required under AS 04.11.330.

|                       |                           |                 |        |      |       |
|-----------------------|---------------------------|-----------------|--------|------|-------|
| Licensee:             | Gustavus Holdings LLC     | License Number: | 6092   |      |       |
| License Type:         | Restaurant / Eating Place |                 |        |      |       |
| DBA:                  | Red Rooster               |                 |        |      |       |
| Premises Address:     | 25 State Dock Rd          |                 |        |      |       |
| City:                 | Gustavus                  | State:          | Alaska | ZIP: | 99826 |
| Local Governing Body: | City of Gustavus          |                 |        |      |       |

### Section 2 – Request Number and Calendar Year

☒ 1<sup>st</sup> Request      ☐ 2<sup>nd</sup> Request      ☐ 3<sup>rd</sup> Request      ☐ Other \_\_\_\_\_

Request for Calendar Year 2023

52/51/16  
Approved 08/15/25



Alaska Alcoholic Beverage Control Board

## Form AB-29: Waiver of Operation Application

### Section 3 – Reason for Non-operation

Provide an explanation as to why the licensed premises were not operated:

Previous owner Sunny Side Eatery closed operations in 2023 while finding a new buyer and did not operate under the license # 6092. We ( Red Rooster) purchased the buisness and active license in 2024.

### Section 4 – Certifications

The following must be completed for establishments located within the boundaries of a local governing body:

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

Initials

I certify that I will provide a true copy of this application to the local governing body listed on Page 1 of this form prior to ABC Board consideration of this application.

LP

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.

LP

Layne Parker

Printed name of licensee

Signature of licensee

#### Office Use Only

|                         |  |           |  |                |  |
|-------------------------|--|-----------|--|----------------|--|
| Waiver Application Fee: |  | Late Fee: |  | Transaction #: |  |
|-------------------------|--|-----------|--|----------------|--|



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

September 29, 2025

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov); [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov);

Licensee: **ARAMARK Sports And Entertainment Services, LLC**

DBA: Glacier Bay Lodge

VIA email: [tkerekes@flaherty-ohara.com](mailto:tkerekes@flaherty-ohara.com)

CC: None

Local Government 1: Gustavus

Local Government 2: Unorganized Borough

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

Re: Beverage Dispensary - Seasonal License #443 New Endorsement Notice

|                             |                                                                              |
|-----------------------------|------------------------------------------------------------------------------|
| <b>License Number:</b>      | #443                                                                         |
| <b>License Type:</b>        | Beverage Dispensary - Seasonal                                               |
| <b>Licensee:</b>            | ARAMARK Sports And Entertainment Services, LLC                               |
| <b>Doing Business As:</b>   | Glacier Bay Lodge                                                            |
| <b>Physical Address:</b>    | 179 Bartlett Rd Gustavus, AK 99826                                           |
| <b>Endorsement Type:</b>    | Large Resort Endorsement                                                     |
| <b>Designated Licensee:</b> | Patricia Rapone                                                              |
| <b>Phone Number:</b>        | (412) 456-2125; (800) 999-8989                                               |
| <b>Email Address:</b>       | <a href="mailto:tkerekes@flaherty-ohara.com">tkerekes@flaherty-ohara.com</a> |

☒ **New Endorsement**

**Dear Licensee:**

Our staff has reviewed your application after receiving your application and the required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to the local governing body(s), your community council if your proposed premises are in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body(s) will have 60 days to protest the renewal of your license.

Your application will be scheduled for the **September 9<sup>th</sup>, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home

page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) email address if you have any questions.

### **Dear Local Government:**

We have received completed renewal applications for the above-listed licenses within your jurisdiction. This is the notice required under AS 04.11.480. A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license with one or more endorsements, or issuance of an endorsement by sending the director and the applicant a protest and the reasons for the protest in a clear and concise statement within 60 days of the date of the notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer.

To protest any application(s) referenced above, please submit your written protest for each within 60 days to AMCO and provide proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before the meeting of the local governing body. If you have any questions, please email [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov).

### **Dear Community Council (Municipality of Anchorage and Mat-Su Borough only)**

We have received a completed renewal application for the above-listed license (see attached application documents) within your jurisdiction. This letter serves to provide written notice to the above-referenced entities regarding the above application, as required under AS 04.11.310(b) and AS 04.11.525.

Please contact the local governing body with jurisdiction over the proposed premises for information regarding the review of this application. Comments or objections you may have about the application should first be presented to the local governing body.

If you have any questions, please email [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov)

Sincerely,  
Sonya Irwin, Alcohol Licensing Supervisor  
For  
Kevin Richard, Director



Document reference ID : 5485

## Licensing Application Summary

|                                  |                                                |
|----------------------------------|------------------------------------------------|
| <b>Application ID:</b>           | 5485                                           |
| <b>Applicant Name:</b>           | Aramark Sports And Entertainment Services, Llc |
| <b>License Type applied for:</b> | Large Resort Endorsement (LRE) (AS 04.09.440)  |
| <b>Application Status:</b>       | In Review                                      |
| <b>Application Submitted On:</b> | 04/17/2025 01:29 PM AKDT                       |

### Entity Information

---

|                                     |                           |
|-------------------------------------|---------------------------|
| <b>Business Structure:</b>          | Limited liability company |
| <b>Alaska Entity Number (CBPL):</b> | 40869F                    |

### Entity Contact Information

---

**Entity Address:** Flaherty & Ohara, P.C. 610 Smithfield St Ste 300, Pittsburgh, PA, 15222, USA

### Initial Application Information

---

|                          |                                                       |
|--------------------------|-------------------------------------------------------|
| <b>Authority Type:</b>   | I am authorized by the licensee w/o binding authority |
| <b>Legal First Name:</b> | Amanda                                                |
| <b>Legal Last Name:</b>  | Shawcross                                             |
| <b>Email Address:</b>    | ashawcross@eclawfirm.org                              |
| <b>Phone Number:</b>     | 907-274-3385                                          |

# Additional Authorized Users

Item #11.

## Legal Name

## Relation with Applicant

Law Offices Ernouf & Coffey

Legal Counsel

## Ownership / Principal Party Details

| Principal Parent Entity                        | Principal Party  | Role                   | %Ownership |
|------------------------------------------------|------------------|------------------------|------------|
| Aramark Sports And Entertainment Services, Llc | Aramark/Hms, Llc | Member                 | 100        |
| Aramark Sports And Entertainment Services, Llc | Bruce W. Fears   | Manager and/or Officer |            |
| Aramark Sports And Entertainment Services, Llc | Patricia Rapone  | Manager and/or Officer |            |

## Premises Address

|                                                        |                                             |
|--------------------------------------------------------|---------------------------------------------|
| Address:                                               | 179 Bartlett Cove, Gustavus, AK, 99826, USA |
| Does the proposed site include a valid street address? | Yes                                         |

## Primary license number

|                             |                                                                    |
|-----------------------------|--------------------------------------------------------------------|
| Primary License Information | License Number - 443 - Beverage Dispensary License(BDL) - Gustavus |
|-----------------------------|--------------------------------------------------------------------|

## Basic Business information

|                      |                   |
|----------------------|-------------------|
| Business/Trade Name: | Glacier Bay Lodge |
|----------------------|-------------------|

## Local Government and Community Council Details

## Property Ownership

---

**Do you, the applicant, own the land, building, and/or warehouse at this proposed licensed location?**

Yes

**Property Utilization Status**

An Existing Facility

**Property Ownership Deed**

[Concession Agreement RightTitleINT.pdf](#)

## Premises Diagram

---

**Will the license or permit embrace the entire premises address?**

Yes

**Premises Diagram**

- [Diagram - lodge and cabins pdf.pdf](#)

**Security Plan**

- [Glacier Bay SecurityPlanFINAL.pdf](#)

## Attestations

---

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

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.

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 305.700.

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

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.

I certify that all proposed licensees have been listed with Division of Corporation, Business, and Professional Licensing.

I certify that I and any individual identified in the business entity ownership section of this application, has or will read AS 04 and its implementing regulations.

## Signature

---

This application was digitally signed by : Patricia Rapone on 04/17/2025 01:27 PM AKDT

## Payment Info

---

Payment Type : CC

Payment Id: f11b6678-5e73-4872-a647-3792a4cf8719

Receipt Number: 101056231

Payment Date: 04/17/2025 01:32 PM AKDT

## Documents

---

| # | File Name                                              | Type                                            | Added On                 |
|---|--------------------------------------------------------|-------------------------------------------------|--------------------------|
| 1 | <a href="#">Concession Agreement RightTitleINT.pdf</a> | License property ownership document             | 04/16/2025 01:25 PM AKDT |
| 2 | <a href="#">Diagram - lodge and cabins pdf.pdf</a>     | License Location Diagram Document               | 04/16/2025 01:28 PM AKDT |
| 3 | <a href="#">Glacier Bay SecurityPlanFINAL.pdf</a>      | License Location Diagram Security Plan Document | 04/16/2025 01:28 PM AKDT |



## Alaska Alcoholic Beverage Control Board Beverage Dispensary Endorsement(s) Application

The new endorsement application form is required to apply for an endorsement to support your underlying license or pending license application. Applicants should review and become familiar with AS 04.09.400, 3 AAC 305.330, Title 04 of Alaska Statutes and Chapter 305 of the Alaska Administrative Code. This form must be completed and submitted along with all other required forms and documents before any endorsement application will be considered complete and placed in the queue for our licensing examiners review.

### Section 1 – Establishment and Contact Information

Enter information for the **current** licensee and licensed establish.

|                           |                                                                      |                    |                   |
|---------------------------|----------------------------------------------------------------------|--------------------|-------------------|
| Licensee:                 | Aramark Sports and Entertainment Services, LLC                       | License #:         | 443               |
| License Type:             | Beverage Dispensary - Seasonal                                       | Doing Business As: | Glacier Bay Lodge |
| Licensee Mailing Address: | Flaherty & Ohara, PC 610 Smithfield St Ste 300, Pittsburgh, PA 15222 |                    |                   |
| Full Premises Address:    | 179 Bartlett Cove                                                    |                    |                   |
| City:                     | Gustavus                                                             | State:             | AK                |
|                           |                                                                      | ZIP:               | 99826             |
| Local Governing Body:     | City of Gustavus                                                     | Email:             |                   |

### Section 2 – Endorsement(s) Requested

Check Here

|                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                     |
|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Multiple Fixed Counter Endorsement - list the number of fixed counters you will have | AS 04.09.420. A multiple fixed counter endorsement authorizes the holder of a beverage dispensary license or a beverage dispensary tourism license to sell or serve alcoholic beverages on the licensed premises from multiple fixed counters. For each new multiple fixed counter, the fee is \$1,250.<br>The biennial fee for a multiple fixed counter endorsement is \$200                                                                                                                                                                      | <input type="checkbox"/>            |
| Hotel or Motel Endorsement:                                                          | AS 04.09.430. A hotel or motel endorsement authorizes the holder of a beverage dispensary license or a beverage dispensary tourism license that is a hotel, motel, resort, or similar business premises that caters to the traveling public as a substantial part of its business to sell or serve alcoholic beverages on the licensed premises, including in a dining room, banquet room, and other public areas approved by the board, and in guest rooms.<br>The biennial fee for a hotel or motel endorsement is \$200 + \$25 application fee. | <input type="checkbox"/>            |
| Large Resort Endorsement:                                                            | AS 04.09.440. A large resort endorsement authorizes the holder of a beverage dispensary license or a beverage dispensary tourism license that is a large resort to sell or serve alcoholic beverages from multiple locations on the resort property to guests for consumption in areas on the site of the large resort, including a dining room, banquet room, guest room, open air venue, and ingress or egress route between those areas.<br>The biennial fee for a large resort endorsement is \$200 + \$25 application fee.                    | <input checked="" type="checkbox"/> |
| Bowling Alley Endorsement:                                                           | AS 04.09.500. A bowling alley endorsement authorizes the holder of a beverage dispensary license or a beverage dispensary tourism license to sell or serve alcoholic beverages in the concourse or lane areas of the bowling alley adjacent to the main bar area.<br>The biennial fee for a bowling alley endorsement is \$200 + \$25 application fee.                                                                                                                                                                                             | <input type="checkbox"/>            |
| Golf Course Endorsement:                                                             | AS 04.09.510. A golf course endorsement authorizes the owner of a golf course who has obtained a beverage dispensary license or a beverage dispensary tourism license to sell or serve alcoholic beverages on the golf course, driving range, club house and other buildings located on the course, and a vending cart carrying beverages or food to, from, or on the course, excluding the parking lot.<br>The biennial fee for a golf course endorsement is \$200 + \$25 application fee.                                                        | <input type="checkbox"/>            |

rec # ~~100487986~~





## Alaska Alcoholic Beverage Control Board Beverage Dispensary Endorsement(s) Application

The below touches on a few of the many requirements, etc. within the different endorsements. Please familiarize yourself with each of the endorsements outlined within this form.

**AS 04.09.420.** In addition to the fee under (b) of this section, the initial application fee for each fixed counter covered under the endorsement is \$1,250. An initial application for a **multiple fixed counter endorsement** must include an annotated drawing of the location of each fixed counter in the licensed premises.

**AS 04.09.430.** The holder of a beverage dispensary license or a beverage dispensary tourism license that is a **hotel, motel, resort, or similar business** premises that caters to the traveling public as a substantial part of its business may serve alcoholic beverages at a secondary location located in a building different than the licensed premises for the beverage dispensary license or a beverage dispensary tourism license if the different building. The holder of a hotel or motel endorsement shall exercise control over conduct of the business in all areas of the licensed premises.

**AS 04.09.440.** The holder of a **large resort endorsement** shall apply for a multiple fixed counter endorsement under AS 04.09.420 to sell or serve alcoholic beverages from multiple locations within the large resort's proper. For federal income tax purposes, the profit and loss from the licensed business conducted at locations on the resort under a large resort endorsement, other than guest rooms, must be combined or consolidated with the profit and loss from the licensed business conducted under the multiple fixed counter endorsement.

**AS 04.09.500.** The board may issue a **bowling alley endorsement** only if the concourse or lane areas of the bowling alley or both are (1) designated as part of the licensed premises for the beverage dispensary license or a beverage dispensary tourism license; and (2) adjacent to the main bar area.

**AS 04.09.510.** An application for a **golf course endorsement** must include a drawing of the golf course with an annotated illustration and a description of the portions of the course that are licensed premises and that are intended to be covered by the endorsement.

### Section 3 – Areas Covered by Endorsement

Does the endorsement apply to your entire licensed premises as approved by the ABC Board? Yes ☒ No ☐

Does the requested endorsement expand your currently licensed premises? Yes ☒ No ☐

- If No, attach the approved diagram, no larger than 8 1/2" x 11" of the layout, and identify the portions of the premises covered by various requested endorsements. You must use a solid, contiguous **colored** line in any color other than red to outline the outer perimeter of the area of the premises covered by the requested endorsement(s).
- If endorsements are overlapping, provide a conspicuous means to distinguish each endorsement from the other (e.g., keyed map with varying colors for each requested endorsement).
- Your drawing **MUST** include:
  - Dimensions in feet **not** square feet of all exterior walls and major interior walls (we do not accept diagrams drawn to scale)
  - Include cross-streets
  - A north arrow, and any significant geographical features. Points of reference, such as a compass showing North.
  - All entrances, exits, walls, bars, and fixtures
- If your premises includes multiple floors, please include a separate diagram of each floor. You must identify the stairs between each floor, and each hallway/corridor that leads to each set of stairs.
- **Any endorsement applications that include outdoor space** are required to submit a security plan that includes information about the barriers, practices, and personnel that are to be used to ensure that alcohol is not introduced or removed from the permitted premises and to prevent the access of alcohol by a minor during the permitted event. A security plan may be requested for other proposed locations on a case-by-case basis.





GIFT  
SHOP  
AREA

North side

10' 8"

west side

3-

East Side

TO  
LOBBY  
AREA

151

South side



## Alaska Alcoholic Beverage Control Board Beverage Dispensary Endorsement(s) Application

### Section 4 – Attestations

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.

Initial  
PR

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 3AAC 305.340.

PR

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

PR

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 of 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, and or endorsement. I further understand that this is a Class A misdemeanor under AS 11.56.210 to falsify an application and commit the crime of unsworn falsification.

PR

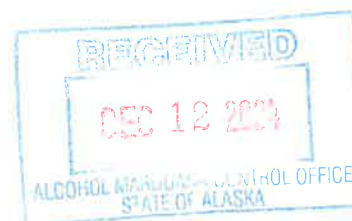
Patricia Rapone

Printed name of licensee

  
Signature of licensee

12-2-24

Date







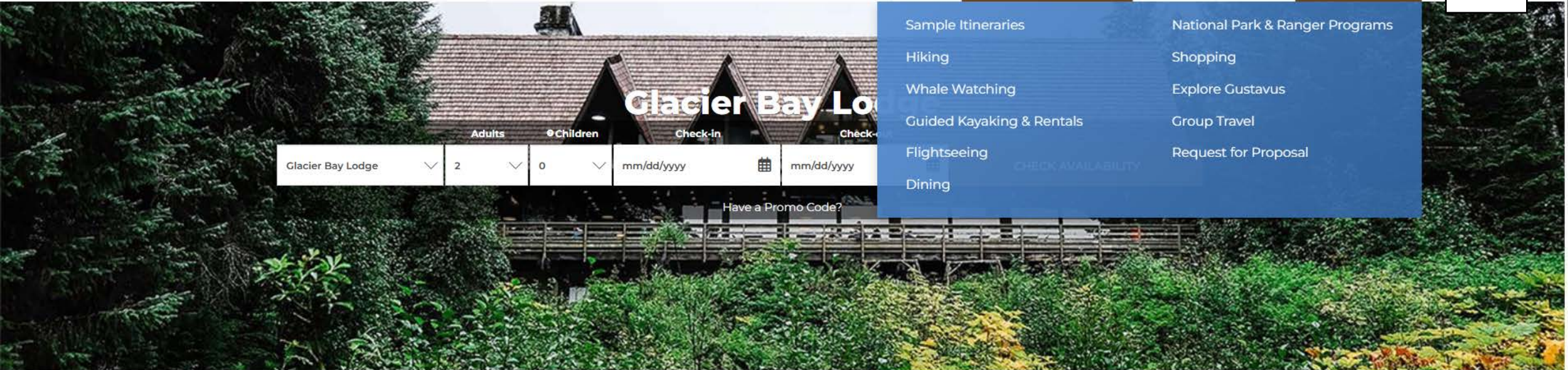
**Glacier Bay** National Park & Preserve  
Alaska

- Plan Your Visit ▾
- Learn About the Park ▾
- Get Involved ▾

- INFO
- ALERTS
- MAPS
- CALENDAR
- FEEES

# Southeast Alaskan Wilderness

Covering 3.3 million acres of rugged mountains, dynamic glaciers, temperate rainforest, wild coastlines and deep sheltered fjords, Glacier Bay National Park and Preserve is known as Homeland to the Huna and Yakutat ƛingít, and is a highlight of Alaska's Inside Passage. From sea to summit, Glacier Bay offers limitless opportunities for adventure and inspiration.



Lodging & Camping / Glacier Bay Lodge

## Cozy Hotel Rooms Among Sitka Spruce Trees

### Operating Dates

- May 22 - September 2, 2025
- Front Desk: 6:00 am to 11:00 pm

Nestled under the spruce trees that line Bartlett Cove, Glacier Bay Lodge offers the only hotel accommodations within the park. The Lodge offers magnificent sunset views of the Fairweather Mountain range.

Learn about the area's natural history from fascinating interpretive displays and enjoy



**Aramark Sports and Entertainment Services, LLC**  
**AB14 Security Plan**

**Aramark Sports and Entertainment Services, LLC d.b.a. Alcohol Service and Security Plan for Glacier Bay Lodge**

Glacier Bay Lodge, located in Gustavus, Alaska, will offer alcohol service in both its indoor and outdoor areas, and to accommodation area subject to seasonal conditions. The establishment will implement a comprehensive plan to ensure the responsible and safe service of alcohol while maintaining legal compliance and protecting public safety.

**Alcohol Service Areas and Boundary Management:**

- **Outdoor Area:** During the summer months, the outdoor space will be utilized for alcohol service, contingent upon favorable weather and adequate staffing. This area is a deck and is enclosed by a 4-foot wooden fence, creating a defined drinking zone. Staff will monitor this space, ensuring compliance with alcohol service regulations.
- **Lobby Area:** The lobby will serve as a designated waiting area for patrons, with clear boundaries established. Reception staff will be responsible for ensuring that these boundaries are respected.
- **Signage:** Appropriate legal signage will be prominently displayed to inform patrons of the boundaries, including "No Alcohol Beyond This Point" notices, in full compliance with local laws and alcohol regulations.

**Staffing and Monitoring:**

- A manager will be present on-site at all times to oversee operations and ensure adherence to safety protocols and alcohol service regulations.
- Staff members will circulate between the indoor and outdoor areas to monitor alcohol consumption, ensuring that patrons remain within the designated drinking zones and that responsible service practices are followed.

**Security Measures:**

To further support the safety and compliance of the establishment, the following security measures will be in place:

1. **Staff Monitoring and Oversight:** Staff will be actively engaged in monitoring both indoor and outdoor areas, with an emphasis on preventing unauthorized alcohol consumption. This monitoring will be especially critical during peak hours or special events.
2. **Security Personnel:** When the outdoor area is open, or during high-traffic periods, a manager on duty (MOD) will be stationed to assist with crowd

- management, enforce alcohol policies, and address any disturbances. Staff will be easily identifiable and trained to handle alcohol-related situations.
3. **Lighting and Visibility:** The outdoor area will be well-lit to enhance visibility, ensuring that staff can easily monitor the premises, especially during evening hours. Adequate lighting will be provided for pathways, seating areas, and the boundary lines to ensure staff can identify any issues promptly.
  4. **Communication with Law Enforcement:** In the event of a security concern that exceeds on-site management capabilities, staff will follow established protocols to quickly contact local law enforcement. Emergency contact numbers for local police and emergency services will be clearly posted in common areas, ensuring immediate access to help if needed.

This comprehensive plan is designed to create a safe, secure, and legally compliant environment for all patrons, ensuring a high-quality experience at Glacier Bay Lodge.

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY25-21**

**A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF  
REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2025**

**WHEREAS**, the City of Gustavus is a recognized second class city; and

**WHEREAS**, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2025, to the Department of Commerce, Community, and Economic Development; and

**NOW THEREFORE, BE IT RESOLVED** that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2025, is true and complete to the best of our knowledge.

**PASSED** and **APPROVED** by the Gustavus City Council, this XX<sup>th</sup> day of October, 2025.

\_\_\_\_\_  
Sally A McLaughlin, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Liesl M Barker, City Clerk

**City of Gustavus**  
**FY25 Certified Financial Statement**  
 July 2024 through June 2025

|                                            | Jul '24 - Jun 25 |
|--------------------------------------------|------------------|
| <b>Ordinary Income/Expense</b>             |                  |
| <b>Income</b>                              |                  |
| Returned Check Charges                     | 24.00            |
| Admin Fees                                 | 14.70            |
| Business License Fees                      | 3,600.00         |
| Capital Project Income                     | 137,581.57       |
| Donations                                  | 3,600.50         |
| DRC Income                                 | 142,839.16       |
| <b>Federal Revenue</b>                     |                  |
| Nat'l Forest Receipts-Encumbered           | 1,130.27         |
| Payment In Lieu of Taxes                   | 160,917.19       |
| <b>Total Federal Revenue</b>               | 162,047.46       |
| Fundraising                                | 591.00           |
| Grant Income                               | 50,955.32        |
| GVFD Income                                | 17,241.33        |
| Interest Income                            | 171,684.23       |
| Lands Income                               | 39,326.00        |
| Lease Income                               | 19,059.24        |
| Library Income                             | 2,244.55         |
| Marine Facilities Income                   | 23,690.00        |
| Other Income                               | 4,884.00         |
| <b>State Revenue</b>                       |                  |
| Community Assistance Program               | 82,906.22        |
| Shared Fisheries Business Tax              | 557.43           |
| <b>Total State Revenue</b>                 | 83,463.65        |
| Tax Income                                 | 679,087.86       |
| Unrealized Gain/Losses                     | 106,545.99       |
| <b>Total Income</b>                        | 1,648,480.56     |
| <b>Gross Profit</b>                        | 1,648,480.56     |
| <b>Expense</b>                             |                  |
| Bad Debt                                   | 1,965.00         |
| Bank Service Charges                       | 11,447.23        |
| Building                                   | 21,914.14        |
| Capital Projects Funding                   | 137,581.57       |
| Contractual Services                       | 234,784.14       |
| Dues/Fees                                  | 11,111.79        |
| Economic Development Services              |                  |
| GVA                                        | 27,200.00        |
| <b>Total Economic Development Services</b> | 27,200.00        |
| Election Expense                           | -57.81           |
| Endowment Management Fees                  | 15,097.99        |
| Equipment                                  | 36,186.61        |
| Events & Celebrations                      | 3,763.32         |
| Freight/Shipping                           | 39,321.05        |
| Fundraising Expenses                       | 511.82           |
| General Liability                          | 16,119.94        |

**City of Gustavus**  
**FY25 Certified Financial Statement**  
July 2024 through June 2025

Item #13.

|                                                          | Jul '24 - Jun 25 |
|----------------------------------------------------------|------------------|
| Gravel Pit Fund                                          | 0.00             |
| Library Materials                                        | 11,317.89        |
| Marine Facilities                                        | 6,641.26         |
| Payroll Expenses                                         | 589,478.32       |
| Professional Services                                    | 31,134.07        |
| Public Relations                                         | 727.00           |
| Repair & Replacement Fund                                | 0.00             |
| Road Maintenance                                         | 234,491.98       |
| Stipend                                                  | 5,635.00         |
| Supplies                                                 | 47,138.74        |
| Telecommunications                                       | 23,754.14        |
| Training                                                 | 6,243.96         |
| Travel                                                   | 18,373.88        |
| Utilities                                                | 17,382.24        |
| Vehicle                                                  | 9,196.46         |
| Total Expense                                            | 1,558,461.73     |
| Net Ordinary Income                                      | 90,018.83        |
| Other Income/Expense                                     |                  |
| Other Income                                             |                  |
| Encumbered Funds                                         | 20,000.00        |
| Total Other Income                                       | 20,000.00        |
| Other Expense                                            |                  |
| Incentive Payment (2024 NLC Heat Pump Incentive Payment) | 20,000.00        |
| Total Other Expense                                      | 20,000.00        |
| Net Other Income                                         | 0.00             |
| Net Income                                               | 90,018.83        |

Published on *City of Gustavus Alaska* (<https://www.gustavus-ak.gov>)

[Home](#) > [Application for Appointment to Boards and Committees](#) > [Webform results](#) > Application for Appointment to Boards and Committees

#### Submission information

Form: Application for Appointment to Boards and Committees <sup>[1]</sup>

Submitted by Visitor (not verified)

Tue, 09/16/2025 - 2:04pm

107.77.205.93

#### Board/Committee Name

Endowment Fund Review

#### Last Name

Proctor

#### First Name

Stacey

#### Residence Address

112 Veneta Road Gustavus , AK 99826

#### Mailing Address

Po box 31 Gustavus, AK 99826

#### Email Address

sgf\_1983@yahoo.com

#### Best Contact Number

9073176547

#### Can you regularly attend meetings?

if they do not coincide with school board calendar

#### Are you currently affiliated with the City of Gustavus in any way?

No

#### If yes, please list how you are affiliated with the City.

N/a

#### Have you been a member of this Board or Committee before?

No

#### Reason for interest in committee/board membership:

I agree that community involvement is needed - I can commit to committee but not council time

#### Brief background of experience that would qualify you for the position:

I have served on advisory school board, rookery board of directors, currently regional school board member, life long community member

#### Submitted by:

Stacey Proctor

Published on *City of Gustavus Alaska* (<https://www.gustavus-ak.gov>)

[Home](#) > [Application for Appointment to Boards and Committees](#) > [Webform results](#) > Application for Appointment to Boards and Committees

Submission information

Form: [Application for Appointment to Boards and Committees](#) <sup>(1)</sup>

Submitted by Visitor (not verified)

Wed, 10/01/2025 - 7:31pm

159.26.103.215

**Board/Committee Name**

Endowment Grant Committee

**Last Name**

Landry

**First Name**

Larry

**Residence Address**

49 Wild Goose Lane

**Mailing Address**

Box 151

**Email Address**

[larry@fucusfugue.com](mailto:larry@fucusfugue.com)

**Best Contact Number**

907-713-4969

**Can you regularly attend meetings?**

mostly

**Are you currently affiliated with the City of Gustavus in any way?**

no

**If yes, please list how you are affiliated with the City.**

na

**Have you been a member of this Board or Committee before?**

No

**Reason for interest in committee/board membership:**

I'm a nice guy

**Brief background of experience that would qualify you for the position:**

None whatsoever

**Submitted by:**

me

[a municodeWEB design](#)

[Photos by Sean Neilson Media and Kim Heacox](#)

[Home](#) > [Application for Appointment to Boards and Committees](#) > [Webform results](#) > Application for Appointment to Boards and Committees

Submission information

Form: [Application for Appointment to Boards and Committees](#) [1]  
Submitted by Visitor (not verified)  
Wed, 10/01/2025 - 5:19pm  
216.252.161.20

**Board/Committee Name**

Endowment fund committee

**Last Name**

ney

**First Name**

kim

**Residence Address**

12 Meadow Brook Lane

**Mailing Address**

box 32

**Email Address**

kim@kimney.com

**Best Contact Number**

9072090381

**Can you regularly attend meetings?**

yes

**Are you currently affiliated with the City of Gustavus in any way?**

voting polls

**If yes, please list how you are affiliated with the City.**

judge voting

**Have you been a member of this Board or Committee before?**

no

**Reason for interest in committee/board membership:**

support

**Brief background of experience that would qualify you for the position:**

concerned citizen

**Submitted by:**

kim

[a municodeWEB design](#)

[Photos by Sean Neilson Media and Kim Heacox](#)



## Project Planning: Attachment B Project 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: **Old Post Office Building Renovation Phase 2**

Department: **Administration**

Contact: **Mike Taylor, Council Member**

E-mail: **Mike.Taylor@gustavus-ak.gov**

Phone: **697-2451**

**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?

##### ■ Background:

About two years ago, the City of Gustavus began a project to restore the WW2 era building on Gustavus Road across from the School. Since the 1970s, the structure served as the Gustavus Post Office and then as a preschool. After becoming City property through municipal entitlement at incorporation, the City used it as cold storage, but the appearance of the site deteriorated. The building, seemingly abandoned in overgrown brush, made a poor impression on residents and visitors alike.

In 2022, the City Council appropriated \$10,000 toward upgrading the site's appearance and to put the building into productive use. A civil contractor cleared brush, bladed uneven ground over an old septage crib, and planted new grass. An electrical contractor installed new electric service, re-wired the building, and installed new outlets and lighting fixtures. The City leased the building to a private bike repair business with a rent-free period, during which the proprietor agreed to clean up the building interior, complete initial repairs, drawing from the budget appropriated by the city to enable the business to start up. The initial interior work is substantially complete, and the rear exterior entry has been replaced using that budget. The initial appropriation has been fully applied. In addition to the agreed work, the proprietor also installed a heat pump, provided by the city through a separate grant.

The business proprietor now pays the full negotiated rent, maintains the exterior grounds and continues to make small improvements toward improving the utility and appearance of the structure and site. A feature of the business is to engage students in skill development, bike repairs and maintenance.

#### • What are its goals and objectives?

Several tasks remain to complete the work to make the site an attractive complement to its city ownership. The original (1942?) cedar siding shingles need to be replaced. The 2-3 lower courses are severely deteriorated and the courses above are in poor condition for repainting.

Because new cedar materials are now very expensive and would also need to be painted, we would replace all the siding (1200 ft<sup>2</sup>) with pre-coated look-alike, faux-cedar, vinyl shingles (e.g. The Foundry Staggered Shake Siding – Rustic Cedar Look). We would choose white for the color to match the original color of the historic structure. Alternatively, we could choose red color similar to how the existing shakes were painted more recently. The dilapidated front entry structure facing Gustavus Road needs to be replaced. Several cracked or broken windowpanes need to be replaced. The business proprietor proposes to do the work to install a 580 ft<sup>2</sup> ceiling of locally-purchased spruce or hemlock boards under the exposed vapor barrier. The city would purchase the lumber for the ceiling. The site appearance would be greatly improved with an entry walkway and landscaping by a local contractor. Building identification signage and perhaps a display of the history of the building would be integrated with the landscaping.

- Who/what will be aided by this project? Who are the targeted stakeholders/customers? Our town will benefit from having a historic building in the center of the community fully restored to an attractive and productive site. The site is among the first to be seen by visitors arriving by plane. The City owns the site and *is responsible for its appearance and utility*, so the upgrade reflects well on the City of Gustavus.
- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey? No survey is needed.
- What is NOT covered by this project? What are its boundaries? The project will not restore the old bathroom or water system that once served the Post Office facility decades ago. There is no septic system or water supply, but the existing business does not need them. Also, the site is probably too small to accommodate both a water well and onsite septic system.

2. Why is the project needed?

- What community problem, need, or opportunity will it address? See background statement above.
- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address? See background statement above.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?) The project has been discussed at times by the council and administration nearly since incorporation.

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?) It is not.

5. What is your timeline for project planning?

- By when do you hope to implement the project? The project will begin as soon as funding is confirmed and could be completed by Spring 2026, depending on contractor availability.
- Will the planning or final project occur in phases or stages? Planning and execution will be continuous until the work is done, and the City is happy with the appearance and utility of the building and site.

6. What is your budget for the planning process? Will you be using a consultant? **Planning is being done inhouse and no consultant is needed. However, the NPS historical structures expert has been a helpful advisor on how to put the building into modern use while maintaining its original historic character.**

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.

|                                                                                |                 |
|--------------------------------------------------------------------------------|-----------------|
| a. Replace front entry structure maintaining original historic nature:         | \$2,000         |
| b. Replace siding shingles (1200 ft <sup>2</sup> ): matls \$6200, lbr \$5000:  | \$11,200        |
| c. Paint trim:                                                                 | \$1,000         |
| d. Install interior ceiling (580 ft <sup>2</sup> ) using locally sawed lumber: | \$820           |
| e. Replace cracked windowpanes:                                                | \$200           |
| f. Exterior entry walkway, landscaping, bench by willow shrub:                 | \$3,000         |
| g. Signage and historic display:                                               | \$1,500         |
| h. Contingency (unexpected items or opportunities):                            | \$2,000         |
| <b>Total:</b>                                                                  | <b>\$21,720</b> |

**Note:** This is indeed a rough estimate. The siding shingles are priced per a seller's website. We have a price for the required square footage of ceiling lumber from a local mill. I don't have actual quotes on labor for building the exterior entry for installing the siding shingles, painting trim, replacing cracked windows, exterior entry walkway, landscaping, and the signage and historic display. I have guessed at those. We will only know for sure when we get actual quotes after the project is approved and funded sufficiently to proceed.

### Parts 3 - 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. One option is to do nothing and leave the building looking in disrepair.
- b. For the siding I considered using cedar shingles at over twice the cost and having to paint them.
- c. We could skip the walkway, landscaping, and signage.

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

I hope to do the most finished job possible in a single project so the building will have an attractive appearance that reflects well on the City immediately and for decades to come. It won't require continuing work in the coming years. The cedar shingles were unnecessarily expensive and would require costly painting and future maintenance. The faux-cedar vinyl shingles will give the same historical look with much lower initial and future cost. The lot already looks much better due to the brush clearing, leveling,

and grass planting done in the first phase. Finishing it out with a new walkway (possibly of crushed rock or plastic decking like the walkway in the Salmon River Park), a few more colorful plantings, a building name sign identifying the City's ownership, a bench in front of the willow, and a small historical kiosk or similar display would be the icing on the cake. Our city should continue to upgrade the appearance of its facilities and parks to meet the goal of being a distinctive city, attractive to current residents, new commers, and visitors. This is a key opportunity. The money spent will be small compared to the long-term benefits.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?  
Project will be funded by city capital appropriation. An alternative source would be an Endowment Fund grant. Lifetime maintenance will be funded by operating budget.
- Is there a matching fund requirement? No. Please provide details.

#### Part 4. Environmental, Social, Financial Impacts

##### 1. Project Impacts Checklist

| Will this project affect:                                                | No | Yes (+/-) | Maybe |
|--------------------------------------------------------------------------|----|-----------|-------|
| <b>Environmental quality?</b><br>(+ = impact is beneficial; - = harmful) |    |           |       |
| • Climate change                                                         | X  |           |       |
| • Streams/groundwater quality                                            | X  |           |       |
| • Air quality                                                            | X  |           |       |
| • Soils/land quality                                                     | X  |           |       |
| • Fish/wildlife habitat, populations                                     | X  |           |       |
| • PFAS soil or water contamination                                       | X  |           |       |
| • Plant Resources (timber, firewood, berries, etc)                       | X  |           |       |
| • Invasive or pest species                                               | X  |           |       |
| • Natural beauty of landscape or neighborhoods                           |    | +         |       |
| • Neighborhood character                                                 |    | +         |       |
| • Noise or other environmental impacts                                   | x  |           |       |
| • Environmental sustainability                                           | X  |           |       |
| • Hazardous substances use                                               | X  |           |       |
| • Community waste stream                                                 | X  |           |       |
| • Light pollution at night                                               | X  |           |       |
| <b>Recreational opportunities?</b>                                       |    |           |       |
| • Public land use and access                                             |    | +         |       |
| • Trails/waterways                                                       | X  |           |       |
| • Parks                                                                  | X  |           |       |
| • Public assembly/activities                                             |    |           | +     |
| <b>Education/training/knowledge &amp; skill development?</b>             |    | +         |       |
| <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                                     |   | + |  |
| o Short-term (i.e. construction)                              |   | + |  |
| o Long-term (operating and maintenance)                       |   | + |  |
| • Cost of living reduction                                    | X |   |  |
| • Return on investment                                        | X |   |  |
| • Visitor opportunities/impressions/stays/<br>purchases       |   | + |  |
| • Competitive business environment                            | X |   |  |
| • Support for existing businesses                             |   | + |  |
| • New business opportunities                                  | X |   |  |
| • Economic sustainability                                     |   | + |  |
| • Attractiveness of City to new<br>residents/businesses       |   | + |  |
| <b>City government performance?</b>                           |   |   |  |
| • Infrastructure quality/effectiveness/reach<br>(more people) |   | + |  |
| • Existing services                                           | X |   |  |
| • New services                                                | X |   |  |
| • Cost of City services                                       | X |   |  |
| • Tax income to City                                          |   | + |  |
| <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 improved appearance of the site benefits community appearance. The bike servicing and sales business benefits many residents who ride bikes here. The business may eventually rent bikes. The proprietor has a strong interest in developing work skills in young Gustavus residents.**

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, but we do check with historical structure experts at the NPS and state offices for advice on maintaining the historical nature of the structure.**

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project? **\$21,720.**

7. Is an engineering design or construction estimate necessary? **No**

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? **Yes, the city collects rent now on the building.**

## Part 5. Project Budget

### Proposed Budget Line Items

| Construction project<br>Budget estimate | Cost            | Operational budget<br>estimate (annual) | Cost |
|-----------------------------------------|-----------------|-----------------------------------------|------|
| Administrative                          | \$              | Personnel                               | \$   |
| Project management                      | \$              | Benefits                                | \$   |
| Land, structures, ROW,<br>easements     | \$              | Training                                | \$   |
| Engineering work                        | \$              | Travel                                  | \$   |
| Permitting, inspection                  |                 | Equipment                               | \$   |
| Site work                               | \$              | Contractual                             | \$   |
| Construction                            | <b>\$21,720</b> | Supplies                                | \$   |
| Waste disposal                          | \$              | Utilities                               | \$   |
| Equipment                               | \$              | Insurance                               | \$   |
| Freight                                 | \$              | Repair & maintenance                    | \$   |
| Contingencies                           | \$              | Other (list)                            | \$   |
| Other (list)                            | \$              | Other (list)                            | \$   |
| Other (list)                            |                 | Total direct costs                      | \$   |
|                                         |                 | Indirect costs                          | \$   |
|                                         |                 | Income (fees, taxes)                    | \$   |
|                                         |                 | Balance: costs-income                   | \$   |
|                                         |                 |                                         |      |

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

1. What service jobs will be needed for operation and maintenance? **The shop is rented out to a local business, which includes training and development of students through work experience. Maintenance, such as lawn care is done by the renting business.**

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

1 Create/retain in 1-3 years

\_\_\_\_\_ Create/retain in 3-5 years

Submitted by: \_\_\_\_\_ Meeting Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

City of Gustavus, Alaska  
Resolution CYxx-xx  
Project Scoping and Development  
Project Planning Attachment B  
Page 6 of 8

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? Several during construction, and one as the building renter continuing after construction.

### 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 (05/2018) is: [http://va-interactive.com/tools/business\\_plan.html](http://va-interactive.com/tools/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<br>(Meeting of committee,<br>Council report, public<br>hearing, etc. | Date | Agenda<br>Posted<br>(date) | Minutes or<br>record<br>Attached?<br>(yes/no) | Outcome<br>Rec to Council,<br>requested<br>action of<br>Council, etc. | No. of<br>atten-<br>dees |
|----------------------------------------------------------------------------|------|----------------------------|-----------------------------------------------|-----------------------------------------------------------------------|--------------------------|
|                                                                            |      |                            |                                               |                                                                       |                          |

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### 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.

Submitted by: \_\_\_\_\_ Meeting Date: \_\_\_\_\_ Approved\_\_\_\_ Not Approved \_\_\_\_

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY26-07NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF  
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026**

**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 2026, the following City held account balance transfers are to be made for the reasons stated.

**Section 3.** For the current fiscal year, 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-26-01 Firefighter 1 Training<br><i>Funding to be transferred to AMLIP Capital Current</i> | \$ 0.00                               | \$ 32,000.00  | \$ 32,000.00    |         |
| AMLIP Capital Improv Long-Term                                                               | \$ 733,936.13                         | \$ 701,936.13 | \$ 32,000.00    |         |
| 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:** *October 13, 2025*

**DATE OF PUBLIC HEARING:** *November 10, 2025*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_<sup>th</sup> day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Sally A McLaughlin, Mayor

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

\_\_\_\_\_  
Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY25-22**

**A RESOLUTION BY THE CITY OF GUSTAVUS APPROVING SUBMISSION OF AN APPLICATION TO THE ALASKA FEDERAL LANDS ACCESS PROGRAM FOR A GRANT TO DESIGN AND CONSTRUCT A PEDESTRIAN/BICYCLE/SIDEPATH ALONG MOUNTAIN VIEW ROAD BETWEEN GOOD RIVER ROAD CORNER AND THE BOUNDARY OF GLACIER BAY NATIONAL PARK AND TO AUTHORIZE A LOCAL CONTRIBUTION TO THAT PROJECT**

**WHEREAS**, the City of Gustavus strives to provide a safe, healthy, and attractive environment for all its residents and visitors; and,

**WHEREAS**, pedestrians and bicyclists in Gustavus, among them many children on their way to and from school, currently have no option other than to walk or ride on narrow shoulders along Mountain View Road; and,

**WHEREAS**, a pedestrian/bicycle/sidepath will separate pedestrians and bicyclists from vehicular traffic, which will increase safety; and,

**WHEREAS**, Gustavus residents will have an enhanced and safer opportunity to conduct their normal business or recreation by walking or riding a bicycle; and,

**WHEREAS**, the visitor experience at Gustavus will be enhanced by the opportunity to safely experience Gustavus by walking or riding a bicycle; and,

**WHEREAS**, the pedestrian/bicycle/sidepath will be an avenue to better community health because people of all ages will have an enhanced opportunity to exercise by walking or riding a bicycle or other physical activities; and,

**WHEREAS**, the construction of a pedestrian/bicycle/sidepath along Mountain View Road between Good River corner and the Glacier Bay National Park boundary (a distance of approximately three miles) will be an important component of a potential pedestrian/bicycle/sidepath that will connect the Gustavus Airport to Bartlett Cove; and,

**WHEREAS**, the City of Gustavus unsuccessfully applied for a similar Federal Lands Access Program grant in 2014, for which a previous resolution in support was passed by the City Council; and additionally, for which another resolution was passed supporting a pedestrian/bicycle path for an unsuccessful Transportation Alternatives Program (TAP) application in 2023.

**NOW THEREFORE BE IT RESOLVED**, that the Gustavus City Council reaffirms its support for the construction of a pedestrian/bicycle/sidepath along Mountain View Road between Good River corner and the Glacier Bay National Park boundary, and it approves the submission of an application to the Alaska Federal Lands Access Program for a grant in the amount of approximately \$3,000,000 to design and construct a pedestrian/bicycle path along said route.

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the City of Gustavus will contribute up to \$50,000 worth of local materials extracted from city-owned gravel pits to be used in the construction of the pedestrian/bicycle path.

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2025.

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Sally A. McLaughlin, Mayor

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Attest: Liesl Barker, City Clerk

# Mayor's Monthly Report

October 2025

**Xunaa Borough:** We are still waiting for the LBC to complete the record in Court; we will not have a new due date for filing the brief until the record is complete.

**Staff Meeting:** The September staff meeting was an opportunity to regroup after the summer. We shared highlights from the summer, talked about Fall/Winter scheduling, staff were updated on the new website launch, and we asked staff to begin identifying ordinances that affect their departments that may need to be updated. In October, staff will be given an overview and demo of the new HR benefit program, WorkShield.

**Volunteer opportunities:** We are still seeking people to serve on the Ordinance Review Committee as well as volunteers to help with community emergency response planning.

**Southeast Conference Annual Meeting:** I attended, along with Kathy, the 3-day Southeast Conference Economic Summit and Annual Meeting in Sitka. This was a great experience, and I really enjoyed connecting with many people, some of whom are old friends, from all over Southeast. Southeast Conference is an impressive organization with extensive outreach and influence in our region.

- Panels on the visitor industry, transportation, fisheries, mariculture, housing and energy security; conversations with Alaska's commissioners and our State legislators; addresses from all three congressional leaders; presentations on strategies for strengthening partnerships, resiliency and overcoming housing hurdles and lots more kept me busy and attentive.
- On Thursday afternoon there were three breakout sessions, and I attended *Collaborating on the Child Care Crisis*. The focus of this session was to create a Child Care Subcommittee and to build momentum to increase childcare capacity in SE Alaska. There was not a lot to glean from this session except that it is a serious issue throughout the region, and Southeast Conference has made it their Priority Objective #3.
- At the business meeting on Thursday morning, a resolution to control sea otter populations was presented to the membership. Comments made were mostly in support; I spoke regarding our experience with considering a similar resolution and I shared some of the comments that were made by the public. The resolution passed, although I voted against it.

Additionally, on Monday I attended a community conversation hosted by Representatives Himschoot and Bynum, and SEAGO reviewing the history of sportfishing regulations, current sportfishing practices and introducing House Concurrent Resolution 1 (HCR1). Below is an excerpt from Rep. Himschoot's sponsor statement:

*House Concurrent Resolution 1 establishes a Joint Legislative Task Force to evaluate the sport fishing service industry in Southeast Alaska. The task force will be responsible for*

*evaluating the industry, and if it is warranted, providing recommendations on managing the sector in the future to ensure economic viability for businesses and continued access to our fisheries resources for all user groups. Resident and non-resident sport and commercial fishermen throughout Southeast Alaska recognize the increased pressure on our finite fisheries resources. As fishermen from all sectors become more efficient and sport fishing effort increases, user groups have asked for the legislature to evaluate the sport fishing service sector in Southeast Alaska.*

**A big shout out to the Glacier Bay Construction crew,** Ponch, Justin and Jesse, for doing the best that they possibly can, in challenging weather conditions, to keep our roads in decent shape. This is a never-ending battle, and they are out there in all conditions attempting to alleviate the potholes, only to do it again in a few days! We appreciate you!

**The Year in Review:** I have been reflecting on the past year and realize that I have enjoyed this role more than I had expected. It has been challenging at times, but it has been rewarding in many ways. I am proud of the accomplishments the Council has made over the last twelve months through council discussions, committee work, community input and support from our amazing staff in City Hall. Some of the highlights are:

- Ordinance amendments – we updated over twenty different ordinances, most notably our ordinance on committees
- Policy & Procedure for Endowment Fund Grants; a complete overhaul by a special committee and approved by Council
- Policy & Procedure for Plat signing (new)
- Policy & Procedure updates to Employee Performance Evaluations
- Twenty-five Resolutions were approved
- Submitted applications to DNR for the acquisition of Tract B2 and submerged lands at the Salmon River Boat Harbor (application is still in the review process)
- Xunaa Borough - we filed for reconsideration of the LBC's decision to approve the Xunaa Borough, however the decision was upheld. We then appealed to Superior Court; that process is ongoing and is expected to take several months.
- Completed two Employee Performance Evaluations in executive session
- Amended tax ordinances to add sales tax to room tax on room sales; preliminary results show this to have been passed by the voters in Tuesday's election.

Sally McLaughlin