



# CITY OF GUSTAVUS

## CITY COUNCIL REGULAR WORK SESSION

Monday, October 06, 2025 at 6:00 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/yc5wwf82>

**ID:** 515 501 9406

**PASSCODE:** 6776

**TEL:** 253-215-8782

### SUBJECTS INCLUDE:

- [i.](#) Knox Box discussion
- [ii.](#) Scoping document for firefighter 1 training
- iii. Discuss possible resolution for Federal Lands Access Program (FLAP)
- [iv.](#) Review 10-13-2025 DRAFT General Meeting agenda
- v. Thank you to our City Council Members

**POSTED ON:** October 1, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

**The public is invited to attend Public comment is not typically taken at Work Sessions. Public comment is taken at Special and General Meetings or an e-mail may be sent to the clerk for distribution to City Council [clerk@gustavus-ak.gov](mailto:clerk@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.



Knox Company  
1601 W Deer Valley Rd  
Phoenix AZ 85027  
United States

Quote# QT-KA-68402

Item #i.

**QUOTED TO:**

217579  
GUSTAVUS VOL FIRE DEPT  
PO BOX 1  
GUSTAVUS AK 99826-0001  
UNITED STATES  
HOONAH ANGOON

**SHIP TO:**

GUSTAVUS VOL FIRE DEPT  
1806 GUSTAVUS RD  
GUSTAVUS AK 99826  
UNITED STATES  
HOONAH ANGOON

Valid Through	Sales Rep	Terms	PO #	Shipping Method
3/2/2026	Cyndie Montoya	PP - Prepaid		FedEx 2Day®

Item	Description	Quantity	Units	Rate	Amount
KSM-200K1	KeySecure® 5, 1 MKEY, 1 PLUG, WIFI, ETHERNET, USB, W/ ANT.	3	EA	\$1,122.00	\$3,366.00
Installation Address: Primary System Code Role: PS-50-0081-01-25-BOXES					
SMS-10	1 TIME FEE, Local License, KnoxConnect™, KeySecure® 5	1	EA	\$1,650.00	\$1,650.00
Installation Address: Primary System Code Role: PS-50-0081-01-25-BOXES					
KLS-MB-60	MOUNTING BRACKET 60° ANGLE, KeySecure® 5 & 6	3	EA	\$87.00	\$261.00
Installation Address: Primary System Code Role: PS-50-0081-01-25-BOXES					
1501	1500, ANTIQUE WHITE, SURFACE	3	EA	\$227.00	\$681.00
Installation Address: Stock, , Primary System Code Role: PS-50-0081-01-25-HOME					

Subtotal	\$5,958.00
Tax Amount	\$0.00
Shipping and Handling	\$250.00

**Total**      **\$6,208.00**



QT-KA-68402

## TERMS AND CONDITIONS

Item #i.

All pricing is subject to change and is based on the stated quantity shipping all at one time. All shipping and handling fees, if provided, are estimates based on ground service to the "SHIP TO" address shown above. Knox will provide you a firm cost for shipping and handling fees when your order is placed. Knox provides detailed installation instructions with each Knox product. However, Knox is not responsible for actual installation.

After your order is shipped, items on the order can be returned to Knox for a refund, or credit, of the product price less a 25% restocking fee IF: 1) a request to return the product is received within 90 days of the order's invoice date, 2) the product(s) are in new condition [have not been used, installed, or modified] and 3) the order's invoice has been paid in full. Before shipping products or equipment for return or exchange, you must obtain a Return Authorization Number. Call 800-552-5669 for an Authorization number.

**SALES TAX DISCLAIMER:** Knox collects sales tax as mandated by local laws, based on an order's delivery address, in all US and Canadian jurisdictions. If you are sales tax exempt, please provide a valid sales tax exemption certificate at the time the order is placed or quoted. Knox will charge sales tax if no sales tax exemption is received within 48 hours after the order is placed.



## 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
  - IFTSA FF1 7<sup>th</sup> Ed. Textbook and student course workbook
    - \$140 per book
  - IFTSA Hazardous Material Operations 6<sup>th</sup> Ed
    - \$90 per book
  - 2024 Emergency Response Guidebook
    - \$10 per book (we already have these books in stock)
  - 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
  - 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
  - Option B: Alaska Marine Highway= \$60 per student/ 7 students total \$420 one way/ \$840 round trip if ferry aligns with the class.
  - Alaska Airlines= \$553 per student/ 7 students total at \$3,871
- Hotel per student
  - 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)
  - 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
  - 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
    - \$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



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

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

Item #iv.

## 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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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## AGENDA - DRAFT

### 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-XX Certify the annual certified financial statement of revenues and authorized expenditures for the year ending in June 30,2023
14. Approve the appointments of the 2025 Endowment Fund Grant Committee
- [15.](#) Approve scoping document for the Old Post Office Building Renovation Phase 2
16. FY26- XXNCO Introduction providing for the amendment of city held accounts in fiscal year 2026 - Firefighter 1 Training (Public Hearing 11-10-2025)

### **CITY COUNCIL REPORTS**

17. Mayor Monthly Report

### **CITY COUNCIL QUESTIONS AND COMMENTS**

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

### **EXECUTIVE SESSION**

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

### **ADJOURNMENT**

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

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### **MISSION STATEMENT**

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# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

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

Item #iv.

## COUNCIL MEMBERS

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

## CITY HALL

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Phone: 907-697-2451 | [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

## 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  
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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/>

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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 #iv.

## 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/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

*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.*

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



# GVFD Quarterly Report- July 2025

## **\*\*April\*\***

I have been researching training options to find a Firefighter 1 course. Due to the length and complexity of the class, it has been challenging to find a suitable option. However, I found an instructor at the University of Alaska Fairbanks (UAF) who is willing to work with me to set up a hybrid course. The Firefighter 1 class would involve a significant amount of online work, with approximately two weeks spent in Fairbanks. I have looked into other departments, but due to decreased recruitment levels, they are struggling to gather enough participants for a class.

Also, due to recent changes in airport regulations, ambulance drivers are now required to carry an airport badge while in the fenced area of the airport. I have been reviewing our ambulance drivers to ensure they receive their badges.

I have enrolled the Gustavus Volunteer Fire Department in the Knoxbox program. For those unfamiliar, this is a lockbox that the local fire department can access with a key. Property owners provide a key to their building, allowing us access without causing damage. I recommend this for anyone who keeps their building locked for extended periods.

## **\*\*May\*\***

I want to thank everyone who attended and participated in the Health Fair, as well as the volunteers who assisted.

We collaborated with the park for some EMS training led by an outside instructor. We also brought the ambulance to the training, along with the Lifepak.

I replaced the batteries in both Tanker 1 and Engine 1.

I began cleaning out a Conex container, which I plan to use as a burn trailer. I still need to review the materials inside to ensure they are safe for us to use.

We partnered with the airport for our triennial mass casualty drill. I want to thank all the volunteers who helped, whether as responders or patients. This drill allows us to meet regulations so that jets can land in Gustavus.

## **\*\*June\*\***

Thanks to a generous donation, we were able to order replacements for some bad radio batteries. However, I have learned that shipping the batteries can take some time.



Item #iv.

We have finally secured a truck for the wildland firefighting unit, which we were granted through a legislative grant. We plan to have the truck and its accessories ready by the end of the year, but it may arrive sooner.

I worked with Leah to revise the PCR report for EMS calls.

EMS Calls: 10

Fire Calls: 1



Quarterly Clerk Report  
07-14-2025  
Submitted on 07-09-2025  
Submitted by: Liesl Barker

Summer is in full swing. The City Community Business Directory was published on June 1, 2025. I am looking for feedback on whether the directory is a frequently used resource by residents and visitors. I have also been working on creating City Council member training for the fall. The goal is to have a save the date for when people register for candidacy. This year we will have 4 open council seats in the election. Today (7/9) starts my 90 days till election countdown.

The City has signed a contract with Civics Plus to renew our website including the change over to their new system, Central. The new updated website should be up and running by the end of 2025. I am looking forward to the new look and hopefully increased functionality the website should have.

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

- Northwest Clerks Institute (NCI) Professional Development II (PD2) from June 8-13, 2025, at the University of Puget Sound.
  - During the week I had sessions in Time Management, understanding yourself and others, creating successful results and relationships for leaders, power talk, keys to supervision, self-care and collaboration, approaching human resources issues with confidence, creating your own personal vision statement, governance groove: mastering municipal records management, Crisis Communications & Emergency preparedness for City Clerks
  - The most valuable sessions for me were the sessions about records managements, crisis communication and emergency preparedness, and the collaboration sessions. I also had a lot of valuable conversations and connections outside of the structure classroom time.
    - As the clerk there is a lot to do to be prepared for emergency situations. I plan on working through a few lists of items such as making a “clerk go bag” this bag would have hard and digital backup copies of city ordinance, policy, emergency resolutions, meeting notices, templates for public communications, and much more. I hope to make this a focus over the coming months.

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 32/50 experience and 57/60 education points (once all my paper work is finished from PD2). 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 IIMC trainings, conferences, and attending the AAMC conference.

**Completed projects**

- I have been working continuously on the City’s website.
- Met with Civic’s plus along with the City Administrator and Mayor and chose a new design for our website. This new site should be up and running by the end of the calendar year.
- Lead and collaborated on several ordinance and policy updates.
- Published the 2025 Registered Business Directory – it can be found on our website [community business directory cy25 05-29-2025.pdf](#)
- City Hall window furnishing update
- Serving on three AAMC committees
- Started the City Newsletter

**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)
- \*Continue Review of City Ordinance and policy updates
- 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.
- Implement an ECM system such as Laserfiche to work on our digital records – not able to complete due to budgetary constraints but working on other methods to help organize our electronic records
- Update our records retention schedule
- 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 Seat A-exp. 2025	Warner Seat B-exp. 2025	Patrick Seat C-exp. 2026	B Taylor Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor 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			resignation 3-3-25	resignation 3-9-25			
	Owens Seat A-exp. 2025	Warner Seat B-exp. 2025	OPEN Seat C-exp. 2026	J. Kearns (exp. 2025) Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor 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 Seat A-exp. 2025	Warner Seat B-exp. 2025	Fosse (exp. 2025) Seat C-exp. 2026	J. Kearns (exp. 2025) Seat D-exp. 2026	McLaughlin Seat E-exp. 2027	Beck Seat F-exp. 2027	M Taylor Seat G-exp. 2027
04-14-2025 General Meeting	via zoom			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							

	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, 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	\$ 0.00	\$ 11,000.00	\$ 11,000.00	
Funding to be transferred directly to FNBA Checking for immediate use				
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*

**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

## 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
  - IFTSA FF1 7<sup>th</sup> Ed. Textbook and student course workbook
    - \$140 per book
  - IFTSA Hazardous Material Operations 6<sup>th</sup> Ed
    - \$90 per book
  - 2024 Emergency Response Guidebook
    - \$10 per book (we already have these books in stock)
  - 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
  - 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
  - Option B: Alaska Marine Highway= \$60 per student/ 7 students total \$420 one way/ \$840 round trip if ferry aligns with the class.
  - Alaska Airlines= \$553 per student/ 7 students total at \$3,871
- Hotel per student
  - 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)
  - 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
  - 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
    - \$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

Item #iv.

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
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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:

1. The license was **only operated during a specified time (seasonal)** each year. (Not to exceed 6 months per year)

2023 2024

☐ ☐

If your seasonal operation dates have changed, list them below:

\_\_\_\_\_ to \_\_\_\_\_

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

☐ ☐

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: <https://accis.elicense365.com/#>

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. 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: <https://accis.elicense365.com/#>

☐ ☐

#### Section 7 - Violations and Convictions

YES NO

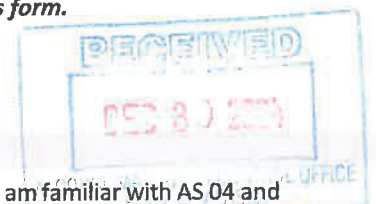
Have any Notices of Violation been issued for this license in 2023 or 2024?

☐ ☒

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.





Alcohol and Marijuana Control Board  
550 W 7<sup>th</sup> Avenue,  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

Item #iv.

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

**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-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	Signature	Timestamp
Layne Parker	<div> <div>ds</div>  </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
	Signature Adoption: Pre-selected Style Using IP Address: 2605:59c8:70b:2f10:3d21:6115:5e7a:ef0d	

**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
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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 SD 9/15/25





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

Item #iv.

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

Item #iv.

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

License Number:	#443
License Type:	Beverage Dispensary - Seasonal
Licensee:	ARAMARK Sports And Entertainment Services, LLC
Doing Business As:	Glacier Bay Lodge
Physical Address:	179 Bartlett Rd Gustavus, AK 99826
Endorsement Type:	Large Resort Endorsement
Designated Licensee:	Patricia Rapone
Phone Number:	(412) 456-2125; (800) 999-8989
Email Address:	<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

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<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 #iv.

## 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

City/Municipality

Gustavus

Item #iv.

Borough

Unorganized Borough

## 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.

Item #iv.

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. 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. 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. 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. 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. 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 site

10' 8"

West Side

back side  
fireplace

உதயகாந்தன்

5/10/51

Retail Shop

31

East Side

சென்னை

2004

10

TO LOBBY AREA

South side

15,91





## 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

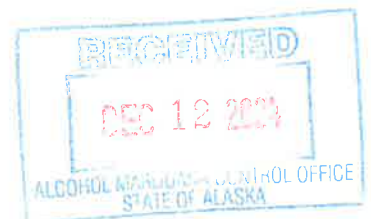
Patricia Rapone

Printed name of licensee

Signature of licensee

12-2-24

Date









**Glacier Bay** National Park & Preserve  
Alaska

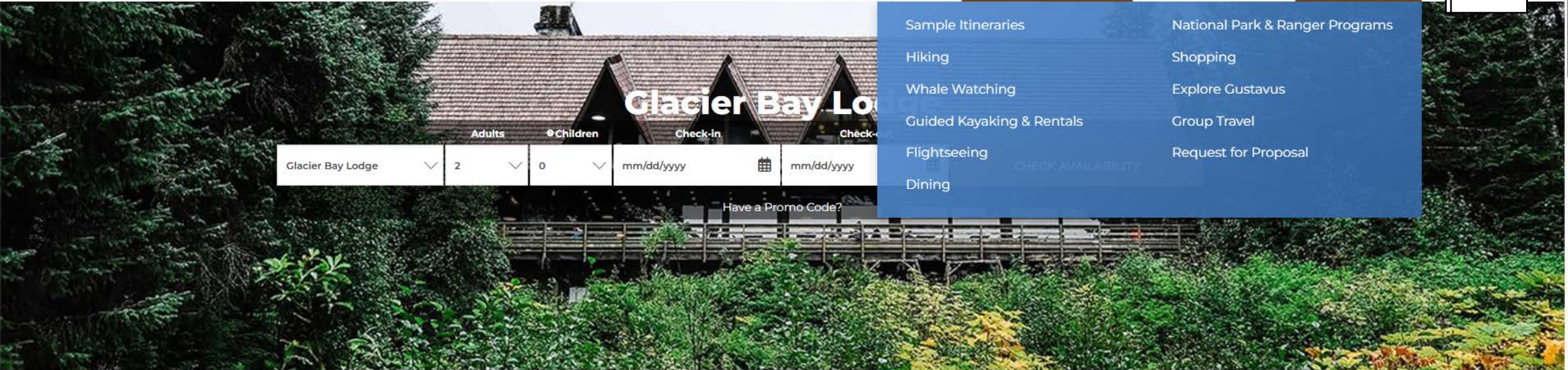
- Plan Your Visit ▾
- Learn About the Park ▾
- Get Involved ▾

- 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.





## 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> (+ = 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/ purchases		+	
• Competitive business environment	X		
• Support for existing businesses		+	
• New business opportunities	X		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
<b>City government performance?</b>			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services	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 Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Construction	<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

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

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


### 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 \_\_\_\_