



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, February 09, 2026 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Members: Renee Patrick,
Justin Marchbanks, Karen Hutten,
Jim Kearns, Mike Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk – Liesl Barker
City Treasurer – Ben Sadler
Phone: 907-697-2451
clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/2khe4zhm>

ID: 515 501 9406 **PASSCODE:** 9526 **TEL:** 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

1. 12-08-2025 General Meeting Minutes
2. 01-19-2026 Special Meeting Minutes (rescheduled 01-12-2026 general meeting)

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

3. Disposal and Recycling Center Quarterly Report
4. Gustavus Visitors Association Quarterly Report
5. City Clerk Quarterly Report
6. City Treasurer Monthly Report
7. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

8. FY26-12NCO An Ordinance providing for the amendment of the City Held Accounts in Fiscal Year 2026 - Closing Out Capital Project CP24-02 Same Old Road Drainage.(Introduced 01-19-2026)

UNFINISHED BUSINESS

9. Approve GVFD Fire Chief Job Description

NEW BUSINESS

10. QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the renewal of Excursion Restaurant Llc's Restaurant Eating Place Liquor License
11. City of Gustavus writes off the following ambulance service debts from FY25 \$703.40 and ambulance subscription services \$80.00 as uncollectable, in total \$783.40.

12. Approve project planning document for Heavy Equipment Procurement - CAT 950 Wheel Loader with Forks and Snowplow attachment
13. CY26-03 A resolution approving the submission of Capital Improvement Funding Requests
14. FY26-13NCO Introduction of an Ordinance providing for the amendment of the city held accounts in fiscal year 2026 - closing Capital Project CP19-06 DRC Composting Facility (Public Hearing 03-09-2026)
15. Approve amendments to Gustavus Endowment Fund Grant Policy and Procedure

CITY COUNCIL REPORTS

16. Mayor Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

17. To discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the City of Gustavus: To discuss matters related to borough formation petition.

ADJOURNMENT

POSTED ON: February 4, 2026 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

ADA NOTICE

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

MISSION STATEMENT

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CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

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

Item #1.

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Members: Renee Patrick,
Justin Marchbanks, Karen Hutten,
Jim Kearns, Mike Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk – Liesl Barker
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Phone: 907-697-2451
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MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/muxcer7y>
ID: 515 501 9406 **PASSCODE:** 1236 **TEL:** 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Vice Mayor Lucas Beck (via zoom)
Council Member Renee Patrick
Council Member Karen Hutten
Council Member Mike Taylor
Council Member James Kearns
Council Member Justin Marchbanks



Reading of the City of Gustavus Mission Statement

Mission statement read by Hutten.

APPROVAL OF MINUTES

1. 11-10-2025 General Meeting Minutes

Motion made by Patrick to approve the 11-10-2025 General meeting minutes by unanimous consent.

Seconded by Taylor

Hearing no objections, the 11-10-2025 General meeting minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Visitors Association Quarterly Report

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

Gustavus Visitor Association President, Leah Okin submitted a written report. Item #1.

3. Conservation Lands Advisory Committee Quarterly Report
Conservation Lands Advisory Committee chair, Mike Taylor provided a written report and provided an oral summary.
Council Clarifying Questions: None

4. City Treasurer Monthly Report
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.
Clarifying Questions:
McLaughlin

5. City Administrator Monthly Report
City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.
Clarifying Questions:
McLaughlin

6. Library Quarterly Report
Library Administrative Director, Melisa Gomb submitted a written report and provided an oral summary.
Clarifying Questions: None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

None

ORDINANCE FOR PUBLIC HEARING

None

UNFINISHED BUSINESS

None

NEW BUSINESS

7. Appointment of Acting Clerk - Morgan E Peterson-Park
Motion made by Kearns to appointment of Morgan E. Park as the acting clerk.
Seconded by Hutton.
Public comment: None
Council Comment:
Patrick

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

Item #1.

7 yea/0 nay

Motion Passed.

8. Approve Scoping Document - Gustavus Youth Bicycle Pathways

Motion made by Hutten to Approve scoping document Gustavus Youth Bicycle Pathways.

Seconded by Patrick.

Public Comment: None

Council Comment:

Marchbanks

City Administrator Leary

Kearns

Marchbanks

Voting Yea: Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion Passed

9. Approve Vocational Fund for Alaska's Future Grant - Gustavus Youth Bicycle Pathways Project

Motion made by Patrick to approve the vocational fund for Alaska's Future Grant - Gustavus Youth Bicycle Pathways Project

Seconded by Council Member Taylor

Public comment: None

Council Comment:

Marchbanks

Taylor

Patrick

Kearns

Hutten

McLaughlin

Marchbanks

Taylor

Kearns

Beck

McLaughlin

Voting Nay: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

0 yea/ 7 nay

Motion Failed.

10. CY25-24 Resolution to Award Endowment Fund Earnings For 2026

Motion made by Council Kearns to approve CY25-24 a resolution to award endowment fund earnings for 2026.

Seconded by Marchbanks

Patrick declares a conflict of interest - stating her husband's business is stated as a contractor to be used for one of the award recipients. - McLaughlin accepted this conflict of interest. - Patrick will not participate in debate or voting on this matter.

Public comment: None

Council Comment:

Kearns

McLaughlin

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

Voting Abstaining: Council Member Patrick

6 yea/0 nay

Motion Passed.

11. CY25-25 A Resolution Adopting an Alternative Allocation Method for The FY26 Shared Fisheries Business Tax Program and Certifying That This Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 17: Northern Southeast Area

Motion made by Taylor to approve CY25-25 A Resolution Adopting an Alternative Allocation Method for The FY26 Shared Fisheries Business Tax Program and Certifying That This Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 17: Northern Southeast Area

Seconded by Kearns

Public Comment: None

Council Debate:

Taylor

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion Passed.

12. CY 25-26 A Resolution Revising Policy and Procedure for Project Planning

Motion made by Marchbanks to approve CY25-26 A Resolution Revising Policy and Procedure for Project Planning.

Seconded by Hutton

Public Comment: None

Council Comment:

McLaughlin

Taylor

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutton, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion Passed.

13. CY25-27 A Resolution Authorizing the Gustavus Mayor to Negotiate Purchase Salmon River Boat Harbor Tract B2 and Submerged Lands from the Alaska Department of Natural Resources

Motion made by Hutton to approve CY25-27 A Resolution Authorizing the Gustavus Mayor to Negotiate Purchase Salmon River Boat Harbor Tract B2 and Submerged Lands from the Alaska Department of Natural Resources

Seconded by Taylor

Public Comment: None

Council Debate:

Taylor

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutton, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion Passed.

14. FY26-08NCO Introducing an Ordinance providing for the amendment of the City Held Accounts in Fiscal Year 2025 - Endowment Fund Transfer (Public Hearing January 12, 2026)

Motion made Kearns to introduce FY26-08NCO An Ordinance providing for the amendment of the City Held Accounts in Fiscal Year 2026 - Endowment Fund Transfer

Seconded by Patrick

Public Comment: None

Council Debate:

Patrick

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/0 nay

Motion Passed.

15. FY26-09NCO Introducing Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Closing Capital Project CP 26-01 (Public Hearing January 12, 2026)

Motion made by Taylor to introduce FY26-09NCO An Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Closing Capital Project CP 26-01 with public hearing to be held 01-12-2026.

Seconded by Kearns

Public Comment: None

Council Debate: None

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/0 nay

Motion Passed.

16. FY26-10NCO Introducing an Ordinance Providing for the Amendment of City Held Accounts in Fiscal Year 2026 for the Old Post Office Building Renovation Project Phase 2 (Public Hearing January 12, 2026)

Motion made by Hutten to introduce FY26-10NCO An Ordinance Providing for the Amendment of City Held Accounts in Fiscal Year 2026 for the Old Post Office Building Renovation Project Phase 2 scheduled for Public Hearing January 12, 2026.

Seconded by Patrick

Public Comment: None

Council Debate:

Marchbanks

McLaughlin

Motion made by McLaughlin to postpone to time certain the January 2026 General Meeting, Introduction of FY26-10 an Ordinance Providing for the Amendment of City Held Accounts in Fiscal Year 2026 for the Old Post Office Building Renovation Project Phase 2.

Seconded by Kearns

Council Debate:

Marchbanks

Taylor

Voting Yea: Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/ 0 nay

Motion Passed.

17. FY26-11NCO Introducing an Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Transferring Gravel Pit Funds to AMLIP Current Capital (Public Hearing January 12, 2026)

Motion made by Kearns to introduce FY26-11NCO An Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Transferring Gravel Pit Funds to AMLIP Current Capital (Public Hearing January 12, 2026)

Seconded by Patrick

Public Comment: None

Council Debate:

Kearns

Voting Yea: Mayor McLaughlin, Vice Mayor Beck, Council Member Patrick, Council Member Hutten, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

7 yea/0 nay

Motion Passed.

18. Approve Ordinance Committee Member Appointment - Sally McLaughlin and Karen Hutten

Motion made by Patrick to approve ordinance committee member appointments; Sally McLaughlin and Karen Hutten.

Seconded by Marchbanks

Public Comment: None

Council Debate:

Hutten

McLaughlin and Hutten recuse themselves from the vote

Voting Yea: Vice Mayor Beck, Council Member Patrick, Council Member Taylor, Council Member Kearns, Council Member Marchbanks

Voting Abstaining: Mayor McLaughlin, Council Member Hutten

5 yea/0 nay

Motion Passed.

CITY COUNCIL REPORTS

19. Mayor Monthly Report

City of Gustavus, Alaska
 City Council General Meeting Minutes - PENDING
 December 08, 2025
 Page 7 of 8

McLaughlin submitted a written report and provided an oral summary.

Item #1.

Clarifying Questions: None

CITY COUNCIL QUESTIONS AND COMMENTS

Kearns - Fish Box Tax - future agenda item

Marchbanks - professional land surveyor - future agenda item

PUBLIC COMMENT ON NON-AGENDA ITEMS

Susan Warner - Local Boundary Commission

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:30 PM.

POSTED ON: December 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

(RESCHEDULED GENERAL MEETING FROM 01-12-2026)

Monday, January 19, 2026 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Sally McLaughlin
Vice Mayor Lucas Beck
Council Members: Renee Patrick,
Justin Marchbanks, Karen Hutten,
Jim Kearns, Mike Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk – Liesl Barker
City Treasurer – Ben Sadler
Phone: 907-697-2451
clerk@gustavus-ak.gov

MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/2ht36k2b>

ID: 515 501 9406

PASSCODE: 1236

TEL: 253-215-8782

ROLL CALL

PRESENT

Mayor Sally McLaughlin
Council Member Renee Patrick
Council Member Karen Hutten
Council Member James Kearns
Council Member Justin Marchbanks

ABSENT

Vice Mayor Lucas Beck (excused)
Council Member Mike Taylor (excused)



Reading of the City of Gustavus Mission Statement

Mission Statement read by Hutten.

APPROVAL OF MINUTES

None

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

1. Gustavus Volunteer Fire Department Quarterly Report

Interim Fire Chief, Johan Janse Van Rensburg submitted a written report and provided an oral summary.

Item #2.

Council Clarifying Questions:

Hutten

2. City Treasurer Monthly Report

City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents.

Clarifying Questions: None

3. City Administrator Monthly Report

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

Clarifying Questions:

Hutten

Kearns

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

4. FY26-12NCO An Ordinance providing for the amendment of the City Held Accounts in Fiscal Year 2026 - Closing Out Capital Project CP24-02 Same Old Road Drainage.(Introduced 01-19-2026)
5. Approve 2026 city council meeting schedule change due to holidays: reschedule September 7 work session to take place on Tuesday, September 8, at 6PM

Motion made by Hutten to adopt the consent agenda by unanimous consent as presented.

Seconded by Patrick

Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING

6. FY26-08NCO An Ordinance providing for the amendment of the City Held Accounts in Fiscal Year 2025 - Endowment Fund Transfer (Introduced 12-08-2025)

Mayor McLaughlin opened the public hearing at 7:24PM

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:24PM

Motion made by Hutten to approve FY26-08NCO An Ordinance providing for the amendment of the City Held Accounts in Fiscal Year 2026 - Endowment Fund Transfer (Introduced 12-08-2025).

Seconded by Kearns

Council Debate: None

City of Gustavus, Alaska
City Council Special Meeting Minutes - PENDING
January 19, 2026
Page 2 of 6

Voting Yea: Mayor McLaughlin, Council Member Patrick, Council Member Hutton, Council Member Kearns, Council Member Marchbanks Item #2.

5 yea/0 nay

Motion Passed

7. FY26-09NCO Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Closing Capital Project CP 26-01 New Council Computers (Introduced 12-08-2025)

Mayor McLaughlin opened the public hearing at 7:27PM

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:27PM

Motion by Marchbanks to approve FY26-09NCO Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Closing Capital Project CP 26-01 New Council Computers (Introduced 12-08-2025).

Seconded by Hutton

Council Debate: None

Voting Yea: Mayor McLaughlin, Council Member Patrick, Council Member Hutton, Council Member Kearns, Council Member Marchbanks

5 yea/0 nay

Motion Passed.

8. FY26-10NCO Ordinance Providing for the Amendment of City Held Accounts in Fiscal Year 2026 for the Old Post Office Building Renovation Project Phase 2 (Introduced 12-08-2025)

Mayor McLaughlin opened the public hearing at 7:29PM

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:29PM

Motion made by Kearns to approve FY26-10NCO Ordinance Providing for the Amendment of City Held Accounts in Fiscal Year 2026 for the Old Post Office Building Renovation Project Phase 2 (Introduced 12-08-2025).

Seconded by Hutton

Council Debate:

Marchbanks

Kearns

McLaughlin

Voting Nay: Mayor McLaughlin, Council Member Patrick, Council Member Hutton, Council Member Kearns, Council Member Marchbanks

0 yea/ 5 nay

Motion Failed.

9. FY26-11NCO Ordinance Providing for the Amendment of the City Held Accounts
Fiscal Year 2026 - Transferring Gravel Pit Funds to AMLIP Current Capital
(Introduced 12-08-2025) Item #2.

Mayor McLaughlin opened the public hearing at 7:37PM

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:37PM

Motion made by Hutten to approve FY26-11NCO Ordinance Providing for the Amendment of the City Held Accounts in Fiscal Year 2026 - Transferring Gravel Pit Funds to AMLIP Current Capital (Introduced 12-08-2025).

Seconded by Patrick

Council Debate: None

Voting Yea: Mayor McLaughlin, Council Member Patrick, Council Member Hutten, Council Member Kearns, Council Member Marchbanks

5 yea/0 nay

Motion Passed.

UNFINISHED BUSINESS

None

NEW BUSINESS

10. Approve Position Description for Fire Chief

Motion made by Patrick to approve position description for Fire Chief.

Seconded by Hutten

Public Comment:

Leland Barker

Council Debate:

Marchbanks

Motion made by Marchbanks to postpone the approval of the position description for the fire chief to time certain of the February general meeting.

Seconded by Kearns

Council Debate: None

Voting Yea: Mayor McLaughlin, Council Member Patrick, Council Member Hutten, Council Member Kearns, Council Member Marchbanks

5 yea/0 nay

Motion Passed

11. CY26-01 A Resolution Opposing the use of Heavy Fuel Oil by Vessels in Alaska Waters

Motion made by Kearns to approve CY26-01 A Resolution Opposing the use of Heavy Fuel Oil by Vessels in Alaska Waters.

Seconded by Hutton

Public Comment:

Jim Mackovjak

Aaron Brakel

Council Debate:

Hutton

Kearns

Marchbanks

Voting Yea: Mayor McLaughlin, Council Member Patrick, Council Member Hutton, Council Member Kearns, Council Member Marchbanks

5 yea/0 nay

Motion Passed

12. CY26-02 A Resolution by the City of Gustavus Declaring a Local Disaster and Requesting Assistance from the State of Alaska

Motion made by Patrick to approve CY26-02 A Resolution by the City of Gustavus Declaring a Local Disaster and Requesting Assistance from the State of Alaska.

Seconded by Hutton

Public Comment: None

Council Debate:

Marchbanks

Kearns

McLaughlin

Voting Yea: Mayor McLaughlin, Council Member Patrick, Council Member Hutton, Council Member Kearns, Council Member Marchbanks

5 yea/0 nay

Motion Passed

CITY COUNCIL REPORTS

13. Mayor Monthly Report

McLaughlin submitted a written report and provided an oral summary.

Clarifying Questions: None

14. AML Report

Beck submitted a written report about the 2025 AML conference.

CITY COUNCIL QUESTIONS AND COMMENTS

Kearns - Thankful for Mayor and other leadership during snow event.

McLaughlin - reminder special work session for CIP on 01-26-26

PUBLIC COMMENT ON NON-AGENDA ITEMS

Whitney Rapp - Old PO in historic district

Clarifying Question - Marchbanks

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:17PM

POSTED ON: January 14, 2026 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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Date

Attest: Liesl M. Barker, City Clerk

Date

Item #3.

Gustavus Disposal & Recycling Center (DRC) Quarterly Staff Report
Ian Barrier, DRC Manager/ Operator
February, 2026

General Operations and Management

General operations and management haven't changed since my last report other than dealing with cold temperatures in December and then an epic snowstorm over the holidays and into January which turned into a special situation from my perspective. In December during the sustained cold spell we relied heavily on our block heaters, fuel additive, and battery chargers to keep equipment functioning and often crossed our fingers when firing up the baler in the morning. Some machines like the alligator shears would not function at all due to thick, cold hydraulic oil causing it to trip the breaker. Happy to report nothing broke. (Other than the food waste quonset collapsing) After the epic snowstorm; activities at the DRC crawled to a halt much like the rest of the town. I had never quite experienced such a heavy snowfall in such a short time before and soon I realized this amount of snow was barely manageable with our A770 skid steer even though it is the biggest skid steer in town. For snow removal our only attachments are our buckets which can only be used to push snow ahead of the machine and this has lead me to think it might be time to get an actual plow because a blade can be angled to push snow to the side and doesn't get packed with snow and ice during use. Other than plowing the DRC, I remained on call to plow first responders driveways and was happy to help when requested to do so. Syd and I also shoveled the roofs at City Hall, the pavilion at Salmon River Park, and the roof at the DRC. Some minor shoveling was done at the Community Chest as well.

Labor

After things settled down around town regarding the snow I had an opportunity to take some time off that was definitively needed. Since I have taken my position as manager (and even before) it has been difficult to take any time off due to how busy the DRC becomes during the summer, and a lack of reliable help during winter to cover for me. With Syd here I was able to take that opportunity without being worried about the state of the DRC.

Annual Report

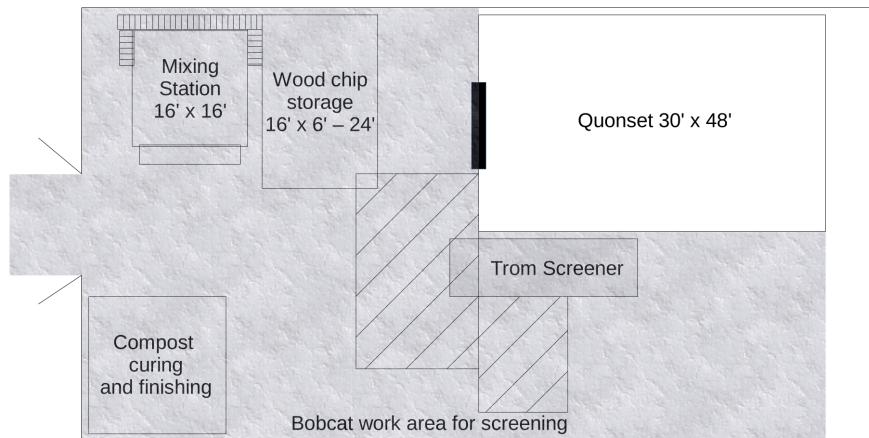
At the bottom of my quarterly report is our annual report for the fiscal year of 2025. Our annual report gives council and my other readers to see how much material are we processing, what recycling streams were focal points for the year, and the return from those streams. Something relatively new that I have been including in my our annual report is "Recycling Shipped Per Fiscal Year" dating back to FY08 and this gives us a general idea of how the waste stream is changing in Gustavus. The most noticeable trend in this data that I have noticed is the uptick in scrap metal that we have been receiving over the last few years with FY25 totaling 92,597 pounds of scrap. It is worth mentioning that timing our shipments can have a large impact on this report; and scrap metal is the perfect example of how concentrated load timing can create dramatic spike in data as you see. With this said, it can be assume that FY26 will have a much lower amount of scrap recycling shipped because in FY25 we had two scrap shipments back to back that in theory one of the shipments could have been done during the next fiscal year; hopefully that is clear.

Community Chest

This has been a very productive quarter for the Community Chest and they has been receiving a lot of good feedback lately. The public has noticed the place appears cleaner and less cluttered with happier volunteers. I have had Syd working at the CC on Wednesdays to help with organization, sorting of goods, and receiving and providing in person feedback to and from/between the public, volunteers, and myself as management. I worked on creating a general handbook for the volunteers with standards for all the tasks at the CC and everyone appears content with that. I also have been asking volunteers who frequently work when the CC is open to the public to sign a volunteer agreement. We have also created a Facebook page for the CC to post items for sale; the CC and I are still working on how to handle access before we start using it frequently. Likely Syd and I will be the only ones with access for now and volunteers will have to inform us of what to post. During this period I was also in communication with the White Elephant in Sitka, another volunteer ran thrift shop. One thing that they do in regards to donations is having a "STOP" & "GO" sign to tell the public when they are or are not receiving donations. I'm waiting for a steady hand to finish painting the letters on the sign, so it isn't up yet; but keep an eye out!

Quonset

During the snowstorm our food waste quonset collapsed. It really wasn't a surprise considering its condition and that Paul Berry had been trying to get the compost yard upgraded since 2016. Looking at Paul's original proposal; Paul mainly wanted a good work surface because the ground around the DRC turns into mud very quickly and makes managing a tidy yard with compost piles difficult. Paul's original idea was to use D1 over rock as a work surface but in my opinion it would eventually get mixed with material from the composting operation. Further down the road the project evolved to include an actual building and things proceeded to become more complicated with the use of grants and the addition of a truck with a wood chipper which continued to increase the cost and so on and so forth. Jumping ahead into the present day with the current situation at the DRC the option I see as best for the DRC is to pave the yard and add more concrete "eco blocks" to create separate bays for our materials. This is a simple yet effective solution that can be easily expanded upon in the future and will satisfy the needs of Gustavus and the DRC. It also shouldn't require any engineering which appears to be the biggest expense with any of our projects and that should please the public. This is very similar to many other composting programs as well according to the research I have done.



Gustavus Disposal & Recycling Center
Food Waste Composting Yard

Scale 1" = 20' (1:20)

Overall size of yard 60' wide x 110' long (6,600 sq ft)

5/6/16 PNB

Gray area is where the cover soil is to be removed, the ground compacted and 18" to 24" of rock applied with a final 8" cap of D1. Final cap should be slightly higher than surrounding ground to encourage water to shed.

Surface area to receive rock is 4,840 sq ft. Assuming 2' thick total rock volume is 9,680 cu ft or 358.5 cu yards.

Compost

I have seen people discussing compost on social media or often asking questions about what we take as compost; often related to animal products from subsistence hunting & gathering. Therefor I want to clarify that we do accept animal carcasses, bones, and hides for composting. If you need to dispose of a whole animal larger than a chicken; please contact us first at the office (697-2118) and we can likely find a solution for your case, just don't dump it in the hopper please (This has not happened just to clarify) Dairy products are also okay to compost in our operation. If you have questions, please ask.

Final Remarks

As always council members, the public, and other city staff are always invited to visit the landfill to ask questions or request a tour to have a fuller understanding of how and why we operate the way we do.

The End, thank you.

Report compiled by ian.barrier@gustavus-ak.gov

02/04/2026

City of Gustavus, Alaska
Disposal & Recycling Center (DRC)
Fiscal Year 2025 (July 1, 2024 - June 30, 2025)
Annual Report of Waste Processing, Income & Expenses

What the DRC Received from the Community

- 224,914 pounds of recyclable waste, (*exported or re-used*) ~55.50% of total.
- 175,495 pounds of non-recyclable waste, (*placed in the mound*) ~44.5%.
- 107 pounds of household hazardous waste collected ~0.0%.

Total of 400,516 pounds of waste (~200 tons). Our diversion rate is ~55.50%¹.

- Ash, Construction/ Demolition (C/D) waste & Sheetrock – ~128 cubic yards
Ash, Sheetrock and C/D waste does not pass over the scale and is therefore not included in the above totals or in the diversion rate. The cubic yard total is uncompressed material.
- The DRC was open to the public on 168 days. Total number of days receiving waste was 223.
- 6,099 customer transactions (Trash Flow tickets).
- Peak activity occurred on 08/17/2024 with 87 inbound loads weighing a total of 6,821 lbs.

What the DRC Recycled

Exported Recyclables

	Pounds Recycled	Value	
Aluminum Beverage Cans	13,798	\$8383.10	Number of shipping events
Tin Cans	11,422	\$665.73	GST – JNU shipping charges
Scrap Metal	92,597	-\$945.00	JNU – SEA shipping charges
Irony Aluminum	3,911	\$1486.18	GST – SEA shipping charges
Cardboard	17,966	\$626.60	Trucking Charges
Copper Wire	1,508	\$1296.88	Demurrage Fees
Mixed Paper & Books	11,047	\$301.05	Total shipping charges
White Sheet Paper	0	\$0.00	Total return
Type 1 – PETE Plastic	3,174	\$0.00	-\$15,456.53
Type 2 – HDPE Plastic	2,063	\$0.00	
CRT & LCD TV's	2,657	-\$697.17	
Circuit Boards & E-Waste	1,750	\$391.05	
Totals	165,291	\$11,508.45	

Note: Due to the frequency of how often certain recyclables are shipped, some materials such as batteries, e-waste or non-ferrous metals are stockpiled and are shipped less frequently. What was received in a year does not equal what was shipped in a year.

Locally Recycled Materials

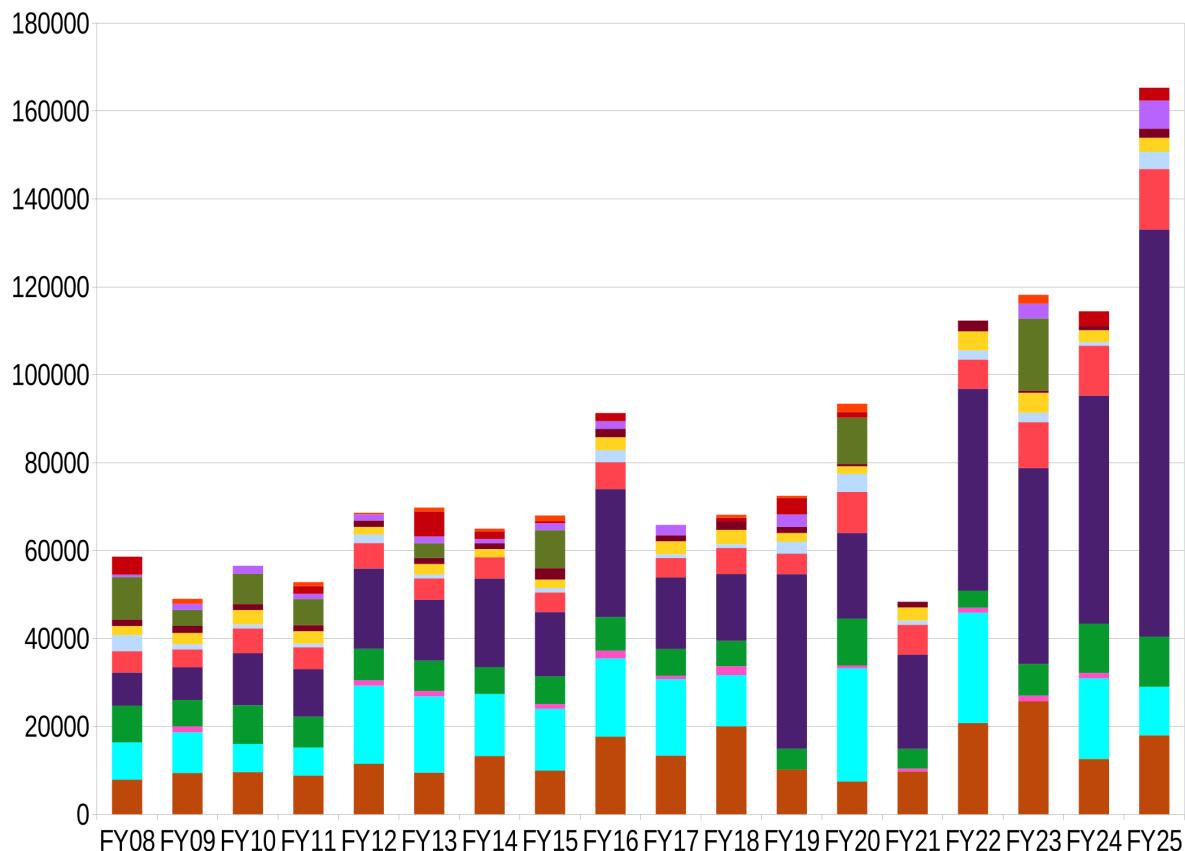
74,960 pounds of food waste was composted (composted food waste cures for 6 to 9 months)

- Approximately 21.90 cubic yards of marketable compost from the previous year was sold (some remaining) generating a return of \$4,206.

25,200 pounds of glass bottles and jars were pulverized and land-spread.

¹ Recyclables recovered from deliveries of non-recyclable waste is not recorded in the diversion rate.

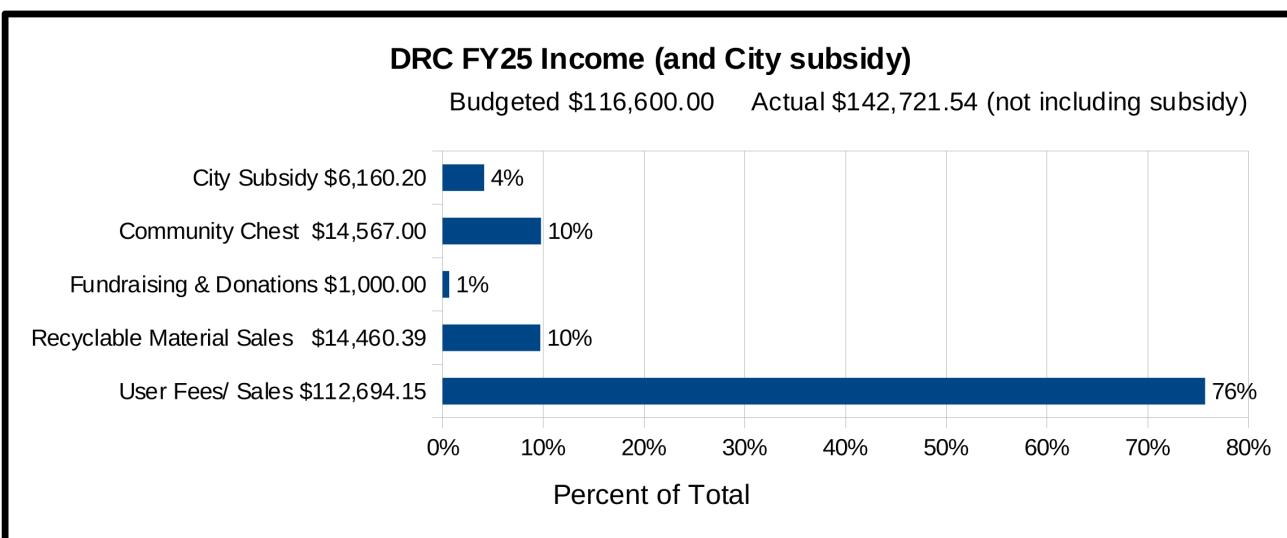
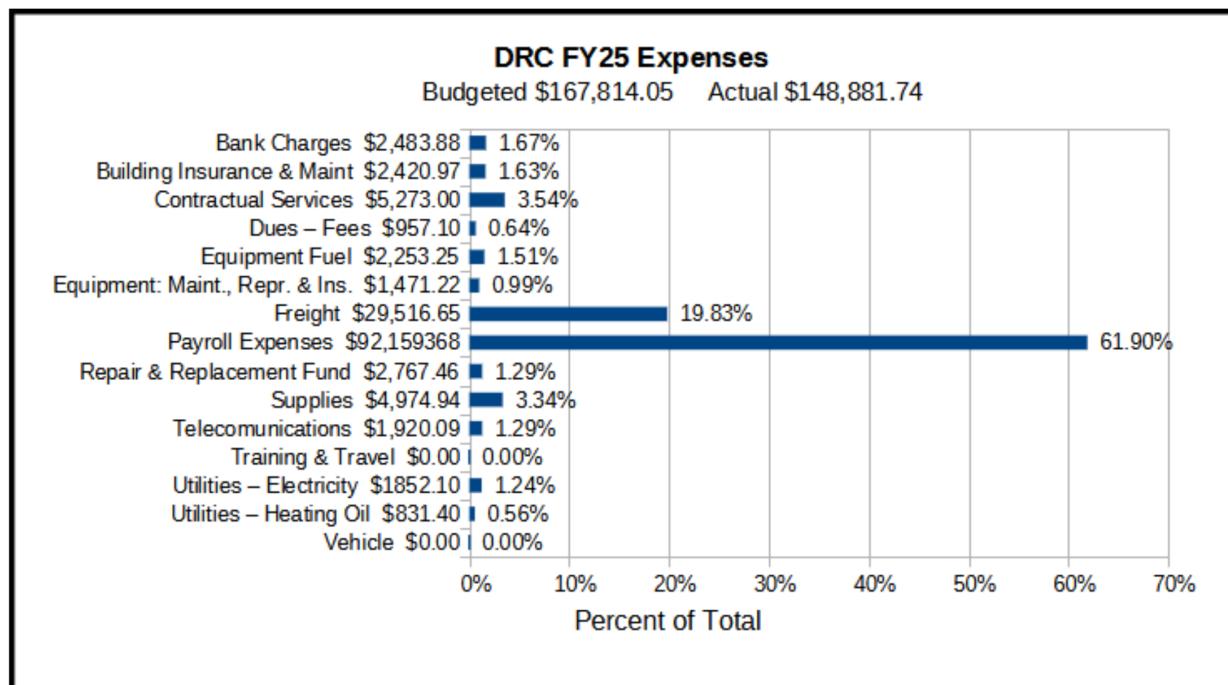
Recycling Shipped Per Fiscal Year



In FY25 the DRC shipped an exceptional amount of ferrous scrap metal with a total weight of 92,597 pounds. The upward tick in ferrous scrap can be attributed to the timing of shipments and the acceptance of larger, bulkier, and more complex items such as fuel tanks, misc commercial scrap, and automotive scrap that would often be refused in the past.

Where the Money to Operate the DRC is Spent

The average cost for processing each pound of waste received by the facility is \$0.37 per pound (rounded). This average does not include waste that does not flow across the scale: Sheetrock, Ash and C/D waste, estimated at ~128 cubic yards (uncompressed).



Where the Money to Operate the DRC Comes From

Financial and Miscellaneous Notes

The DRC completed the fiscal year within budget. Income was \$26,121.54 greater than budgeted and expenses were \$18,932.31 less than budgeted resulting in an actual City subsidy of \$6,160.20 for the DRC.

Reserved

Compost sales (\$4,206) and thrift sales at the DRC (\$65.00) are included in “User Fees/ Sales” income.

There was a total of 2,785.75 hours of paid labor at the DRC: 1822.50 hours by the Manager/Operator (includes PTO) and 963.25 hours by the DRC Temporary Labor Pool.

The Pool had 2 members respectively all of which were active at various times. There was 1 regular position employee during FY25.

Non-revenue waste streams (recyclable and non-recyclable) picked up by or delivered to the DRC include:

Account	Pounds waste	Account	Pounds
Community Chest	4,805	Marine Facilities	743
Fire Department	2,450	City Hall / SR Park	1,168
Litter	1,110	Library	563
Fish Waste Bin	454		
Total pounds waste	11,267		

Community Chest statistics for the fiscal year

The Community Chest does not record the volume (or weight) of the merchandise that is sold and reused by the community (and consequently kept out of the landfill), so there is no direct measure of this very important benefit.

- Open or had transactions on 115 days
- Peak sales of \$425.00 on 07-06-2024
- Peak income of \$1194.00 on 05-28-2025 due to a \$1000.00 donation
- Total income: \$14,567.00
- 4,805 pounds (2.40 tons) waste hauled to DRC
- Total sales minus major expenses (electricity \$415.69, heating oil \$638.69 & waste \$1,131.90) equals an approximate net income of \$12,380.72
- Several donations of usable items to out-of-town charitable organizations

	Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Total Income	142,682.39	116,600.00	26,082.39	122.37%
Gross Profit	142,682.39	116,600.00	26,082.39	122.37%
Expense				
Bank Service Charges	2,483.88	3,000.00	-516.12	82.8%
Building	2,420.97	2,500.00	-79.03	96.84%
Contractual Services	5,273.00	5,000.00	273.00	105.46%
Dues/Fees	957.10	1,200.00	-242.90	79.76%
Equipment	7,050.15	11,342.80	-4,292.65	62.16%
Events & Celebrations	0.00	500.00	-500.00	0.0%
Freight/Shipping	29,516.65	32,000.00	-2,483.35	92.24%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	92,159.68	97,403.79	-5,244.11	94.62%
Repair & Replacement Fund	2,767.46	2,767.46	0.00	100.0%
Supplies	4,974.94	4,500.00	474.94	110.55%
Telecommunications	1,920.09	1,200.00	720.09	160.01%
Training	0.00	1,200.00	-1,200.00	0.0%
Travel	0.00	1,200.00	-1,200.00	0.0%
Utilities	2,683.50	3,300.00	-616.50	81.32%
Vehicle	240.07	200.00	40.07	120.04%
Total Expense	152,447.49	167,814.05	-15,366.56	90.84%
Net Ordinary Income	-8,055.10	-51,214.05	43,158.95	15.73%
Net Income	-8,055.10	-51,214.05	43,158.95	15.73%

Gustavus Visitors Association



FY27 Marketing Plan

Prepared by: Leah Okin - President
 Gustavus Visitors Association
 www.gustavusak.com
info@gustavusak.com

GUSTAVUS VISITORS ASSOCIATION

Gustavus is an incredibly special place, one that has cultivated a powerful connection with adventurers for over half a century. Southeast Alaska is a must-see and do destination and Gustavus is ideally situated in a beautiful wilderness and surrounded by Glacier Bay National Park. We excel in experience and hospitality in an increasingly competitive Alaska market. We continue to innovate while honoring the deeply rooted history, geography and singularity that has landed us prominently on the map. The travel and tourism sector are currently the driving force behind Gustavus's economy.

Mission Statement

The Gustavus Visitors Association's (GVA) primary mission is to enhance the economics of the City of Gustavus through tourism marketing that increases business revenue, tax revenue and creates jobs.

Target Audience

- New & returning independent travelers
- Independently traveling artists
- Independent adventure travelers
- Science & eco-oriented travelers
- Families traveling independently

Ongoing Marketing Goals

Item #4.

1. Bring Gustavus to the forefront as a destination to visit.
2. Increase the visitor length of stay.
3. Increase visitor spending in the Gustavus economy.
4. Build and support positive relationships with local vendors, businesses, and travel industry partners.
5. Market the character of this: wildlife packed & unique Alaskan experience
6. Hold a visitor industry event and gathering at a venue such as the Fireweed Gallery to exchange ideas of how Gustavus views the future of tourism in Gustavus.

Strategic Initiatives for Ongoing Marketing

1. **Increase** visibility and the average visitor “stay time” in Gustavus, through:
 - a. Increased global interest with the placement of marketing videos across all mediums of digital and social media.
 - b. Increasing visibility through website engagement.
 - c. Encouraging local tour companies and accommodations to develop multi-day activity packages.
2. **Develop** Targeted local business marketing by:
 - a. Show casing on a scheduled basis individual business through social media marketing.
 - b. Video & digital scheduled promotions
 - c. Promoting activities happening here in Gustavus across marketing platforms.
3. **Build** Partnerships and bridges with our neighboring communities by:
 - a. Creating itineraries around the Alaska Marine Highway system
 - b. Creating itineraries around neighboring community events
 - c. Welcome reciprocal progressive events from community to community of art, musicians, retreats and events of specific interest.
4. **Boost** and maintain positive relationships with local vendors, businesses, non -profit organizations and travel industry partners:
 - a. Creating value added incentives for businesses and non-profits to join GVA.
 - b. Maintaining and growing our travel industry contacts and associations to market Gustavus both regionally, nationally, and globally.
 - c. Working with the city and businesses to build a measurable financial model so we can fine tune our target marketing.
5. **Maintain** a Gustavus Community & Visitor Information Center by:

Keeping our website up to date with current events, neighborhood news, wildlife, and bird sightings as blog/social media posts.

1. Retain memberships/advertising with the following:

- Create another video, utilizing the local personal audio interviews gathered by Frostline Studios.
- Alaska Travel Industry Association (ATIA)
- Travel Juneau (formerly the Juneau Convention and Visitors Bureau)
- Alaska Travel Publication
- Southeast Alaska Tourism Council- Alaska's Inside Passage (SATC)
- Alaska Airlines Magazine
- Alaska Magazine
- The Milepost
- KTOO radio program
- Social Media

2. Improve the visitor experience and SEO of our website by distributing it through a [Content Delivery Network](#) - (CDN - Likely Amazon's Cloudfront, or Cloudflare) This will improve page load speeds with the aim of earning us a passing score on Google's [Core Web Vitals](#), which have a sizable impact on search rankings (Because of the relatively low traffic on our site this will likely be very inexpensive and could possibly be free)

3. Continue to identify and implement [structured data](#) opportunities on our website for rich search results on search engines.

4. Implement [UTM URL parameters](#) in current and future print and web advertising campaigns for better analytics reporting. This will give us a more accurate measurement of the return on our ad spend so we can have better data on which to make our advertising decisions.

5. Identify goals and create measurement reporting for visitor "Conversions" on our website so we can better understand our user journey, improve analytics reporting, and generate individualized reports for our members to showcase the impact the GVA is having on their business. (ie. # of phone calls, clicks to their website, etc)

6. Update our home page to more effectively direct traffic towards our identified visitor goals, and measure conversion rates.

7. Further optimize business listings by removing duplicate data, fixing broken phone links, adding logos, updating images, etc.

8. Continue to methodically improve the quality of the content on pages across our website with content revisions and updates.

9. Construct and launch a "Local voices" blog section of the GVA website where we can showcase our wonderful community in more detail, publish content from local businesses, authors, artists, etc. This will include a monthly staff-written blog post, posts highlighting community events, as well as guest posts from local contributors and businesses.

10. Build a form to begin building an email list for increased marketing reach via direct emails. Send marketing emails to subscribers highlighting new and updated content, new blog posts, and community events.

Gustavus Visitors Association
Profit & Loss Budget vs Actual FY26
July 1, 2025 through January 28, 2026

Item #4.

	Jul 1, '25 - Jan 28, 26	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
City Tax Revenue	15,200.00	15,200.00	0.00
Membership	400.00	2,000.00	-1,600.00
Total Income	15,600.00	17,200.00	-1,600.00
Gross Profit	15,600.00	17,200.00	-1,600.00
Expense			
Administration			
Postage	17.50	50.00	-32.50
Software	13.93	1,500.00	-1,486.07
Supplies	0.00	134.00	-134.00
Total Administration	31.43	1,684.00	-1,652.57
Contractor Work			
Administrative	0.00	2,000.00	-2,000.00
Marketing Coordinator	0.00	5,400.00	-5,400.00
Total Contractor Work	0.00	7,400.00	-7,400.00
Fees/Licenses	30.00	0.00	30.00
Marketing			
Design	0.00	400.00	-400.00
Memberships			
ATIA/Travel Alaska	240.00	400.00	-160.00
DTN Travel Juneau	400.00	400.00	0.00
Total Memberships	640.00	800.00	-160.00
Online			
GVA Website			
Payment Plug-in	1,200.00	1,000.00	200.00
Total GVA Website	1,200.00	1,000.00	200.00
Social Media			
Online - Other	0.00	500.00	-500.00
Total Online	199.00	0.00	199.00
Total Online	1,399.00	1,500.00	-101.00
Print / Digital Media			
Alaska Magazine ads	500.00	3,616.00	-3,116.00
Brochure	899.19	1,800.00	-900.81
Total Print / Digital Media	1,399.19	5,416.00	-4,016.81
Marketing - Other	532.51	0.00	532.51
Total Marketing	3,970.70	8,116.00	-4,145.30
Special Projects			
Community Projects	400.00	0.00	400.00
Total Special Projects	400.00	0.00	400.00
Total Expense	4,432.13	17,200.00	-12,767.87
Net Ordinary Income	11,167.87	0.00	11,167.87
Other Income/Expense			
Other Expense			
Fixed Asset Depreciation	599.99	0.00	599.99
Total Other Expense	599.99	0.00	599.99
Net Other Income	-599.99	0.00	-599.99
Net Income	10,567.88	0.00	10,567.88

Gustavus Visitors Association
FY27 Budget Proposal to City of Gustavus
July 2026 through June 2027

Item #4.

	Jul '26 - Jun 27	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
CityTax Revenue	0.00	20,700.00	-20,700.00
Membership	0.00	2,000.00	-2,000.00
Total Income	0.00	22,700.00	-22,700.00
Gross Profit	0.00	22,700.00	-22,700.00
Expense			
Administration			
Postage	0.00	50.00	-50.00
Software	0.00	1,600.00	-1,600.00
Supplies	0.00	134.00	-134.00
Total Administration	0.00	1,784.00	-1,784.00
Contractor Work			
Administrative	0.00	2,000.00	-2,000.00
Marketing Coordinator	0.00	10,800.00	-10,800.00
Total Contractor Work	0.00	12,800.00	-12,800.00
Marketing			
Design	0.00	400.00	-400.00
Memberships			
ATIA/Travel Alaska	0.00	400.00	-400.00
DTN Travel Juneau	0.00	400.00	-400.00
Total Memberships	0.00	800.00	-800.00
Online			
GVA Website	0.00	1,000.00	-1,000.00
Social Media	0.00	500.00	-500.00
Total Online	0.00	1,500.00	-1,500.00
Print / Digital Media			
Alaska Magazine ads	0.00	3,616.00	-3,616.00
Brochure	0.00	1,800.00	-1,800.00
Total Print / Digital Media	0.00	5,416.00	-5,416.00
Total Marketing	0.00	8,116.00	-8,116.00
Total Expense	0.00	22,700.00	-22,700.00
Net Ordinary Income	0.00	0.00	0.00
Net Income	0.00	0.00	0.00



Quarterly Clerk Report
02-09-2026
Submitted on 02-04-2026
Submitted by: Liesl Barker

The past few months have been whirlwind here in the clerk's office. Over the last quarter I facilitated council member training, attending 14 hours of website training with civics plus, attended Alaska Association of Municipal Clerk Conference/Alaska Municipal Conference, prepped for the end of year and being away, and was out for about 5 weeks of medical leave. I would like to thank Morgan Park, Sally McLaughlin, and Ben Sadler for helping to cover my main duties while I was out of the office.

Website Update: Civics Plus has completed their portion of the new website. Over the course of the next month Morgan and I will be working on cleaning up the site, checking links, and overall making it look pretty. We will have a preview of the website for council at an upcoming meeting. Morgan and I will also provide staff training ahead of the launch. Then we will have a community launch party for the new website at the library to show it off. I am very excited about all the new features this website will have.

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

- AAMC Conference Report
 - Due to our beautiful Alaskan weather, I missed the first two days of the conference. I was able to attend the last day of the main conference; "Elections lessons learned panel", a session about IIMC and AAMC committees, AAMC business meeting, "AI Tools and Best Practices – A Clerk's Guide for Success (It's not here to replace you!)", Division of Elections Update, and the "Wild and Wacky World of Clerks".
 - Elections Panel: I had a few key takeaways from this session, one being the importance budgeting for elections as well as honoring the years of service for our election official volunteers, and to make sure I am training election officials in how to assist voters if needed and requested to meet ADA standards.
 - AI Tools - We talked a lot about the importance of cyber security training for employees and volunteers using city devices. This is an item I would like to have in the budget. There are companies/programs that run these trainings and have continuing education throughout the year. This would also be a great item to put in future IT Contracts. We also spoke about how to use it without disclosing confidential information and how to always human verify afterwards.
 - Division of elections update: I found out that I can apply to have access to VERMS which would aid in faster authentication of individuals being registered to vote. There is also a house bill that if passed would add an additional 10 days to early voting prior to elections. If this passes it may lead to necessary ordinance amendment for the city. I also learned that if a voter needs a new voters' card from division of elections, they need to call to request it. It also helps division of elections to receive back any pieces of mail that cannot be delivered or for a person who is no longer at the mailing address. It helps them be able to clean up the register, which is a long multiyear process.
 - I was able to attend the Athenian dialogue the next day. For Athenian dialogues participants must read the chosen book prior to attending them we have a facilitated discussion about leadership and lessons learned though the book. Some key themes (there were a lot) for this year were your own mistakes when you



make them, always try your best, learn from each attempt/experience, importance of teamwork, knowing when to lead and when to follow.

Learning =Competence=Confidence but competence without confidence is useless and confidence without competence is dangerous. We then take these themes and apply them to our work and home environments.

- For the 2025 conference I had served on the finance committee, banquette decorating committee, education committee, and the vendor committee. I also helped the fundraising committee a little as well.
 - This year the vendor committee (myself and 2 other two clerks) received the “Above and Beyond Award” for bringing in \$21,000+ above what the association had budgeted to receive.
- For this upcoming year I have been asked and accepted to be the Vendor Committee Chair, which also places me on the conference planning committee. I am also serving on the education committee, chairing the Athenian subcommittee, and serving on the finance committee, and fundraising committee. These committee roles do not significantly impact my day-to-day responsibilities to the city. They will contribute toward my Master Municipal Clerk (MMC) certification and allow me to build relationships with clerks throughout Alaska. Serving on these committees also creates opportunities for leadership, professional growth, and sharing best practices while positively representing our city and strengthening its reputation statewide.
- AML Conference Report
 - I was able to attend 1.5 days of the AML Conference with sessions including “Navigating the Not So Perfect Storm: Preparing for the future of Emergency Management” and “Resilience”. The large takeaway from this session is the continuing theme of federal support is not a guarantee for emergency management. There are several organizations in the state that can help with planning several are for tribal primarily but then there are other overarching organizations such as Alaska Emergency Management Association (AKEMA). There is an AK emergency management conference each year in April. All the speakers recommended that all communities increase community education and networking with more local community partners in the private sector. They spoke about the importance of having MOU’s prior to the emergency, having back up methods of communication including land lines numbers was another highlighted item. I was able to connect with several folks including the AEMA president who can help connect us with other regional leaders and CERT training information.
 - The other valuable session I attended was about Addressing and GSI. In this session I learned all about the first steps to take when working on creating an addressing system that is verifiable for a city. In overarching theme is this is not a one-time project, it is an ongoing forever item. Setting up addressing takes manpower, GSI mapping and other software needs. There are items we can start with, some of which the city has in place such as a requirement for roads. Otherwise, one would start with standardized rules for roads, a quality copy of DOT maps, community consensus on road names, and figuring out which of the three methods for addressing would be best. I was able to make connections with several of the presenters and have lots of very lengthy notes to help get us started. This



might be another item we would like to think about when working on the budget unless the city wants to do this initial phase as a project.

- I also went to session about revitalization. For this session they spoke about re-zoning and lessening rules which we really don't have so that didn't apply much for here. The largest take away was a group called Music Alaska that helps with tracking and such of the 92 music festivals in Alaska. They help local businesses and small venues with permitting, grant money, etc. They also have playlists of Alaska music for businesses and places like airports to play to help show off the local talent and for visitors to get the "feel of Alaska". They have found that music brings in a lot of money for local areas and is a great way to bring people to smaller towns/cities.

I am still working on the Public Information Officer Program through FEMA's courses. There are two courses, I have started IS-29 Public Information Officer Awareness. This program is asynchronous. I am working on it when time allows.

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 37.25/50 experience and 60/60 education points. I will most likely not be able to complete my certification after I attend the International Institute of Municipal Clerks conference in Reno Nevada this May. I will be submitting my scholarship application for this conference in the next day or two.

After completing the CMC I hope to have continued support of working towards my registered parliamentarian and my Master Municipal Clerk Certification. I will use online training as much as possible to help achieve these certifications. I would like to have the opportunity to attend the Northwest Clerks Institute this June for professional development 3. This is the third course in a series, and I have already completed the other two with my co-hort. It would be greatly appreciated to finish the series with my co-hort. The points earned would be able to apply to my MMC. I do plan on applying for scholarship for this training to help with the expenses.

Goals and projects for 2026

- Launch new website
- Continuing to 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.
- Update our records retention schedule and records policy
- Continue to serve a liaison for the ordinance committee
- Start micro-training videos on topics for council

The City Council attendance history.

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

Meeting Date	Renee Patrick	Open	Hutten	Kearns	McLaughlin	Beck	M Taylor
10-13-2025 General Council Meeting	Seat A-exp. 2028	Seat B-exp. 2028	Seat C-exp. 2026	Seat D-exp. 2026	Seat E-exp. 2027	Seat F-exp. 2027	Seat G-exp. 2027
	VACANT						
10-20-2025 Special Council Meeting		VACANT					
11-03-2025 Work Session		VACANT					
11-04-2025 Special Work Session - Council training		VACANT		via zoom			
	Renee Patrick	Marchbanks (exp. 2026)	Hutten	Kearns	McLaughlin	Beck	M Taylor
	Seat A-exp. 2028	Seat B-exp. 2028	Seat C-exp. 2026	Seat D-exp. 2026	Seat E-exp. 2027	Seat F-exp. 2027	Seat G-exp. 2027
11-10-2025 General Council Meeting		sworn in					
12-01-2025 Work Session				via zoom			
12-08-2025 General Council Meeting						via zoom	
01-12-2026 Special Work Session				via zoom			
01-19-2026 Special General Council Meeting				via zoom			
01-26-2026 Special Work Session - CIP				via zoom			
02-02-2026 Work Session	via zoom			via zoom			



Special Meeting/Work Session Present					
General Meeting Present					
Absent (unexcused)					
Absent (excused)					

Section 2.20.100 - Vacancies.
(f) Is unexcused from any five (5) meetings in a calendar year including, but not limited to work sessions, and regular or special meetings.

Section 2.30.040 - City council member attendance policy for regular meetings.
(a) Any absence of a city council member from a regular meeting of the city council shall be deemed to be unexcused unless the city council member is absent from the meeting as a result of attending to official business on behalf of the City of Gustavus, for extenuating medical reasons, or for other significant cause as determined by the city council, in which case the absence shall be deemed to be excused.

Google Analytics for City Website:

I started Google Analytics for the city website several months ago. I was hoping to be able to use the information to see how the website is currently being used to help improve engagement and future design of the website. I have pulled some reports and attached them so that you all can see them as well. These reports are from November 1st, 2025, through February 1st, 2026. I particularly enjoyed see what types of devices people are using to view the website, what pages, how long they are on a page, and what “events” or actions are being taken. It’s also interesting to see all the different places that view our site. On the events report it’s important to note that a scroll means that individual scrolled down to view at least 90% of the page. The clicks are when they used links within the site to view something. I would love to see this number decrease with the new site. I am new to Google Analytics so if there is something in particular you would like to see that I did not present please let me know.

Questions?

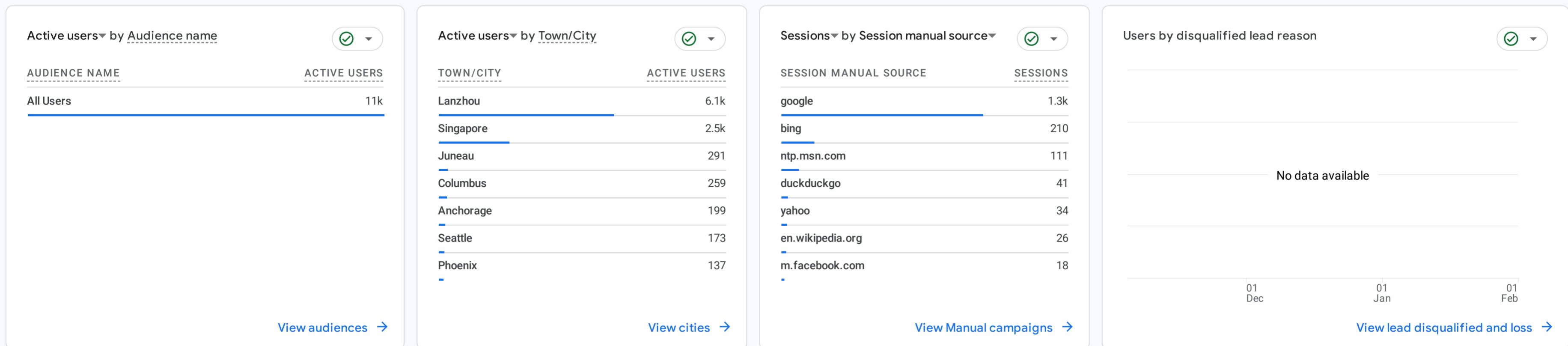
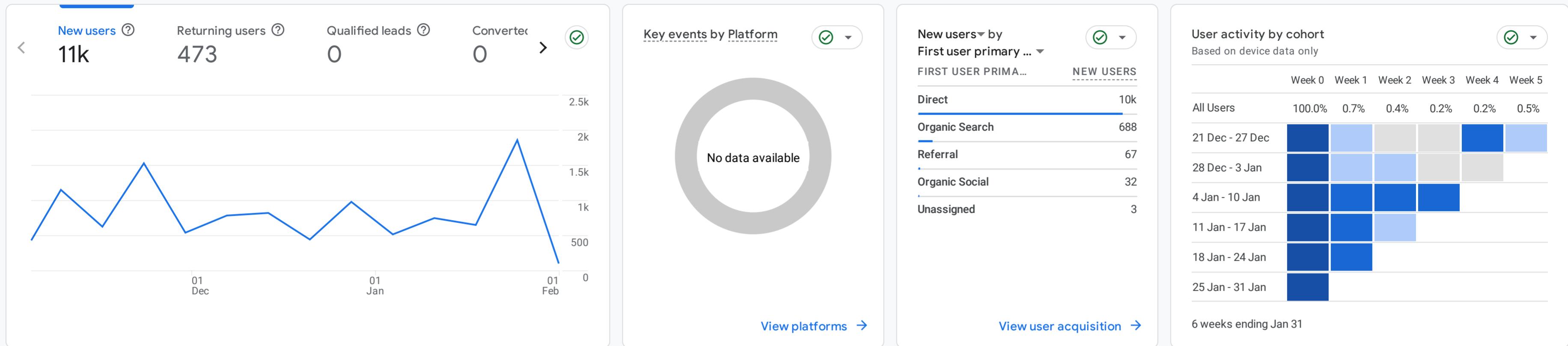
Respectfully Submitted,

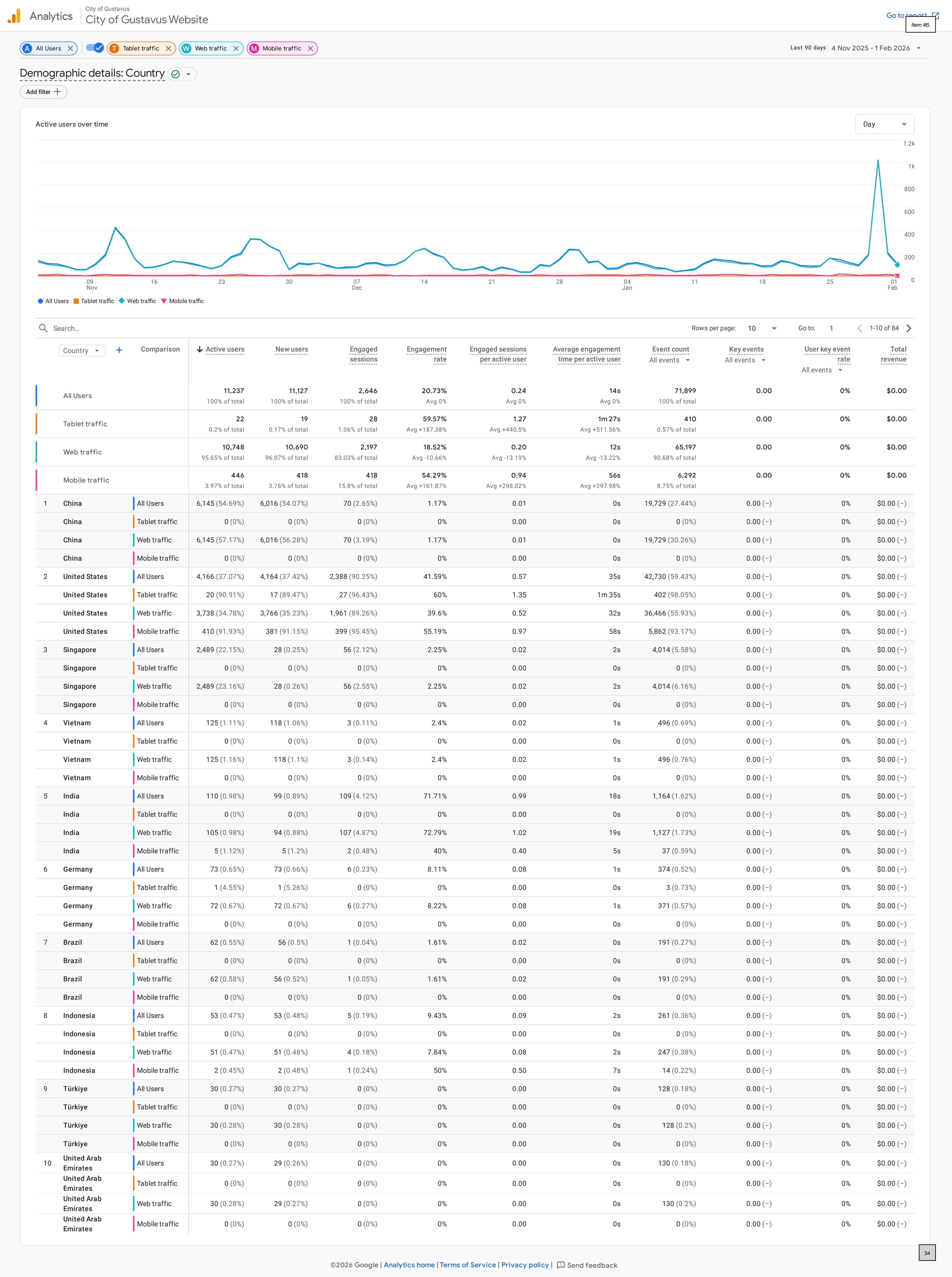
Liesl Barker, City Clerk

A All Users X E Email, SMS and push noti...

Last 90 days 4 Nov 2025 - 1 Feb 2026

Generate leads overview





All Users Email, SMS and push noti...

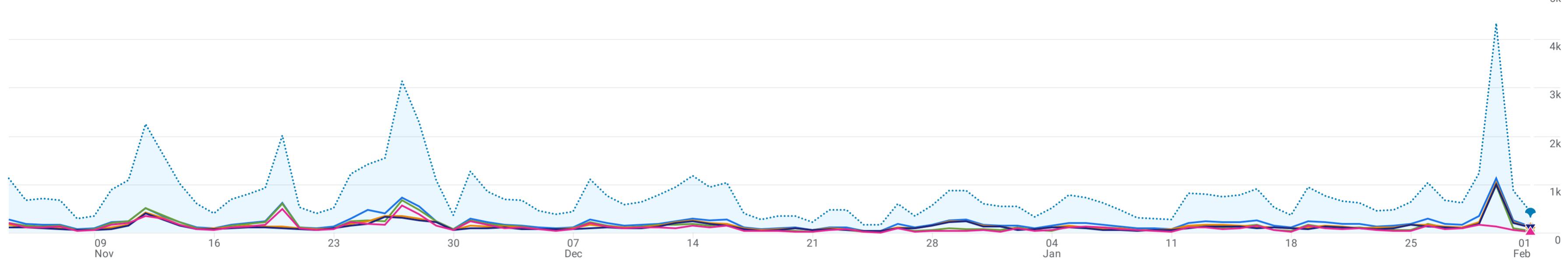
Last 90 days 4 Nov 2025 - 1 Feb 2026

Events: Event name Add filter

Event count over time

Day

5k


◆ Total ● page_view ■ scroll ◆ session_start ▼ first_visit ▲ user_engagement

Plot rows

Search...

Rows per page: 10

Go to: 1 < 1-10 of 15 >

-	Event name	+ 	↓ Event count	Total users	Event count per active user	Total revenue
<input checked="" type="checkbox"/>	Total	71,899 100% of total	11,245 100% of total	6.40 Avg 0%	\$0.00	
<input checked="" type="checkbox"/>	1 page_view	18,381 (25.57%)	11,104 (98.75%)	1.66	\$0.00 (-)	::
<input checked="" type="checkbox"/>	2 scroll	13,241 (18.42%)	7,426 (66.04%)	1.78	\$0.00 (-)	::
<input checked="" type="checkbox"/>	3 session_start	12,962 (18.03%)	11,104 (98.75%)	1.17	\$0.00 (-)	::
<input checked="" type="checkbox"/>	4 first_visit	11,127 (15.48%)	10,957 (97.44%)	1.02	\$0.00 (-)	::
<input checked="" type="checkbox"/>	5 user_engagement	9,754 (13.57%)	4,036 (35.89%)	2.42	\$0.00 (-)	::
<input type="checkbox"/>	6 PDF	1,570 (2.18%)	302 (2.69%)	5.20	\$0.00 (-)	::
<input type="checkbox"/>	7 Click	1,530 (2.13%)	338 (3.01%)	4.53	\$0.00 (-)	::
<input type="checkbox"/>	8 file_download	1,317 (1.83%)	292 (2.6%)	4.51	\$0.00 (-)	::
<input type="checkbox"/>	9 click	794 (1.1%)	208 (1.85%)	3.82	\$0.00 (-)	::
<input type="checkbox"/>	10 form_submit	403 (0.56%)	127 (1.13%)	3.17	\$0.00 (-)	::

A All Users X



E Email, SMS and push noti...

Last 90 days 4 Nov 2025 - 1 Feb 2026

Landing page: Landing page 

Add filter +

Sessions over time

Day

1.2k

1k

800

600

400

200

0

09 Nov 16 23 30 07 Dec 14 21 28 04 Jan 11 18 25 01 Feb

Total / /library /403.html /rfps /administration/page/sales-tax-forms

Plot rows

Search...

Rows per page:

10

▼

Go to:

1

< 1-10 of 1335 >

Landing page		↓ Sessions		Active users	New users	Average engagement time per session	Key events	Total revenue	Session key event rate
							All events		All events
<input checked="" type="checkbox"/>	Total	12,764	100% of total	11,237	100% of total	11,127	12s Avg 0%	0.00	\$0.00
<input checked="" type="checkbox"/>	1 /	2,070 (16.22%)		1,508 (13.42%)		1,480 (13.3%)	35s	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	2 /library	621 (4.87%)		472 (4.2%)		525 (4.72%)	18s	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	3 /403.html	597 (4.68%)		595 (5.3%)		591 (5.31%)	1s	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	4 /rfps	435 (3.41%)		326 (2.9%)		314 (2.82%)	2s	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	5 (not set)	430 (3.37%)		298 (2.65%)		0 (0%)	10s	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	6 /administration/page/sales-tax-forms	222 (1.74%)		216 (1.92%)		210 (1.89%)	2s	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	7 /user/login	221 (1.73%)		214 (1.9%)		205 (1.84%)	3s	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	8 /resolutions	184 (1.44%)		185 (1.65%)		181 (1.63%)	1s	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	9 /calendar	138 (1.08%)		137 (1.22%)		136 (1.22%)	4s	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	10 /bc/page/policy-advisory-committee-endowment-fund-work-session-0	136 (1.07%)		136 (1.21%)		136 (1.22%)	1s	0.00 (-)	\$0.00 (-)

Profit & Loss Budget vs. Actual COG Accrual

July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Returned Check Charges	37.50			
Admin Fees	5.00			
Business License Fees	2,000.00	3,500.00	-1,500.00	57.1%
Donations	837.70	500.00	337.70	167.5%
DRC Income				
C Chest paid at City Hall	967.00			
Community Chest Sales	7,152.25	13,000.00	-5,847.75	55.0%
Landfill Fees paid @ City Hall	28,641.38			
Landfill Fees/Sales	36,623.44	100,000.00	-63,376.56	36.6%
Recyclable Material Sales	12,412.70	7,000.00	5,412.70	177.3%
Total DRC Income	85,796.77	120,000.00	-34,203.23	71.5%
Federal Revenue				
Payment In Lieu of Taxes	168,632.84	150,000.00	18,632.84	112.4%
Total Federal Revenue	168,632.84	150,000.00	18,632.84	112.4%
Fundraising	403.00	500.00	-97.00	80.6%
Grant Income	0.00	15,000.00	-15,000.00	0.0%
GVFD Income				
Ambulance Billing	2,952.18	9,000.00	-6,047.82	32.8%
ASP	660.00	1,000.00	-340.00	66.0%
Training	-160.00	150.00	-310.00	-106.7%
Total GVFD Income	3,452.18	10,150.00	-6,697.82	34.0%
Interest Income	185.73	88,876.46	-88,690.73	0.2%
Lands Income				
Gravel Pit Gravel Sales	12,056.00	30,000.00	-17,944.00	40.2%
Gravel Pit Bond (Bond - Gravel Pit Contractor)	2,000.00			
Total Lands Income	14,056.00	30,000.00	-15,944.00	46.9%
Lease Income	8,192.39	16,000.00	-7,807.61	51.2%
Library Income	1,889.00	1,000.00	889.00	188.9%
Marine Facilities Income				
Facilities Usage Fees				
Single Use Fee	60.00			
Facilities Usage Fees - Other	0.00	2,600.00	-2,600.00	0.0%
Total Facilities Usage Fees	60.00	2,600.00	-2,540.00	2.3%
Commercial Vessel Registration	1,000.00	12,500.00	-11,500.00	8.0%
Private Vessel Registration				
Kayak Registration	10.00			
Private Vessel Registration - Other	1,120.00	5,000.00	-3,880.00	22.4%
Total Private Vessel Registration	1,130.00	5,000.00	-3,870.00	22.6%
Storage Area Fee	1,050.00	2,600.00	-1,550.00	40.4%
Total Marine Facilities Income	3,240.00	22,700.00	-19,460.00	14.3%
State Revenue				
Community Assistance Program	77,698.75	58,200.33	19,498.42	133.5%
Shared Fisheries Business Tax	0.00	231.87	-231.87	0.0%
Total State Revenue	77,698.75	58,432.20	19,266.55	133.0%
Tax Income				
Retail Tax Income	369,583.20	450,000.00	-80,416.80	82.1%
Remote Sellers Retail Tax	61,086.01	75,000.00	-13,913.99	81.4%
Room Tax Income	78,429.29	100,000.00	-21,570.71	78.4%
Fish Box Tax	9,000.00	9,000.00	0.00	100.0%

Profit & Loss Budget vs. Actual COG Accrual

July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
Penalties & Interest	3,742.24	3,000.00	742.24	124.7%
Tax Exempt Cards	140.00	300.00	-160.00	46.7%
Total Tax Income	521,980.74	637,300.00	-115,319.26	81.9%
Total Income	888,407.60	1,153,958.66	-265,551.06	77.0%
Gross Profit	888,407.60	1,153,958.66	-265,551.06	77.0%
Expense				
Administrative Costs	528.00			
Bank Service Charges	6,348.40	11,550.00	-5,201.60	55.0%
Building				
Insurance	18,401.38	20,300.00	-1,898.62	90.6%
Maintenance & Repair	290.77	4,000.00	-3,709.23	7.3%
Total Building	18,692.15	24,300.00	-5,607.85	76.9%
Contractual Services				
Medical Director	4,000.00	10,600.00	-6,600.00	37.7%
City Engineer	840.00	10,000.00	-9,160.00	8.4%
Ambulance Billing Expense	677.86	1,000.00	-322.14	67.8%
Managed IT Services	16,295.00	25,020.00	-8,725.00	65.1%
Contractual Services - Other	14,497.76	25,988.00	-11,490.24	55.8%
Total Contractual Services	36,310.62	72,608.00	-36,297.38	50.0%
Dues/Fees	5,250.38	11,850.00	-6,599.62	44.3%
Economic Development Services				
GVA	15,200.00	15,200.00	0.00	100.0%
Total Economic Development Services	15,200.00	15,200.00	0.00	100.0%
Election Expense	184.48	250.00	-65.52	73.8%
Equipment				
Equipment Fuel	1,534.99	2,900.00	-1,365.01	52.9%
Equipment Purchase	2,637.40	4,800.00	-2,162.60	54.9%
Insurance	411.01	377.00	34.01	109.0%
Maintenance & Repair	794.80	1,900.00	-1,105.20	41.8%
Total Equipment	5,378.20	9,977.00	-4,598.80	53.9%
Events & Celebrations	876.71	1,200.00	-323.29	73.1%
Freight/Shipping	16,110.41	30,250.00	-14,139.59	53.3%
Fundraising Expenses	35.73	500.00	-464.27	7.1%
General Liability	12,861.14	19,625.00	-6,763.86	65.5%
Library Materials	5,376.22	10,500.00	-5,123.78	51.2%
Marine Facilities				
Insurance	805.25	3,300.00	-2,494.75	24.4%
Maintenance & Repairs	0.00	500.00	-500.00	0.0%
Total Marine Facilities	805.25	3,800.00	-2,994.75	21.2%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses				
Wages	241,149.46	407,512.40	-166,362.94	59.2%
Payroll Taxes	22,588.48	39,118.15	-16,529.67	57.7%
Paid Time off	7,271.13	22,878.92	-15,607.79	31.8%
Sick Leave	3,118.32	7,883.30	-4,764.98	39.6%
Health Insurance (company paid)	30,304.32	23,645.52	6,658.80	128.2%
Health Insurance Stipend	4,600.00	12,000.00	-7,400.00	38.3%
457(b) Employer Contribution	7,572.11	28,532.75	-20,960.64	26.5%
Workers Comp Insurance	9,993.57	11,358.61	-1,365.04	88.0%
Payroll Expenses - Other	-14,376.24	1,751.10	-16,127.34	-821.0%

7:50 AM

02/04/26

Accrual Basis

City of Gustavus

Item #6.

Profit & Loss Budget vs. Actual COG Accrual

July 2025 through January 2026

	Jul '25 - Jan 26	Budget	\$ Over Budget	% of Budget
Total Payroll Expenses	312,221.15	554,680.75	-242,459.60	56.3%
Professional Services	852.50	30,000.00	-29,147.50	2.8%
Public Relations	0.00	500.00	-500.00	0.0%
Repair & Replacement Fund	18,554.91	18,554.91	0.00	100.0%
Road Maintenance	75,459.72	215,000.00	-139,540.28	35.1%
Social Services				
GCEP dba The Rookery	0.00	8,000.00	-8,000.00	0.0%
Total Social Services	0.00	8,000.00	-8,000.00	0.0%
Stipend Supplies	2,160.00	4,000.00	-1,840.00	54.0%
Program	1,078.97	1,550.00	-471.03	69.6%
Supplies - Other	11,999.70	19,700.00	-7,700.30	60.9%
Total Supplies	13,078.67	21,250.00	-8,171.33	61.5%
Telecommunications	9,687.64	21,521.00	-11,833.36	45.0%
Training	4,085.27	19,004.00	-14,918.73	21.5%
Travel	10,911.09	19,638.00	-8,726.91	55.6%
Utilities				
Electricity	3,743.69	10,200.00	-6,456.31	36.7%
Fuel Oil	4,846.35	7,500.00	-2,653.65	64.6%
Utilities - Other	-836.59			
Total Utilities	7,753.45	17,700.00	-9,946.55	43.8%
Vehicle				
Fuel	966.83	1,500.00	-533.17	64.5%
Insurance	5,435.11	5,500.00	-64.89	98.8%
Maintenance & Repair	1,079.57	3,000.00	-1,920.43	36.0%
Mileage Reimbursement	922.25	2,000.00	-1,077.75	46.1%
Total Vehicle	8,403.76	12,000.00	-3,596.24	70.0%
Total Expense	587,125.85	1,153,958.66	-566,832.81	50.9%
Net Ordinary Income	301,281.75	0.00	301,281.75	100.0%
Net Income	301,281.75	0.00	301,281.75	100.0%

City of Gustavus
Balance Sheet
As of January 31, 2026

Item #6.

Jan 31, 26**ASSETS****Current Assets****Checking/Savings**

AMLIP Capital Improv Current (0630598.1)	340,784.11
AMLIP Capital Improv Long-Term (0630598.2)	692,626.70
AMLIP Repair & Replacement (0630598.3)	427,197.52
AMLIP Gravel Pit Fund (0630598.8)	33,818.50
AMLIP Reserve (0630598.12)	1,187,516.45
APCM.Endowment Fund	1,738,188.83
FNBA - Checking	392,827.10
FNBA Endowment Fund - Checking	56,559.38
Petty Cash	494.04

Total Checking/Savings

4,870,012.63

Accounts Receivable

6,625.36

Other Current Assets

60.00

Total Current Assets

4,876,697.99

TOTAL ASSETS**4,876,697.99****LIABILITIES & EQUITY****Liabilities****Current Liabilities**

Credit Cards	2,425.84
Other Current Liabilities	174,695.09

Total Current Liabilities

177,120.93

Total Liabilities

177,120.93

Equity**Fund Balance**

3,346,607.68

Opening Bal Equity

1,084,743.57

Net Income

268,225.81

Total Equity

4,699,577.06

TOTAL LIABILITIES & EQUITY**4,876,697.99**

Accounts Receivable Detail**As of 01/31/2026**

\$719.04	Delinquent Sales Tax
\$5,898.30	Ambulance Transport Billing - In Progress
\$80.00	ABS Customer Invoice
(\$71.98)	Net of Other Customer Account Balances
\$6,625.36	Total

FNBA Checking Account - Unrestricted Funds Balance**As of 01/31/2026**

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

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

FNBA Checking Account Balance: **\$392,827.10**

Obligated Funds Currently in Checking Account:

GVFD	FY26-05 Wildlands Fire Truck	-\$11,000.00
Library	SoA OWL Internet Subsidy	-\$475.00
Unrestricted Funds:		\$381,352.10

Pending Transfers:

Introduced Pub. Hearing

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

FY26 budgeted operating expenses:	\$1,153,958.66
25% =	\$288,489.67
17% =	\$196,172.97
35% =	\$403,885.53

0630598.1 AMLIP Capital Project Current - Funds allocated through NCOs for funded Capital Projects				Date and NCO
		AMLIP	Project	Remaining
Admin	CP19-03 Gustavus Beach Improv.	\$4,433.54	\$0.00	\$4,433.54
DRC	CP19-06 DRC Composting Facility	\$67,075.85	\$430.00	\$66,645.85
DRC	CP21-05 DRC Main Bldg Replacement: Design	\$326.60	\$326.60	\$0.00
DRC	CP24-01 DRC Balefill Expansion	\$45,944.19	\$20,654.92	\$25,289.27
RM	CP24-02 Same Old Road Drainage	\$69,003.00	\$0.00	\$69,003.00
Admin	CP24-04 Heat Pump Project	\$29,585.71	\$0.00	\$29,585.71
GVFD	CP24-05 AFG FEMA Match	\$33,404.77	\$0.00	\$33,404.77
Admin	CP25-01 City Hall Meter	\$16,089.26	\$0.00	\$16,089.26
GVFD	CP26-02 Fire Fighter 1 Training	\$32,000.00	\$7,139.56	\$24,860.44
Admin	Gravel Pit Funds	\$36,300.00		\$36,300.00
			(\$445.38)	Mathematical error when transferring funds at end of FY25
	Interest earned FY26		\$7,066.57	
		\$340,784.11	\$28,551.08	\$305,611.84

Pending Transfers:		Amount	Introduced	Public Hearing	
FY26-12NCO	Same Old Road Drainage	\$69,003.00	1/12/2026	1/19/2026	Close Out
FY26-13NCO	DRC Composting Facility	\$66,645.85	2/9/2026	3/9/2026	Close Out

- **Grants/Projects update:**

- Compost Facility

No Update – No other NOFO has been published yet. It is unclear whether there will be more funding for this program for other entities.

DRC - Recycling Center

Update – After meeting to negotiate with one of the bidders, we are working through an updated proposal and hope to have a professional services agreement in place this week. Completed grant reports for this project. We will have had an update meeting with Region 10 project person before the General Meeting

- Good River Bridge Repair and Embankment Stabilization Project

Update – We met again with Nikki Navio of the Denali Commission. She suggested that we not submit the supplemental request until we have the 100% design documents which will be in early May. That way we will have a better handle on costs. John Barry and I will be preparing this request with input from RESPEC.

- PIDP – Dock/Floats Protection - MARAD funding

No Update – The grant has been submitted, and we are awaiting notification – one way or the other. We can still resubmit for 2026 pending notification.

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

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

No Update – The application has been submitted and we are awaiting notification.

- Rural and Tribal Assistance Pilot Program (RTA) Application

No Update – Applications are still being reviewed. Nothing has been posted regarding a notification date.

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

- FEMA – AFG Water Tender

No Update – The contract has been signed. Extension is being requested for the period of performance.

- Septage Management

Update – We received the final 100 percent Engineering Report on Gustavus Septage Management improvements/alternatives. We are linking it for you to review and so it is publicly available via this report.

gst0001_20251230_ww_septagemgmt_per-final_unsigned.pdf

At some point we need to have a worksession or town hall on this issue, hopefully along with an ADEC representative. As part of ADEC's Capital Improvement Projects program process, at some point VSW would like to receive a resolution from the City indicating its disposition regarding the alternatives and recommendations in the PER. We as a City are going to have to have a serious conversation about whether or not to take on water/Wastewater authority – which is expensive.

John and I met with a representative from the Rural Community Assistance Corporation (RCAC) who I met at the AML Annual meeting in December. RCAC is a 501(c)(3) nonprofit organization. The RCAC provides environmental assistance to small municipal and nonprofit water systems, wastewater systems and solid waste management programs in 11 western states which includes Alaska. Here is a link to their services:

[Link: Rural Water and Waste Disposal Programs & Assistance - RCAC](#)

- Safe Streets for All (SS4A)

Update –We are now engaging with AML for the next phase of the process. AML prepares reports, but we will need to input them.

- Thriving Communities Cohort

Update - This ongoing grant allows AML and ADOT&PF to work with us to identify community transportation needs and projects, help us prioritize them, and offer help in making those needs a reality. I sent out to Staff and Council our recently developed transportation-focused community workplan template and a couple of additional pertinent documents. So far the only input I have received is from Justin who has offered to help once we engage with AML in picking a contractor.

- **Strengthening Gateway Communities:** The NPS has reached out to schedule another meeting which will likely be scheduled for the end of February or early March. We are still waiting for an update from the NPS on the items discussed at the last meeting.

- A list of other tasks/items:

- Worked with Department of Homeland Security and Emergency Management (DSHEM) to ascertain what the City needed to do in terms of the disaster declaration. Among other tasks, I submitted the initial forms needed to apply for disaster public assistance related to damages incurred by the Southeast Winter Storm. I am awaiting them to schedule an Applicants Brief with us.
- Worked on more logistical support surrounding the storm/snow event including contacting various agencies to be able to obtain the DOT Case loader to help with snow removal. It was a team effort but finally got approved for short term use. This event took up a lot of staff resources.
- Assisted Red Cross who called about certain verifications from applicants.
- Participated regularly in scheduled Infrastructure Office Hours and other related meetings and seminars, including community engagement, grant/project updates and our Thriving Communities cohort.
- Various HR items, including updating Job Descriptions and meeting on a performance evaluation.
- Provided an update and documents on select projects for the CIP and CAPSIS
- Participated in a BABA Webinar (Build America, Buy America Act) – BABA requires that all iron, steel, manufactured products, and construction materials used in U.S. federally funded infrastructure projects must be produced domestically, meaning all manufacturing processes, including component sourcing, happen in the U.S. – A complex provision for many projects.

- Council Questions or Comments?

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-12NCO

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
 THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 – CLOSING OUT CAPTIAL PROJECT
 CP24-02 SAME OLD ROAD DRAINAGE**

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*	<small>*Approximate, this is a dynamic value</small>		
CP24-02 Same Old Road Drainage <i>Transferring funds and closing out CP24-02</i>	\$ 69,003.00		\$ 0.00	\$ 69,003.00
AMLIP Capital Improv Long-Term <i>This transfer will move funds from FNBA Checking to Capital Project Long Term.</i>	\$ 685,027.83		\$ 754,030.83	\$ 69,003.00
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: *January 19, 2026*

DATE OF PUBLIC HEARING: *February 9, 2026*

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____, 2026.

Sally A McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk



**City of Gustavus, Alaska
Gustavus Volunteer Fire Department (GVFD)
Position Description**

Title: Fire Chief

Position: Exempt Regular Part-time Position (.75 FTE)

The Fire Chief position is an exempt, part-time position (.75 FTE). The Chief is expected to work the equivalent of approximately 30 hours per week, but with flexible hours to provide emergency response and as mutually determined with supervisor.

Supervisor: City Administrator

Supervises: Volunteer Assistant Chief, Fire Captain, Lead Dispatcher, and department volunteer fire responders. Collaborates with EMS Coordinator on scheduling and training for EMS volunteers.

Summary: The Fire Chief holds responsibility for most aspects of fire department operations, including fire suppression and prevention and rescue efforts, develops and coordinates updates to emergency management plans and hazardous materials response, provides local inspections and delivers community safety education. Maintains readiness of the department infrastructure, equipment and tools. Coordinates fire drills and fire trainings with input from volunteers. Regularly collaborates with the EMS Coordinator to help recruit GVFD volunteers, develop and implement EMS protocols and policies, and cooperates with other agencies for EMS fire response. Builds and maintains positive relationships with the community, other agencies and stakeholders.

Essential Duties and Responsibilities:

Fire Chief is accountable for the following essential duties, but the Chief may delegate duties to department volunteers.

- Plans, coordinates, supervises and evaluates department operations for fire and emergency management.
- Recruits, provides training opportunities, and directs the activities of volunteer firefighters to ensure that trained firefighters are available in the event of a fire.
- Serves as an effective leader of the department volunteer responders through a shared understanding of the role of the GVFD and its volunteers as an essential function within the City of Gustavus.
- Manages department administrative functions including inventories, maintenance records, training records, agency reporting, run sheets, ambulance billing, and HIPAA compliance assurance.
- Responds to emergency calls: Coordinates department resources for a proper and timely response. Is prepared to take the role of incident commander at major incidents.
- Ensures effective command and control techniques are in place at the scene of the fire.
- Assigns equipment and personnel for response to calls for outside aid where mutual aid agreements are in force and in other cases only when the absence of such equipment and personnel will not compromise the City's ability to provide fire protection and emergency medical services within the City of Gustavus.



- Responsible for maintaining fire department facilities and keeping equipment in a clean, organized, safe, and ready condition. Conducts or coordinates maintenance and inspections of response vehicles, equipment, turnout gear and station facilities to assure response readiness within approved budget. Maintains data for maintenance logs.
- Plans departmental operations along with EMS Coordinator with respect to equipment, apparatus, supplies, company assignments, personnel, and safety requirements. Supervises the implementation of such plans.
- Negotiates fire service contracts and mutual aid agreements as appropriate.
- Develops, maintains, and enforces department operating procedures governing training, maintenance, and operation of the GVFD.
- Organizes regular fire drills or training sessions scheduled on a regular basis. Collaborates with EMS Coordinator for EMS drills and trainings or joint trainings where applicable
- Coordinates with private, state, and federal training officers for the additional training of department personnel. With the EMS Coordinator, maintains training records for responders.
- Prepares, in consultation with the EMS Coordinator, City Administrator, Treasurer and Mayor, the draft GVFD annual budget, including operational and capital requirements.
- Plans and oversees fire facility improvements within budget approved by City Council and makes recommendations for new or replacement facilities and equipment.
- Serves as GVFD purchasing agent. Controls departmental expenditures within Council-approved budget appropriations, in accordance with the City's purchasing policies and procedures and direction from the City Treasurer.
- Maintains necessary records and other controls over all response gear such as inventories, maintenance records, maps etc.
- Conducts community outreach for fire prevention, emergency preparedness, pre-fire planning, fire extinguisher, first aid, and CPR training.
- Participates in community service programs and public relations efforts, such as assisting with community events, parades, 4th of July BBQ, and other activities.
- Collaborates with the EMS Coordinator when they arrange for the services of a medical director to provide for safety, effectiveness, and legal compliance in responses to medical emergencies.
- Prepares and submits a quarterly report of GVFD activities to the City Council. Prepares and submits other GVFD reports as requested by the Council.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public regarding GVFD activities. Serves as the City representative with the National Park Service at Bartlett Cove regarding Fire protection and response.
- Assists the State Fire Marshal and other authorities in the investigation of causes and origins of fires within City limits. Enforces applicable State fire protection and prevention regulations within the City as directed by State Fire Marshal and authorized by State law.
- Attends training, conferences, and meetings subject to approval and budget to remain current on regulations, standards, and best practices.
- Develops and submits grant applications, in compliance with City policies and procedures to support departmental operations, facility improvements and equipment purchases.



- Communications:
 - Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
 - Contributes successfully to discussions and meetings
 - Fosters open channels of communication
 - Communicates in a manner that is appropriate while representing the department and the City
 - Conveys information via clear and concise spoken communications and/or legible directions/information, particularly in radio communications and incident protocols
 - Is readily available for discussion, debriefs, and encourages open communication among responders, dispatchers and others
- Other job-related duties as assigned and agreed

Required Minimum Qualifications

- Graduation from high school or GED equivalent
- State Firefighter 1 certification
- EMT 1 or higher certification
- EMT-2 Certification or obtain the certification prior to one year anniversary of hire
- General work experience or certifications involving leading, managing, training, and supervising workers or volunteers.
- This position requires recruiting/selection, training, financial and supervisory skills as evidenced by experience and performance in an all-volunteer or combination emergency response or similar system
- Twenty-five years of age or older at time of hire.
- Possess or be able to obtain within 2 months of hire, a valid **State of Alaska** Driver's License. (Commercial Driver's License preferred)

Desired Qualifications

- Other higher level or advanced EMS certifications
- Enrolled in or completed the National Fire Academy's Executive Fire Officer Program
- Advanced Firefighter/Fire Officer certifications
- Additional ICS and Hazardous Materials Operations credentials (not already included as part of FF1 certification)
- Advanced college-level training - certificate or degree (i.e., AS in Fire Sciences or BS in Fire Management/Administration)
- Prior work experience of a progressively responsible nature providing for and/or managing firefighting and prevention, and/or emergency medical services, and/or hazardous material response including supervisory duties.



- Ability to meet physical demands of emergency response activities in the Southeastern Alaskan environment.
- Teaching experience with the ability to plan and conduct training for Fire, EMS, SAR and other emergency management operations
- Experience in mitigation, preparedness, response, and recovery from natural and human-caused disasters and involvement in plan development for emergency response – such as a Hazard Mitigation Plan (HMP)

Other Job Requirements and Expectations:

- Maintain EMT I or higher certifications in the State of Alaska on an ongoing basis
- Maintain Firefighter certifications while employed with the department
- Possession of a current valid driver's license issued by the State of Alaska
- Must be available to be on-call 24/7 unless on an approved absence
- Must use appropriate Personal Protection Equipment ("PPE")
- Must remain physically fit and able to perform the physical requirements of a firefighter or EMT
- Attendance at relevant committee and commission meetings as well as Council meetings which may occur after regular work hours

Knowledge, Skills, and Abilities:

Position requires familiarity with municipal government structure, roles, and processes, plus knowledge, skills, and abilities in:

- Modern fire suppression, prevention, and emergency medical services principles, including procedures, techniques, and equipment.
- Identifying and applying laws, ordinances, departmental standard operating procedures and regulations necessary and appropriate to the provision of fire suppression, prevention, and emergency medical services.
- Recruiting, training, and leading volunteer fire fighters and EMS responders in a small-town department
- Using tools and equipment needed for operation and maintenance of GVFD response equipment.
- Effective written communications skills including the ability to prepare reports, business documents and correspondence, using office productivity software and customized software for medical services operations.
- Clear and effective public relations and public speaking skills
- Exercising sound judgment in evaluating situations and in making decisions.
- Establishing and maintaining effective working relationships with Department volunteers, other City employees, the Council, supervisors, and the public.



Physical Demands:

The physical demands described here are representative of those the position is expected to encounter. (May be required to undergo regulatorily mandated medical exams.)

- Must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.
- Will have to carry heavy firefighting equipment while climbing ladders and going through buildings.
- Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must hear well enough to discern oral and radio communications in a noisy emergency response environment.
- Will be required to don, and perform work in, personal protective equipment including fire turn-out gear, self-contained breathing apparatus, air-purifying respirator, eye protection, and hearing protection.

Work Environment Conditions:

The work environment conditions described here are representative of those the position is expected to encounter while performing the essential job functions. The work is performed in the fire hall office, in public meetings, on the apparatus floor, in vehicles, and in outdoor settings, under all weather conditions, including temperature extremes, during day and night, and in emergency and stressful situations. The work may involve physical draining and exhausting activities, which may include taking command of a fire scene, participating in emergency response situations and being involved in physically dangerous situations.

They may additionally be exposed to the following work conditions and hazards:

- Working outside in cold and/or wet or other inclement weather
- Fire and explosion hazards
- Airborne inhalation hazards including toxic smoke, gasses, vapors, dusts, mists, and fumes
- Hazardous liquids such as petroleum products and toxic household or light industrial materials
- Hazardous physical agents such as electric shock, noise (which may exceed 100 dBA for brief periods), vibrations of handheld equipment, and heavy work in ergonomically awkward positions
- Hazardous biological agents such as blood-borne pathogens

Tools and Equipment Used:

Emergency medical vehicles and equipment, EMS supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, emergency medical equipment, radio, pager, 911 communication system, computers, e-mail, phone, and facsimile.

**Notice**

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

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

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

The City of Gustavus is an Equal Opportunity Employer



Item #10.

Document reference ID : 6427

Renewal Application Summary

Application ID:	6427
License No:	3794
License Type applied for Renewal:	Restaurant Eating Place License (REPL)
Licensee Name:	Excursion Restaurant, Llc
License Expiration Date:	12/31/2025
Doing Business As:	Excursion Restaurant
Premises Address:	5021 Rink Creek Rd, Gustavus, AK, 99826
Application Status:	In Review
Application Submitted On:	11/14/2025 03:43 PM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	60390D
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address: 4007 Lower Honoapiilani Rd Unit 213, Lahaina, HI, 96761

Local Government and Community Council Details

City/Municipality: Gustavus

Borough: Unorganized Borough

Renewal Information

Are there any changes to your ownership structure that have not been reported to AMCO prior to this application?:

No

As set forth in AS 04.11.330, how many hours did you operate during the first calendar year for this renewal period?:

The license was regularly operated continuously throughout the first calendar year for this renewal period.

As set forth in AS 04.11.330, how many hours did you operate during the second calendar year for this renewal period?:

The license was regularly operated continuously throughout the second calendar year for this renewal period.

Please select the seasonality:

Seasonal

Please Provide your six-month operating period:

05/01-10/20

Operation Period Details:

We are a seasonal lodge that operates a restaurant inside the lodge building.

Has any person or entity in this application been convicted or disciplined for a violation of Title 04, 3 AAC 304 or 305, or a local ordinance adopted under AS 04.21.010 in the preceding two calendar years? Item #10.

No

Have any notices of violation or citations been issued for this license during the preceding two years?

No

Restaurant Affidavit

Revenue in Food Sales during the first Calendar Year in the Renewal Period	\$xxx.xx
Revenue in Alcohol Sales during first Calendar Year in the Renewal Period	\$xxx.xx
% of Gross Revenue from Food Sales during the first Calendar Year in the Renewal Period	94.61
Revenue in Food Sales during the second Calendar Year in the Renewal Period	\$xxx.xx
Revenue in Alcohol Sales during second Calendar Year in the Renewal Period	\$xxx.xx
% of Gross Revenue from Food Sales during the second Calendar Year in the Renewal Period	94.05

Restaurant Detail

Dining after standard closing hours: AS 04.16.010(c)	No
Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)	Yes
Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)	Yes
Employment for any persons under 21 years of age: AS 04.16.049(c)	Yes

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

Item #10.

We have front desk, dishwashers and housekeepers at the lodge that are minors. We also have guests that bring minors to stay and eat in the dining room.

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

Our beer and wine are in locked areas during off hours. The wine / beer refrigerators and chillers are at a manager-controlled area while unlocked.

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

Food Service Permit

Is your license located in Municipality of Anchorage? No

Do you have Approved food service permit for this premises? Yes

Entertainment & Service

Are any forms of entertainment offered or available within the licensed business or within the proposed licensed premises? No

Food and beverage service offered or anticipated is: Table Service

Hours Of Operation

Sunday 04:00 PM - 09:00 PM

Monday 04:00 PM - 09:00 PM

Tuesday 04:00 PM - 09:00 PM

Wednesday 04:00 PM - 09:00 PM

Thursday 04:00 PM - 09:00 PM

Friday 04:00 PM - 09:00 PM

Attestations

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

I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and the license being potentially expired if I do not comply with statutory or regulatory requirements.

I certify that in accordance with AS 04.11.450, no one other than the licensee(s), as defined in AS 04.11.260, has a direct or indirect financial interest in the licensed business.

I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and I have provided AMCO with all required changes of the ownership structure of the business license and have provided all required documents for any new or changes of officers.

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 305.700.

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

Signature

This application was digitally signed by : David Olney on 11/14/2025 03:58 PM AKST

Payment Info

Payment Type : CC

Payment Id: 45a3f8ad-8457-4eac-bf1f-9d3f5f8e84c0

Receipt Number: 101201089

Payment Date: 11/14/2025 04:09 PM AKST

License Detail

Item #10.

LICENSE DETAILS

License #: 1028566

License unavailable for printing

Business Name: EXCURSION RESTAURANT LLC.

Status: Expired

Issue Date: 11/09/2015

Expiration Date: 12/31/2021

Has Telemedicine: No

Mailing Address: 2509 N 53RD ST
PHOENIX, AZ 85008

Physical Address: 5021 Rink Creek Rd
6029529096
Gustavus, AK 99826-9096

Owners

Owner Name	Entity #	Entity Status
EXCURSION RESTAURANT LLC.	60390D	Involuntarily Dissolved

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	721191 - BED-AND-BREAKFAST INNS	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)
[Print Friendly Version](#)

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	EXCURSION RESTAURANT LLC.

Entity Type: Limited Liability Company

Entity #: 60390D

Status: Involuntarily Dissolved

AK Formed Date: 2/28/1997

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2025

Entity Mailing Address: PO BOX 255, GUSTAVUS, AK 99826

Entity Physical Address: 5021 RINK CREEK RD, GUSTAVUS, AK 99826

Registered Agent

Agent Name: Jane Olney Sheahan

Registered Mailing Address: PO BOX 111, GUSTAVUS, AK 99826

Registered Physical Address: LOT 2 COHO DRIVE, GUSTAVUS, AK 99826

Officials

Show Former

AK Entity #	Name	Titles	Owned
	DAVID OLNEY	Member	49.00
	JANE SHEAHAN	Member	51.00

Filed Documents

Date Filed	Type	Filing	Certificate
2/28/1997	Creation Filing		
8/07/1997	Biennial Report		
1/06/1999	Biennial Report	Click to View	
2/05/2001	Biennial Report	Click to View	
1/10/2003	Biennial Report	Click to View	
2/03/2005	Agent Change	Click to View	
2/03/2005	Biennial Report	Click to View	
12/28/2006	Biennial Report	Click to View	
11/14/2011	Biennial Report	Click to View	

Date Filed	Type	Filing	Item #10.
6/07/2012	Biennial Report	Click to View	
1/14/2013	Biennial Report	Click to View	
8/26/2014	Change of Officials	Click to View	
12/15/2014	Biennial Report	Click to View	
12/02/2016	Biennial Report	Click to View	
12/24/2018	Biennial Report	Click to View	
1/22/2019	Agent Change	Click to View	
6/30/2021	Biennial Report	Click to View	
12/20/2022	Biennial Report	Click to View	
8/20/2025	Admin Dissolution		Click to View

[Close Details](#)[!\[\]\(f48349a5847bc67534e713586b52eaa5_img.jpg\) Print Friendly Version](#)



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Item #10.

Department of Commerce, Community,
and Economic Development

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

January 22, 2026

From: Alcohol.licensing@alaska.gov; amco.localgovernmentonly@alaska.gov;

Licensee: **Excursion Restaurant, LLC**

DBA: Excursion Restaurant

VIA email: beartrackinn@gmail.com; glacierbeartrac@gmail.com; david.olney@hyatt.com

Local Government 1: Gustavus

Via Email: clerk@gustavus-ak.gov

Re: Restaurant Eating Place License #3794 Combined Renewal Notice for 2026-2027 Renewal Cycle

License Number:	#3794
License Type:	Restaurant Eating Place License
Licensee:	Excursion Restaurant, LLC
Doing Business As:	Excursion Restaurant
Physical Address:	5021 Rink Creek Road Gustavus, AK 99826
Designated Licensee:	David Olney
Phone Number:	602-952-9096
Email Address:	beartrackinn@gmail.com; glacierbeartrac@gmail.com; david.olney@hyatt.com

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 **April 14th, 2026** 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). Information about this board meeting can be found on our website closer to the date of the board meeting. [Home, Alcohol & Marijuana Control Office](#)

Please feel free to contact us through the 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.

Sincerely,
Reece Parks, Licensing Examiner II
For
Kevin Richard, Director

City of Gustavus

PROJECT DEVELOPMENT SHORT FORM

Project Eligibility: All projects may start with a Project Development Short Form. More complex projects will require the Project Development Long Form. Complex projects include those with a multi-phase, multi-year planning and implementation process, significant funding requirement, and/or broad impact.

Does the proposed project represent a complex project? YES NO

If no, please fill out the additional Project Budget section of this form.

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 answered yes to any of the above questions, please provide the following additional information.

1. Project title: Heavy Equipment Procurement - CAT 950 Wheel Loader with Forks and Snowplow Attachment

Project description and benefit. Describe the project in half a page or less, including specific features /affected parties?

The City of Gustavus requires an adequately sized, versatile wheel loader to protect, manage, and maintain local assets, most importantly our almost 24 miles of gravel roads, parking lots, and includes other operational needs such as at the DRC and gravel pit, that undersized equipment cannot handle.

Extremely outdated, in some cases undersized, and unreliable private equipment results in high rental costs, equipment downtime, additional contractual costs, causes delays in emergency responses, and puts critical infrastructure and public assets at risk. Enhanced capability is needed for emergency cleanup, snow removal, and securing areas, thereby protecting public safety and reducing liability and must be a priority for the City.

Acquisition of a new machine to successfully execute winter and supplementary road and drainage maintenance activities and assisting with other city operations, without disruption of services, will enhance risk mitigation, provide for operational proficiency, and provide long-term cost savings. Investing in this loader is an initiative-taking, necessary measure to protect local assets from deterioration and damage. It will provide a return on investment through improved operational efficiency, and improved response times to emergencies.

Specifications attached.

2. Plans and progress. Describe in one or two paragraphs what has been accomplished so far (anything). This may include feasibility study, conceptual design, final design/engineering/permitting, fundraising activity, and total funds raised to date. **Quote has been obtained from Juneau, Alaska branch of NC Machinery using Sourcewell, which applies a significant municipal discount.**

Item #12.

This was discussed at 1/26/2026 City Council Work Session and agreed it should be part of the CIP and a priority to include in CAPSIS.

3. Project cost:

A. TOTAL COST (including funds already secured) = \$ **538,530.00**

B. For construction projects, break out preconstruction costs (feasibility/design/permitting):

Preconstruction costs = \$ _____ Construction costs = \$ _____

4. Timeline: Indicate when you hope to complete each phase of the project. **Equipment delivered and in place by 10/15/2026**

A. For projects that consist of land or equipment purchase only, state when the purchase would be made: **Approximately 6 months prior to delivery (lead time for manufacturing)**

For construction projects:

B. Preconstruction phase to be completed by N/A
C. Construction phase to be completed by N/A

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



6. Date and name of person submitting form. **1/27/2026 Kenneth J. Marchbanks**

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	\$1800
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies (fuel, oil, lube)	\$15,000
Waste disposal	\$	Utilities	\$
Equipment	\$503,230	Insurance	\$8,000
Freight	\$10,000	Repair & maintenance	\$6,000
Contingencies	\$5,300	Other (list)	\$
Other (list) Chains/studs	\$20,000	Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

See attached Specifications sheet.

CITY OF GUSTAVUS, ALASKA
RESOLUTION CY26-XX

A RESOLUTION BY THE CITY OF GUSTAVUS APPROVING THE SUBMISSION OF CAPITAL IMPROVEMENT FUNDING REQUESTS

WHEREAS, the City of Gustavus does not have a Public Works Department and therefore issues RFP's to contract with local businesses to maintain its 24 miles of gravel roads, city facilities access, and parking. Local contractors are limited to an undersized and severely aged equipment fleet in our remote community that is engaged in everything from gravel extraction and road/drainage maintenance, to snowplowing and snow removal. And since this equipment was found to be inadequate to perform the task of removing the extreme quantities of snow in an acceptable and safe manner during the recent December 25/January 26 record setting snow event, the City of Gustavus determined that in order to protect, manage and maintain local assets, thereby protecting public safety and reducing liability, it needs a piece of heavy equipment, when locally owned equipment is unavailable or inadequate. The City would also be able to utilize a large loader to help assist with our ever limited gravel pit extraction processes, as well as at our landfill and boat harbor for routine operations currently being accomplished with older undersized equipment; (or not at all) and,

WHEREAS, Glen's Ditch is the primary drainage route on the west side of Gustavus Airport, Wilson Road and Glen's Ditch Road. It was platted as a State DOT&PF-maintained drainage easement and constructed five decades ago to drain the airport ponds. DOT&PF has declined to clean it from Gustavus Road south claiming the drainage easement has expired. Because Glen's Ditch runs along a City road, it falls to the City of Gustavus to maintain and upgrade it to prevent flooding of critical airport lands and City roads. It is badly restricted by vegetation and requires cleaning and replacement of culverts to accommodate the increasing flow needs from heavier storms occurring. The City proposes to replace two culverts with simple "flat rack" bridges to prevent future restrictions due to isostatic rebound. The project will require engineering design and specifications by a consultant; and,

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council approves and prioritizes the following FY26 Capital Improvement Project (CIP) funding requests to the Alaska Legislature in the amounts indicated below and urges the Legislature and Governor to consider them favorably.

1. Heavy Equipment Procurement – CAT950 Loader w/ Attachments	\$538,530.00
2. Glen's Ditch Cleaning & Culvert Replacement	\$100,000.00

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this th day of , 2026, and effective upon adoption.

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-13NCO

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
 THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 –
 CLOSING CAPITAL PROJECT CP19-06 DRC COMPOSTING FACILITY**

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*	<small>*Approximate, this is a dynamic value</small>		
CP19-06 DRC Composting Facility <i>Transferring funds and closing out CP19-06</i>	\$ 66,645.85		\$ 0.00	\$ 66,645.85
AMLIP Capital Improv Long-Term <i>This transfer will move funds from AMLIP Capital Current to Capital Improvements Long Term.</i>	\$ 692,626.70		\$ 759,272.55	\$ 66,645.85
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: *February 09, 2026*

DATE OF PUBLIC HEARING: *March 09, 2026*

PASSED and **APPROVED** by the Gustavus City Council this XX day of _____, 2026.

Sally A McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M Barker, City Clerk

CITY OF GUSTAVUS, ALASKA POLICIES AND PROCEDURES

POLICY AND PROCEDURE FOR APPLYING FOR AND AWARDING GRANTS FROM THE ENDOWMENT FUND EARNINGS SECTION II

POLICY:

The goal of Endowment Fund grants is to improve the quality of life for Gustavus residents and to help realize the goals expressed in the city's Vision Statement by encouraging and supporting citizen led, community-based projects. Priority for Endowment Fund grant awards shall be given to qualifying projects conducted by Gustavus-based groups or individuals. City department proposals for projects that are outside those functions authorized for the city through code ordinance (in accordance with Ordinance Title, Section 4.13.110 and 4.13.1200) shall have higher priority than those for code authorized functions. Priority may also be given to projects for which the Fund grant may be leveraged to match grants from outside agencies. Fund grants shall not be made to for-profit enterprises, although a non-profit organization may contract with a for-profit business for services, such as construction, in support of the Endowment funded project.

The Mayor shall ensure that the steps outlined in this procedure are completed and documented.

PROCEDURE:

1. **Eligibility for Award.** Grants may be awarded to city departments, local non-governmental organizations or other local entities. To be eligible, the applicants:
 - a. Must be a local, domiciled resident(s) of Gustavus
 - b. Must not be delinquent on any City taxes, forms or payments
 - c. At least one (1) of the project's administrators must be at least eighteen (18) years of age.
 - d. Must be proposing a specific local project that benefits the community of Gustavus.
 - e. **Must submit their request using the attached application form.**
 - f. Grant funds shall not be awarded for operating expenses of the City or other organizations.
 - f. Grant Funds shall not be awarded to for-profit enterprises although a non-profit organization may contract with a for-profit for services.
 - g. Projects must be completed by the end of the next calendar year (unless an extension is granted) and applicants may not receive an Endowment Fund Grant (EFG) for more than three (3) consecutive funding cycles.
2. **Grant Application Preliminary Review.** Applicants interested in a preliminary review shall submit their application to City Hall by September 30th. By October 14th the City Treasurer and City Administrator will determine if the

applicants have met the criteria outlined in the grant application packet. If not, the application will be returned with suggestions, and the applicant will have the opportunity to correct and resubmit the application. All reviewed applications will be available for pickup at City Hall when the applicant is notified by the City Treasurer.

All applications are due by October 31st.

3. EFGC Special Advisory Committee (EFGC) Scoring Panel will be established at the September General Meeting; appointments to the committee will be made at the October General Meeting.
 - a. The **EFGC Scoring Panel** will consist of the City Treasurer, serving in an advisory capacity only; and
 - b. A minimum of three (3) and maximum of seven (7) Gustavus community members, who have applied to the City, have been nominated by the Mayor and approved by the City Council.
 - c. No member of the **EFGC Scoring Panel** shall apply for the grant **or be affiliated with any organization that is an applicant** in the same year they are serving on the **EFGC Scoring Panel**.

Following the appointment of the ~~committee~~ panel members, the ~~EFGC~~ Treasurer will set a date for a ~~special work session where~~ **meeting at which** applicants with qualifying applications will be invited to give a five (5) minute presentation in person or virtually and answer any questions about their project. Applicants who are unable to attend due to special circumstances may request a separate meeting with the committee to present their project.

4. Proposals will be scored by the **EFGC Scoring Panel** based on the criteria outlined in the Application packet: Before meeting, the **EFGC Scoring Panel** will receive notification of the total amount of funds available for distribution, a copy of each application, and the scoring criteria. The average of the **EFGC Scoring Panel** members total scores will be used as the application's final score. Applications must receive a minimum average of 50 points in this process to be considered for award. **The Scoring Panel may make partial awards, i.e. if the total funds requested exceed the total funds available or if the Panel determines that only a portion of the application meets criteria. The Treasurer/Advisor may provide guidance on making partial awards, if necessary.**
5. Grant Awards. Endowment Fund Grants will be awarded at the General Meeting in December. If the Council wishes to amend the recommendations of the **EFGC Scoring Panel** they must consider each award using the same scoring criteria used by the **EFGC Scoring Panel**. Each recommended award will be voted on by the Council.
6. If the City does not receive any qualifying applications or none are recommended by the **EFGC Scoring Panel** or awarded by the Council, the annual grant funds shall be carried forward to the next funding cycle.

7. Award Notices. Grantees shall be notified of their award within one week after the General Meeting in December. The notification will include directions for receiving payments, reporting requirements, and a reminder of the one-year deadline for the grant to be completed. Letters will be sent to unsuccessful grant applicants notifying them of award decisions and thanking them for their applications.

8. Payments. Payments for grant projects will be disbursed from the Endowment Fund checking account to the grantee, or directly to a third party, with proof of expenses for reimbursement or advance payment. Payments shall be made within two (2) weeks of an approved request. The Treasurer may approve advance payments in special circumstances. The last 10% of the grant shall not be paid until a final report has been accepted, unless the Treasurer has granted an exception.

9. Monthly and Final Reports. The grantee shall complete and submit a monthly progress report by the last day of each month until the final report is submitted. Reports shall include progress and expenditures for the previous month. The final report shall include a narrative of the project, copies of any materials or pictures the project team wants to share, the number of people served by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public.

10. Modifications. Minor grant modifications that do not alter the goal of the project or cause expenses to exceed the awarded total will be considered. All modifications should be submitted to the City Administrator. If a monetary modification is less than or equal to five (5) percent of the total grant award, the City Treasurer can determine whether to make the modification after consultation with the City Administrator and Mayor. If the modification request is greater than five (5) percent of the granted amount, Council action is necessary. Non-monetary modifications shall be considered on a case-by-case basis and shall be handled by the City Administrator in consultation with the Mayor.

11. Unused Granted Funds. Any unused funds from a closed grant or completed shall be retained in the fund grant checking account if under one thousand dollars (\$1,000) or returned to the Endowment Fund account if over one thousand dollars (\$1,000) and re-designated as available for future award.

12. EFG Special Advisory Committee Scoring Panel Continuity. To ensure continuity, at the **Committee Panel's** last meeting, EFGC-members will recommend one or more of its members to apply to serve on next year's Group.

13. Definitions for P&P for Awarding Endowment Fund Grants

Capital Outlay - money spent to acquire or upgrade the long-term assets of a project, which are defined as assets that are not intended to be sold. Capital outlays are expected to provide benefits beyond an accounting period

Conflict of Interest - refers to a situation where an individual's financial interests could potentially compromise their objectivity or integrity in a particular decision

or situation, or a situation in which a person is in a position to derive substantial financial benefit from actions or decisions made in their official capacity

Funding Cycles - a funding cycle incorporates the application process, grant awards process and the completed grant project report

Entity - a person, city department, non-profit group, or ad hoc community group.

Expenditures - An expenditure is any payment or cost incurred for goods or services. Examples could include paying for materials, buying supplies, or purchasing a new item necessary for the success of the project.

Operating Expenses - the funds a project needs in order to run the daily operations, distinct from the costs directly tied to producing goods or services. These expenses include items like rent, utilities, salaries, marketing and insurance. Essentially, they are the costs needed to keep the business running.

Operating Funds - refers to the financial resources allocated for the ongoing day-to-day operations of an organization, whether it's a business, nonprofit, or government entity.

Resident – a local, domiciled resident

Scoring Criteria – numerically weighted values used to determine the quality of evidence on the three areas described on the Endowment Grant application; Project Description, Project Goals and Objectives and Budget

Scoping Document - a project statement that defines what will be included and/or excluded for a project and the predicted timeline of that project.

Scoring Guide - a document that includes rows of specific criteria that carries a quantity of points and/or is used to make decisions to award grant funds

Specific – a clearly defined or identified project

Gustavus Vision Statement

We envision a distinctive community...

- that prospers while, and by, protecting its natural resources,
- with a sustainable economy and infrastructure that assures public health and safety and promotes personal development and initiative,
- where all members take social responsibility and actively participate in decisions affecting growth development, regulation and enforcement,
- in which people can retain a closeness with, and caring for, each other individually and collectively, and work together to accomplish community goals while preserving community traditions.

Sally A. McLaughlin, Mayor

Date

Mayor's Monthly Report

February 2026

Xunaa Borough: *No new updates to report, but I am leaving last month's here in case anyone missed it.* An Appellant's Opening Brief was filed in Alaska Superior Court on December 19, 2025. There will now be time for both Hoonah and the LBC to file response briefs and then the communities can respond to those. Hoonah has filed a Notice of Routine Extension and was granted a new due date of February 27, 2026; the due date to file our response is March 19, 2026. The next step will be oral arguments in Court and then the Court has up to six months to make their decision.

Welcome Back, Liesl! We missed our marvelous Clerk while she was on extended leave. As Acting "Deputy Junior" Clerk, Morgan did an outstanding job filling in for Liesl, but we are happy to have Liesl back at her post and cleaning up the messes we made in her absence. City Hall is now fully staffed again with Kathy back as well.

Staff Meeting: The January staff meeting took place on January 14th; departments reported on the following regarding the snow event: *What was your biggest challenge? What went well? What losses did your department suffer? What can you or the City do to be better prepared in the future?* This was a good discussion, and notes were taken which can be used in future planning efforts. I'm pleased to report that good communication was mentioned by all departments.

Kudos to the Conservation Lands Advisory Committee! Committee members are dedicated and committed to their task. The display they arranged for the Gateway Gallery at the GCC was very well done, informative and professional looking. Unfortunately, after all their hard work to hang the maps and information during the heavy snow and lousy road conditions, they had to postpone their opening reception until three weeks later. I hope that many people took the time to look at the maps and familiarize themselves with the many parcels of public lands in Gustavus, and to admire the work of the committee members.

Other: It was a full schedule for meetings this month; re-scheduled regular meetings backed up to our Capital Improvement Plan Work Session which was then immediately followed by our February regular meetings.

Additionally, I spent time this past month on:

- Mugs & Matters at the Fireweed, Fridays at 11
- Met with Vice Mayor Beck prior to his departure for vacation
- Met with the City Administrator for a 6-month review regarding the ¾ time status of her position
- Regular Friday meetings with the City Administrator
- Worked on amendments to the Endowment Fund Policy & Procedure

- Developed a draft Policy & Procedure for city travel to review with staff this month
- Worked with Ben to schedule upcoming budget-related meetings
- Met with Liesl to discuss Policy Updates and Ordinance Review
- Met with Liesl, Morgan and Kathy to review the status of the new website
- Had a couple of conversations with Pelican Mayor, Barry Bryant
- Worked with the US Census worker in town to assist in assessing vacant properties
- Attended the CLAC Opening Reception at the GCC on January 30th

As always, community members, council members and city staff are encouraged to contact me if you have concerns or want to share thoughts or ideas.

Or join me at the Fireweed, Fridays at 11!

Sally McLaughlin, Mayor