



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

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

COUNCIL MEMBERS

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

CITY HALL

City Administrator – Kathy Leary
City Clerk, CMC - Karen Platt
City Treasurer - Eduarda Loggins
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

DRAFT 09-19-2022 GENERAL MEETING AGENDA

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 08-08-2022 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

5. Confirm Appointment of Disposal & Recycling Center Operator, Ian Barrier
6. Approve Scoping Document - Boat Harbor Waste Removal Project (BHWRP)
7. Approve Scoping Document - GVFD New Water Tender
8. Approve Grant Proposal - 2022 Assistance to Firefighters Grant Program for a New Water Tender
9. FY23-XXNCO Introduction of AMLIP Gravel Pit Fund (Public Hearing 10-10-2022)
10. FY23-XXNCO Introduction of Capital Project Funding 2023 - Hardened Beach Trail (Public Hearing 10-10-2022)

ORDINANCE FOR PUBLIC HEARING

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

UNFINISHED BUSINESS

NEW BUSINESS

- [14.](#) QUASI-JUDICIAL MATTER City of Gustavus Waives the Right to File a Protest of the New Alcohol License Application for the Sunnyside Eatery
- [15.](#) CY22-XX Approving the Appointment of Election Officials for the 2022 Municipal Election
- [16.](#) CY22-XX Updating the Policy and Procedure for Authorized Account Signers and Administrative Account Access
- [17.](#) CY22-XX Approving Amendments to Policy and Procedures, Purchase Requisitions and Purchase Orders

CITY COUNCIL REPORTS

18. Mayor's Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

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

ADA NOTICE

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

VISION STATEMENT

We envision a distinctive community:

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

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
AUGUST 08, 2022**

MINUTES - PENDING

ROLL CALL

PRESENT

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

ABSENT

Vice Mayor Kyle Bishop

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

1. 07-18-2022 General Meeting Minutes

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

Seconded by Council Member Vanderzanden.

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

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no requests for agenda changes.

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

COMMITTEE / STAFF REPORTS

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

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

PUBLIC COMMENT ON NON-AGENDA ITEMS

Leslie Sirstad
Sally McLaughlin

CONSENT AGENDA

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

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

Seconded by Council Member Mackovjak.

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

ORDINANCE FOR PUBLIC HEARING

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

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

Public Comment: None

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

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

Seconded by Council Member Lewis.

Council Comment: None

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

UNFINISHED BUSINESS

None

Item #1.

NEW BUSINESS

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

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

Seconded by Council Member Sharman.

Public Comment:
Leslie Sirstad

Council Comment: None

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

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

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

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment: None

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

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

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

Seconded by Council Member Lewis.

Public Comment:
Sally McLaughlin

Council Comment: None

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

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

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

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment: None

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

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

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

Seconded by Council Member Sharman.

Public Comment: None

Council Comment:
Council Member Mackovjak

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

CITY COUNCIL REPORTS

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

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

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

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date



City of Gustavus Capital Improvement Plan

Project Nomination Short Form

Item #6.

Project eligibility

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

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

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

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

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

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

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

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

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

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

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

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

4. Project cost:

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

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

Item #6.

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

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

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

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



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



Abandoned float on Tract B-2 shore to be removed



Abandoned Bayliner on Tract B-2 to be removed



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



Abandoned Float in slough south edge of harbor to be



Abandoned Float in slough south edge of harbor to be removed



Abandoned float on B-3 to be removed

7. Date and name of person submitting form.

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

CITY OF GUSTAVUS, ALASKA PROJECT SCOPING and DEVELOPMENT FORM

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

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

Part 1. Project Identification

Name of Project: Gustavus Volunteer Fire Department New Water Tender

City Department: [Gustavus Fire Department](#)

Contact: Sol Martinez

E-mail: sol.martinez@gustavus-ak.gov

Phone: 907-697-2707

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

1. What is the project?

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



Tanker 2 front



Tanker 2 Driver side inside



Tanker 2 Rear



Example of water tender to replace Tanker 2

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

2. Why is the project needed?

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

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

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

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

- No.

5. What is your timeline for project planning?

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

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

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

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

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

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

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

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.
 - a. Alternatively, we could stick with Tanker 1? and sell Tanker 2, this would save money, however, this would slow water operations for fire response, and leave us without an operating response vehicle if the tanker breaks down.
 - b. Another option is to keep Tanker 2 and set money aside to fix the issues it is currently having. This may be up to \$10,000 depending on what the issues are. We will then have to worry about further issues being developed down the road. Every vehicle will develop issues as it gets older, but Tanker 2 is at an age where we will be expending more money than what the vehicle is worth.
 - c. The final solution would be to purchase a newer water tender and sell Tanker 2. This will provide the safety I described above and provide us a reliable vehicle to respond to fire scenes.
2. What solution was chosen as the best and why is it the best?
 - a. The best solution will be to purchase a newer water tender. It will provide a safe and reliable vehicle to respond alongside the fire engine. This will allow us to keep a record of the maintenance and any changes we may or may not make to the vehicle.
3. Identify your funding source(s).
 - a. The main source of the funding will be from grants. One example is the Assistance to Firefighters Grant. This Grant is available to apply for every year and requires a minimum of 15% match. Estimated total to the city is \$61,500.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

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

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

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)
 - While this will add increased safety to the volunteers of the Gustavus Volunteer Fire Department, this will allow for the fire department to provide a smaller engine and crew to be on standby when someone has a larger brush pile to burn.
3. Are other projects related to or dependent on this project?
 - Is this project dependent on other activities or actions?
 - Yes
 - If yes, describe projects, action or activities specifying phases where appropriate.
 - This will be reliant on a large enough grant to fund the majority of the purchase. Hiring a grant writer, will provide increased opportunities to secure funding.
4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (e.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)
 - a. no
5. What regulatory permits will be required and how will they be obtained?
 - a. This will require the vehicle to be registered as an emergency response vehicle similar to other response vehicles in the fleet.
6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?
 - a. Budgeting an additional \$1,000 dollars a year for maintenance that will include, but not limited to, changing oil, and lightbulbs as needed.

7. Is an engineering design or construction estimate necessary?

a. No.

8. Will operation of the project generate any revenue for the city such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

a. No.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$0	Personnel	\$0
Project management	\$0	Benefits	\$0
Land, structures, ROW, easements	\$0	Training	\$0
Engineering work	\$0	Travel	\$0
Permitting, inspection		Equipment	\$0
Site work	\$0	Contractual	\$0
Construction	\$	Supplies	\$0
Waste disposal	\$0	Utilities	\$0
Equipment	\$400,000	Insurance	\$0
Freight	\$10,000	Repair & maintenance	\$1,200
Contingencies	\$0	Other (list)	\$0
Other (list) Possible grant writers	\$1,000	Other (list)	\$0
Other (list)		Total direct costs	\$0
		Indirect costs	\$0
		Income (fees, taxes)	\$
		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$

Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes)	\$
		Balance: costs-income	\$

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

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?
 _____ Create/retain in 1-3 years
 _____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project? None
4. How many local businesses will be affected by this project and how? None, although all residents, visitors and businesses of Gustavus will benefit from a functional and safe water tanker.

Part 7. Business Plan (Upon Council request)

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

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

Basic components of a business plan:

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

Part 8. Record of Project Planning and Development Meetings

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

Meeting Record

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

Part 9. Feedback to the Council

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



2022 Assistance to Firefighters Grant Program for a New Water Tender

Name: Sol Martinez, Fire Chief
Email: sol.martinez@gustavus-ak.gov

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

Overview:

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

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

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

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

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

*Insert:
grant submission
deadline*

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

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

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

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

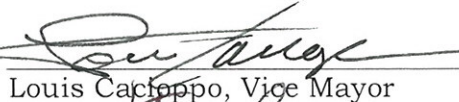
WHEREAS this policy and procedure document has benefited from several draft documents pertaining to the submission of grant proposals and capital requests authored by the City Council and the Planning Committee through 2008; and

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

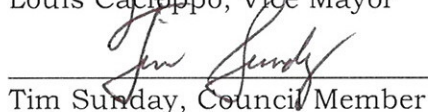
AND NOW THEREFORE BE IT RESOLVED that the Gustavus City Council adopts Resolution 2011-05, which includes Exhibit A "Policy on Submission of Grant Proposals and Capital Requests of \$5,000 or Greater."

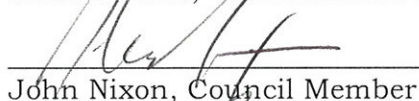
PASSED and APPROVED by the Gustavus City Council this 13th day of January, 2011.


Jim Mackovjak, Mayor

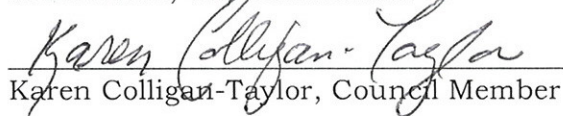

Louis Cacioppo, Vice Mayor


Melanie Lesh, Council Member


Tim Sunday, Council Member


John Nixon, Council Member


Joe Lassiter, Council Member


Karen Colligan-Taylor, Council Member

Attest: Kapryce Manchester, CMC
City Clerk

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

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

PROCEDURE

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

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

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

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

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

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

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

CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-xxNCO

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This is a Non-Code Ordinance
- Section 2. For the Fiscal Year of 2023, the following City held account balance transfers are to be made for the reasons stated.
- Section 3. For the current fiscal year, the budget and City held accounts are amended to reflect the changes as follows:

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

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

DATE INTRODUCED: *September 19, 2022*

DATE OF PUBLIC HEARING: *October 10, 2022*

PASSED and APPROVED by the Gustavus City Council this __th day of _____, 2022.

Mike Taylor, Mayor

Attest: _____, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY23-XXNCO**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2023, the following City held account balance transfers are to be made for the reasons stated.

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

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

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

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

DATE INTRODUCED: September 19, 2022

DATE OF PUBLIC HEARING: October 10, 2022

PASSED and **APPROVED** by the Gustavus City Council this __th day of _____, 2022.

Mike Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

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

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2023, the following City held account balance transfers are to be made for the reasons stated.

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

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

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

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

DATE INTRODUCED: August 8, 2022

DATE OF PUBLIC HEARING: September 19, 2022

PASSED and **APPROVED** by the Gustavus City Council this ___th day of _____, 2022.

Mike Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-03**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

Title 5 – ELECTIONS

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

Section 5.40.110 – Personal-representative voting; eligible persons

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

Section 5.40.120 – Personal-representative voting; requests

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

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

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

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

Section 5.40.140 – Personal-representative voting; procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(4) Ballot

(5) Secrecy sleeve

(6) Outer envelope for personal representative voting

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

Section 5.60.010—Contest of election; contestant.—

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

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

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

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

~~(Ord. No. FY21-15, § 3, 2-8-2021)~~

Section 5.60.020—Contest of election; council.

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

Section 5.60.010 Contest of election.

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

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

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

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

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

Section 5.60.020 Notice of contest and procedure.

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

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

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

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

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

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

Date Introduced: August 8, 2022

Date of Public Hearing: September 19, 2022

PASSED and APPROVED by the Gustavus City Council this __th day of September 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY23-04**

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

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

TITLE 4 - REVENUE AND FINANCE

Chapter 4.12 – Management of funds

Section 04.12.020 – Deposits and withdrawals

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

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

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

Date Introduced: August 8, 2022

Date of Public Hearing: September 19, 2022

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2022

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community and Economic Development

Item #14.

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

August 23, 2022

City of Gustavus

VIA Email: clerk@gustavus-ak.gov

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

☒ **New Application**

☐ **Transfer of Ownership Application**

☐ **Transfer of Location Application**

☐ **Transfer of Controlling Interest Application**

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

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

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

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

Sincerely,

Joan Wilson, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Why is this form needed?

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

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

Section 1 – Establishment and Contact Information

Enter information for the business seeking to be licensed.

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

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

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

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

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

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



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 2 – Premises Information

Premises to be licensed is:



an existing facility



a new building



a proposed building

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

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

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

Section 3 – Sole Proprietor Ownership Information

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

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

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

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

Section 4 – Entity Ownership Information

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

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

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

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

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

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

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



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

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

DOC Entity #:	10202038	AK Formed Date:	7/22/2022	Home State:	AK
Registered Agent:	Camille Bacon-Schulte	Agent's Phone:	907-419-5408		
Agent's Mailing Address:	P.O. Box 317				
City:	Gustavus	State:	AK	ZIP:	99826

Residency of Agent: Yes No

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

☒☐

Section 5 – Other Licenses

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

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

☐☒

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

Section 6 – Authorization

Communication with AMCO staff: Yes No

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

☐☒

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



Alaska Alcoholic Beverage Control Board

Form AB-00: New License Application

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

Section 7 – Certifications

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

Initials

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

CBS

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

CBS

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

CBS

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

CBS

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

CBS

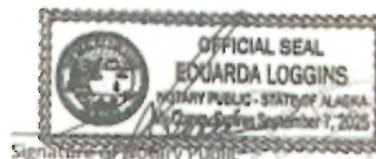
I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand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

CBS

Signature of licensee

Camille Bacon-Schulte

Printed name of licensee



Signature of Notary Public

Notary Public in and for the State of AlaskaMy commission expires: September 7, 2025Subscribed and sworn to before me this 27 day of July, 2022



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

Why is this form needed?

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

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

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

Yes No

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

☐ ☒

Section 1 – Establishment Information

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

Licensee:	Slack Tide, LLC	License Number:	
License Type:	Restaurant/Eating Place - Public Convenience		
Doing Business As:	Sunnyside Eatery		
Premises Address:	25 State Dock Road		
City:	Gustavus	State:	AK
		ZIP:	99826



Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram

Section 2 – Detailed Premises Diagram

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



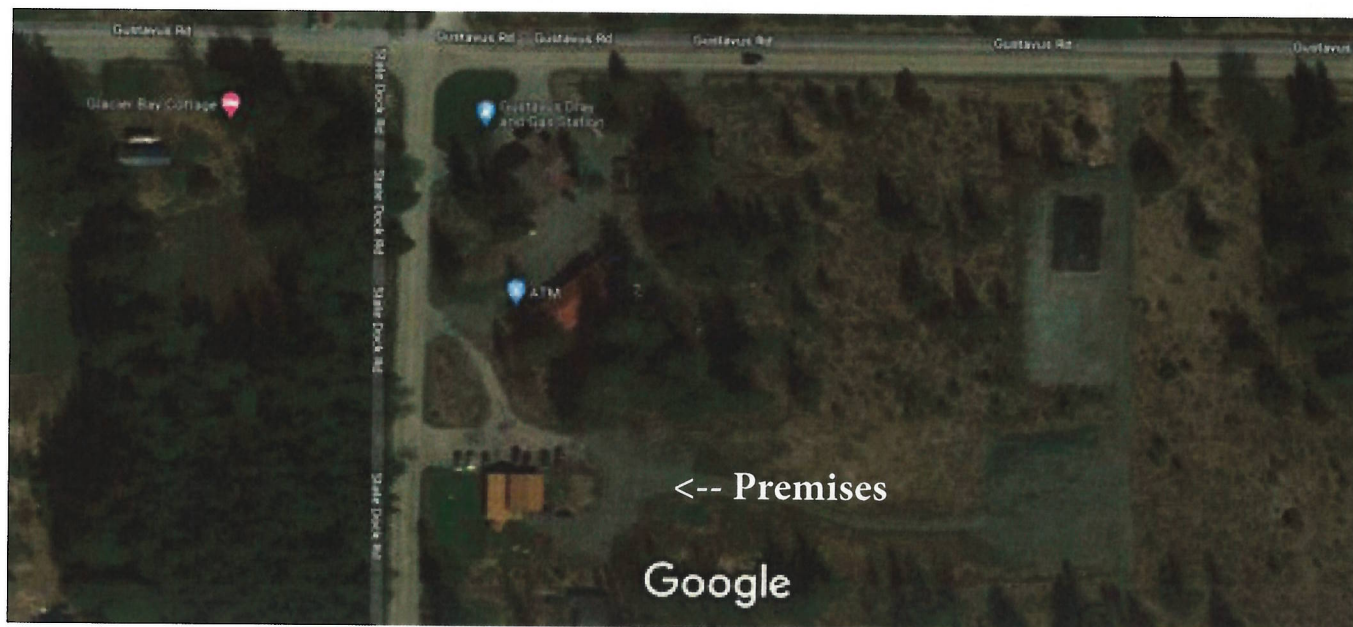
New License Application
Slack Tide, LLC DBA Sunnyside Eatery
Supplement to AB-02

To whom it may concern:

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

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

Google Maps Gustavus



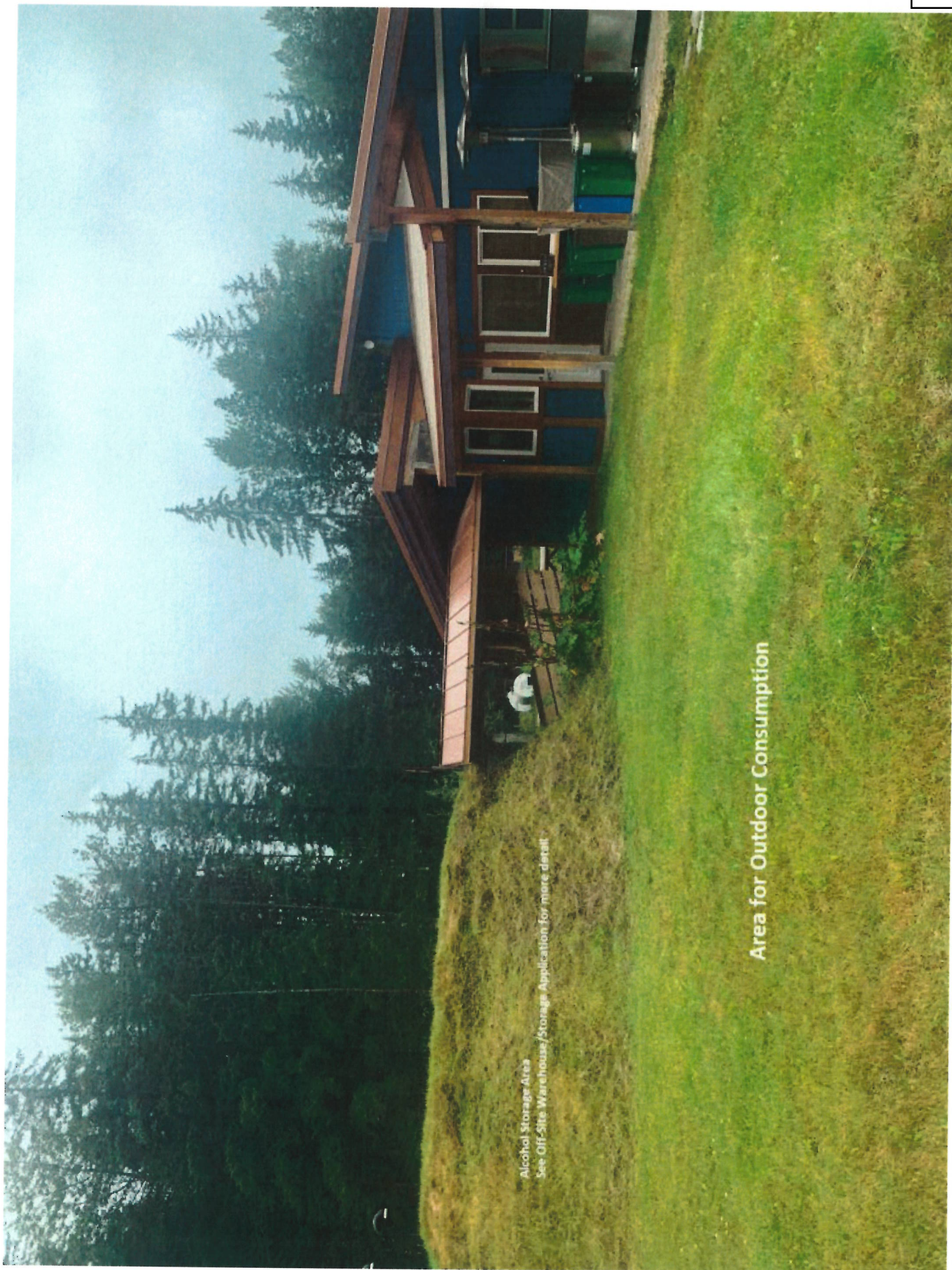
Imagery ©2022 CNES / Airbus, Maxar Technologies, Map data ©2022 100 ft

Google Maps Gustavus



Map data ©2022, Map data ©2022 20 ft



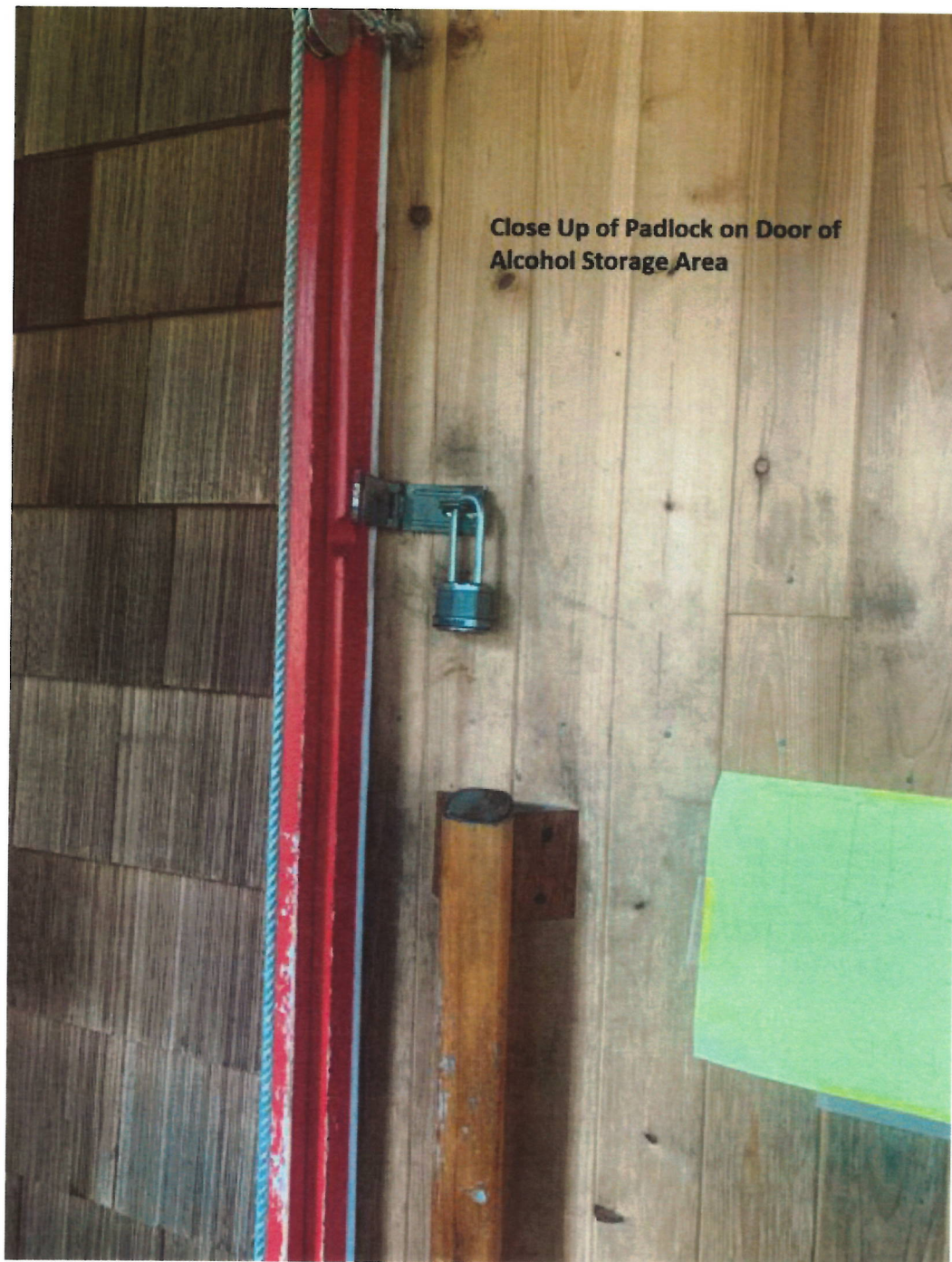


Alcohol Storage Area
See Off-Site Warehouse/Storage Application for more detail

Area for Outdoor Consumption

AMCO Received 8/19/22





Security Plan

for

Slack Tide, LLC DBA Sunnyside Eatery

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

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

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



Alaska Alcoholic Beverage Control Board

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

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

Section 1 – Establishment Information

Enter information for licensed establishment.

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

Section 2 – Type of Designation Requested

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

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

OFFICE USE ONLY	
Transaction #:	Initials:



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Minor Access

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

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

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

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

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

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

Yes No
☒ ☐

Section 4 – DEC Food Service Permit

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

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

Please follow this link to the Municipality Food Safety Website:

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

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

Initials

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

pending application ☐

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

Security Plan

for

Slack Tide, LLC DBA Sunnyside Eatery

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

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

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



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 5 – Hours of Operation

Review AS 04.16.010(c).

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

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

Section 6 – Entertainment & Service

Review AS 04.11.100(g)(2)

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

Yes

No



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

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

Food and beverage service offered or anticipated is:



table service



buffet service



counter service



other

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



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

Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 7 - Certifications and Approvals

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

Initials

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

CBS

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

CBS

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

CBS

I have included with this application a copy of the most recent AB-02 or AB-14 for the premises to be permitted.

(AB-03 applications that accompany a new or transfer license application will not be required to submit an additional copy of their premises diagram.)

CBS

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

CBS

Camille Bacon-Schulte

Printed name of licensee

Signature of licensee

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

Approved

Denied

☐
☐

Signature of local government official

Date

Printed name of local government official

Title



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

AMCO Enforcement Review:

Enforcement Recommendation:

Approve

Deny

Signature of AMCO Enforcement Supervisor

Printed name of AMCO Enforcement Supervisor

☐☐

Date

Enforcement Recommendations:

AMCO Director Review:

Approved

Denied

Signature of AMCO Director

Printed name of AMCO Director

☐☐

Date

Limitations:



Application for Food Establishment Permit

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



Item #14.

Permit ID: _____

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

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

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

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

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

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

SECTION 2 – NEW OR EXTENSIVELY REMODELED FACILITIES

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

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

FOOD SERVICE ESTABLISHMENTS

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

Permit ID(s) _____ Establishment Name(s) Sunnyside Eatery

f. Will your food establishment be a kiosk or mobile unit? ☐ Yes ☒ No
 Are employee toilets available within 200 feet? ☐ Yes ☐ No
If you have an agreement with another business to use their restrooms, please attach written verification.
 Portable water tanks, plumbing, and hoses are NSF or FDA approved components? ☐ Yes ☐ No
 If you have a kiosk, is it located outside of a building? ☐ Yes ☐ No
 Will you have a service provide water or remove wastewater? ☐ Yes ☐ No
If yes, provide a letter of agreement from water hauler or wastewater hauler outlining services provided and frequency.

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

FOOD PROCESSORS

a. A copy of a label for each type of product you will produce is required. Have you attached food labels of each product to be produced? ☐ Yes ☐ No

b. Describe who you will be distributing your product to (i.e. grocery stores, etc): _____

c. Will you be doing any of the following processes? Check all that apply.
☐ Reduced Oxygen Packaging ☐ Smoking ☐ Other:
☐ Low Acid Canned Foods ☐ Curing
☐ Shelf Stable Acidified Foods ☐ Dehydrating
Be sure to check with your local Environmental Health Officer for any applicable forms and FDA requirements.

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

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

MOBILE RETAIL VENDOR SELLING SEAFOOD

a. A list of products that you will be selling is required. Have you attached a copy of the list of products? ☐ Yes ☐ No

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

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

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

MACHINES VENDING POTENTIALLY HAZARDOUS FOODS

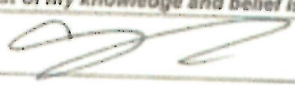
a. Have you attached the label that will be affixed to the front of each machine with name, physical address, and phone number of the permitted food establishment servicing the machine? ☐ Yes ☐ No

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

a. Have you attached a copy of a Food Manager's Certification? ☐ Yes ☒ No ☐ N/A
The operator of a food establishment that serves and prepares unwrapped or unpackaged food, except for a bar, tavern, or limited food service, must have at least one Certified Food Protection Manager who is involved in the daily operations of the establishment.

b. Does everyone who works or will work at the food establishment have a Food Worker Card? ☒ Yes ☐ No ☐ N/A
An operator of a food establishment shall keep on file a copy of the Food Worker Card issued by the department for each employed food worker and make the copy available to the Department upon request.

I declare, under penalty of unsworn falsification, that this application (including any accompanying statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete. I agree to pay all fees before operating.

Applicant's Signature  Date 7/26/2022

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

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

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

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

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

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

Lunch Offerings:

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

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

Dinner Offerings:

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

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

Drinks:

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

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

Snacks:

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

Sweets:

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

Exhibit A

Paninis and Wraps



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

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

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

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

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

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

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

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

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

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

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

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

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

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

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

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

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __th day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
POLICIES AND PROCEDURES**

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

BACKGROUND:

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

POLICY:

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

PROCEDURE:

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

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

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

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

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

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

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

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

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

WHEREAS, updating language to allow the spending of funds without a Mayor's signature for funds already encumbered through the approved fiscal year budget, adopted NCO or, under signed and fully executed contract; and,

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

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

PASSED and **APPROVED** by the Gustavus City Council Gustavus City Council this __th day of _____, 2022, and effective upon adoption.

Mike Taylor, Mayor

Attest: Karen Platt CMC, City Clerk

CITY OF GUSTAVUS

Policies and Procedures

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

POLICY:

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

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

Why purchase orders are necessary:

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

When purchase orders are not necessary:

- Per diem and reimbursable expenses for Business Travel
 - See Policy and Procedure for Small Procurement under \$10,000
- Purchases from local retailers (within Gustavus **or Juneau**) not to exceed \$~~5~~**100**.00. Receipt must be submitted to the City Treasurer within 3 days of purchase. ~~Immediate submission is best.~~ The City Treasurer is the custodian of all municipal funds and is responsible for their management. The City Treasurer oversees, controls, and approves all City department accounting systems and purchasing activities.

Purchase Requisitions must be signed by the requestor for the purchase, and the issued Purchase order must be signed by the City Treasurer and the requestor. When the purchase order is requested by the Council or Mayor, the Mayor's signature **or in the Mayor's absence, the Mayor's designee** must be on the issued purchase order. The City of Gustavus recognizes that the presence of the Mayor's and the Treasurer's signature on an issued purchase order obligates the City to the pay the expense whether or not a requestor's signature is affixed. If the purchase order is for locally contracted work, the City Treasurer will generally have the local contractors sign the issued purchase order as a means of affirming their acceptance of the contract. At the discretion of the City Treasurer, outside vendors for large purchases may be asked to sign the PO as an affirmation of their acceptance of the order and its terms.

PROCEDURE:

Purchase orders may be requested by the Mayor, department heads, department administrators or special project managers authorized by the Mayor, ~~or committee chairs overseeing budgeted City functions or services~~ using the Purchase Requisition form. Purchase orders will be issued by the City Treasurer when a purchase requisition is received, and approved funding is documented. The City Treasurer will verify funds available from a department budget before issuing a purchase order. If the appropriate budget line for the purchase lacks sufficient funds, the Treasurer will consult the Mayor **City Administrator**, and a Non-Code Ordinance may **be** drafted for transfer of funds to ensure the payment is sufficiently covered.

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

All purchase orders over \$25000.00 require the Mayor's signature **(or in the Mayor's absence, the Mayor's designee) unless funds are encumbered through the approved fiscal year budget, adopted NCO, or under signed and fully executed contract.**

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

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

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

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

Signed

Mayor of the City of Gustavus

Date