



CITY OF GUSTAVUS

CITY COUNCIL REGULAR WORK SESSION

Monday, August 04, 2025 at 6:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/3u775shv>

ID: 515 501 9406

PASSCODE: 5432

TEL: 253-215-8782

SUBJECTS INCLUDE:

- i. Review 08-11-2025 Draft General Meeting Agenda
- ii. Plan for a future executive session for City Administrator performance evaluation

POSTED ON: July 30, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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

ADA NOTICE

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

MISSION STATEMENT

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



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

Monday, August 11, 2025 at 7:00 PM
Gustavus City Hall

Item #i.

COUNCIL MEMBERS

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

CITY HALL

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AGENDA

VIRTUAL MEETING INFORMATION

ID: 515 501 9406

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

1. 07-14-2025 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Disposal and Recycling Center Quarterly Report
3. Marine Facilities Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

6. Approve Records Destruction Certificate
7. Approve Calculation of the Endowment Fund Grant Amount for the FY26 Cycle

ORDINANCE FOR PUBLIC HEARING

8. CY26-01NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 for AMLIP Repair and Replace Fund (Public Hearing August 11, 2025)

UNFINISHED BUSINESS

NEW BUSINESS

9. Approve job description for Fire Chief
10. CY25-XX Supporting Sea Otter Managment in Southeast Alaska
11. CY25-XX Gustavus Amendment of Title 4 Chapter 14 Section 030 (b)-Imposition of Room Rental Tax and Title 4 Chapter 15 Section 030 (b)-Imposition of Sales Tax
12. CY25-XX Establishing a Special Code of Ordinances Review Advisory Committee

- 13. FY26-XX Providing for the amendment of Title 5 Chapter 10 Section 080 Qualification for City Council
- 14. FY25-XX Providing for the amendment of Title 4 Chapter 14 Section 030 Imposition of Room Rental Tax
- 15. FY25-XX Providing for the amendment of Title 4 Chapter 15 Section 030 Imposition of Sales Tax
- 16. Approve amendment of Endowment Fund Grant Policy and Procedure Section 2
- 17. QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the renewal of ARAMARK Sports and Entertainment Services, LLC Alcohol Beverage Dispensary- Seasonal License

CITY COUNCIL REPORTS

- 18. Mayor Monthly 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/>

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CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, July 14, 2025 at 7:00 PM
Gustavus City Hall

Item #i.

COUNCIL MEMBERS

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

CITY HALL

City Administrator – Kathy Leary
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Phone: 907-697-2451 | clerk@gustavus-ak.gov

MINUTES - PENDING

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/mr2rec9k>

ID: 515 501 9406

PASSCODE: 8521

TEL: 253-215-8782

ROLL CALL

PRESENT

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



Reading of the City of Gustavus Mission Statement

Mission Statement read by Council Member Fosse.

APPROVAL OF MINUTES

- 06-09-2025 General Meeting Minutes
Motion made by Council Member Warner to approve by unanimous consent the 06-09-2025 Meeting Minutes.
Seconded by Council Member Beck
Public Comment: None
Council Comment: None
Hearing no objections, the 06-09-2025 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

City of Gustavus, Alaska
City Council General Meeting Minutes - PENDING
July 14, 2025
Page 1 of 8

There were no agenda changes.

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

COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report
Fire Chief, Sol Martinez submitted a written report and provided an oral summary.
Council Clarifying Questions:
Council Member Taylor
3. City Clerk Quarterly Report
City Clerk, Liesl Barker submitted a written report and provided an oral summary.
Council Clarifying Questions:
Council Member Warner
4. City Treasurer Monthly Report
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.
Clarifying Questions:
Council Member Warner
5. City Administrator Monthly Report
City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.
Clarifying Questions:
Vice Mayor Owens

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

6. CY26-01NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 for AMLIP Repair and Replace Fund (Public Hearing August 11, 2025)

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

Seconded by Council Member Warner

Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING

7. FY25-27 Ordinance providing for the amendment of Title 4 Chapter 13 Section 110 Grant Awards (Public Hearing 07-14-2025)

Mayor McLaughlin opened the public hearing at 7:33 PM.

Public Testimony: None

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

Motion made by Council Member Kearns to approve FY25-27 Ordinance providing for the amendment of Title 4 Chapter 13 Section 110 Grant Awards

Seconded by Vice Mayor Owens

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

8. FY25-28NCO Ordinance providing for the amendment of Department Budgets for Fiscal Year 2025 (Public Hearing 07-14-2025)

Mayor McLaughlin opened the public hearing at 7:35 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:36 PM.

Motion made by Vice Mayor Owens to approve FY25-28NCO Ordinance providing for the amendment of Department Budgets for Fiscal Year 2025

Seconded by Council Member Fosse

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

9. FY25-29NCO Ordinance providing for the amendment of the City held accounts fiscal year 2026 providing funding for the Gravel Pit Project (Public Hearing 07-14-2025)

Mayor McLaughlin opened the public hearing at 7:38PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:38PM.

Motion made by Council Member Warner to approve to FY25-29NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 providing funding for the Gravel Pit Project

Seconded by Council Member Kearns

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

10. FY25-30NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 AMLIP Accounts clean up (Public Hearing 07-14-2025)

Mayor McLaughlin opened the public hearing at 7:39 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:39 PM.

Motion made by Council Member Kearns to approve FY25-30NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 AMLIP Accounts clean up

Seconded by Council Member Warner

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

UNFINISHED BUSINESS

None

NEW BUSINESS

11. QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the renewal of the Snug Harbor LLC Package Store Liquor License

There were zero Council Member conflicts of interest of Ex Parte communication to declare.

Applicant Representative not present.

Mayor McLaughlin opened the Public Hearing at 7:42 pm.

Public Testimony: None

Mayor McLaughlin closed the Public Hearing at 7:42 pm

Motion made by Council Member Beck that the City of Gustavus Waives the Right to File a Protest of the renewal of the Snug Harbor LLC Package Store Liquor License.

Seconded by Council Member Taylor

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

12. Approve Job Description for City Administrator

Motion by Council Member Kearns to approve the updated Job Description for City Administrator.

Seconded by Vice Mayor Owens

Public Comment: None

Council Debate:

Council Member Taylor

Mayor McLaughlin

Council Member Warner

Motion made by Council Member Warner to amend City Administrator job description in Qualification paragraph following the second (2) sentence by inserting "A minimum of two years training and experience with professional level human resources and personnel management will be required."

Seconded by Council Member Kearns

Council Debate

Council Member Taylor

Council Member Fosse

Mayor McLaughlin

Council Member Beck

Council Member Warner

Motion made by Council Member Warner to amend the amendment by striking the word professional.

Seconded by Council Member Taylor

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

7 yea/ 0 nay

Motion to amend the amendment passed.

Back to the amendment as amended.

Council Debate Continued

Vice Mayor Owens

Council Member Kearns

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

Voting Nay: Mayor McLaughlin, Council Member Kearns, Council Member Fosse

4 yea/ 3 nay

Motion to amend passed.

Back to main motion as amended

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

7 yea / 0 nay

Motion Passed.

13. CY25-14 Establishing Policy and Procedure for Plat Review and Signing

Motion by Mayor McLaughlin to approve CY25-14 Establishing Policy and Procedure for the Plat Review and Signing

Seconded by Council Member Taylor

Public Comment: None

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

14. Addendum to the Policy and Procedure for Applying for and Awarding Grants from the Endowment Fund Earnings Section II; Endowment Fund Scoring Matrix

Motion made by Council Member Kearns to approve the addendum to the Policy and Procedure for Applying for and Awarding Grants from the Endowment Fund Earnings Section II; Endowment Fund Scoring Matrix.

Seconded by Vice Mayor Owens

Public Comment: None

Council Debate: None

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

7 yea/ 0 nay

Motion Passed.

CITY COUNCIL REPORTS

Council Member Kearns - PIPD Grant substantial number of individuals using the dock system.

15. Mayor Monthly Report

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

Clarifying Questions:

Vice Mayor Owens

Council Member Warner

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Taylor - AP&T utility update

Council Member Kearns - Wilson Rd. paving

Council Member Warner - Conservation Lands Advisory Committee finished Endowment Grant

City Administrator Leary - Mayor serves as chief administrator

Council Member Warner

Council Member Fosse - request for city council to consider using his personal gravel supply at a future meeting.

Mayor McLaughlin - confirmed that's an administrative matter not council

City Administrator Leary

Point of Order by Clerk Barker - The discussion is a personal business matter not council discussion. - well taken

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

*Clerk note - no members of the public were present in person or virtually

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:18PM.

POSTED ON: July 9, 2025 at P.O., Library, City Hall & <https://cms.gustavus-ak.gov/>

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Sally A. McLaughlin, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

Calculation of Endowment Fund Grant Amount for 2025 Award Cycle
Per CITY OF GUSTAVUS, ALASKA RESOLUTION CY25-11
A RESOLUTION REVISING POLICY AND PROCEDURE
FOR GUSTAVUS ENDOWMENT FUND GRANT AWARDS

TITLE: POLICY AND PROCEDURE FOR AWARDING GRANTS
FROM THE ENDOWMENT FUND EARNINGS

APPLICABLE PROCEDURE (EXCERPT FROM FULL DOCUMENT):

The following steps shall be followed by the City Mayor or his/her designee:

1. Inflation-Adjusted Principal Value determination. By July 31 of each year, calculate the inflation-adjusted value as of June 30 of the original principal of the Fund, further adjusted as necessary per additions made over time to the principal, using the following steps applying the Anchorage Consumer Price Index (CPI) as posted in July for the first half of the calendar year by the Alaska Department of Labor at <http://www.labor.alaska.gov/research/cpi/cpi.htm>:

a) Determine the latest CPI index for Anchorage from the posted table.

New link: <http://live.laborstats.alaska.gov/cpi/index.cfm>

Latest CPI is 271.728 for first half of 2025 for Urban Alaska (formerly Municipality of Anchorage).

b) Determine the multiplier value by dividing the current CPI index by the 2004 index value of 165.6 (Average value for first half of 2004). $271.728/165.6 = 1.641$

c) Multiply the original value of the Fund (\$963,000) by the multiplier determined in step b. $\$963,000 \times 1.641 = \$1,580,283.00$

d) The result of the calculation in step c is the inflation-adjusted value of the original principal.

2. Present Market Value determination. Determine the present market value of the Fund as reported by the Fund manager for June 30 of the present year.

The present market value of the fund for June 30, 2025 was \$1,703,916.66

3. Excess earnings determination. Calculate the excess earnings in the Fund, from which distributions may be made, by subtracting the inflation adjusted principal from the present market value of the Fund.

The excess earnings available as of June 30, 2025 were:

$\$1,703,916.66 - \$1,580,283.00 = \$123,633.66$

4. Available funding for fiscal year. Calculate the funding available as 3% of the average market value of the Fund on June 30 of the last five years.

Three percent of the average annual market value for five years through June 30, 2025 is calculated as:

June 2025:	\$1,703,916.66
June 2024:	\$1,569,382.07
June 2023:	\$1,472,739.49
June 2022:	\$1,441,014.78
June 2021:	\$1,637,337.02
Average:	\$1,580,283.00
3% of Average:	\$47,408.49

5. Grant funding availability determination. The maximum amount available for granting in the present year is 3% of Average Market Value *or* the present year Excess Earnings, whichever is less. Un-awarded/unexpended grant funds from previous years over \$1,000 will be returned to the Endowment Fund account to earn interest for future awards.

Three percent of the five-year Average Market Value is \$47,408.49. The Excess Earnings amount is \$123,633.66. The lesser of the two is \$47,408.49. No unused grant funds remain from previous years, so \$47,408.49 may be made available.

6. Announcement of grant application period. The City Council may, on July 1 of each year, or as early thereafter as possible, post an announcement to the Gustavus public of the availability of Endowment Fund Grants with the total amount available. The announcement shall include criteria for selection, an application procedure, and a deadline of October 31.

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY26-01NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 FOR AMLIP
REPAIR AND REPLACEMENT FUND**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. For the Fiscal Year of 2026, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the Fiscal Year of 2026, the City held accounts are amended to reflect the changes as follows:

Amounts

CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
	<i>*Approximate, this is a dynamic value.</i>		
FBNA Checking account	\$193,161.69	\$ 174,606.78	<\$ 18,554.91>
AMLIP – Repair & Replacement	\$398,818.41	\$ 417,373.32	\$ 18,554.91
<i>FY25 budgeted contributions to a Repair and Replacement Fund for every department.</i>			

Total Change in Account Balances	\$ 0.00
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Section 4. The FY26 City held accounts are hereby amended as indicated, and any portion of the approved budget inconsistent with this amendment is repealed.

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

DATE INTRODUCED: *July 14, 2025*

DATE OF PUBLIC HEARING: *August 11, 2025*

PASSED and **APPROVED** by the Gustavus City Council this ____ day of _____, 2025.

Sally A. McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk



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

Title: Fire Chief

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

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

Supervisor: City Administrator

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

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

Essential Duties and Responsibilities:

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

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

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- Responsible for maintaining fire department facilities and equipment in clean, organized, safe, and ready condition. Conducts or coordinates maintenance and inspections of response vehicles, equipment, turnout gear and station facilities to assure response readiness within approved budget. Maintains data for maintenance logs.
- Plans departmental operations along with EMS Coordinator with respect to equipment, apparatus, supplies, company assignments, personnel, and safety requirements. supervises the implementation of such plans.
- Develops, maintains, and enforces department operating procedures governing training, maintenance, and operation of the GVFD.
- Organizes regular Fire drills or training sessions. Collaborates with EMS Coordinator for EMS drills and trainings.
- Coordinates with private, state, and federal training officers for the additional training of department personnel. Maintains training records for GVFD responders.
- Prepares, in consultation with the EMS Coordinator, City Administrator, City Treasurer and Mayor, the draft GVFD annual budget, including operational and capital requirements.
- Plans and oversees fire facility improvements within budget approved by City Council and makes recommendations for new or replacement facilities and equipment.
- Serves as GVFD purchasing agent. Controls departmental expenditures within Council-approved budget appropriations, in accordance with the City's purchasing policies and procedures and direction from the City Treasurer.
- Maintains necessary records and other controls over all response gear such as inventories, maintenance records, maps etc.
- Conducts community outreach for fire prevention, emergency preparedness, pre-fire planning, fire extinguisher, first aid, and CPR training.
- Serves as the city representative with the National Park Service at Bartlett Cove regarding Fire protection and response.
- In collaboration with the EMS Coordinator, arranges for the services of a medical director and coordinates with the medical director to provide for safety, effectiveness, and legal compliance in responses to medical emergencies.
- Prepares and submits a quarterly report of GVFD activities to the City Council. Prepares and submits other reports as requested by the Council regarding the department's activities.
- Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public regarding GVFD activities.
- Assists the State Fire Marshal and other authorities in the investigation of the cause and origin of fires within City limits. Enforces applicable State fire protection and prevention regulations within the city as directed by the State Fire Marshal and as authorized by State law.
- As approved by the City Administrator or Mayor, within approved budget, attends training, conferences, and meetings to keep abreast of current regulations, standards, and best practices.



- Develops and submits grant applications, in compliance with City policies and procedures, to support departmental operations, facility improvements and equipment purchases.
- Other job-related duties as assigned and agreed.

Required Minimum Qualifications - Education and Experience:

- Graduation from high school or GED equivalent.
- Advanced college-level courses (desired)
- Prior work experience of a progressively responsible nature providing and managing firefighting and prevention, and/or emergency medical services, and/or hazardous material response including supervisory duties.
- Prior work experience recruiting, training, and supervising volunteers necessary to meet community needs for firefighting and prevention, and/or emergency medical services and/or hazardous material response (desired).
- General work experience or certifications involving leading, managing, training, and supervising workers or volunteers.

Commented [KL1]: This should be its own bullet.

Desirable Knowledge, Skills, and Abilities:

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

- Modern fire suppression and prevention and emergency medical services principles, including procedures, techniques, and equipment.
- Identifying and applying laws, ordinances, departmental standard operating procedures and regulations necessary and appropriate to the provision of fire suppression and prevention and emergency medical services.
- Recruiting, training, and leading volunteer fire fighters and EMS responders in a small-town department (desired).
- Using tools and equipment needed for operation and maintenance of GVFD response equipment.
- Clear and effective public relations and public speaking skills
- Performing work requiring good physical condition.
- Exercising sound judgment in evaluating situations and in making decisions.
- Establishing and maintaining effective working relationships with Department volunteers, other City employees, the Council, supervisors, and the public.

Other Requirements:

- EMT-2 Certification; Advanced EMS certifications (desired).
- Firefighter I Certification (desired). Advanced Firefighter and Fire Officer certifications (desired).
- Possess or be able to obtain within one month of hire, a valid State of Alaska Driver's License.

Commented [SM2]: The cert is called Firefighter 2



- Eighteen years of age or older at time of hire.
- Ability to meet physical demands of emergency response activities in the Southeastern Alaskan environment.

Physical Demands:

The physical demands described here are representative of those the Fire Chief is expected to encounter.

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

Work Environment Conditions:

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

The Chief may also be exposed to the following work conditions and hazards:

- Cold and/or wet weather.
- Fire and explosion hazards.
- Airborne inhalation hazards including toxic smoke, gasses, vapors, dusts, mists, and fumes.
- Hazardous liquids such as petroleum products and toxic household or light industrial materials.
- Hazardous physical agents such as electric shock, noise (which may exceed 100 dBA for brief periods), whole body vibration, and heavy work in ergonomically awkward positions.
- Hazardous biological agents such as blood-borne pathogens

Tools and Equipment Used:

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



facsimile.

Notice

CoG 3.03.010(a) (3) (B)

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

CoG 3.04.02 (d) (2) (B)

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

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

The City of Gustavus is an Equal Opportunity Employer

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

**A RESOLUTION BY THE CITY OF GUSTAVUS SUPPORTING SEA OTTER MANAGEMENT IN
SOUTHEAST ALASKA**

WHEREAS, the City of Gustavus is a community that is dependent on abundant, sustainable resources from the coastal waters of Southeast Alaska; and,

WHEREAS, in the late 1960's, the Alaska Department of Fish and Game (ADF&G) in cooperation with the U.S. Fish and Wildlife Service (USFWS) reintroduced approximately 400 sea otters in six different locations to near shore waters of Southeast Alaska in the absence of a long-term management plan; and,

WHEREAS, the federal government, which has jurisdiction under the Marine Mammal Protection Act (MMPA), has established no effective management plan for protecting the ecosystems affected by sea otters and maintaining an ecological balance of shellfish resources; and,

WHEREAS, the unmanaged proliferation of reintroduced sea otters, which consume non-quantified yet substantial volumes of the crab, urchins, clams and other shellfish upon which the region's residents also heavily rely, appears to be contributing to a degradation in the ecological balance in many areas leading to diminished harvests of these important resources for subsistence and commercial purpose; and,

WHEREAS, the drastic increase and high density of reintroduced sea otter has so depleted shellfish stocks that subsistence and personal use is almost non-existent; and

WHEREAS, Southeast Alaska's indigenous inhabitants have hunted sea otters since time immemorial; and

WHEREAS, Alaska Natives under the Marine Mammal Protection act are denied the customary and traditional ability to sell intact sea otter pelts; and

WHEREAS, Section 101 of the US Marine Mammal Protection Act further allows for the use of marine mammal pelts in the creation of authentic native articles of handicraft and clothing; and

WHEREAS, under the Act, such value added fur products, so created, are already allowable for sale in both intra and interstate commerce; and

WHEREAS, Alaska is a model for the management of harvestable resources for sustained yield and is the only state in the United States which sites this model of management in the Alaska Constitution; and

WHEREAS, the mandate within the Alaska Constitution to manage for sustained yield is in conflict with the current interpretation and enforcement of the Marine Mammal Protection Act by the U.S. Fish and Wildlife Service; and

WHEREAS, implementation of a sustainable harvest management regime would serve the dual purposes of maintaining sea otter populations at a level suitable for continued ecological balance and expanded economic opportunity; and

WHEREAS, Section 119 of the US Marine Mammal Protection Act allows the Secretary of the Department of Interior to enter into cooperative agreements with Alaska Native organizations for the conservation of marine mammals, the development of marine mammal co-management structures with Federal and State agencies and the creation of local management plans for the harvest of marine mammals for subsistence use and providing protection to important subsistence shellfish resources creating an ecological balance; and

NOW THEREFORE BE IT RESOLVED, that the City of Gustavus urges the appropriate Federal agencies work with the Alaska Department of Fish and Game, and the Alaska Native and non-Native leaders in the Southeast region, to establish strategies and plans for an ecological balance of shellfish resources and the reintroduced sea otter population of Southeast Alaska, including shellfish enhancement programs.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of August, 2025, and effective upon adoption.

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

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

**A RESOLUTION BY THE CITY OF GUSTAVUS FOR THE AMENDMENT OF TITLE 4
CHAPTER 14 SECTION 030 (b)-IMPOSITION OF ROOM RENTAL TAX AND TITLE 4
CHAPTER 15 SECTION 030 (b)-IMPOSITION OF SALES TAX**

WHEREAS, the purpose of levying taxes is to raise revenues to help support the provision of City services; and

WHEREAS, Federal and State of Alaska revenue streams previously available are declining. For example, the annual Secure Rural Schools (aka National Forestry Receipts) allocation which has been used to help fund maintenance of City roads, was \$45,000 in 2024, \$1,130 in 2025, and projected to be \$0 in 2026. The State of Alaska Community Assistance Program in 2026 is projected to decrease by \$25,000 from the amount received in 2025. These two sources alone account for a \$70,000 loss in revenue that has helped fund City services and this trend is expected to continue; and,

WHEREAS, to help control rising payroll expenses, the City of Gustavus cut two full-time positions (City Administrator and Fire Chief) by 25% to three-quarter-time assignments as of July 1st, 2025; and,

WHEREAS, in keeping alignment with the Resolution CY19-16 directive to balance payroll expenses with local tax and fee revenue; and,

WHEREAS, in keeping alignment with other Southeast Alaska communities that charge at least a 7% room tax rate, including: Ketchikan, Skagway, Yakutat, Juneau, Petersburg; and,

WHEREAS, in keeping alignment with other Southeast Alaska communities that charge a combined sales tax and room tax rate, including Yakutat (13%), Juneau (14%), Petersburg (13%), Saxman (10.5%); and,

WHEREAS, applying 3% sales tax to the 4% room rental tax, for a combined tax rate of 7% on room sales, is projected to increase overall tax revenue by \$75,000 annually.

NOW THEREFORE BE IT RESOLVED, the Gustavus City Council will amend City Ordinance 4.14.030(b) and 4.15.030(b) to allow the imposition of 3% sales tax to room rental tax, for a total of 7%, beginning January 1, 2026.

BE IT FURTHER RESOLVED that, pursuant to AS 29.45.670, these ordinance amendments will not take effect until ratified by a majority of voters in the October Municipal Election.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2025, and effective upon adoption.

Sally M. McLaughlin, Mayor

Attest: Liesl Barker, City Clerk

DRAFT General Meeting Agenda and Packet

Attachment: (if any)

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

**A RESOLUTION BY THE CITY OF GUSTAVUS ESTABLISHING A SPECIAL CODE OF
ORDINANCES REVIEW ADVISORY COMMITTEE**

WHEREAS, the City of Gustavus recognizes the need to regularly review, revise and update the Code of Ordinances; and

WHEREAS, a complete review of the Code of Ordinances has not been undertaken in many years and many are outdated; and

WHEREAS, a complete review of the Code of Ordinances may take a considerable amount of time and the City lacks staff to devote to a project of this size; and,

WHEREAS, the City of Gustavus recognizes the value of the inclusion of local residents in decision making procedures; and,

WHEREAS; City of Gustavus Code of Ordinances, Section 2.40.150 - Committees provides for the establishment of special committees, which may advise the City Council or complete tasks in support of specific authorized City functions.

NOW THEREFORE BE IT RESOLVED, that the Gustavus City Council authorizes establishment of the City of Gustavus Ordinance Review Committee, a special advisory committee of up to six members, comprised of volunteer Gustavus residents and no more than two City Council members, nominated by the Mayor and ratified by the City Council. The City Clerk shall serve as liaison.

As an official advisory committee, the Ordinance Review Committee must comply with the requirements of the Alaska Open Meetings Act, CoG Ordinance 2.40.150, and Resolution CY25-12. The committee shall present monthly updates to the City Council for review. Per CoG 2.40.150 (b), this special committee will automatically terminate upon completion of the committee's assignments. The City Clerk shall support the committee administratively. All committee members shall take an oath of office prior to participation in their first meeting.

BE IT FURTHER RESOLVED, that the Gustavus City Council sets forth the following mission, scope, and directives for the Committee:

Mission:

To review the City of Gustavus Code of Ordinances and recommend updates to the City Council.

Scope:

- Review current Code of Ordinances to identify any portions that require updating.
- City Clerk will provide the committee with a list of previously identified updates.
- The committee in conjunction with the City Clerk and Mayor will prioritize the list.
- The committee will draft suggested changes for review by Council
- The committee will provide regular monthly updates to the City Council.

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2025, and effective upon adoption.

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY26-XX**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 5 CHAPTER 10 SECTION 080 QUALIFICATION FOR CITY COUNCIL**

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 Chapter 10 Section 080 to be amended as follows:

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

TITLE 5 -

Chapter 5.10 -

Section 5.10.080

(a) All elections of council officials shall be non-partisan.

(b) A person filing for office for a city seat must be:

(1) A United States citizen who is qualified to vote in state elections and

(2) A **domiciled** resident of the City of Gustavus for one (1) year immediately preceding the election for which declaring candidacy and

(3) Not disqualified under Article V of the Constitution of the State of Alaska which provides that:

"No person may vote who has been convicted of a felony involving moral turpitude unless his civil rights have been restored. No person may vote who has been judicially determined to be of unsound mind unless the disability has been removed."

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

Date Introduced: August 11, 2025

Date of Public Hearing: September 8, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2025

Commented [LB1]: Should this verbage directly reflect that in 2.20.020? It seems as though it has not in the past. I personally like the election for which declaring candidacy.

On similar note the 2.20.020 also has an a and b which I don't think we need to have here but just wondering. We need to keep the part 1 and 3 in this version because those are required by state law eventhough they have never been in title 2...

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS
ORDINANCE FY26-XX**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 4 CHAPTER 14 SECTION 030 IMPOSITION OF ROOM RENTAL TAX**

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 Chapter 10 Section 080 to be amended as follows:

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

TITLE 4 -

Chapter 4.14 -

Section 4.14.030

- (a) There shall be levied and collected a tax equal to four (4) percent on hotel/motel room rentals within the city.
- (b) There shall be ~~no~~ room tax on any sale subject to sales tax in [Section 4.15.030](#).
- (c) Each guest is responsible for the room rental tax imposed by this chapter and the tax shall be due and payable the month the guest departs. The tax shall apply to all rentals where the guest indicated that the room, or rooms, will be occupied by the guest for less than thirty (30) days. Rentals which are less than thirty (30) consecutive days shall be subject to the room tax even if the room or rooms were originally taken with the intent to use or occupy for thirty (30) or more consecutive days. Any unpaid tax shall be due and payable when the guest ceases to occupy or use space in the hotel/motel.
- (d) Every hotel/motel operator renting rooms subject to taxation under this chapter shall collect the taxes imposed by this chapter from the guest at the time of collection and shall transmit the same, monthly, to the city unless the operator is allowed or directed by the city administrator or city treasurer to file for a different time period (i.e. quarterly or annually).

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

Date Introduced: August 11, 2025

Date of Public Hearing: September 8, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

DRAFT General Meeting Agenda and Packet

**CITY OF GUSTAVUS
ORDINANCE FY26-XX**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 4 CHAPTER 15 SECTION 030 IMPOSITION OF SALES TAX**

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 15 Section 030 to be amended as follows:

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

TITLE 4 -

Chapter 4.15 -

Section 4.15.030

- (a) There shall be levied and collected a tax equal to three (3) percent of the selling price on retail sales, rentals made, and services performed within the city.
- (b) There shall be ~~no~~ sales tax on any sale subject to the room tax in [Section 4.14.030](#).
- (c) The taxability of a sale of goods is determined by the delivery of the tangible personal property. The taxability of a rental made is determined by the place where the service is performed or rental property is located except as provided below, the sale of a service is subject to the sales tax if the service is performed within the city.
 - (1) Where a buyer receives a service within the corporate limits of the City of Gustavus, and the service begins, or is conducted in any part, or ends therein, or where the buyer receives an entire service therein the sale is subject to the City of Gustavus Sales Tax.
 - (2) A person who furnishes proof, in the form required by the city clerk, that he has paid the tax in some jurisdiction other than the city, on the sale of a service, is required to pay the city's sales tax to the extent [of the difference] of the amount of sales tax paid elsewhere and the amount of tax levied by the city. This paragraph applies to a sales tax in any taxing jurisdiction, whether inside or outside the state.
- (d) Every seller making sales, rentals or performing services subject to taxation under this chapter shall collect taxes imposed by this chapter from the buyer at the time of collection and shall transmit the same, monthly, to the city.

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

Date Introduced: August 11, 2025

Date of Public Hearing: September 8, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of _____, 2025

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS, ALASKA POLICIES AND PROCEDURES

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

POLICY:

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

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

PROCEDURE:

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

the application will be returned with suggestions, and the applicant will have the opportunity to correct and resubmit the application. All reviewed applications will be available for pickup at City Hall when the applicant is notified by the City Treasurer.

All applications are due by October 31st.

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

At this meeting **Following the appointment of the committee members,** the EFGC will set a date for a special work session where Applicants with qualifying applications will be invited to give a five (5) minute presentation in person or virtually and answer any questions about their project. Applicants who are unable to attend due to special circumstances may request a separate meeting with the committee to present their project.
4. Proposals will be scored by the EFGC based on the criteria outlined in the Application packet: Before meeting, the EFGC will receive notification of the total amount of funds available for distribution, a copy of each application, and the scoring criteria. The average of the EFGC member's total scores will be used as the application's final score. Applications must receive a minimum average of 50 points in this process to be considered for award.
5. Grant Awards. Endowment Fund Grants will be awarded at the General Meeting in December. If the Council wishes to amend the recommendations of the EFGC they must consider each award using the same scoring criteria used by the EFGC. Each recommended award will be voted on by the Council.
6. If the City does not receive any qualifying applications or none are recommended by the EFGC or awarded by the Council, the annual grant funds shall be carried forward to the next funding cycle.
7. Award Notices. Grantees shall be notified of their award within one week after the General Meeting in December. The notification will include directions for receiving payments, reporting requirements, and a reminder of the one-year deadline for the grant to be completed. Letters will be sent to unsuccessful grant applicants notifying them of award decisions and thanking them for their applications.
8. Payments. Payments for grant projects will be disbursed from the Endowment Fund checking account to the grantee, or directly to a third party, with proof of

expenses for reimbursement or advance payment. Payments shall be made within two (2) weeks of an approved request. The Treasurer may approve advance payments in special circumstances. The last 10% of the grant shall not be paid until a final report has been accepted, unless the Treasurer has granted an exception.

9. Monthly and Final Reports. The grantee shall complete and submit a monthly progress report by the last day of each month until the final report is submitted. Reports shall include progress and expenditures for the previous month. The final report shall include a narrative of the project, copies of any materials or pictures the project team wants to share, the number of people served by the project or its various elements, and a description of the project's outcomes. This report will be shared with the public.
10. Modifications. Minor grant modifications that do not alter the goal of the project or cause expenses to exceed the awarded total will be considered. All modifications should be submitted to the City Administrator. If a monetary modification is less than or equal to five (5) percent of the total grant award, the City Administrator and Treasurer can determine whether to make the modification after consultation with **the City Administrator and Mayor**. If the modification request is greater than five (5) percent of the granted amount, Council action is necessary. Non-monetary modifications shall be considered on a case-by-case basis and shall be handled by the City Administrator in consultation with the Mayor.
11. Unused Granted Funds. Any unused funds from a closed grant or completed shall be retained in the fund grant checking account if under one thousand dollars (\$1,000) or returned to the Endowment Fund account if over one thousand dollars (\$1,000) and re-designated as available for future award.
12. EFG Special Advisory Committee Continuity. To ensure continuity, at the Committee's last meeting, EFGC members will recommend one or more of its members to apply to serve on next year's Group.
13. Definitions for P&P for Awarding Endowment Fund Grants

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

Conflict of Interest - refers to a situation where an individual's financial interests could potentially compromise their objectivity or integrity in a particular decision or situation, or a situation in which a person is in a position to derive substantial financial benefit from actions or decisions made in their official capacity

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

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

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

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

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

Resident - a local, domiciled resident

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

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

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

Specific - a clearly defined or identified project

Gustavus Vision Statement

We envision a distinctive community...

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

Sally A. McLaughlin, Mayor

Date



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

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

Item #i.

July 11, 2025

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

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

DBA: Glacier Bay Lodge

VIA email: tkerekes@flaherty-ohara.com

CC: None

Local Government 1: Gustavus

Local Government 2: Unorganized Borough

Via Email: clerk@gustavus-ak.gov

Re: Beverage Dispensary - Seasonal License #443 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#443
License Type:	Beverage Dispensary - Seasonal
Licensee:	ARAMARK Sports And Entertainment Services, LLC
Doing Business As:	Glacier Bay Lodge
Physical Address:	179 Bartlett Rd Gustavus, AK 99826
Endorsement Type:	Restaurant Endorsement #15524
Designated Licensee:	Patricia Rapone
Phone Number:	(412) 456-2125; (800) 999-8989
Email Address:	tkerekes@flaherty-ohara.com

☒ License Renewal Application

☒ Endorsement Renewal Application

Dear Licensee:

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

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

Your application will be scheduled for the **September 16th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home

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

Please feel free to contact us through the Alcohol.licensing@alaska.gov email address if you have any questions.

Dear Local Government:

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

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

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

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

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

If you have any questions, please email Alcohol.licensing@alaska.gov

Sincerely,
Kyle Helie, Licensing Examiner II
For
Kevin Richard, Director



Document reference ID : 4214

Renewal Application Summary

Application ID:	4214
License No:	443
License Type applied for Renewal:	Beverage Dispensary License(BDL)
Licensee Name:	Aramark Sports And Entertainment Services, Llc
Application Status:	In Review
Application Submitted On:	12/13/2024 07:58 AM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	40869F
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address:	317 E Carson St, STE 333, Pittsburgh, PA, 15219
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Renewal Information

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

No

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

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

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

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

Please select the seasonality:

Seasonal

Please Provide your six-month operating period:

5/1-10/31

Operation Period Details:

Migration

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

No

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

No

Endorsements

License #	License Type	Trade Name	License Status	City	Item #i.
15524	Restaurant Endorsement (RE)	Glacier Bay Lodge	Active		

Attestations

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

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

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

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

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

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

Signature

Payment Info

Payment Type : CC

Payment Id: 201e91cf-d9cc-476d-8849-cf57032c165b

Receipt Number: 100988389

Payment Date: 12/13/2024 07:59 AM AKST



Document reference ID : 4214

Licensing Application Summary

Application ID:	4214
Applicant Name:	Aramark Sports And Entertainment Services, Llc
License Type applied for:	Beverage Dispensary License(BDL) (AS 04.09.200)
Application Status:	In Review
Application Submitted On:	12/13/2024 07:58 AM AKST

Entity Information

Business Structure:	Limited liability company
Alaska Entity Number (CBPL):	40869F

Entity Contact Information

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

Ownership / Principal Party Details

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

Premises Address

Item #i.

Address: 179 Bartlett Cove, Gustavus, AK, 99826, USA

Does the proposed site include a valid street address? Yes

Basic Business information

Business/Trade Name: Glacier Bay Lodge

Local Government and Community Council Details

City/Municipality Gustavus

Borough Unorganized Borough

Seasonal Information

Are you conducting seasonal business? Yes

Please Provide your six-month operating period 5/1-10/31

Operation Period Details Migration

Attestations

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

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

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 305.700.

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

Item #i.

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

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

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

Signature

This application was digitally signed by : Patricia Rapone on 12/13/2024 07:57 AM AKST

Payment Info

Payment Type : CC

Payment Id: 201e91cf-d9cc-476d-8849-cf57032c165b

Receipt Number: 100988389

Payment Date: 12/13/2024 07:59 AM AKST