



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, January 17, 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 - Tom Williams Ph.D.
City Clerk, CMC - Karen Platt
City Treasurer - Eduarda Loggins
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

<https://us02web.zoom.us/j/82606891987?pwd=WW95Sjhwdm0rS2E5aG94d3BxZWJtZz09>

ID: 826 0689 1987 PASSCODE: 566352 TEL: 1 253 215 8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

- [1.](#) 12-13-2021 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

- [2.](#) Gustavus Volunteer Fire Department Quarterly Report
- [3.](#) City Clerk Quarterly Report
4. City Treasurer Monthly Financials
- [5.](#) City Administrator General Meeting Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

- [6.](#) Certificate of Records Destruction
- [7.](#) FY22-11NCO Introduction of Department Budgets for FY2022 (Public Hearing February 14, 2022)

ORDINANCE FOR PUBLIC HEARING

- [8.](#) FY22-10NCO Providing for the Amendment of Departmental Budgets FY22 (Introduced 12-13-2021)

UNFINISHED BUSINESS

NEW BUSINESS

- [9.](#) CY22-01 Mask Wearing in City Facilities
- [10.](#) CY22-02 Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures for the Year Ending June 30, 2021
- [11.](#) CY22-03 Submission of Capital Projects and Information System (CAPSIS) to the Alaska Legislature

[12.](#) Motion to Approve the City of Gustavus Facility Use Agreement for Commercial Users of the Marine Facilities.

[13.](#) QUASI-JUDICIAL MATTER City of Gustavus Waives the Right to File a Protest of the New Alcohol License Application for the Sunnyside Market License

CITY COUNCIL REPORTS

[14.](#) Mayor's Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: January 12, 2022 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
DECEMBER 13, 2021**

MINUTES - PENDING

ROLL CALL**PRESENT**

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Joe Vanderzanden
Council Member Tania Lewis
Council Member Jim Mackovjak
Council Member Lewis Sharman

ABSENT

Council Member Bella Furr

Reading of the City of Gustavus Vision Statement

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

APPROVAL OF MINUTES

1. 11-08-2021 General Meeting
2. 11-23-2021 Special Meeting Minutes

Motion made by Council Member Lewis to approve the 11-08-2021 General Meeting Minutes and the 11-23-2021 Special Meeting Minutes by unanimous consent.

Seconded by Council Member Sharman.

Public Comment:

Leslie Sirstad

Hearing no objection, the motion is passed 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

3. Gustavus Public Library Quarterly Report
Gustavus Public Library Administrative Director, Jessie Soder submitted a written report and provided an oral summary.
4. Gustavus Marine Facilities Coordinator Report
Marine Facilities Coordinator, Ben Sadler submitted a written report and provided an oral summary.
5. City Treasurer Monthly Financials
City Treasurer, Eduarda Loggins submitted monthly financials.
6. City Administrator General Meeting Report
City Administrator, Tom Williams submitted a written General Meeting report and provided an oral summary.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Susan Warner
 Greg Streveler
 Annie Mackovjak
 Leslie Sirstad

CONSENT AGENDA

7. Certificate of Records Destruction
8. FY22-10NCO Introduction of Departmental Budgets (Public Hearing 01-17-2022)

Motion made by Council Member Mackovjak to adopt the Consent Agenda by unanimous consent.

Seconded by Vice Mayor Bishop.

Hearing no objections, Mayor Taylor announced the Consent Agenda as passed by unanimous consent.

ORDINANCE FOR PUBLIC HEARING

9. FY22-09NCO Endowment Fund Transfer (Introduced 11-08-2021)

Mayor Taylor opened the Public Hearing at 7:57 PM.

Public Testimony: None

Mayor Taylor closed the Public Hearing at 7:58 PM

Motion made by Council Member Vanderzanden to adopt FY22-09NCO Endowment Fund Transfer (Introduced 11-08-2021).

Seconded by Mayor Taylor.

Council Comment: None

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

UNFINISHED BUSINESS

None

NEW BUSINESS

10. CY21-13 To Award Endowment Fund Earnings for 2022

Motion made by Council Member Sharman to approve CY21-13 Endowment Fund Earnings for 2022 awarding the Gustavus Historical Archives & Antiquities in the amount of \$17,336.91, the Gustavus Community Center in the amount of \$17,336.91, the Gustavus PFAS Coalition in the amount of \$10,000.00 for a total of \$44,673.82.

Seconded by Council Member Vanderzanden.

Public Comment: None

Council Comment: None

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

11. CY21-14 Adopting an Alternative Allocation Method for the FY22 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 17: Northern Southeast Area

Motion made by Vice Mayor Bishop to adopt CY21-14 Adopting an Alternative Allocation Method for the FY22 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents the Distribution of Significant Effects of Fisheries Business Activity in FMA 17: Northern Southeast Area.

Seconded by Council Member Sharman.

Public Comment: None

Council Comment: None

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

12. CY21-15 A Resolution of the City of Gustavus Comments on USFS Roadless Rule

Motion made by Council Member Mackovjak that the Gustavus City Council adopt CY21-15 A Resolution of the City of Gustavus Commenting on USFS Roadless Rule.

Seconded by Council Member Vanderzanden

Public Comment: None

Council Comment:
Council Member Vanderzanden

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

CITY COUNCIL REPORTS

13. Mayor Quarterly Report

Mayor Taylor submitted a written reports and provided a summary of the highlights.

Council Member Vanderzanden – Possibly amending CY21-07 Updating the Requirement for Wearing of Cloth Face Masks or Face Shields.

Council Member Lewis – Possible Town Hall regarding the wearing of face masks and agreed to work with Council Member Vanderzanden on CY21-07.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Mackovjak

PUBLIC COMMENT ON NON-AGENDA ITEMS

Sally McLaughlin

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:50 PM

Mike Taylor, Mayor

Date

Attest: Karen Platt CMC, City Clerk

Date

Quarterly Report 01/12/2021**October:**

- 3 calls
- Volunteer Hours: 40
- Installed new sidestep for ambulance (Thank you Steve DeVenny)
- Changed oil in both ambulance and fire engine
- Continuation of planning for EMS training
- Received certification to teach Heart Saver and Basic Life Support training.

November:

- 2 calls
- Volunteer Hours 35
- Taught a successful BLS Class with 4 students
- Had a successful EMT refresher with expanded scope
- Continuing looking at different options in speeding up the Covid PCR testing results
- Tsunami Siren installed (waiting on power)

December:

- 2 calls
- Volunteer hours 35
- Grant writing (AFG, VFA)
- Looking for more EMT 2 classes
- Covid Testing- moved the testing over from Sitka to Juneau, Still with SEARHC. Looking on feedback on how long it is taking.
- Advertising for a CPR/First Aid class for anyone who wants to join.

CLERK'S REPORT
JANUARY 17, 2022
Submitted by Karen Platt

Item #3.

Council ATTENDANCE SHEET is attached

Training

- ✓ I completed a 5-day course with FEMA on Public Information Officer Basics.
This course was offered free through FEMA and is part of a series of courses in becoming a certified Public Information Officer.

Around the Office

- ✓ We have received and installed the equipment necessary to conduct hybrid in person / zoom meetings. The council chambers are still too small to accommodate many people in person however, there is room for 5 council members and 4 members of the public. Seating for the public will be on a first come first serve basis and masks are required in City Hall.
- ✓ This month, I have started cleaning the beach outhouses one time per week while Ben the Marine Facilities Coordinator is off for a few months. I will not be able to maintain/shovel the berm that builds near the entrance doors and if the outhouses become a problem to clean in terms of access and abuse to the facilities, they will have to be locked until the Marine Facilities Coordinator returns to work in late April.
- ✓ Paul Berry used to pop by City Hall on Wednesday to do paperwork and pick up our trash. He is no longer able to pick up our trash. I will be taking on the role of delivering City Hall trash to the DRC on Wednesdays for the foreseeable future.

Please know that city department duties sometime include more than what meets the eye.

- ✓ I will be going through records that are slated for destruction as time allows.
- ✓ I am working updating the Public Records Management Policy and Procedures that includes updates to the Records Retention Schedule.
- ✓ I met with Librarian, Jesse Soder and the library will be maintaining their own page on our website from now on which is a big help to me. Thank you!!!

[illegible]

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

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

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	0.00			
Business License Fees	1,025.00	3,000.00	-1,975.00	34.2%
Donations	0.00	800.00	-800.00	0.0%
DRC Income	56,032.60	86,100.00	-30,067.40	65.1%
Federal Revenue				
American Rescue Plan Act	102,543.96	107,902.33	-5,358.37	95.0%
Natl Forest Receipts-Encumbered	0.00	35,000.00	-35,000.00	0.0%
Payment In Lieu of Taxes	121,077.95	121,077.95	0.00	100.0%
Total Federal Revenue	223,621.91	263,980.28	-40,358.37	84.7%
Fundraising	200.00	600.00	-400.00	33.3%
GVFD Income	1,598.20	9,750.00	-8,151.80	16.4%
Interest Income	129.98	350.00	-220.02	37.1%
Lands Income				
Gravel Pit Gravel Sales	20,250.00	25,000.00	-4,750.00	81.0%
Total Lands Income	20,250.00	25,000.00	-4,750.00	81.0%
Lease Income	7,190.32	13,125.67	-5,935.35	54.8%
Library Income	0.00	500.00	-500.00	0.0%
Marine Facilities Income	5,995.00	15,700.00	-9,705.00	38.2%
Other Income	2.00	0.00	2.00	100.0%
State Revenue				
Community Assistance Program	77,370.21	77,370.21	0.00	100.0%
Shared Fisheries Business Tax	341.02	500.00	-158.98	68.2%
Total State Revenue	77,711.23	77,870.21	-158.98	99.8%
Tax Income				
Retail Tax Income	313,382.19	325,000.00	-11,617.81	96.4%
Remote Sellers Retail Tax	26,537.90	20,000.00	6,537.90	132.7%
Room Tax Income	64,691.51	40,000.00	24,691.51	161.7%
Fish Box Tax	8,860.00	7,500.00	1,360.00	118.1%
Penalties & Interest	1,098.97	0.00	1,098.97	100.0%
Tax Exempt Cards	80.00	300.00	-220.00	26.7%
Total Tax Income	414,650.57	392,800.00	21,850.57	105.6%
Total Income	808,406.81	889,576.16	-81,169.35	90.9%
Gross Profit	808,406.81	889,576.16	-81,169.35	90.9%
Expense				
Administrative Costs	1,288.95	2,000.00	-711.05	64.4%
Advertising	408.67	100.00	308.67	408.7%
Bank Service Charges	3,707.50	4,750.00	-1,042.50	78.1%
Building	16,212.88	22,344.48	-6,131.60	72.6%
Contractual Services	22,345.01	72,800.00	-50,454.99	30.7%
Dues/Fees	7,296.97	9,900.00	-2,603.03	73.7%
Economic Development Services				
GVA	30,000.00	30,000.00	0.00	100.0%
Total Economic Development Services	30,000.00	30,000.00	0.00	100.0%
Election Expense	329.92	350.00	-20.08	94.3%
Equipment	10,600.24	21,985.99	-11,385.75	48.2%
Events & Celebrations	3,559.54	3,925.00	-365.46	90.7%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through December 2021

	Jul - Dec 21	Budget	\$ Over Budget	% of Budget
Freight/Shipping	13,970.90	26,250.00	-12,279.10	53.2%
Fundraising Expenses	0.00	250.00	-250.00	0.0%
General Liability	19,963.18	17,480.61	2,482.57	114.2%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials	1,015.53	2,700.00	-1,684.47	37.6%
Marine Facilities	4,186.20	5,486.20	-1,300.00	76.3%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	208,085.77	460,401.85	-252,316.08	45.2%
Professional Services	4,637.50	15,000.00	-10,362.50	30.9%
Public Relations	0.00	250.00	-250.00	0.0%
Repair & Replacement Fund	16,545.71	16,545.71	0.00	100.0%
Road Maintenance	134,358.10	150,000.00	-15,641.90	89.6%
Stipend	0.00	3,000.00	-3,000.00	0.0%
Supplies	7,788.12	20,000.00	-12,211.88	38.9%
Telecommunications	10,847.40	21,540.00	-10,692.60	50.4%
Training	6,749.99	10,525.00	-3,775.01	64.1%
Travel	0.00	5,000.00	-5,000.00	0.0%
Utilities				
Electricity	3,942.96	9,300.00	-5,357.04	42.4%
Fuel Oil	6,331.45	7,900.00	-1,568.55	80.1%
Total Utilities	10,274.41	17,200.00	-6,925.59	59.7%
Vehicle				
Fuel	147.67	750.00	-602.33	19.7%
Insurance	3,568.25	3,635.67	-67.42	98.1%
Maintenance & Repair	1,766.10	1,650.00	116.10	107.0%
Mileage Reimbursement	1,133.18	1,950.00	-816.82	58.1%
Total Vehicle	6,615.20	7,985.67	-1,370.47	82.8%
Total Expense	546,787.69	954,270.51	-407,482.82	57.3%
Net Ordinary Income	261,619.12	-64,694.35	326,313.47	-404.4%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	65,000.00	65,000.00	0.00	100.0%
Total Encumbered Funds	65,000.00	65,000.00	0.00	100.0%
Total Other Income	65,000.00	65,000.00	0.00	100.0%
Net Other Income	65,000.00	65,000.00	0.00	100.0%
Net Income	326,619.12	305.65	326,313.47	106,860.5%

City of Gustavus
Balance Sheet
As of December 31, 2021

	<u>Dec 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	5,000.74
AMLIP Capital Improv Long-Term (0630598.2)	388,884.66
AMLIP Repair & Replacement (0630598.3)	327,460.76
AMLIP Road Maint - Unencumbered (0630598.4)	132,161.76
AMLIP Gravel Pit Fund (0630598.8)	12,000.00
AMLIP Reserve (0630598.12)	884,468.11
APCM.Endowment Fund	1,603,092.17
FNBA - Checking	816,245.86
FNBA Endowment Fund - Checking	83,103.02
Petty Cash	82.18
Total Checking/Savings	4,252,499.26
Accounts Receivable	
Accounts Receivable	56,958.56
Total Accounts Receivable	56,958.56
Other Current Assets	
Undeposited Funds	1,844.93
Total Other Current Assets	1,844.93
Total Current Assets	4,311,302.75
TOTAL ASSETS	<u>4,311,302.75</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	50.90
Total Accounts Payable	50.90
Credit Cards	
Bank of America Alaska Air Visa	-4,381.46
Total Credit Cards	-4,381.46
Other Current Liabilities	
Deferred Income	7,110.00
Total Other Current Liabilities	7,110.00
Total Current Liabilities	2,779.44
Total Liabilities	2,779.44
Equity	
Fund Balance	3,074,596.78
Opening Bal Equity	1,084,743.57
Net Income	149,182.96
Total Equity	4,308,523.31
TOTAL LIABILITIES & EQUITY	<u>4,311,302.75</u>

Accounts Receivable Detail

As of 12/31/21

\$41,810.00	Airport Screeners Contract -Oct/Nov/Dec invoice to DHSS
\$4,552.98	Delinquent Sales Tax
\$2,659.00	Ambulance Transport Billing - In Progress
\$7,965.79	Fish-Box Tax Deferred Income
(\$29.21)	Net of Other Customer Account Balances
\$56,958.56	Total

FNBA Checking Account - Unrestricted Funds Balance

As of 12/31/21

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

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

FNBA Checking Account Balance: \$816,245.86

Obligated Funds Currently in Checking Account:

	CARES Act remaining funds	(\$33,994.72)
MF	CP18-01 Salmon River Harbor	(\$9,856.96)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
DRC	CP18-05 DRC Pre-Processing	(\$12,815.63)
DRC	CP18-07 Household Haz Waste Fac.	(\$10,597.49)
Admin	CP19-03 Gustavus Beach Improv.	(\$10,389.89)
DRC	CP19-06 DRC Composting Facility	(\$106,050.00)
Library	CP19-08 Library Roof/Awning/Shed	(\$10,000.00)
Admin	CP21-02 Refurbish Old P.O.	(\$10,000.00)
Roads	CP21-03 Good River Bridge Repairs	(\$15,000.00)
MFC	CP21-04 MFC Building at SRBH	(\$3,261.48)
DRC	CP21-05 DRC Main Bldg Replacement: Design	(\$30,000.00)
MF	CP21-06 Fish Waste Disposal	(\$5,000.00)
Library	FY22 PLA Grant	(\$4,019.87)
Library	SoA OWL Internet Subsidy	(\$700.00)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$514,308.80

Pending Transfers:

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

FY22 budgeted operating expenses:	\$954,270.51
25% =	\$238,567.63
17% =	\$162,225.99
35% =	\$333,994.68

Capital Projects 2021-2025

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept.	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Ongoing, already funded:											
Household Hazardous Waste Facility	\$ 59,450	\$ 59,450	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	5/13/2019		in progress	CIP, or AMLIP
Salmon River Harbor Clean-up & Kiosk	\$ 27,000	\$ 27,000	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
								6/11/2018 then returned; again			
Wilson Rd. drainage improvement	\$ 40,000	\$ 40,000	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	9/20/21		in progress	AMLIP
LIDAR	\$ 28,400	\$ 28,400	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		Done	AMLIP
						7/22/2019; revised 8/5/19; revised 8/3/20	7/22/2019; revised 8/5/19; revised 8/10/20	8/12/2019; 9/21/20			
Library Roof Repair	\$ 50,000	\$ 150,000	CP19-08 Library Roof/Shed/Awning	Library	N/A	3/11/2019	3/11/2019	4/8/2019		Done	AMLIP CP and R&R
Gustavus Beach Improvements: Phase 1	\$ 65,800	\$ 53,150	CP19-03 Gustavus Beach Improv.	Admin	N/A					in progress	AMLIP
Compost Yard Improvement	\$ 111,585	\$ 111,585	CP19-06 DRC Composting Facility	DRC	N/A	1/2/2018, revised 3/11/19	1/15/2018, revised 3/11/19	5/13/2019		in progress	CIP, or AMLIP CP and R&R
Inflow Storage & HHW Facility Storage Area	\$26,400, then \$62,000	\$ 62,000	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016, revised 3/11/19	9/16/2016, revised 3/11/19	5/13/2019	6/11/18 amended scoping document; 3/11/19 amended	in progress	CIP, or AMLIP
Fire Hall Rain Cistern System	up to \$25,000			GVFD						in progress	CARES Act
Good River Bridge Repairs, Phase 1 engineering	\$ 15,000	\$ 15,000.00	CP21-03 Good River Bridge Repair	Roads	6/19/2021		7/19/2021	8/9/2021		in progress	
City Road Improvements, Phase 1 road engineer	\$ 30,000			Roads					use \$40K from Wilson Rd. CP, if FEMA reimburses	Near-term	
Main Building Replacement, Phase 1 design/eng.	\$ 30,000		CP21-05 DRC Main Bldg Replacement	DRC	N/A	2/3/2020	2/10/2020	10/11/2021		in progress	CIP
Old P.O./Preschool building refurbish	\$ 10,000	\$ 10,000.00	CP21-02 Refurbish Old P.O.	Admin	7/6/2021		7/19/2021	8/9/2021		Near-term	
MFC Building at Salmon River Boat Harbor	\$ 8,000	\$ 8,000.00	CP21-04 MFC Building at SRBH	MFC	6/26/2021		7/19/2021	8/9/2021		in progress	
Tsunami Siren Power Installation at SRBH	\$ 4,112	\$ 4,112.45	CP21-01 Tsunami Siren Power Ins	GVFD	7/6/2021		7/19/2021	8/9/2021		done	
Library Bike Shelter/Shed, Phase 1 design/eng.	\$ 15,000	\$ 15,000.00	CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019	only \$10,000 moved 8/12/19; \$5000 still to transfer	Near-term	AMLIP
Flood Mitigation and Recovery	\$ 105,000								Operating Budget see Wilson Rd. drainage imp.	in progress	FEMA
Gustavus Fish Waste Disposal Station	\$ 5,000		CP21-06 Fish Waste Disposal	MF/DRC	8/25/2021		9/20/21	10/11/2021		Near-term	
Quick Attack/Wildland Firefighting Truck	\$ 80,000			GVFD	1/28/2020	N/A	2/10/2020			Near-term	CIP, or grants
Gravel Pit Improvements	pending		CP19-07 Gravel Extraction Improv.	Lands	N/A	4/25/2019	5/13/2019	postponed		Near-term	CIP, or AMLIP
Main Building Replacement, Phase 2 build	\$ 257,500			DRC	N/A	2/3/2020	2/10/2020			Mid-range	CIP
Roof/Building Exp. - Architectural & Engineering	\$ 30,000			GVFD	N/A	2/9/2018	2/12/2018			Mid-range	CIP
Library Expansion - Architectural & Engineering	\$ 30,000			Library	3/1/2018		2/11/2019			Mid-range	CIP
Drinking Water Point-Source Project Dev.	pending									Mid-range	
Structural Firefighting Gear (expire 2022)	\$ 82,500			GVFD						Mid-range	
Good River Bridge Repairs, Phase 2 construction				Roads						Mid-range	
Three Phase Power Installation				DRC						Mid-range	
Library Bike Shelter/Shed, Phase 2 construction			CP19-08 Library Roof/Shed/Awning	Library	N/A	7/22/2019; revised 8/5/19	7/22/2019; revised 8/5/19	8/12/2019		Mid-range	AMLIP
Baler Purchase	\$ 166,630			DRC	N/A					Mid-range	
City Road Improvements, Phase 2 implementation				Roads						Mid-range	
Library Ventilation Fans Replacement	\$ 7,000			Library						Mid-range	
Refurbish/Repurpose Composting Quonset	\$ 15,000			DRC						Mid-range	
Salmon River Boat Harbor Barge Ramp Improvement				MF	N/A	9/2/2020	9/21/2020			Mid-range	AMLIP R&R
City Hall front room - carpeting, painting, windows	\$ 15,000			Admin	2/14/2018					Mid-range	
Landscape Design consultation				-split-	2/20/2018					Mid-range	
Utility Pick-up Truck	\$15-60,000.00			GVFD	2/15/2018					Mid-range	
Water Tender / Road Water Truck				GVFD	2/15/2018					Mid-range	
Grandpa's Farm Road Bridge & Culvert	\$ 250,000			Roads						Mid-range	USFWS and/or AKSSF
DRC Groundwater Monitoring Well Replacements	\$ 12,000			DRC						Mid-range	
DRC Glass Pulverizer - refurbish or replace	\$ 50,000			DRC						Mid-range	
City Buildings Air-Source Heat Pump Conversion	\$ 9,000.00									Mid-range	
Firehall Roof/Building Expansion, Phase 2 constr.	\$700,000			GVFD	N/A	2/9/2018	2/12/2018, revised 2/11/2019			Long-range	CIP - state, federal grant
Driveway Relocation or River Bank Stabilization				Admin	N/A					Long-range	AMLIP
City Hall & Fire Hall Energy Audit Repairs				GVFD & Admin	3/1/2018	Res. CY18-12				Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
911 System Upgrade				GVFD						Long-range	
GVFD Electric Meter Installation				GVFD						Long-range	
Library Expansion, Phase 2 constr.				Library	3/1/2018					Long-range	
DRC Shredder				DRC						Long-range	
DRC "Waste to Energy" Equipment				DRC						Long-range	
DRC Drive-on/Vehicle Scale				DRC						Long-range	
DRC Equipment Garage				DRC						Long-range	
DRC Sytrofoam Densifier				DRC						Long-range	
Landfill Closure 4-8 years	long-term			DRC	N/A					Long-range	
City Vehicle				-split-	2/20/2018					Long-range	
Salmon River Harbor Waterless Restrooms	\$70-90,000.00			MF						Long-range	
Salmon River Harbor Public Floats				MF						Long-range	
CAPSIS 2018 submission											
CAPSIS 2019 submission											
CAPSIS 2020 submission											
CAPSIS 2021 submission											

CITY ADMINISTRATOR'S REPORT JANUARY GENEAL MEETING

SEPTIC SITUATION FOR GUSTAVUS

You may be aware that the community is on the edge of a septic crisis. I have been made aware of several residents that were supposed to get pumped this spring/summer and the contractor didn't make it to Gustavus. I have also heard of someone who has done some pumping and doesn't have a DEC permit and we have no idea where it is being placed. I have also heard that some desperate folks dig holes in their yards or do surface spreading with the help of a couple of local businesses. The implications of continuing with these practices are obvious, clearly not sustainable.

In the past I understand that we had a storage tank at the Salmon River Harbor where the *Lightweight* would come and pump into a tank and then take it to Juneau. We had someone pump the residence/business and transfer to the storage tank; this proposal is similar.

I have discussed a local-based solution with a couple of our contractors in the development of this proposal. Below are two proposals, one that is operated solely within Gustavus (ABCO Option) and the other requiring shipment to Juneau.

ABCO Option. First, I would like to thank Justin and Ponch for this information, this is a fantastic option with long-term capabilities.

The ABCO options is a pumping and processing truck that separates the solids from the water. The water is put back into the septic system and the important bacteria continues to do its job. The solids are processed into compostable material. This material may be useful for the DRC composting program, gardens, or other similar uses throughout the community.

This option requires the truck as described below; this is a used model. We would also need to construct a storage building or utilize/rent an existing one. If the PPP option is chosen, we could include storage as part of the package.

Please watch the YouTube video, it is very informative: <https://m.youtube.com/watch?v=GXPIkURfzzg>
\$129k



2012 ABCO Industries Mobile Sludge Dewatering Truck- can be used as a traditional pump truck as well. 350 HP Maxxforce 10 motor, 1100 foot pounds of torque 30' long. Dewatering filter rate 50-150 gallons per minute. 10 wheel PDL and differential lock with engine brake. Allison 3500 automatic transmission, air ride seat and backup camera. Custom automated hose reel and electronic control of valves. Hydraulic rear hatch, 800 CFM Wallenstein vacuum pump. There would also be repairs/maintenance of the truck which could be done by sending the truck to Juneau during the winter for necessary repairs.

The Mayor had the following comment. With the ABCO system we would need to:

- Add code authority for the City to handle septage, perhaps as a function of the DRC.
- Buy the truck,

- Build a garage/shop somewhere for it on City land, (DRC, Tract B behind the old or on the triangle lot between Gustavus Rd, the section line, and Glen's Ditch) or lease some space on other property—maybe the DOT site of the torn down shed next to the APC generators.
- Find a suitable location to compost the materials—perhaps an ag unit—that is removed enough from residential areas to not provide an odor problem. Note: The Park could compost their sludge at the same location.
- Staff the operator position.
- Determine how to operate the compost operation. What construction and other equipment would be required at the site? Or do we just land-spread the material and leave it on site?
- The transfer to Juneau options is also possible but involves more parties and could have issues develop that we can't control.



Another option is utilizing an AMT Submersible Shredder Sewage Pump. Applications include: sewage pumping stations, septic tanks, sewage treatment plants, dirty water drainage, flood and emergency. Motors are rated continuous duty and single phase models have thermal overload protection.

At a cost of approximately \$2,000 this option would require labor to pump and transfer into a trailer; the trailer; the truck for pumping that would need a generator to power the unit; and delivery to a disposal option such as the tank site or other approved disposal.

Shipping Options. Creating a tank yard next to the DRC, the *Lightweight*, using their own equipment, would load the tanks and offload the empty tanks in the yard. Each transport would rotate 4 tanks (see below), onto the *Lightweight* to load/unload. Rotation could be every week to once a month, depending on demand. The cost for the transport and pump-out in Juneau is .90/gal. The City would need to invest in the tanks, create the yard, and decide on a method for a pumper. I spoke to Council member Lewis with respect to potential bear problems, here is her comment: *Bears do sometimes see human refuse as an attractant, usually when other food resources are low. So the key would be the tanks. Would they be metal or plastic? If plastic, how hard? If a bear could puncture it with its teeth or claws there could be a problem.*

The Hastings Poly Storage Econo Skid And Tank Unit below holds 1200 Gallons. This sturdy unit is constructed with heavy gauge steel side channels and heavy wood floors, overlaying a steel constructed frame, providing a quality skid unit at an economical price. The patented Dura-LIFE "Loaf" designed skid tank provides a very low center of gravity for stability in forklifting and transportation. A recessed sump is molded into the tank for complete drainage. All units come complete with gallonage indicator, outlet fitting, fill lid, E.P.D.M. gasket and threaded vent plug for a positive seal.



Service Options

Local pumping options include: 1) contracting with a local business to pump the tank (private option); 2) buy a pumper and contract with a business to do the service for us (PPP); 3) or purchase a pumper and utilize an employee (City option).

Private Option. With this option, the City would contract with a private contractor to use the tank site and tanks. The City could lease the land for the tank storage and the contractor would take it

from there. There could also be financial assistance by the City for equipment that could be re-purchased or given as a grant – perhaps an Endowment Grant.

PPP Option. Another option would be to create a Public/Private/Partnership (PPP). This option would require the purchase of a pumping method by the City for use by the contractor. The contractor would be responsible for the operations and maintenance/repair costs, which could be calculated into the contract. The City would also provide the tank site.

City Option. The initial investment would include purchase of the pumping method and require hiring a part-time position or utilizing an existing position such as a DRC temporary worker. The City would still need to develop the tank site.

The City could capture operating costs by including a charge to be included with the pumping. We could add the operator cost (\$25), truck operation and cost recovery (\$20) to each servicing. The average pump of 1,000/gal @ \$.90 would be \$900. Add in insurance costs, and other expenses, the cost for pumping and delivery could be \$100. Total cost would be approximately \$1000 for a service of a 1,000 gal tank. In comparison, the current cost by Juneau Septic is \$.90/gallon and is likely to go up this summer.

Again, this proposal is intended to find a solution to the current wastewater options. I look forward to Council direction.

COVID TESTING UPDATE

All airport contracts are going to terminate January 31, 2022. All PCR testing invoices will need to be submitted to the state on or before March 1, 2022, which will give the state 30 days, until March 31, 2022, to pay the invoices. The federal grant to the state for COVID testing at the airports ends April 1, 2022. Because of the new Omicron variant, we thought they may extend the grant, but that didn't happen. Under our MOA, we can continue to test travelers, or for anything authorized by the MOA.

We have submitted a NCO to transfer funds into testing to cover the following testing procedures:

1 tester with the Fire Chief as backup
 \$25/hr for 3 days/wk, 3 hours/day + contingency for outbreak additional testing
 Total for the program until July 1, 2022 = \$25,000

To recap, we have two programs going on:

- Contract C0620-525 is what we've been doing all along with greeting at the airport/jet and PCR testing. It pays payroll and billing for the SEARHC laboratory tests. As of 11/30/21, we have invoiced for \$205,662 from this contract from 6/30/20 to 11/30/21.
- MOA C0621-570-B was established for equipment and the rapid testing program with \$25,390 available to be spent by 3/31/22. **Only \$2028.87 remains from this pot of money.**

SECOND FEMA GRANT

The state runs a parallel grant program, the Hazard Mitigation Grant Program (HMGP), that provides for recovery from natural disasters. The HMGP has different criteria than the Federal program and allows for prevention/mitigation in addition to recovery/repair.

The Mayor and I have begun to develop a Hydrology and Hydrologic (H&H) project that will provide a study that will identify how water flows throughout the city. The study will have several applications beyond this grant. Initially, we had different projects in mind, but they required a H&H study. Therefore, we are submitting for the H&H and will look for additional grant opportunities for projects and will have the H&H ready.

FERRY UPDATE

With the *LeConte* out of commission for its annual yard period, we were facing a 3 month period without a ferry. In a conversation with AMHS Deputy Commission Rob Carpenter to address our concerns we learned that AMHS is in the process of bringing the *Tazlina* online to service our region. Deputy Commissioner Carpenter stated “Yes, we are working on crewing up the *Tazlina* and hopeful to have her in service early February. In addition, we have gone out for an invitation to bid on contract service. Those awards should be made soon if they haven’t already been made.

In other words, we have plans for service in upper Southeast when *Leconte* is in the shop.”

CERTIFICATE OF RECORDS DESTRUCTION

This form documents the destruction of public records in accordance with Alaska Statute 40.25,
Gustavus Municipal Code 2.70.030 and City of Gustavus Policy and Procedure for Public Records Management

1. Agency/Locality City of Gustavus	2. Division/Department Desk of the City Clerk	3. Person Completing Form Karen Platt CMC, City Clerk
4. Address, City, State & Zip P.O. Box 1, Gustavus, AK 99826	5a. Telephone Number 907-697-2451	5b. E-mail Address clerk@gustavus-ak.gov

6. Records to Be Destroyed

a) Schedule and Records Series Number	b) Records Series Title	c) Date Range (mo/yr)	d) Location	e) Volume	f) Destruction Method
A-15, 4yrs	Sales Tax	FY18	City Hall	1 box	Shred
A-25, 4 yrs	Business Permits, Resellers Certificate	FY17, 18	City Hall	1 box + 2 file	Recycle
C-12, 10 yrs	Council Meeting Documentation	FY12	City Hall	24 files	Recycle
A-4, 4yrs	Accounts Receivable/Payable	FY18	City Hall	1 box	Recycle
A-5, 8yrs	Banking Records	FY14	City Hall	1 box	Shred
A-14 1 yr	Payroll	2020	City Hall	1 file	Shred
C-17 1yr	Public Records Requests	2020-2021	City Hall	2 files	Recycle
C-20, 5yrs	Committee Files	2015	City Hall	2 files	Recycle
C-3, 3 yrs	Council Non-Perm- Incoming/outgoing letters	2019	City Hall	2 files	Recycle

DESTRUCTION APPROVALS

Note: Public records may not be destroyed without receiving prior authorization from the Mayor and/or City Council.

We certify that the records listed above have been retained for the scheduled retention period, as per the City of Gustavus Records Retention Schedule, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. MAYOR _____ **DATE** _____

8. CITY CLERK/TREASURER _____ **DATE** _____

9. RECORDS DESTRUCTION
AFFIRMED BY: _____ **DATE** _____

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-11NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2022**

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 2022 estimated expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year, the budget is amended to reflect the changed estimates as follows:

EXPENSE	Original Budget	Amended Budget	Change
GVFD: Training <i>Training for EMT 2 classes.</i>	\$ 8,000.00	\$13,000.00	\$ 5,000.00
GVFD: Contractual Services: Other <i>1 Rapid Tester \$25/hr. 3hr day 3days per week. Program until July 1,2022</i>	\$ 1,500.00	\$ 6,900.00	\$ 5,400.00
GVFD: Supplies <i>Ambulance Supplies.</i>	\$ 5,250.00	\$ 6,250.00	\$ 1,000.00
CITY HALL: Supplies <i>Office supplies Tonner/ paper.</i>	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00
ROAD MAINTENENCE:	\$ 150,000.00	\$ 205,000.00	\$ 55,000 .00

Total Change in Expense	\$ 67,400.00
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Section 4. The budget is 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: *January 17, 2022*

DATE OF PUBLIC HEARING: *February 14, 2022*

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY22-10NCO
AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2022**

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 2022 estimated expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year, the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Tax Income: Retail Tax Income	\$ 325,000.00	\$ 400,000.00	\$ 75,000.00
Tax Income: Remote Sellers Retail Tax	\$ 20,000.00	\$ 30,000.00	\$ 10,000.00
Tax Income: Room Tax Income	\$ 40,000.00	\$ 65,000.00	\$ 25,000.00
Tax Income: Fish Box Tax	\$ 7,500.00	\$ 8,860.00	\$ 1,360.00

Total Change in Income		\$ 111,360.00
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EXPENSE	Amounts		
	Original Budget	Amended Budget	Change
Marine Facilities: Advertising	\$ 0.00	\$ 260.00	\$ 260.00
<i>Advertising for movement of the steel mooring float to its winter location.</i>			
DRC: Contractual Services	\$ 7,700.00	\$ 37,700.00	\$ 30,000.00
<i>Adding funds for Household Hazardous Waste Event for spring 2022.</i>			
GVFD: Equipment: Fuel	\$ 0.00	\$ 300.00	\$ 300.00
<i>Fuel for snowblower.</i>			
Marine Facilities: Equipment	\$ 100.00	\$ 475.00	\$ 375.00
<i>Automatic external defibrillator (AED) for Marine Facilities Coordinator to carry. \$1100 of AED cost paid by Alaska Public Entity Insurance safety grant.</i>			
DRC: Payroll Expenses	\$ 98,391.46	\$ 103,691.46	\$ 5,300.00
<i>Adding funds for winter operations and Household Hazardous Waste Event for spring 2022.</i>			
Marine Facilities: Utilities: Electricity	\$ 0.00	\$ 160.00	\$ 160.00
<i>Electricity for the new Marine Facilities building in the boat harbor.</i>			

Total Change in Expense		\$ 36,395.00
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Section 4. The budget is 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: *December 13, 2021*

DATE OF PUBLIC HEARING: *January 17, 2022*

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

**CITY OF GUSTAVUS
RESOLUTION CY22-01**

**A RESOLUTION REQUIRING PROTECTIVE FACE MASK WEARING INSIDE ENCLOSED
CITY-OWNED BUILDINGS**

WHEREAS, the Gustavus City Council in May 2021, adopted Resolution CY21-07, A *Resolution Updating the Requirement of Wearing Cloth Face Masks or Face Shields*; and,

WHEREAS, the COVID-19 pandemic conditions continue to evolve, and risks change with time; and,

WHEREAS, substantial or high levels of COVID-19 transmission are occurring throughout much of Alaska and dozens of Alaskans are hospitalized with COVID-19 each week; and,

WHEREAS, the posted Alaska Statewide Pandemic Alert Level as of January 1, 2022, was High (Red) with a case rate of 139.9 cases per 100,000 population; and,

WHEREAS, the posted Pandemic Alert Level for our census area as of January 1, 2022, was High (Red) with a case rate of 339.9 cases per 100,000 (acknowledging small-population effect); and,

WHEREAS, two new cases were posted for Gustavus on December 31, 2021, and one more on January 4, 2022; and,

WHEREAS, as of January 1, 2022, both the US Centers for Disease Control (CDC) and the Alaska Department of Health and Social Services continued to recommend protective mask wearing in public spaces as an essential measure to reduce the potential for virus transmission during the pandemic; and,

WHEREAS, Resolution CY21-07 authorized City department heads to determine mask-wearing requirements for people inside their managed facilities; and,

WHEREAS, mask wearing is commonly required in Alaska and nationally in airports, on planes and other public transportation, in public buildings, in stores, and in private businesses; and,

WHEREAS, employees and volunteer staff in City facilities have been challenged by some argumentative members of the public demanding to exemption from the mask-wearing requirements set by those departments; and,

WHEREAS, a universal policy regarding mask-wearing expectations in City-owned facilities would provide clarity and authority for such measures; and,

WHEREAS, confident predictions for pandemic evolution are not yet possible, but changing pandemic conditions and infection risk reasonably suggest frequent re-assessment of Alaska and local risk for opportunities to adjust or eliminate mitigation measures for City facilities; and,

WHEREAS, the City of Gustavus has proprietary jurisdiction and authority over City-owned facilities; and,

WHEREAS, the City of Gustavus has the legal responsibility and authority to maintain healthy workplace conditions for staff, volunteers, and their families, and for members of the public entering City facilities.

NOW THEREFORE BE IT RESOLVED:

1. Protective masks covering nose and mouth shall be worn by staff, volunteers, and public visitors inside all enclosed City-owned buildings, including City Hall, the City Library, Fire Hall, and the Community Chest, until further notice. There shall be no exceptions for testing or vaccination status.
2. This resolution repeals and replaces resolved paragraph 5 of Resolution CY21-107, which gave discretion to department heads to determine mask-wearing requirements for their departments. The remainder of CY21-07 remains in effect.
3. The Disposal and Recycling Center waste baler building is exempted from the mask-wearing requirement when overhead doors are open and user traffic is limited as directed by the DRC Manager.
4. Occupants working alone in enclosed private City offices are exempted from the mask-wearing requirement but must don a mask when meeting with other people in that room.
5. Entries to City-owned facilities where mask wearing is required shall be posted with a sign stating the requirement. An explanatory handout shall be available for issue to persons questioning the posted requirement.
6. The City shall make available alternative means of conducting business without entry to City facilities wherever possible through outdoor meetings, curbside services, phone, email, US mail, and online channels.
7. This resolution applies only to City of Gustavus-owned buildings. The City does not seek to regulate mask wearing in private businesses, other agencies, residences, or outdoors.
8. The mayor shall monitor pandemic risk levels and recommendations of Federal and State of Alaska public health departments and shall report to the City Council monthly regarding pandemic risk assessments and public health recommendations. In reporting, the mayor shall recommend whether to continue or adjust the protective mask-wearing requirement for City-owned facilities. Criteria for ending the mask-wearing requirement may include, but not necessarily be limited to, the following:
 - Alaska statewide alert level drops to and remains Low.
 - Angoon, Hoonah, and Yakutat regional, and Juneau City-Borough alert levels drop to and remain Low.
 - The CDC or the Alaska DHSS determine that the Covid-19 pandemic has transitioned from pandemic to endemic status nationally and within the State of Alaska.
 - The CDC and the Alaska DHSS end their recommendation for mask wearing as a pandemic protective measure in public indoor spaces.
9. The Gustavus City Council may repeal this resolution and the mask-wearing requirement when it determines that the risk of SARS-CoV-2 virus transmission within City-owned facilities is sufficiently low, and that mask wearing is no longer needed.

PASSED and **APPROVED** by the Gustavus City Council this 17th day of January 2022.

Mike Taylor, Mayor

Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-02**

**A RESOLUTION CERTIFYING THE ANNUAL CERTIFIED FINANCIAL STATEMENT OF
REVENUES AND AUTHORIZED EXPENDITURES FOR THE YEAR ENDING JUNE 30, 2021**

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

WHEREAS, second class cities are required by AS 29.20.640 (a)(2) to submit a Certified Financial Statement of Income and Expenditures or Audit for the year ending June 30, 2021, to the Department of Commerce, Community, and Economic Development; and

NOW THEREFORE, BE IT RESOLVED that the attached Certified Financial Statement of Gustavus, Alaska for the fiscal year ending June 30, 2021, is true and complete to the best of our knowledge.

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

Michael Taylor, Mayor

Attest: Eduarda Loggins, City Treasurer

Attest: Karen Platt CMC, City Clerk

City of Gustavus
FY21 Certified Financial Statement
 July 2020 through June 2021

Item #10.

Accrual Basis

	Jul '20 - Jun 21
Ordinary Income/Expense	
Income	
Business License Fees	4,150.00
Capital Project Income	-12,962.60
Donation - Inter-library Loans	20.00
Donations	384.00
DRC Income	84,884.57
Federal Revenue	
Natl Forest Receipts-Encumbered	-61,427.86
Payment In Lieu of Taxes	113,760.06
Total Federal Revenue	52,332.20
Fundraising	960.00
Grant Income	257,536.00
GVFD Income	8,657.45
Interest Income	27,593.35
Lands Income	27,354.00
Lease Income	13,125.67
Library Income	2,017.51
Marine Facilities Income	28,240.00
State Revenue	
Community Assistance Program	75,180.66
Shared Fisheries Business Tax	1,045.27
Total State Revenue	76,225.93
Tax Income	299,341.31
Unrealized Gain/Losses	195,224.87
Total Income	1,065,084.26
Gross Profit	1,065,084.26
Expense	
Administrative Costs	2,133.70
Bank Service Charges	3,969.33
Building	31,085.94
Capital Projects Funding	-12,962.60
Contractual Services	45,794.70
Dues/Fees	10,632.16
Economic Development Services	
GVA	45,356.25
Total Economic Development Services	45,356.25
Election Expense	87.34
Endowment Management Fees	15,525.73
Equipment	87,444.49
Events & Celebrations	3,587.70
Freight/Shipping	28,653.00
Fundraising Expenses	8.00
General Liability	11,820.15
Gravel Pit Fund	0.00
Library Materials	14,317.49

City of Gustavus
FY21 Certified Financial Statement
July 2020 through June 2021

Item #10.

Accrual Basis

	Jul '20 - Jun 21
Marine Facilities	6,155.70
Payroll Expenses	583,663.69
Professional Services	25,956.65
Public Relations	314.86
Repair & Replacement Fund	0.00
Road Maintenance	174,815.44
Stipend	205,799.01
Supplies	56,796.00
Telecommunications	19,140.35
Training	1,998.00
Utilities	16,261.26
Vehicle	6,196.00
Total Expense	1,384,550.34
Net Ordinary Income	-319,466.08
Other Income/Expense	
Other Income	
Encumbered Funds	
Other Savings for Road Maint	62,118.87
Encumbered Funds - Other	37,881.13
Total Encumbered Funds	100,000.00
Total Other Income	100,000.00
Net Other Income	100,000.00
Net Income	-219,466.08

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY22-03**

**A RESOLUTION NOMINATING CAPITAL PROJECTS SUBMISSION AND INFORMATION
SYSTEM (CAPSIS) TO THE ALASKA LEGISLATURE'S FUNDING REQUESTS**

WHEREAS, the GVFD has lost use of its smaller fire truck Engine 27, which is contaminated with PFAS foam. Replacing Engine 27 will be done with a 4x4 utility truck outfitted to better respond to wildland fires. The truck will have a snowplow, winch, and "slip-on" skid for a 150 gallon tank. This benefits the community by adding another vehicle to respond to fires that can reach areas Engine 1 cannot. It will be smaller, making it more maneuverable than the full-sized Engine 1 (the only other firefighting truck in Gustavus), allowing access down tight driveways; and,

WHEREAS, the current main DRC building has outgrown its current operating capacity and a new building is necessary to provide adequate space for normal operations that is safe for both the customer and staff. This facility serves as the customer interface for sorting recyclables and dropping off refuse and also houses two balers and a glass pulverizer. With increased use and projected growth, a new building to house upgraded equipment in the future is necessary. This project would construct a new main building of 6,000 square feet with at least 2 bays and 1 man-door. There will be a concrete floor as well as areas of the building that have concrete push walls; and,

WHEREAS, the City of Gustavus owns the sole source of gravel for use on city roads and for private and commercial use. With current extraction methods, available material from the gravel pits could be exhausted in the next few years. This project would extend the usefulness of the existing gravel ponds by implementing an alternative extraction system, such as a drag-line or dredge, along with support equipment, a truck scale, site preparation, and identifying an operation plan, including staffing, training, and storage and selling of gravel; and,

WHEREAS, the GVFD's volunteer roster and equipment have grown beyond the capacity of the Firehall that was constructed in 1981 and has been expanded and repaired over time. Equipment is stored outside, either permanently or temporarily, the roof requires repair, and expansion of the upstairs would allow for more classroom space and on-site volunteer quarters for faster emergency response. Architectural and engineering plans are needed to inform construction; and,

WHEREAS, the Gustavus Public Library was built by volunteers, grants, and donations with blueprints for the building designed for an expansion at some future date. As the population of Gustavus has grown, more space is needed to better serve the public. Architectural and engineering plans are needed to inform construction;

NOW, THEREFORE, BE IT RESOLVED, that the Gustavus City Council approves and prioritizes the following FY22 Capital Improvement Project (CIP) funding requests to the Alaska Legislature in the amounts indicated below and urges the Legislature and Governor to consider them favorably.

1. GVFD Firefighting Utility Truck	\$73,000
2. Disposal & Recycling Center Main Building Replacement	\$1,000,000
3. Gravel Extraction Improvement Project	\$500,000

4. Gustavus Firehall Architectural & Engineering Plans for Expansion \$30,000
5. Gustavus Public Library Architectural & Engineering Plans for Expansion \$30,000

PASSED and **APPROVED** by a duly constituted quorum of the 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

PO Box 1
Gustavus, Alaska 99826
Phone: 907.697.2451
Fax: 907.697.2631

January __, 2022

Business

Attn:

Address

Gustavus, AK 99826

Subject: Use Agreement for the City of Gustavus Float Facilities

Dear:

The purpose of this letter is to establish that in addition to the requirements of Title 8 Marine Facilities, a Facility Use Agreement is now required for commercial vessels using the City's floats, ramps, and other facilities at the City's Salmon River Small Boat Harbor and Multi-Modal (AKA Ferry Dock) floats. A "commercial" vessel for the purpose of the Facility Use Agreement means a vessel that has applied for and received, a City of Gustavus Commercial Motorized Vessel registration sticker (strawberry sticker). Commercial vessels used for commerce, such as commercial fishing, that use the Gustavus marine facilities only as private vessels (i.e., live-aboard, leisure, etc.) are eligible for the Private Motorized Vessel registration sticker.

Commercial use of City of Gustavus marine facilities in the absence of a signed agreement authorizing the vessel, except in an emergency, is prohibited and subject to a fine of \$1,000.

Please contact City Hall if you have any questions.

Sincerely,

Tom Williams, Ph.D.
City Administrator

FACILITY USE AGREEMENT

Commercial use of City of Gustavus marine facilities in the absence of a signed agreement authorizing the vessel, except in an emergency, is prohibited and subject to a fine of \$1,000.

This Agreement will serve as a confirmation for use of the facilities located at the City of Gustavus Salmon River Small Boat Harbor and the City Floats at the State of Alaska Dock on from _____, 2022 to December 31, 2022, by:

Name of Vessel Owner

Name of Business

Vessel Identification (AK #, Document #, Other)

Contact # and Email

Phone #

The facilities use fee is \$500 per vessel; trailer use for vessel is included. Payment of the facility use fee in full shall be made at the time this Agreement is signed by both parties. The Agreement may be cancelled with refund in full up to 48 hours prior to permitted period. NO REFUND will be given on any cancellation later than 48 hours prior to the start of the permitted period, or for termination due to noncompliance with the terms of this agreement.

The facility use agreement does not apply to state and federal agency vessels, vessels conducting official business with the City of Gustavus, educational or scientific research purposes with prior approval by the City of Gustavus.

USE CONDITIONS: During the Agreement period, the vessel identified above shall have access to use the City of Gustavus Marine Facilities (ramp, float, etc.) at the Salmon River Small Boat Harbor, and the floats and other city infrastructure at the State Dock. The commercial operator understands and agrees that the Gustavus Marine Facilities, including the Salmon River Boat Harbor and the float system at the State Dock, are the property of the City of Gustavus, which has proprietary jurisdiction over those facilities. Permitted use is subject to the provisions of the City of Gustavus Code of Ordinances and the terms of this agreement. Use of the City of Gustavus Marine Facilities must comply with the below standards. Violation of any of these standards may result in the loss of use for a set period, a fine of \$1,000 per violation, termination of the Facility Use Agreement, or any combination of these remedies.

1. Use of the floats is for transient purposes only. Duration at the float is intended to provide for the loading and unloading of passengers, gear, and other items (i.e., loading/unloading of provisions, daily fish catch, etc.) associated with the execution of the activities common with commercial fishing, charter fishing, whale-watching, kayak sightseeing, boating, or other similar activities.

2. Except in an emergency, use of the floats is not permitted for vessel repair, overnight occupancy, or mooring in excess of two (2) hours during the permitted uses described above. The vessel captain or representative shall notify the City of Gustavus Marine Facilities Coordinator or City officials at City Hall of the emergency requirement as soon as practicable. The phone number at City Hall is 907-697-2451.
3. Conduct of vessel captains, crews, passengers, guests, and provisioners is the responsibility of the vessel owner and signatory. Interaction with other users of the City of Gustavus Marine Facilities must be non-confrontational, and cooperative, accepting of the rights of other patrons to use the facilities. Any disagreements, confrontations, or combative instigation by other patrons should be documented and submitted to City Hall.
4. Vessel captains and crews must comply cooperatively with directions regarding the use of city marine facilities as issued by officials of the City of Gustavus, specifically the City Marine Facilities Coordinator, the Mayor, and the City Administrator.
5. Conduct must not violate any Federal, State of Alaska, or City laws or regulations, including but not limited to, the feeding of marine mammals. Vessel captains shall assure that fish waste, bait, food, or garbage are not allowed to reach marine mammals. Even inadvertent feeding is prohibited and a violation of the terms of this agreement.
6. Fish waste, bait, food, or garbage shall not be discharged on land in the City Beach Park, or the Salmon River Boat Harbor or in the Salmon River, where it may be available to terrestrial mammals or birds.
7. Cleaning of fish on the float is prohibited. Fish cleaning is permitted on the boat tied to the float but not on the float. Discarding of fish carcasses must be done in accordance with Federal, State, and City of Gustavus laws and regulations. Compliance with Chapter 8.05 – Prohibited acts, subsection (f) is required and punishable in accordance with Section 8.05.010 – Harbor facilities offenses fine schedule.

Chapter 8.05- Prohibited Acts

(f) *Improper waste disposal.* It is unlawful for any person to dispose of trash, garbage, refuse, human waste, animal carcasses or parts, fish waste or parts, or any similar substance in or on the water or the land of the harbor facilities. Discarding of animal carcasses (e.g. fish, deer, etc.) is prohibited from the cities marine facilities. All dumping of animal carcasses must be beyond mid-channel.

Section 8.05.020 - Harbor facilities offenses fine schedule.

(a) All fines established under this title are civil penalties. Proof of liability for any penalty is sufficient if the Harbormaster proves by a preponderance of the evidence that the alleged offense was committed. There shall be no right to a jury trial or appointed counsel to defend against any citation brought under this title.

(b) If a fine amount is set for an offense arising under this chapter, a person charged with that offense can dispose of the charge (by mail or in person) by paying the fine amount plus any surcharge required to be imposed by AS 29.25.075 and checking the "no contest plea" box on the back of the citation. Alternatively, the person may choose to exercise the following appeal rights:

- 1) The first level of appeal shall be to the harbor appeal panel. The question on appeal shall be whether the violation charged in the citation has been proven by the Harbormaster by a preponderance of the evidence.

- 2) Any subsequent appeal shall be taken to the Superior Court of the State of Alaska at Juneau.

(c) The fine amounts are set forth in resolution by the Gustavus City Council

8. Storing of equipment or provisions or leaving trash for more than thirty (30) minutes without the vessel moored to the float, is prohibited.

INDEMNIFICATION: Vessel owner shall defend, indemnify and hold harmless the City of Gustavus, its council members, mayor, officials, employees and volunteers, from and against all claims, damages, losses and expenses, of any kind and any nature, including but not limited to any claims, damages or losses resulting from any environmental spill or environmental event, including but not limited to attorney's fees and any and all fees related to any court or administrative hearings, arising out of or resulting from the use of Gustavus marine facilities, including the Salmon River Boat Harbor and the float system at the State Dock.

INSURANCE: Vessel owner must furnish prior to using city marine facilities a Certificate of Insurance naming the City of Gustavus as an Additional Insured on a General Liability Insurance Policy. The insurance policy shall provide a limit of liability equal to or more than \$2,000,000 per occurrence. The insurance must be from a duly licensed insurance company authorized to do business in the State of Alaska.

TERMS AND CONDITIONS: Vessel owner will be financially responsible for any and all damages to the premises that results from its use of the facility, including property damage, structural damage, and personal injury by vessel owner, its employees, agents, volunteers, guests or subcontractors that occur in the course of use of the building/premises/floats/docks and any other structures.

The undersigned have carefully read, understand, and voluntarily agree to the terms of this Agreement, and further agree that no oral representations, statements, or inducements have been made to the undersigned by any City employee, mayor, council member, city attorney, or any other city representative.

The signatory agrees and acknowledges that he/she has had the opportunity to consult with counsel of his/her choice and is not relying on any advice or representations of the City attorney.

Signature of Individual or Authorized Representative

Date

Signature of

Date

Signature of the City of Gustavus

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

December 13, 2021

City of Gustavus

Via Email: clerk@gustavus-ak.gov

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Restaurant/Eating Place Seasonal AS 04.11.400(d)	License Number:	3794
Licensee:	Excursion Restaurant LLC		
Doing Business As:	Excursion Restaurant		

We have received a completed renewal 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 written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen Klinkhart".

Glen Klinkhart, Director

amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
12/13/2021
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

3794

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating
04.11.400(d)

05/01 - 10/20

LICENSE FEE: \$300.00

1131

CITY / BOROUGH: Gustavus
Unorganized Borough

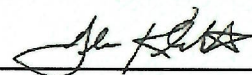
D/B/A: Excursion Restaurant
5021 Rink Creek Rd

Mail Address:
Excursion Restaurant, LLC
4007 Lower Honoapiilani Rd Unit 213
Lahaina, HI 96761

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
12/13/2021
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

3794

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating
04.11.400(d)

05/01 - 10/20

LICENSE FEE: \$300.00

CITY / BOROUGH: Gustavus
Unorganized Borough

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

D/B/A: Excursion Restaurant
5021 Rink Creek Rd

Mailing Address:
Excursion Restaurant, LLC
4007 Lower Honoapiilani Rd Unit 213
Lahaina, HI 96761

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Excursion Restaurant LLC	License #:	3794
License Type:	Restaurant/Eating Place - Seasonal AS 04.11.400(d)		
Doing Business As:	Excursion Restaurant		
Premises Address:	5021 Rink Creek Rd		
Local Governing Body:	Gustavus		
Community Council:			

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

Mailing Address:	4007 Lower Honoapiilani Rd Unit 213				
City:	Lahaina	State:	HI	ZIP:	96761

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Jane Sheahan	Contact Phone:	314-691-5071
Contact Email:	glacierbeartrac@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	David Olney	Contact Phone:	316-209-8012
Contact Email:	david.olney@hyatt.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

#3794

**Form AB-17: 2022/2023 License Renewal Application****Section 2 – Entity or Community Ownership Information****Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.
<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #: **60390D**

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within **10 days** of the change and **must be accompanied by** a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for **each new officer** with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The **only exception** to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of **any** type including non-profit must list ONLY the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of **any** type must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of **any** type, including Limited Partnerships must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You **must** list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Jane Sheahan				
Title(s):	Member	Phone:	314-691-5071	% Owned:	51
Mailing Address:	2509 N 53rd St				
City:	Phoenix	State:	AZ	ZIP:	85008

Name of Official:	David Olney				
Title(s):	Member	Phone:	316-209-8012	% Owned:	49
Mailing Address:	4007 Lower Honoapiilani Rd Unit 213				
City:	Lahaina	State:	HI	ZIP:	96761

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

**Form AB-17: 2022/2023 License Renewal Application****Section 3 – Sole Proprietor Ownership Information****Corporations, LLC's and Partnerships of ALL kinds should skip this section.**

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require. **If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.**

This individual is an: ☐ Applicant ☐ Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: ☐ Applicant ☐ Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2020 | 2021 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<u>If your operation dates have changed, list them below:</u>
May 1 _____ to October 20 _____ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<u>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</u> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <u>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</u>
<u>If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.</u> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021? Yes ☐ No ☒

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.




Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

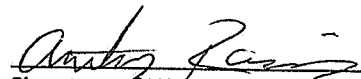
- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) 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 accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in 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 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity 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.

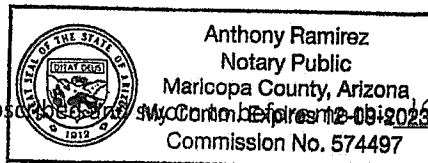

Signature of licensee

Jane C Sheahan

Printed name of licensee


Signature of Notary Public

Notary Public in and for the State of: Arizona



My commission expires: 12-9-23

Subscribed and sworn to before me this 12-09-2023 day of November, 2021.

Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit

Recreational Site applications must include a completed Recreational Site Statement

Tourism applications must include a completed Tourism Statement

Wholesale applications must include a completed AB-25: Supplier Certification

Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ <u>300.00</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>600.00</u>

Department of Commerce, Community, and Economic Development

CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

Item #13.

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations / Entity Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	EXCURSION RESTAURANT LLC.

Entity Type: Limited Liability Company

Entity #: 60390D

Status: Good Standing

AK Formed Date: 2/28/1997

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2023

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

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

Registered Agent

Agent Name: Jane Olney Sheahan

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

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

Officials

☐ Show Former

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

Filed Documents

Item #13.

Date Filed	Type	Filing	Certificate
2/28/1997	Creation Filing		
8/07/1997	Biennial Report		
1/06/1999	Biennial Report	Click to View	
2/05/2001	Biennial Report	Click to View	
1/10/2003	Biennial Report	Click to View	
2/03/2005	Agent Change	Click to View	
2/03/2005	Biennial Report	Click to View	
12/28/2006	Biennial Report	Click to View	
11/14/2011	Biennial Report	Click to View	
6/07/2012	Biennial Report	Click to View	
1/14/2013	Biennial Report	Click to View	
8/26/2014	Change of Officials	Click to View	
12/15/2014	Biennial Report	Click to View	
12/02/2016	Biennial Report	Click to View	
12/24/2018	Biennial Report	Click to View	
1/22/2019	Agent Change	Click to View	
6/30/2021	Biennial Report	Click to View	

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[State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download /](#)
[Business License / License #1028566](#)

LICENSE DETAILS

License #: 1028566

[Print Business License](#)

Business Name: EXCURSION RESTAURANT LLC.

Status: Active

Issue Date: 11/09/2015

Expiration Date: 12/31/2021

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

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

Owners

EXCURSION RESTAURANT LLC.

Activities

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

Endorsements

No Endorsements Found

License Lapse(s)

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

No Lapses on record for the last 4 years.

Mayor's Report—January 17, 2022

We have kept busy through December and early January with road-related projects, including snow plowing, flood recovery and mitigation efforts and with pandemic protective measures.

1. Roads. Snowplowing has dominated our road work this last month. We judge when best to plow by watching weather forecasts and gauging how much snow has accumulated. Glacier Bay Construction has provided excellent service and our roads have largely been passable. The berms have seriously reduced road width. Melting and settling back now during warmer weather will help but if we get more heavy snow periods, we may need to use loaders to move out berms. The experience this winter suggests we need to cut more brush and remove trees along many roads to provide more room for snow berms in the future. We should assume that with continuing climate change, heavier precipitation in winter can be either rain or snow and we need to improve both drainage and snow handling space.

2. Flood Recovery. Tom and I continue to work with FEMA on meeting their requirements for us to receive reimbursement for the flood recovery work. We seem to be getting closer to getting our first check. Our application under the recovery program covers only repairs but we have used those opportunities to improve road quality and drainage as we do the repairs.

3. FEMA Mitigation Grant application—Hydrology study. There is a separate FEMA funding program for mitigation that goes significantly beyond restoring roads to their preflood quality. We plan to use that funding program to dig new or improve existing drainage ditches and install culverts along roads where they didn't exist or weren't damaged in the Dec 2020 flood. The first step in the process is to complete a hydrology survey to inform and justify the improvements. This is a FEMA requirement but there is funding for the survey, and we are applying for that as the first step before seeking funding for construction. The survey will also inform future subdivision design and drainage plans.

4. Grandpas Farm Bridge. Last summer we filed a grant application with the USFS Lynn Canal/Icy Strait Regional Advisory Committee to fund replacement of the Harry Hall Creek culvert under Grandpas Farm Road. I checked in with the committee this week and found that they haven't acted on the grant applications due to internal committee organizational issues. However, the contact gave me suggestions for strengthening our application regarding the benefits to national forest resources and I will update it accordingly. We hope the committee will take acts on the applications in 2022.

5. Good River Bridge. PND engineers is on hold for snow melt before proceeding with inspection work and recommendations for repairs to the bridge and the west end embankment issues.

6. Pandemic Measures. I met with City Staff to discuss protective measures, particularly mask-wearing requirements for people in our facilities. The staff expressed frustration and stress from dealing with argumentative challengers to the mask requirements. Challengers have sought to persuade department heads in some cases to change their policies for their facilities. Some very uncomfortable situations have developed that interfered with staffs work to provide the services for which they are responsible. All staff members supported a mask-wearing requirement indoors in City facilities as necessary to protect staff, volunteers, and users of the facilities. They said that members of the public using the facilities mostly approved of and appreciated the requirement to wear masks indoors at City locations.

As a result, I issued an order as Mayor to be posted on entries to City Hall, the Firehall, the Library and the Community Chest requiring masks to be worn until further notice. This sets the responsibility for the

requirement on me as Mayor rather than on staff. Given the political nature of the issue, it seems best to have that decision be made by an elected official. We are assuring alternative channels for service delivery that don't require entry to our facilities.

I also drafted the Resolution on the agenda tonight to confirm and flesh out the policy clearly as a council policy. I will report monthly on my pandemic risk assessment and indicate any policy modifications that appear justified and possible.

A covid infection surge, driven by the Omicron variant, is occurring nationwide and in Alaska. Hospitals are experiencing worse overloading than has occurred at any time during the pandemic. Cases among children requiring hospitalization have risen markedly. This week the Statewide Covid Alert level is High. It is High for our census district as well. Hospital capacity is limited statewide. The DHSS continues to recommend that all Alaskans get vaccinated and wear protective masks in public locations. The DHSS recommends universal mask wearing in schools. I support continuing the protective measures City facilities as set forth in the new resolution but will reassess next month.

7. Beach CRMA. The updated Beach CRMA remains in DNR's offices for their final approval. The Southeast office has recommended that the update we negotiated be put out for public comment, but the Anchorage director's office has not finished their review. I hope to have it on the February agenda for posting for public input and action then in March.

8. Marine Facilities Use Agreement. Thanks to Tom Williams and Jim Mackovjak for help developing the use agreement form on the agenda for approval this month. We look forward to implementing it and having a smoother visitor season at our marine facilities this year.

9. Trails Project promotion. We submitted descriptions for three possible Gustavus trail projects for including in the State Comprehensive Recreation Plan (SCORP). Those projects include a bike trail from the Airport to the Park boundary with an extension down Dock Rd to the dock, a network of trails in and around the Beach Park, and an ATV trail or track. We hope that by including them in the SCORP we may help position Gustavus for funding for such projects. Thanks to Ponch Marchbanks for keeping track of the SCORP opportunities and for encouraging new trails for use by residents and visitors.

10. Infrastructure grants. Tom and I are monitoring opportunities for positioning Gustavus for infrastructure grant funding. We are including Gustavus CIP projects on lists through Alaska Municipal League and the Southeast Conference. We are promoting a wave energy barrier project for the dock to reduce storm and wave impact on the city floats. Tom and I have been participating in the zoom conference calls for the "Seabelt" organization within AML, which works to promote project funding for Alaska coastal communities. Docks and harbors are a top priority.

11. City Budget. We have a work session scheduled for Monday January 24 to start the council's budget preparation work for FY 23. I have asked Kyle Bishop and Bella Furr to help me with a review of staff salaries and hours in preparation for the budget work. We will report to the council with any recommendations that may inform the budget provisions.

12. Gravel pit model redesign. We are behind my intended schedule for firming up a new operating model for the city gravel pits. Normally we issue new contractor agreements in February for the coming construction year. We hope this year to move to a single operator model for excavation and stockpiling of gravel for both city use and sale to contractors for private projects.