



# CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

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

## COUNCIL MEMBERS

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

## CITY HALL

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

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

### MAYOR'S REQUEST FOR AGENDA CHANGES

### COMMITTEE / STAFF REPORTS

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

### PUBLIC COMMENT ON NON-AGENDA ITEMS

### CONSENT AGENDA

### ORDINANCE FOR PUBLIC HEARING

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

### UNFINISHED BUSINESS

9. Approve GVFD Fire Chief Job Description

### NEW BUSINESS

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

- [12.](#) Approve project planning document for Heavy Equipment Procurement - CAT 950 Wheel Loader with Forks and Snowplow attachment
- [13.](#) CY26-XX A resolution approving the submission of Capital Improvement Funding Requests
- [14.](#) FY26-XXNCO Introduction an Ordinance providing for the amendment of the city held accounts in fiscal year 2026 - closing Capital Project CP19-06 DRC Composting Facility (Public Hearing 02-09-2026)
- [15.](#) Approve amendments to Gustavus Endowment Fund Grant Policy and Procedure

#### **CITY COUNCIL REPORTS**

16. Mayor Monthly Report

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

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

#### **EXECUTIVE SESSION**

#### **ADJOURNMENT**

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

#### **ADA NOTICE**

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

#### **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, ALASKA  
ORDINANCE FY26-12NCO**

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

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

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

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
CP24-02 Same Old Road Drainage <i>Transferring funds and closing out CP24-02</i>	\$ 69,003.00 <small>*Approximate, this is a dynamic value</small>	\$ 0.00	\$ 69,003.00
AMLIP Capital Improv Long-Term <i>This transfer will move funds from FNBA Checking to Capital Project Long Term.</i>	\$ 685,027.83	\$ 754,030.83	\$ 69,003.00
Total Change in City Held Account Balances			\$ 0.00

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

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

**DATE INTRODUCED:** January 19, 2026

**DATE OF PUBLIC HEARING:** February 9, 2026

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

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

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

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



Document reference ID : 6427

## Renewal Application Summary

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

## Entity Information

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

## Entity Contact Information

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

## Local Government and Community Council Details

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**City/Municipality:** Gustavus

**Borough:** Unorganized Borough

## Renewal Information

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

No

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

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

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

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

**Please select the seasonality:**

Seasonal

**Please Provide your six-month operating period:**

05/01-10/20

**Operation Period Details:**

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

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

No

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

No

## Restaurant Affidavit

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

## Restaurant Detail

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

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

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

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

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

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

## Food Service Permit

Is your license located in Municipality of Anchorage? No

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

## Entertainment & Service

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

Food and beverage service offered or anticipated is: Table Service

## Hours Of Operation

Sunday 04:00 PM - 09:00 PM

Monday 04:00 PM - 09:00 PM

Tuesday 04:00 PM - 09:00 PM

Wednesday 04:00 PM - 09:00 PM

Thursday 04:00 PM - 09:00 PM

Friday 04:00 PM - 09:00 PM

## Attestations

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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

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

# Payment Info

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Payment Type : CC

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

Receipt Number: 101201089

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

# LICENSE DETAILS

License unavailable for printing

**License #:** 1028566

**Business Name:** EXCURSION RESTAURANT LLC.

**Status:** Expired

**Issue Date:** 11/09/2015

**Expiration Date:** 12/31/2021

**Has Telemedicine:** No

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

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

## Owners

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

## Activities

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

## Endorsements

No Endorsements Found

## License Lapse(s)

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

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)

# ENTITY DETAILS

## Name(s)

Type	Name
Legal Name	EXCURSION RESTAURANT LLC.

**Entity Type:** Limited Liability Company

**Entity #:** 60390D

**Status:** Involuntarily Dissolved

**AK Formed Date:** 2/28/1997

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2025

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

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

## Registered Agent

**Agent Name:** Jane Olney Sheahan

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

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

## Officials

Show Former

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

## Filed Documents

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

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

Close Details

 Print Friendly Version

General Meeting Agenda and Packet



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,  
and Economic Development

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

January 22, 2026

From: [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov); [amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov);

Licensee: **Excursion Restaurant, LLC**

DBA: Excursion Restaurant

VIA email: [beartrackinn@gmail.com](mailto:beartrackinn@gmail.com); [glacierbeartrac@gmail.com](mailto:glacierbeartrac@gmail.com); [david.olney@hyatt.com](mailto:david.olney@hyatt.com)

Local Government 1: Gustavus

Via Email: [clerk@gustavus-ak.gov](mailto:clerk@gustavus-ak.gov)

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

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

License Renewal Application

Endorsement Renewal Application

**Dear Licensee:**

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

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

Your application will be scheduled for the **April 14th, 2026** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to

protest per AS 04.11.480(a). Information about this board meeting can be found on our website closer to the date of the board meeting. [Home, Alcohol & Marijuana Control Office](#)

Please feel free to contact us through the [Alcohol.licensing@alaska.gov](mailto:Alcohol.licensing@alaska.gov) email address if you have any questions.

**Dear Local Government:**

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

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

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

**Project Planning: Attachment A**  
**City of Gustavus**  
**PROJECT DEVELOPMENT SHORT FORM**

Item #12.

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

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Does the proposed project represent a complex project? YES  NO

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

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

Will the project provide broad community benefit? YES  NO

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

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

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

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

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

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

**Specifications attached.**

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

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

3. Project cost:

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

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

Preconstruction costs = \$ \_\_\_\_\_ Construction costs = \$ \_\_\_\_\_

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

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

For construction projects:

B. Preconstruction phase to be completed by N/A

C. Construction phase to be completed by N/A

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



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

**Project Budget**

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	<b>\$1800</b>
Engineering work	\$	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies (fuel, oil, lube)	<b>\$15,000</b>
Waste disposal	\$	Utilities	\$
Equipment	<b>\$503,230</b>	Insurance	<b>\$8,000</b>
Freight	<b>\$10,000</b>	Repair & maintenance	<b>\$6,000</b>
Contingencies	<b>\$5,300</b>	Other (list)	\$
Other (list) <b>Chains/studs</b>	<b>\$20,000</b>	Total direct costs	\$
		Indirect costs	\$
		Income (fees, taxes)	\$
		Balance: costs-income	\$

See attached Specifications sheet.

**CITY OF GUSTAVUS, ALASKA  
RESOLUTION CY26-XX**

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

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

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

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

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

**PASSED** and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this \_\_\_<sup>th</sup> day of \_\_\_\_\_, 2026, and effective upon adoption.

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

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

**CITY OF GUSTAVUS, ALASKA  
ORDINANCE FY26-XXNCO**

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

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

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

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

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
CP19-06 DRC Composting Facility <i>Transferring funds and closing out CP19-06</i>	\$ 66,645.85	\$ 0.00	\$ 66,645.85
AMLIP Capital Improv Long-Term <i>This transfer will move funds from AMLIP Capital Current to Capital Improvements Long Term.</i>	\$ 692,626.70	\$ 759,272.55	\$ 66,645.85
Total Change in City Held Account Balances			\$ 0.00

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

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

**DATE INTRODUCED:** February 09, 2026

**DATE OF PUBLIC HEARING:** March 09, 2026

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

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

\_\_\_\_\_  
Attest: Ben Sadler, City Treasurer

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

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

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

**POLICY:**

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

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

**PROCEDURE:**

1. Eligibility for Award. Grants may be awarded to city departments, local non-governmental organizations or other local entities. To be eligible, the applicants:
  - a. Must be a local, domiciled resident(s) of Gustavus
  - b. Must not be delinquent on any City taxes, forms or payments
  - c. At least one (1) of the project's administrators must be at least eighteen (18) years of age.
  - d. Must be proposing a specific local project that benefits the community of Gustavus.
  - e. **Must submit their request using the attached application form.**
  - f. Grant funds shall not be awarded for operating expenses of the City or other organizations.
  - f. Grant Funds shall not be awarded to for-profit enterprises although a non-profit organization may contract with a for-profit for services.
  - g. Projects must be completed by the end of the next calendar year (unless an extension is granted) and applicants may not receive an Endowment Fund Grant (EFG) for more than three (3) consecutive funding cycles.
2. Grant Application Preliminary Review. Applicants interested in a preliminary review shall submit their application to City Hall by September 30<sup>th</sup>. By October 14<sup>th</sup> 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 31<sup>st</sup>.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resident - a local, domiciled resident

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

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

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

Specific - a clearly defined or identified project

## Gustavus Vision Statement

We envision a distinctive community...

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

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Sally A. McLaughlin, Mayor

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Date