



CITY OF GUSTAVUS

CITY COUNCIL GENERAL MEETING

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

COUNCIL MEMBERS

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

CITY HALL

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

AGENDA

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/mr2rec9k>

ID: 515 501 9406

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Mission Statement

APPROVAL OF MINUTES

1. 06-09-2025 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 Report
5. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

6. FY25-27 Ordinance providing for the amendment of Title 4 Chapter 13 Section 110 Grant Awards (Public Hearing 07-14-2025)
7. FY25-28NCO Ordinance providing for the amendment of Department Budgets for Fiscal Year 2025 (Public Hearing 07-14-2025)
8. FY25-29NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 providing funding for the Gravel Pit Project (Public Hearing 07-14-2025)
9. FY25-30NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 AMLIP Accounts clean up (Public Hearing 07-14-2025)

UNFINISHED BUSINESS

NEW BUSINESS

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

12. Approve Job Description for Fire Chief

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

CITY COUNCIL REPORTS

14. 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

CITY COUNCIL GENERAL MEETING

Monday, June 09, 2025 at 7:00 PM
Gustavus City Hall

COUNCIL MEMBERS

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

CITY HALL

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MINUTES

VIRTUAL MEETING INFORMATION

<https://tinyurl.com/2f9fj78h>

ID: 515 501 9406

PASSCODE: 8521

TEL: 253-215-8782

ROLL CALL

PRESENT

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

ABSENT

Council Member Geoff Fosse (unexcused)



Reading of the City of Gustavus Mission Statement

Mission Statement read by Council Member Beck.

APPROVAL OF MINUTES

- 05-12-2025 General Meeting Minutes

Motion made by Council Member Taylor to approve by unanimous consent the 05-12-2025 Meeting Minutes.

Seconded by Vice Mayor Owens

Public Comment: None

Council Comment: None

Hearing no objections, the 05-12-2025 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

There were no agenda changes.

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

Item #1.

COMMITTEE / STAFF REPORTS

2. Gustavus Visitors Association Quarterly Report
Gustavus Visitor Association President, Leah Okin provided a written report and an oral summary.
Council Clarifying Questions:
Council Member Taylor
3. Conservation Lands Advisory Committee Quarterly Report
Committee Chair, Mike Taylor submitted a written report and provided an oral summary.
Council Clarifying Questions: None
4. Policy Advisory Committee (Endowment Fund) Monthly Report
Policy Advisory Committee member, Lucas Beck provided an oral report. The Policy Advisory Committee, secretary, Sandi Marchbanks submitted a written report.
Council Clarifying Questions: None
5. Library Quarterly Report
Library Administrative Director, Melisa Gomb submitted a written report and provided an oral summary.
Council Clarifying Questions: None
6. City Treasurer Monthly Report
City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.
Council Clarifying Questions:
Council Member Warner
7. City Administrator Monthly Report
City of Gustavus City Administrator, Kathy Leary provided a written report and provided an oral report.
Council Clarifying Questions:
Council Member Warner

PUBLIC COMMENT ON NON-AGENDA ITEMS

Whitney Rapp - Transparency with Conservation Lands Advisory Committee

CONSENT AGENDA

8. FY25-27 Ordinance providing for the amendment of Title 4 Chapter 13 Section 110 Grant Awards (Public Hearing 07-14-2025)
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10. FY25-29NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 providing funding for the Gravel Pit Project (Public Hearing 07-14-2025)
11. FY25-30NCO Ordinance providing for the amendment of the City held accounts in fiscal year 2026 AMLIP Accounts clean up (Public Hearing 07-14-2025)

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

Seconded by Council Member Warner

Hearing no objections, the motion passed.

ORDINANCE FOR PUBLIC HEARING

12. FY25-25 Providing for the amendment of Title 1 Chapter 2 Section 030 ordinance procedure (Introduction 05-12-2025)

Mayor McLaughlin opened the public hearing at 7:50 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:50 PM.

Motion made by Vice Mayor Owens to approve FY25-25 Providing for the amendment of Title 1 Chapter 2 Section 030 ordinance procedure.

Seconded by Council Member Warner

Council Debate: None

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

6 yea/ 0 nay

Motion Passed

13. FY25-26NCO Ordinance providing for the establishment and adoption of the budget for Fiscal Year 2026 (Introduction 05-12-2025)

Mayor McLaughlin opened the public hearing at 7:52 PM.

Public Testimony: None

Mayor McLaughlin closed the public hearing at 7:52 PM.

Motion made by Council Member Beck to approve FY25-26NCO Ordinance providing for the establishment and adoption of the budget for Fiscal Year 2026.

Seconded by Council Member Warner

Council Debate: None

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

6 yea/ 0 nay
Motion Passed

Item #1.

UNFINISHED BUSINESS

None

NEW BUSINESS

14. Approve the City of Gustavus to Write-Off Ambulance Bad Debts from fiscal year 2023 in the amount of \$710.00 and fiscal year 2024 in the amount of \$1,255.00 as uncollectable for a total of \$1,965.00.

Motion made by Council Member Warner to approve the City of Gustavus to Write-Off Ambulance Bad Debts from fiscal year 2023 in the amount of \$710.00 and fiscal year 2024 in the amount of \$1,255.00 as uncollectable for a total of \$1,965.00.

Seconded by Council Member Kearns

Public comment: None

Council debate: None

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

6 yea/ 0 nay

Motion Passed

15. Approve Gravel Pit Scoping Document

Motion made by Council Member Kearns to approve the Gravel Pit Scoping Document.

Seconded by Council Member Taylor

Public comment: None

Council debate:

Council Member Warner

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

6 yea/ 0 nay

Motion Passed

16. Approve Gravel Pit Contract

Motion made by Council Member Taylor to approve the Gravel Pit Contract with Fairweather Construction.

Seconded by Council Member Owens

Public comment: None

Council debate: None

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

6 yea/ 0 nay

Motion Passed

17. CY25-11 A resolution establishing Policy and Procedure clarification, changes and implementation of the Gustavus Endowment Fund

Motion made by Council Member Kearns to approve CY25-11 A resolution establishing Policy and Procedure clarification, changes and implementation of the Gustavus Endowment Fund.

Seconded by Council Member Taylor

Public Debate: None

Council Debate:

Vice Mayor Owens

Motion by Vice Mayor Owens to amend Whereas number 5 to strike Mayor and replace it with City Council.

Seconded by Council Member Beck

Council Debate:

Vice Mayor Owens

Council Member Warner

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

6 yea/ 0 nay

Motion Passed.

Council debate continued:

Council Member Warner

Council Member Beck

Vice Mayor Owens

Motion made by Vice Mayor Owens to amend page 4 of 4 of section two of the P&P to strike "(A Gustavus resident who maintains their primary home or residence in Gustavus)".

Seconded by Council Member Warner

Council Debate:

Vice Mayor Owens

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

6 yea/ 0 nay

Motion Passed.

Back to main motion

Council Debate Continued:

Council Member Beck

Council Member Warner

Motion by Council Member to amend the motion to remove the Endowment Fund Grant application form from CY25-11.

Seconded by Vice Mayor Owens

Council Debate:

Council Member Taylor

Council Member Beck

Council Member Kearns

Mayor McLaughlin

Council Member Warner

Voting Yea: Vice Mayor Owens, Council Member Warner

Voting Nay: Mayor McLaughlin, Council Member Beck, Council Member Taylor, Council Member Kearns

2 yea/ 4 nay

Motion Fails

Back to main motion: No further Council Comment

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

Voting Nay: Council Member Warner

5 yea / 1 nay

Motion Passed

18. CY25-12 Resolution establishing policy and procedure for City Committees and repealing resolution CY19-20 City Advisory Committees

Motion made by Council Member Kearns to approve CY25-12 Resolution establishing policy and procedure for City Committees and repealing resolution CY19-20 City Advisory Committees.

Seconded by Council Member Beck

Public comment: None

Council debate: None

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

6 yea/ 0 nay

Motion Passed.

19. CY25-13 Resolution pertaining to the authorized investments of and establishing appropriate benchmarks to measure performance of the City's Endowment Funds

Motion made by Council Member Taylor to approve CY25-13 Resolution pertaining to the authorized investments of and establishing appropriate benchmarks to measure performance of the City's Endowment Funds.

Seconded by Council Member Kearns

Public comment: None

Council debate: None

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

6 yea/ 0 nay

Motion Passed.

CITY COUNCIL REPORTS

Council Member Kearns - Finding a lot support for PIPD grant project

20. Mayor Monthly Report

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

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Taylor - response to public comment about C-LAC

Council Member Kearns - re-arrange skiff floats due to windy weather

Council Member Warner - requesting EFG scoring rubric for WS

Vice Mayor Owens - City docks/boats and harbor

Council Member Taylor - harbor

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:37 PM.

POSTED ON: June 4, 2025 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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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.

Sally A. McLaughlin, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

**CITY OF GUSTAVUS
ORDINANCE FY25-27**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
TITLE 4 CHAPTER 13 SECTION 110 GRANT AWARDS.**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that Title 4 Chapter 13 Section 110 to be amended as follows :

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

TITLE 4 – Revenue and Finance

Chapter 4.13 – Gustavus Endowment Fund

Section 4.13.110 – Grant awards

- (a) The city council will develop and maintain an Endowment Fund Grant Policy and Procedure which will include a means of determining the amount available for dispersal, grant application process and form, application schedule, evaluation criteria, payment process and other pertinent information to further address the following:
- (b) By July 31 of each year, the city council shall determine the average annual market value (AAMV) of the fund. Up to three (3) percent of the AAMV of the fund may be added to the portion of the fund designated "available for grants," provided that the inflation adjusted principal of the fund is maintained.
- (c) Eligible recipients: Grants may be awarded to city departments, non-governmental organizations within the City of Gustavus, or other local entities whose proposals the city council deems worthy based on criteria outlined in in the Endowment Fund Grant Policy and Procedure. At least one applicant for each project must be at least ~~sixteen~~ **(16) eighteen (18)** years of age and a Gustavus resident. All applicants must be current on city taxes (if applicable).
- (d) Eligible purposes: Capital outlays, grant matching funds, and projects of broad community value may be funded in accordance with the Endowment Fund Grant Policy and Procedure.
- (e) Solicitation of proposals: The city council shall establish a procedure and timeline for soliciting proposals for community needs desiring funding. Proposals should, at minimum, include a written justification of need, explanation of benefits, and itemized

budget showing how the funds will be spent in accordance with the Endowment Fund Grant Policy and Procedure.

- (f) (f) Awards of grants: The city council, after due public input, shall decide by roll call vote which, if any, of the submitted proposals receive funding and in what amount, up to the total "available for grants." Any amount "available for grants" but not appropriated shall be carried forward as "available for grants" the following year. The council shall notify the investment advisor, if any, of the timeline for withdrawals from the fund.
- (g) Payments: The treasurer may make withdrawals from the fund as needed to pay for appropriated grants. Payment may be reimbursable or direct-to-third party basis as needed to assure the grant is used for the intended purpose. Payments may be made in advance in special circumstances.
- (h) Follow-up report: The grantee shall submit to the council, no later than one (1) year after the date of the award, a report describing the progress of award expenditure and evaluation of results. This report shall include, if necessary, a request for grant extension beyond one (1) year.
- (i) Retracting awards: Awards not paid out of the fund after one (1) year may be retracted by the city council for failure to 1) proceed in a timely fashion, 2) submit an acceptable and timely follow-up report, or 3) failure to obtain a grant extension. Retracted awards are returned to the amount "available for grants."
- (j) Inappropriate expenditure: If expenditures for the project are determined to be inappropriate or excessive, the grant award may be retracted and recipients required to repay expenses immediately.

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

Date Introduced: June 9, 2025

Date of Public Hearing: July 14, 2025

PASSED and **APPROVED** by the Gustavus City Council this XXth day of XXXX, 20XX

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-28NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
DEPARTMENT BUDGETS FOR FISCAL YEAR 2025**

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 2025 estimated income and 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		
INCOME	Original Budget	Amended Budget	Change
DRC Income:Recyclable Material Sales	\$ 3,600.00	\$ 14,932.54	\$ 11,332.54
Federal Revenue:PILT	\$ 150,000.00	\$ 160,917.19	\$ 10,917.19
Federal Revenue:NFR	\$ 45,000.00	\$ 1,130.27	\$ <43,869.73>
State Revenue:CAP	\$ 75,122.49	\$ 82,906.22	\$ 7,783.73
Tax Income:Retail Tax	\$ 440,000.00	\$ 468,259.15	\$ 28,259.15
Tax Income:Penalties & Interest	\$ 2,000.00	\$ 11,289.97	\$ 9,289.97
Total Change in Income			\$23,712.85

EXPENSE	Original Budget	Amended Budget	Change
Building:Library	\$ 5,000.00	\$ 7,093.91	\$ 2,093.91
Contractual Services:GVFD	\$ 2,000.00	\$ 3,315.90	\$ 1,315.90
Insurance:Marine Facilities	\$ 6,641.26	\$ 2,965.31	\$ 3,675.95
Professional Services	\$ 15,000.00	\$ 30,000.00	\$15,000.00
Road Maintenance	\$ 215,000.00	\$ 234,685.00	\$19,685.00
Telecommunications	\$ 17,921.00	\$ 27,329.91	\$ 9,408.91
Total Change in Expenses			\$51,179.67

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: *June 09, 2025*

DATE OF PUBLIC HEARING: *July 14, 2025*

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

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-29NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026 PROVIDING FUNDING FOR THE
GRAVEL PIT PROJECT**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

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

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance*			
	*Approximate, this is a dynamic value			
AMLIP Capital Current <i>Funding for first year Gravel Pit single operator model project</i>	\$ 375,713.19		\$ 415,713.19	\$ 40,000.00
AMLIP Capital Improv Long-Term	\$ 649,319.31		\$ 609,319.31	\$ <40,000.00>
Total Change in City Held Account Balances				\$ 0.00

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

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

DATE INTRODUCED: June 09, 2025

DATE OF PUBLIC HEARING: July 14, 2025

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

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-30NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2026**

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:

	Amounts		
CITY HELD ACCOUNTS	Account Balance*	Amended Balance	Change
AMLIP Capital Improv Long-Term <small>*Approximate, this is a dynamic value.</small>	\$ 649,319.31	\$ 764,663.03	\$ 115,343.72
AMLIP Reserve <small>*Approximate, this is a dynamic value.</small>	\$ 1,269,302.38	\$ 1,153,958.66	\$ <115,343.72>

Total Change in City Held Account Balances	\$	0.00
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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: June 9, 2025

DATE OF PUBLIC HEARING: July 14, 2025

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

Sally McLaughlin, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl Barker, City Clerk



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

June 11, 2025

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

Licensee: **Snug Harbor LLC**

DBA: Snug Harbor Liquor

VIA email: snugharborliquor@gmail.com; codlips@gmail.com;

CC: None

Local Government 1: Gustavus

Local Government 2: Unorganized Borough

Via Email: clerk@gustavus-ak.gov;

Community Council: n/a

Via Email: n/a

Re: Package Store License #4549 Combined Renewal Notice for 2025-2026 Renewal Cycle

License Number:	#4549
License Type:	Package Store
Licensee:	Snug Harbor LLC
Doing Business As:	Snug Harbor Liquor
Physical Address:	1/8 Wilson Rd, Gustavus, AK, 99826
Designated Licensee:	Colleen Stansbury
Phone Number:	907-723-8875; 907-697-2354
Email Address:	snugharborliquor@gmail.com ; codlips@gmail.com ;

☒ License Renewal Application

☐ Endorsement Renewal Application

Dear Licensee:

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

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

Your application will be scheduled for the **June 24th, 2025** board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

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

Dear Local Government:

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

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

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

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

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

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

Sincerely,
Alysha Pacarro, Licensing Examiner II
For
Kevin Richard, Director



Document reference ID : 4522

Renewal Application Summary

Application ID:	4522
License No:	4549
License Type applied for Renewal:	Package Store License(PSL)
Licensee Name:	Snug Harbor Llc
Application Status:	In Review
Application Submitted On:	12/06/2024 12:38 PM AKST

Entity Information

Business Structure:	Limited liability company
FEIN/SSN Number:	
Alaska Entity number (CBPL):	96294
Alaska Entity Formed Date:	
Home State:	

Entity Contact Information

Entity Address:	PO Box 273, Gustavus, AK, 99826
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Renewal Information

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

No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in the next two years?:

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:

Year-round

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

Attestations

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

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

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

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

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

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

Signature

This application was digitally signed by : Colleen Stansbury on 12/06/2024 12:44 PM AKST

Payment Info

Payment Type : CC

Payment Id: 66a0443b-f56c-45b9-a9bf-1470ef0272b4

Receipt Number: 100981991



Document reference ID : 4522

Licensing Application Summary

Application ID: 4522

Applicant Name: Snug Harbor Llc

License Type applied for: Package Store License(PSL) (AS 04.09.230)

Application Status: In Review

Application Submitted On: 12/06/2024 12:38 PM AKST

Entity Information

Business Structure: Limited liability company

Alaska Entity Number (CBPL): 96294

Entity Contact Information

Entity Address: PO Box 273, Gustavus, AK, 99826, USA

Ownership / Principal Party Details

Principal Parent Entity	Principal Party	Role	%Ownership
Snug Harbor Llc	Bruce A Smith	Member	50
Snug Harbor Llc	Colleen Stansbury	Member	50

Premises Address

Address: 1/8 Wilson Rd, Gustavus, AK, USA

Does the proposed site include a valid street address? Yes

Item #10.

Basic Business information

Business/Trade Name:

Snug Harbor Liquor

Local Government and Community Council Details

City/Municipality

Gustavus

Borough

Unorganized Borough

Attestations

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

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

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

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

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

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

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

Signature

Item #10.

This application was digitally signed by : Colleen Stansbury on 12/06/2024 12:44 PM AKST

Payment Info

Payment Type : CC

Payment Id: 66a0443b-f56c-45b9-a9bf-1470ef0272b4

Receipt Number: 100981991

Payment Date: 12/06/2024 12:51 PM AKST

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

**A RESOLUTION BY THE CITY OF GUSTAVUS ESTABLISHING POLICY AND PROCEDURE
FOR PLAT REVIEW AND SIGNING**

WHEREAS, The City of Gustavus is in the Unorganized Borough of the State of Alaska and has no platting authority; and

WHEREAS, subdivisions of land in municipalities without platting authority are subject to 11AAC 53.700, wherein plats are submitted to the municipality for review and approval by the mayor; and,

WHEREAS, residents will benefit from a review to ensure public easements meet or exceed City of Gustavus road standards to allow for vehicle and pedestrian access, utilities, drainage and emergency access; and,

WHEREAS, a clear policy and procedure is needed to guide city staff through the review and the signing process;

NOW THEREFORE BE IT RESOLVED, that the City Council of Gustavus, Alaska hereby accepts the attached Policy and Procedure for Plat Review and Signing.

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

Sally A. McLaughlin, Mayor

Attest: Liesl M. Barker, City Clerk

CITY OF GUSTAVUS

POLICIES AND PROCEDURES

Policy and Procedure for Plat Review and Signing

Background:

The City of Gustavus is in the Unorganized Borough. Platting authority is within the Alaska Department of Natural Resources; plat certificates for subdivisions of land in municipalities without platting authority are sent to the municipality for review and approval by the mayor, per 11AAC 53.700. The plat includes a signature block wherein the City Mayor accepts publicly dedicated easements.

Policy:

It is the policy of the City of Gustavus to review proposed subdivisions to ensure that they will have sufficient publicly dedicated easements to serve the needs of present and future generations. The City will encourage subdividers to plan for public easements that meet or exceed City of Gustavus road standards. Acceptance of dedicated public easements does not obligate the city to construct or maintain improvements.

Procedure:

1. On receipt of a draft subdivision plat for review, the Mayor, with assistance as needed by city staff, will review the plat in accordance with this policy and procedure. Consideration of the following aspects may be helpful but are not required:
 - Subdivision plats should consider the long-term needs of Gustavus for vehicle and pedestrian access, utilities, drainage, usage changes, further subdivision, etc.
 - Are road easements wide enough to provide for ditches, maintenance, snow berms, brush clearing for visibility, etc., without impacting adjacent properties?
 - Would through-streets such as in a street grid serve ease of access and maintenance better than suburban cul-de-sacs?
 - Are easements clearly dedicated to the public to allow unrestricted access and maintenance?
 - Road easements should be outside lot corners, not across or on lots. Lot corners should be outside of the easements.
 - Lot corners should be clearly monumented.
 - Are easements, particularly at corners and intersections, wide enough to allow emergency vehicles to make turns?

- Is there a drainage plan?
- Is the neighborhood walkable and bikeable?

2. After reviewing the proposed subdivision plat the Mayor will submit any recommendations to the plat developer, surveyor or platting authority, who may or may not accept recommendations.
3. The plat developer will prepare the final version and return to the City for final review and signature.
4. The mayor is authorized to sign the acceptance of dedication certificate in accordance with 11AAC 53.700 (c) on the final plat.

Sally A. McLaughlin, Mayor

Date