



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

General Meeting Packet

December 10, 2018



GUSTAVUS CITY COUNCIL

GENERAL MEETING

DECEMBER 10, 2018

7:00PM AT CITY HALL

Gustavus City Council:

Mayor (Seat C):

Calvin Casipit

calvin.casipit@gustavus-ak.gov

Term Expires 2020

Vice Mayor (Seat G):

Susan Warner

susan.warner@gustavus-ak.gov

Term Expires 2021

Council Member (Seat A):

Cheryl Cook

cheryl.cook@gustavus-ak.gov

Term Expires 2019

Council Member (Seat B):

Jake Ohlson

jake.ohlson@gustavus-ak.gov

Term Expires 2019

Council Member (Seat D):

Mike Taylor

mike.taylor@gustavus-ak.gov

Term Expires 2020

Council Member (Seat E):

Erin Ohlson

erin.ohlson@gustavus-ak.gov

Term Expires 2021

Council Member (Seat F):

Brittney Cannamore

brittney.cannamore@gustavus-ak.gov

Term Expires 2021

Gustavus City Hall:

City Administrator-Tom Williams

administrator@gustavus-ak.gov

City Clerk-Karen Platt

clerk@gustavus-ak.gov

City Treasurer-Phoebe Vanselow

treasurer@gustavus-ak.gov

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - A. Special Meeting Minutes 11-19-2018
 - B. General Meeting Minutes 11-19-2018
 - C. Special Meeting Minutes 11-28-2018
 - D. Special Meeting 12-03-2018
4. Mayor's Request for Agenda Changes:
5. Committee/Staff Reports:
 - A. Marine Facilities
 - B. City Administrator
 - C. Financial
6. Public Comment on Non-Agenda Items:
7. Consent Agenda:
 - A. Snug Harbor Renewal Liquor License Application
 - B. Certificate of Destruction
 - C. Introduce FY19-11NCO for AMLIP Capital Improv Current transfer
 - D. Introduce FY19-12NCO for AMLIP Reserve
8. Ordinance for Public Hearing:
 - A. Approve FY19-09NCO Endowment Fund Grant Transfer (Introduced 11-19-2018)
 - B. Approve FY19-10NCO CP17-02 DRC Closeout (Introduced 11-19-2018)
9. Unfinished Business:
10. New Business:
 - A. Approve expenditure of \$10,500 to Altman, Rogers and Co. for Review Services of FY18 per their Engagement Letter
 - B. CY18-31 Resolution to Award Endowment Fund Earnings For 2019
 - C. CY18-32 A Resolution Adopting an Alternative Allocation Method for the FY19 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
11. City Council Reports:
 - A. Mayor
12. City Council Questions and Comments:
13. Public Comment on Non-Agenda Items:
14. Executive Session:
15. Adjournment:



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Approval of Minutes



**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
November 19, 2018**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on November 19, 2018, at 7:00pm by Mayor Casipit. There are four (4) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Mayor Casipit
Vice Mayor Warner
Council Member Cook
Council Member Taylor
Council Member Jake Ohlson
Council Member Brittney Cannamore
Council Member Erin Ohlson

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:

A. Special Meeting Minutes 09-24-18

MOTION: Council Member E. Ohlson moves to approve the Special Meeting Minutes from September 24, 2018

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: E. Ohlson, Warner, J. Ohlson, Cannamore, Cook, Taylor, Casipit

NO:

MOTION **PASSES**/FAILS **7/0**

B. Special Meeting Minutes 10-05-2018

Clerks Note: Special Meeting Minutes 10-05-2018 were approved at the 10-08-2018 General Meeting.

C. General Meeting Minutes 10-08-2018

MOTION: Council Member Cannamore moves to approve the General Meeting Minutes from October 8, 2018

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Cannamore, Warner, E. Ohlson, Casipit, Cook, Taylor, J. Ohlson

NO: 0

MOTION **PASSES**/FAILS **7/0**

D. Special Meeting Minutes 10-10-2018

MOTION: Council Member Cook moves to approve the Special Meeting Minutes from October 10, 2018

SECONDED BY: Vice Mayor Warner

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Cook, Casipit, Taylor, Cannamore, E. Ohlson, J. Ohlson, Warner

NO: 0

MOTION **PASSES**/FAILS **7/0**

E. Special Meeting Minutes 11-08-2018

MOTION: Council Member Taylor moves to approve the Special Meeting Minutes from November 8, 2018

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Warner, Taylor, Cook, Casipit, E. Ohlson, J. Ohlson, Cannamore

NO: 0

MOTION **PASSES**/FAILS **7/0**

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Casipit announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:**A. GVA**

- 1) Warner
- 2) J. Ohlson

B. GCEP

- 1) Conflict of Interest Hearing

Council Member E. Ohlson declared a conflict of interest regarding CEO of Preschool and being a Council Member.

Mayor Casipit presided over the hearing and made the determination that a conflict of interest does not exist for her to provide a report on the program

CEO, Erin Ohlson provided a written and oral report

- a) Warner

C. DRC Master, Paul Berry provided a written and oral report

- 1) J. Ohlson
- 2) Warner
- 3) E. Ohlson

D. Clerk, Karen Platt provided a written and oral report

- 1) Casipit

E. City Administrator, Tom Williams provided a written and oral report

- 1) Warner
- 2) Casipit
- 3) Cook
- 4) E. Ohlson
- 5) J. Ohlson
- 6) Taylor

F. Financial-Treasurer Phoebe Vanselow provided a written report

- 1) Cook
- 2) Taylor
- 3) Warner

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

- a) Chris Gabriel-Gustavus Community Center update
- b) Sean Neilson-Road Name Changes
 - 1) Cannamore
 - 2) Taylor

7. CONSENT AGENDA**A. Introduce FY19-09NCO Endowment Fund Grant Transfer**

B. Introduce FY19-10NCO CP17-02 DRC Closeout**C. Certificate of Destruction**

MOTION: Council Member J. Ohlson moves to approve the Consent Agenda

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) Erin Ohlson

Hearing no objections, the Consent Agenda is passed by unanimous consent

8. ORDINANCE FOR PUBLIC HEARING**A. Approve FY19-07NCO Admin Budget (introduced 10-08-2018)**

MOTION: Vice Mayor Warner moves to approve FY19-07NCO Admin Budget

SECONDED BY: Council Member J. Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Cook, E. Ohlson, Warner, J. Ohlson, Casipit, Cannamore, Taylor

NO: 0

MOTION **PASSES**/FAILS **7/0**

9. UNFINISHED BUSINESS**10. NEW BUSINESS:****A. Resolution CY19-29 Benefits Policy & Policy**

MOTION: Council Member Cook moves to approve Resolution CY17-29 Benefits Policy & Procedure

SECONDED BY: Council Member E. Ohlson

PUBLIC COMMENT:

- 1) Paul Berry

COUNCIL COMMENT:

- 1) Taylor
- 2) Warner
- 3) Cook
- 4) J. Ohlson

MOTION AS AMENDED: Council Member Cook moves to approve as amended Resolution CY17-29 Benefits Policy by striking the words “part-time” in the second and third paragraph of VI. Flexible Work Schedule

ROLL CALL VOTE ON MOTION

YES: Casipit, E. Ohlson, J. Ohlson, Taylor, Cook, Cannamore, Warner

NO: 0

MOTION **PASSES**/FAILS **7/0**

B. Resolution CY19-30 City Water

MOTION: Mayor Casipit moves to approve Resolution CY17-30 in support of the City of Gustavus adopting utility powers to provide bulk drinking water

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

- 1) J. Ohlson
- 2) Cook
- 3) Taylor
- 4) E. Ohlson
- 5) Cannamore
- 6) Warner
- 7) Casipit

MOTION: Council Member Cook moves to postpone Resolution CY17-30 to the next Special Meeting to be held on November 28, 2018 at 7:00pm.

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT:

ROLL CALL VOTE ON MOTION TO POSTPONE TO A CERTAIN TIME:

YES: Taylor, Cook, E. Ohlson, Warner, Cannamore, J. Ohlson, Casipit

NO: 0

MOTION **PASSES**/FAILS **7/0**

- 1) Cook
- 2) J. Ohlson
- 3) Taylor

11. CITY COUNCIL REPORTS:

12. CITY COUNCIL QUESTIONS AND COMMENTS:

- 1) J. Ohlson-Potential Conflict of Interest
- 2) Cannamore-Potential Conflict of Interest
- 3) E. Ohlson-Potential Conflict of Interest
- 4) Casipit-Appearence of conflicts and real conflicts
- 5) Cook-Alaska Airlines Mileage

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 9:24pm.

Calvin Casipit, Mayor

Date

Attest: Karen Platt, City Clerk

Date

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
November 19, 2018**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on November 19, 2018, at 6:30 pm by Mayor Casipit. There are five (5) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Mayor Casipit
Vice Mayor Warner
Council Member Cook
Council Member J. Ohlson
Council Member Taylor
Council Member E. Ohlson
Council Member Cannamore

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:**4. MAYOR'S REQUEST FOR AGENDA CHANGES: None****5. COMMITTEE REPORTS/STAFF REPORTS:****6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None****7. CONSENT AGENDA:****8. ORDINANCE FOR PUBLIC HEARING:****9. UNFINISHED BUSINESS:****10. NEW BUSINESS:****A. Resolution CY19-31 USFS Roadless Rule**

MOTION: Council Member Casipit moves to adopt Resolution CY19-31 USFS Roadless Rule

SECONDED: Cook

PUBLIC COMMENT:

- 1) Jim Mackovjak
- 2) Kim Heacox

a. Council Member Taylor

COUNCIL COMMENT:

- 1) Mike Taylor
- 2) Erin Ohlson
- 3) Jake Ohlson
- 4) Calvin Casipit

ROLL CALL VOTE:

YES: Cannamore, Casipit, Cook, J. Ohlson, E. Ohlson, Taylor, Warner

NO:

MOTION **PASSES** / FAILS **7/0**

11. CITY COUNCIL REPORTS:**12. CITY COUNCIL QUESTIONS AND COMMENTS: None****13. PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- 1) Jim Mackovjak

14. EXECUTIVE SESSION:**15. ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 6:53 pm.

Calvin Casipit, Mayor

Date

Attest: Karen Platt, City Clerk

Date

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
November 28, 2018**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on November 28, 2018, at 7:02 pm by Mayor Casipit. There are nine (9) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Casipit
Vice Mayor Warner
Council Member Cook
Council Member J. Ohlson
Council Member Taylor
Council Member E. Ohlson
Council Member Cannamore

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES: None

5. COMMITTEE REPORTS/STAFF REPORTS:

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA:

8. ORDINANCE FOR PUBLIC HEARING:

9. UNFINISHED BUSINESS:

A. Resolution CY18-30 City Water

MOTION: Council Member Cook moved to adopt Resolution CY18-30 City Water as amended

SECONDED: E. Ohlson

PUBLIC COMMENT:

- 1) Janet Neilson
- 2) Nicole Grewe
- 3) Kelly McLaughlin
- 4) Karen Sargent
- 5) Kathy Hocker

COUNCIL COMMENT:

- 1) J. Ohlson
- 2) Taylor
- 3) Casipit
- 4) Cook
- 5) Warner
- 6) E. Ohlson
- 7) Cannamore

ROLL CALL VOTE:

YES: Cannamore, Warner, E. Ohlson, Casipit, Cook, Taylor, J. Ohlson

NO:

MOTION **PASSES** / FAILS **7/0**

10. NEW BUSINESS:

11. CITY COUNCIL REPORTS:

12. **CITY COUNCIL QUESTIONS AND COMMENTS:**

- a) Casipit
- b) E. Ohlson
- c) Taylor

13. **PUBLIC COMMENT ON NON-AGENDA ITEMS:**

- a) Whitney Rapp

14. EXECUTIVE SESSION:

15. **ADJOURNMENT:**

Hearing no objections, Mayor Casipit adjourns the meeting at 8:20 pm.

Calvin Casipit, Mayor

Date

Attest: Karen Platt, City Clerk

Date

**GUSTAVUS CITY COUNCIL
SPECIAL MEETING MINUTES
December 3, 2018**

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on December 3, 2018, at 7:00 pm by Mayor Casipit. There are three (3) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Casipit
Vice Mayor Warner
Council Member Cook
Council Member J. Ohlson
Council Member Taylor
Council Member E. Ohlson
Council Member Cannamore

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:

4. MAYOR'S REQUEST FOR AGENDA CHANGES: None

5. COMMITTEE REPORTS/STAFF REPORTS:

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

a) Kelly McLaughlin

7. CONSENT AGENDA:

8. ORDINANCE FOR PUBLIC HEARING:

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

11. CITY COUNCIL REPORTS:

12. CITY COUNCIL QUESTIONS AND COMMENTS: None

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION:

A. Discuss actions relating to the PFAS contamination that has confidential and legal implications

MOTION: Mayor Casipit moved to enter Executive Session to discuss actions relating to the PFAS contamination that has confidential and legal implications

SECONDED: Council Member Warner

ROLL CALL VOTE:

YES: Cannamore, Warner, E. Ohlson, Casipit, Cook, Taylor, J. Ohlson

NO:

MOTION **PASSES** / FAILS **7/0**

Mayor Casipit closed the Special Meeting and opened the Executive Session at 7:15pm.

MOTION: Council Member Taylor moved to close the Executive Session and reopen the Special Meeting.

SECONDED: Council Member Cook

Hearing no objections motion passes by unanimous consent

Mayor Casipit closed the Executive Session and opened the Special Meeting at 8:17 pm.

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 8:18pm.

Calvin Casipit, Mayor

Date

Attest: Karen Platt, City Clerk

Date



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Mayor's Request for Agenda Changes



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Committee/Staff Reports



Marine Facilities Coordinator (MFC) Quarterly Staff Report

Ben Sadler, Marine Facilities Coordinator/Harbormaster

Tuesday, December 10th, 2018

My last quarterly report was at the September 10th General Meeting, and my next quarterly report is scheduled for the June 10th General Meeting.

General Day to Day

Harbormaster

In my role as Harbormaster, I have continued to monitor activities at both the Dock facility and the Salmon River Boat Harbor. I have been able to maintain the waterless restrooms located at the Beach and the Salmon River Park with little effort thanks to the kindness of the users. Except for one or two users, the trash and recyclables from the Beach receptacles have been free of household waste. Since my last report, I have removed approximately 112 #'s of recyclable material and 150 #'s of trash from the Beach receptacles bringing my yearly totals to 280 #'s of recyclable material and 676 #'s of trash.

I have been able to continue repairs on all surfaces of the City-owned floats. With the exception of a few places, I have been able to do this without buying new materials. I chose to wait for the few places that need replacement rather than repair until next spring. I thought we might get a little extra life out of them if we waited until after winter to add new wood.

The replacement transition ramp will be installed this winter and ready to use next spring with the small float that remained in storage in the Salmon River this summer. Repairs to the hinge on the angled transition plate in use on the dock float will also be fixed at that time.

I have also continued to walk the Beach and Boat Harbor weekly to remove trash and inspect the Marine facilities located at them.

Marine Facilities Coordinator

In my role as Marine Facilities Coordinator, I have begun working with Tom and Phoebe on next year's budget and FY20 Capital Improvement projects. I have also

been working closely with Fairweather Construction on formulating a plan for the removal of derelict vessels from the Salmon River Boat Harbor. At this time, I have 8 vessels slated for removal and have identified floats for removal and possible replacement. Tom and I are working on budget proposals that will include funding for buying some City owned and maintained floats to replace current floats that need to be removed from City property. We have identified a couple of floats that present hazards and plan to start out by replacing these, with the intention of replacing them all with City owned floats in the future.

In my role as Marine Facilities Coordinator, I have also continued to work on projects at the Library and City Hall.

Salmon River Boat Harbor Clean-up Project

I have completed three of the five phases that I identified in the SRH Clean-up project scoping document. The two remaining phases are the removal of derelict boats and floats and the creation of a picnic area. These phases are at different stages of completion.

1. Picnic tables and barbeque pits. A spot has not yet been identified. I have not begun this phase of the Project.
2. Removing derelict wooden boats and floats. Some boats and floats have been slated for removal. I am working with Fairweather Construction to have this phase of the project completed by June of 2019.

The remainder of work discussed in the scoping document will be the continued removal and replacement of the current wooden floats with City owned and maintained floats. There is currently \$26137.43 left in the Capital Project Improvement Fund slated for this project. Based on the disposal costs from 2015 (5 boats sent with Frontier Freight to Capitol Disposal in Juneau), I am estimating that we can remove the boats currently impounded and slated for removal for \$10,000. This figure includes removal by Fairweather Construction, shipping by Frontier Freight, and disposal in Juneau.

Thank you. Report compiled by BPS on 12/06/18

City of Gustavus
Balance Sheet
As of November 30, 2018

	Nov 30, 18
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	13,020.28
AMLIP Capital Improv Long-Term (0630598.2)	706,268.79
AMLIP Repair & Replacement (0630598.3)	317,407.51
AMLIP Road Maint - Unencumbered (0630598.4)	251,178.98
AMLIP Road Maint - Encumbered (0630598.8)	51,233.36
APCM.Endowment Fund	1,415,138.50
FNBA - Checking	712,793.28
FNBA Endowment Fund - Checking	27,773.07
FNBA First Investment Account	751,211.22
Petty Cash	119.31
Total Checking/Savings	4,246,144.30
Accounts Receivable	
Accounts Receivable	8,051.26
Total Accounts Receivable	8,051.26
Total Current Assets	4,254,195.56
TOTAL ASSETS	4,254,195.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	108.30
Total Accounts Payable	108.30
Credit Cards	
Bank of America Alaska Air Visa	4,903.92
Total Credit Cards	4,903.92
Other Current Liabilities	
Payroll Liabilities	
State Unemployment	466.67
Total Payroll Liabilities	466.67
Total Other Current Liabilities	466.67
Total Current Liabilities	5,478.89
Total Liabilities	5,478.89
Equity	
Fund Balance	3,028,910.86
Opening Bal Equity	1,084,743.57
Net Income	135,062.24
Total Equity	4,248,716.67
TOTAL LIABILITIES & EQUITY	4,254,195.56

12/05/18

Profit & Loss Budget vs. Actual COG Accrual

Accrual Basis

July through November 2018

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Returned Check Charges	30.00			
Business License Fees	250.00	3,500.00	-3,250.00	7.1%
Donations	475.00	1,000.00	-525.00	47.5%
DRC Income	58,059.17	89,480.00	-31,420.83	64.9%
Federal Revenue				
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
Total Federal Revenue	107,167.43	107,000.00	167.43	100.2%
Fundraising	80.00	700.00	-620.00	11.4%
GVFD Income	4,082.81	8,000.00	-3,917.19	51.0%
Interest Income	7,271.85	14,500.00	-7,228.15	50.2%
Lands Income	9,736.00	8,000.00	1,736.00	121.7%
Lease Income	6,157.00	12,541.42	-6,384.42	49.1%
Library Income	304.30	1,500.00	-1,195.70	20.3%
Marine Facilities Income	1,845.00	16,250.00	-14,405.00	11.4%
State Revenue				
Community Assistance Program	85,461.43	85,461.43	0.00	100.0%
Shared Fisheries Business Tax	328.76	1,500.00	-1,171.24	21.9%
Total State Revenue	85,790.19	86,961.43	-1,171.24	98.7%
Tax Income				
Retail Tax Income	234,147.72	339,000.00	-104,852.28	69.1%
Room Tax Income	49,498.66	65,000.00	-15,501.34	76.2%
Fish Box Tax	12,330.00	15,000.00	-2,670.00	82.2%
Penalties & Interest	1,080.06	0.00	1,080.06	100.0%
Tax Exempt Cards	10.00	150.00	-140.00	6.7%
Total Tax Income	297,066.44	419,150.00	-122,083.56	70.9%
Total Income	578,315.19	768,582.85	-190,267.66	75.2%
Gross Profit	578,315.19	768,582.85	-190,267.66	75.2%
Expense				
Administrative Costs	1,581.47	14,300.00	-12,718.53	11.1%
Advertising	503.57	500.00	3.57	100.7%
Ambulance Billing Expense	1,085.50	1,000.00	85.50	108.6%
Bank Service Charges	1,340.06	2,250.00	-909.94	59.6%
Building	12,069.81	14,380.06	-2,310.25	83.9%
Contractual Services	19,921.02	55,500.00	-35,578.98	35.9%
Dues/Fees	1,755.99	6,950.00	-5,194.01	25.3%
Economic Development Services				
GVA	20,000.00	20,000.00	0.00	100.0%
Total Economic Development Services	20,000.00	20,000.00	0.00	100.0%
Election Expense	276.70	250.00	26.70	110.7%
Equipment	6,780.38	14,896.00	-8,115.62	45.5%
Freight/Shipping	11,769.03	19,050.00	-7,280.97	61.8%
Fundraising Expenses	0.00	600.00	-600.00	0.0%
General Liability	3,827.10	5,001.38	-1,174.28	76.5%
Holiday gift	0.00	3,000.00	-3,000.00	0.0%
Library Materials	-12.06	600.00	-612.06	-2.0%
Marine Facilities	2,087.50	4,625.46	-2,537.96	45.1%
Occupational Health	0.00	500.00	-500.00	0.0%

12/05/18

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through November 2018

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
Payroll Expenses	174,080.87	438,148.05	-264,067.18	39.7%
Professional Services	11,187.50	20,000.00	-8,812.50	55.9%
Public Relations	668.08	500.00	168.08	133.6%
Repair & Replacement Fund	16,067.76	20,095.76	-4,028.00	80.0%
Road Maintenance	29,690.00	85,000.00	-55,310.00	34.9%
Social Services				
GCEP dba The Rookery	12,964.00	12,964.00	0.00	100.0%
Total Social Services	12,964.00	12,964.00	0.00	100.0%
Supplies	5,542.64	18,500.00	-12,957.36	30.0%
Telecommunications	9,473.99	20,500.00	-11,026.01	46.2%
Training	9,577.97	21,100.00	-11,522.03	45.4%
Travel	11,992.17	19,850.00	-7,857.83	60.4%
Utilities	8,816.82	17,200.00	-8,383.18	51.3%
Vehicle	5,917.91	10,336.95	-4,419.04	57.3%
Total Expense	378,965.78	847,597.66	-468,631.88	44.7%
Net Ordinary Income	199,349.41	-79,014.81	278,364.22	-252.3%
Other Income/Expense				
Other Income				
Encumbered Funds	85,000.00	85,100.00	-100.00	99.9%
Total Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Income	284,349.41	6,085.19	278,264.22	4,672.8%

Accounts Receivable Detail

As of 11/30/18

\$3,630.94	Delinquent Sales Tax
\$4,053.16	Ambulance Transport Billing - In Progress
\$200.00	Landing Fees Billing
\$250.00	Penalty for Fish-Box Tax Non-Compliance
(\$82.84)	Net of Other Minor Customer Account Balances
<hr/>	
\$8,051.26	Total

FNBA Checking Account - Unrestricted Funds Balance

As of 11/30/18

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

FNBA Checking Account Balance: \$712,793.28

Obligated Funds Currently in Checking Account:

DRC	CP17-02 DRC: Driveway Improvements	(\$2,193.23)
MF	CP18-01 Salmon River Harbor	(\$26,137.43)
Roads	CP18-02 Wilson Rd Drainage	(\$40,000.00)
Roads	CP18-03 Road Name Signs	\$0.00
	CP18-04 LIDAR of Gustavus	(\$28,400.00)
DRC	CP18-05 DRC Pre-Processing	(\$26,400.00)
DRC	CP18-06 DRC Storage Bins - Jack	(\$18,000.00)
DRC	CP18-07 Household Haz Waste Fac	(\$59,450.00)
GVFD	CP18-08 SCBA funding NCO FY19-08	(\$73,532.40)
Roads	Encumbered Road Maint. Funds	(\$45,799.50)
Library	FY19 PLA Grant	(\$3,780.39)
Library	SoA OWL Internet Subsidy	(\$1,212.40)
Roads	USFWS Chase Drvwy	(\$251.02)

Unrestricted Funds: \$387,636.91

Pending Transfers:

DRC	Return CP17-02 unused funds - NCO FY19-10	\$2,193.23
Roads	CP18-02 Roads to AMLIP for now - NCO FY19-11	\$40,000.00
DRC	CP18-05 DRC to AMLIP for now - NCO FY19-11	\$26,400.00
DRC	CP18-06 DRC to AMLIP for now - NCO FY19-11	\$18,000.00
DRC	CP18-07 DRC to AMLIP for now - NCO FY19-11	\$59,450.00

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%.

FY19 budgeted operating expenses:

\$844,713.23

25% = \$211,178.31

17% = \$143,601.25

35% = \$295,649.63

Incoming Grants/Scholarships to City of Gustavus FY19

Dept.	Purpose	Date Received	Amount Awarded	QB Class Name	Amount Spent to Date	Remaining Funds	Notes
Library	Library Supplies	7/13/2018	\$7,000.00	FY19 PLA Grant	\$3,219.61	\$3,780.39	State of AK Public Library Assistance (PLA) grant for library materials
	Reading with Rachel	7/16/2018	\$571.00	Reading with Rachel	\$571.00	\$0.00	Grant from Jon & Julie Howell
	Library Internet	7/20/2018	\$2,078.40	SoA OWL Internet Subsidy	\$866.00	\$1,212.40	Alaska OWL monthly internet subsidy
	Library Training	spring 2019	\$2,500.00	--	\$2,500.00	\$0.00	State of AK grant for AkLA conference reimbursement
GVFD	GVFD Supplies	4/27/2018	\$7,312.50	2018 VFA Grant	\$7,312.50	\$0.00	The Volunteer Fire Assistance (VFA) provides assistance in training, equipment purchases, and prevention activities, on a cost share basis.
Admin	City Clerk Training	Spring 2018	\$400.00	will be reimbursed after the institute			scholarship for IIMC institute from IIMC Foundation
	City Clerk Training	8/6/2018	\$1,550.00	--	\$1,550.00	\$0.00	scholarship for FY18 IIMC institute registration
	City Clerk Training	10/22/2018	\$300.00	--	\$300.00	\$0.00	AAMC scholarship for Nov. 2018 annual conference
	Council Member Training 10/29-1	11/10/2018	\$863.09	--	\$863.09	\$0.00	State of AK/DCRA grant for travel/lodging reimbursement

\$22,574.99

Outgoing Grants from City of Gustavus - Endowment Fund Grant (EFG)

Resolution	Grantee	Date Awarded	Amount Awarded	QB Class Name	Amount Disbursed to Date	Remaining Funds	Notes
CY16-04	Gustavus Community Center	3/14/2016	\$33,447.45	2016-2019 EFG - GCC	\$9,839.36	\$23,608.09	3-year grant, ends March 15, 2019
CY17-14	Gustavus Community Center	12/12/2017	\$13,812.73	2018 EFG - GCC	\$10,827.50	\$2,985.23	
CY17-14	GCEP	12/12/2017	\$4,727.21	2018 EFG - GCEP	\$3,600.04	\$1,127.17	
CY17-14	GHAA	12/12/2017	\$3,475.00	2018 EFG - GHAA	\$3,475.00	\$0.00	
CY17-14	SRP Playground	12/12/2017	\$20,000.00	2018 EFG - SRP Playground	\$20,000.00	\$0.00	

Capital Projects 2018-2023

22 of 51

Capital Projects	Budget Requested	Amount Funded	Funded Project QuickBooks Class Name	Dept./ Committee	Short Form Complete	Full Scoping Document Submitted	Council Approval	Funded Date	Notes	Proposed Completion Date	Proposed Funding Source
Funded for 2018 (most by FY18-22NCO):											
IT Overhaul - equipment purchases	\$5,000	\$ 5,000.00	(oper. budget)	Admin	2/14/2018	n/a	thru budget	thru budget	FY18-FY19 operating budgets	in progress	operating budget
Preprocessing Storage & Driveway:						see sub-projects					
Driveway Improvements (\$10,000)	\$ 10,000.00	\$ 14,740.00	CP17-02 DRC	DRC	N/A	9/16/2016	9/16/2016	3/13/2017	6/11/18 amended scoping document	done	AMLIP
Storage Bins/Pallet Jack (\$18,000)	\$ 18,000.00	\$ 18,000.00	CP18-06 DRC Storage Bins - Jack	DRC	N/A	9/16/2016	9/16/2016	6/11/2018		2019	AMLIP
Preprocessing Storage (\$26,400)	\$ 26,400.00	\$ 26,400.00	CP18-05 DRC Pre-Processing	DRC	N/A	9/16/2016	9/16/2016	6/11/2018	6/11/18 amended scoping document; Phase 1	2019	AMLIP
Household Hazardous Waste Facility	\$ 59,450.00	\$ 59,450.00	CP18-07 Household Haz Waste Fac	DRC	N/A	12/5/2016	12/12/2016	6/11/2018		2019	AMLIP
Composting Quonset Replacement - design	\$2500-\$5000	\$ 2,500.00	(oper. budget)	DRC	N/A	1/2/2018	1/15/2018	NCO 1/15/2018	Phase 1	2019	operating budget
Central Lighting Replacement		\$ -	(oper. budget)	Library	3/1/2018	short form rec'd; experimenting in-house			FY18 operating budget	done	operating budget
Salmon River Harbor Clean-up & Kiosk	\$ 27,000.00	\$ 27,000.00	CP18-01 Salmon River Harbor	MF	N/A	1/3/2017	1/9/2017	6/11/2018		in progress	AMLIP
Wilson Rd. - ditching, culverts	\$ 40,000.00	\$ 40,000.00	CP18-02 Wilson Rd Drainage	Roads	N/A	1/26/2018	5/14/2018	6/11/2018		2019	AMLIP
Road name signs	\$ 22,100.00	\$ 22,100.00	CP18-03 Road Name Signs	Roads	N/A	Jan. 2018	4/9/2018	6/11/2018		done	AMLIP
LIDAR	\$ 28,400.00	\$ 28,400.00	CP18-04 LIDAR of Gustavus		4/5/2018	n/a	4/9/2018	6/11/2018		2019	AMLIP
Salmon River Playground	\$ 20,000.00	\$ 20,000.00	2018 EFG - SRP Playground	Admin	N/A	Oct. 2017	12/11/2017	12/11/2017	Endowment Fund Grant 2018	done	EFG
SCBA sets x 10	\$52,000-\$72,000	\$ 73,532.40	CP18-08 SCBA	GVFD	2/15/2018	n/a	finite purchase	11/8/2018	grant unsuccessful in 2018	in progress	AMLIP
Pending for 2018:											
Community Chest facility maintenance	\$10,000.00	\$ -		DRC					waiting on scoping document	2018	AMLIP
Energy audit, engineering plan				Library	3/1/2018	Res. CY18-12			Phase 1	2018	AMLIP
Roof/Building Expansion	\$700,000			GVFD	N/A	2/9/2018	2/12/2018			2018 or long-range	CIP - state, federal grant
Landscape Design consulting		\$ -		-split-	2/20/2018				Phase 1	Mid-range	AMLIP
Bike Shelter	\$18,695.85	\$ -		Library	N/A	10/31/2017			Phase 2	Mid-range	
Shed	\$1,100.00	\$ -		Library	N/A				Phase 2	Mid-range	
City Hall - roof over front door	Karen getting est.	\$ -		Admin					Phase 2	Mid-range	AMLIP
Beach Landscaping/Signage/Road blocks		\$ -		Beach	N/A				Phase 2	Mid-range	
Composting Quonset Replacement - structure	unknown	\$ -		DRC	N/A	1/2/2018			Phase 2	Mid-range: 2019?	
Refurbishing Old Quonset	\$15,000.00	\$ -		DRC					Phase 3	Mid-range: 2020?	
Preprocessing Storage - additional work? Phase 2		\$ -		DRC					Phase 2	Mid-range	
Dry Hydrants & Alternative Water Sources - design		\$ -		GVFD	2/15/2018				Phase 1	2019?	
Utility Pick-up Truck		\$ -		GVFD	2/15/2018					Mid-range	
Heating Source Replacement		\$ -		Library	3/1/2018				Phase 2	Mid-range	
City Hall & Fire Hall Energy Audit Repairs	\$9.00	\$ -		-split-	3/1/2018				Phase 2	Mid-range	
Grandpa's Farm Road Bridge & Culvert				Roads						Mid-range	USFWS and/or AKSSF
Driveway Relocation or River Bank Stabilization	\$ 20,000.00	\$ -		Admin	N/A				Phase 2	Long-range	AMLIP
City Hall front room - carpeting, painting, windows		\$ -		Admin	2/14/2018					Long-range	
Old P.O./Preschool building refurbish		\$ -		Admin	2/20/2018					Long-range	
Tree Planting/Earth work (\$3,300)	\$ 3,300.00	\$ -		DRC	N/A	9/16/2016	9/16/2016			Long-range	
Main Building Replacement	before landfill closes	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Landfill Closure 4-8 years	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Baler Purchase	long-term	\$ -		DRC	N/A	will be part of plan to be submitted in July 2018				Long-range	
Water Tender / Road Water Truck		\$ -		GVFD	2/15/2018					Long-range	
Edraulic Extrication Equipment	\$35,000			GVFD	2/15/2018					Long-range	AFG
Dry Hydrants & Alternative Water Sources - implementation		\$ -		GVFD	N/A				Phase 2	Long-range	
911 System Upgrade		\$ -		GVFD						Long-range	
Library Expansion		\$ -		Library	3/1/2018					Long-range	
Gravel Pit Expansion/New Location				Lands						Long-range	
City Vehicle		\$ -		-split-	2/20/2018					Long-range	
Total Capital Projects	\$1,059,454.85	\$ 337,122.40							Other Possible Projects/Major Purchases in the Future:		
									CH copier		
CAPGIS 2018 submission									GVFD telehealth		



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Public Comment on Non-Agenda Items



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Consent Agenda



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

November 15, 2018

City of Gustavus

Attn: City Clerk

Via email: clerk@gustavus-ak.gov

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Package Store	License Number:	4549
Licensee:	Snug Harbor LLC		
Doing Business As:	Snug Harbor Liquor		

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 cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	Snug Harbor Liquor	License Number:	4549
License Type:	Package Store		
Examiner:	<i>Came</i>	Transaction #:	-939282

Document	Received	Completed	Notes
AB-17: Renewal Application	10/12/18	11/15	
App and License Fees	10/12/18	10/12	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address and contact information different than in database (if yes, update database)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

LGB 1 Response:

☐ Waive ☐ Protest ☐ Lapsed

LGB 2 Response:

☐ Waive ☐ Protest ☐ Lapsed



Alaska Alcoholic Beverage Control Board

Package Store License

Form AB-17b: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing package store liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Snug Harbor LLC	License #:	4549
License Type:	Package Store	Statute:	AS 04.11.150
Doing Business As:	Snug Harbor Liquor		
Premises Address:	1/8 Wilson Rd		
Local Governing Body:	City of Gustavus		
Community Council:	None		

Mailing Address:	P.O. Box 106		
City:	Gustavus	State:	AK
		ZIP:	99826

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual **must be a licensee** who is required to be listed in and authorized to sign this application.

Contact Licensee:	Bruce A. Smith	Contact Phone:	907-723-8874
Contact Email:	codlips@gmail.com		

Optional: If you wish for AMCO staff to communicate with individual who is **not a licensee** named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:	Melanie Lesh	Contact Phone:	907 697 2354
Contact Email:	jmel1@qoi.net		





Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application**Section 2 – Entity or Community Ownership Information**

This top subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>. General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	96294 / Snug Harbor LLC
-----------------------	-------------------------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials Bruce

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

B

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

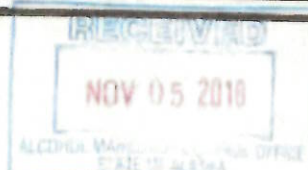
- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information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

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:	Bruce A. Smith			
Title(s):	Member	Phone:	907-723-8874	% Owned: 50
Mailing Address:	PO Box 273			
City:	Gustavus	State:	AK	ZIP: 99826

Name of Official:	Eugene C. Farley			
Title(s):	Member	Phone:	907-723-3177	% Owned: 50
Mailing Address:	PO Box 377374			
City:	Ocean View	State:	HI	ZIP: 96737

Name of Official:	h/a			
Title(s):		Phone:	907-723-8875	% Owned: 0
Mailing Address:	P.O. Box 145			
City:	Gustavus	State:	AK	ZIP: 99826





Alaska Alcoholic Beverage Control Board

Form AB-17b: 2019/2020 Package Store Renewal License Application**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any licensee who directly holds the license as an individual or multiple individuals and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate (spouse)

Name:			Contact Phone:		
Mailing Address:	n/a				
City:		State:		ZIP:	
Email:					

This individual is an: ☐ applicant ☐ affiliate (spouse)

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

Section 4 – Alcohol Server Education

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

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron 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, as set forth in AS 04.21.025 and 3 AAC 304.465.

PS. X

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017 2018

The license was regularly operated continuously throughout each year.

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
-------------------------------------	-------------------------------------

The license was regularly operated during a specific season each year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------

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 of the calendar years.

If this box is checked, a complete copy of 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 for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.

<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------



**Form AB-17b: 2019/2020 Package Store Renewal License Application****Section 6 – Written Orders**Written orders in calendar years 2019 and 2020:

Yes No

Do you intend to sell alcoholic beverages and ship them to another location in response to written solicitation in calendar years 2019 and/or 2020?

☐ ☒**Section 7 – Violations and Convictions**Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

☐ ☒

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

☐ ☒

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 8 – CertificationsRead each line below, and then sign your initials in the box to the right of each statement:

Initials

X

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.

☐ BS

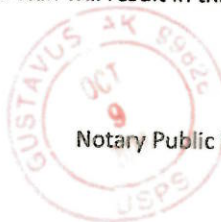
I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

☐ BS

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.

☐ BS

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, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or 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 to me as incomplete.

Bruce A. Smith
Signature of licenseeBruce A. Smith
Printed name of licensee[Signature]
Signature of Notary PublicNotary Public in and for the State of AlaskaMy commission expires: 07/08/2020Subscribed and sworn to before me this 9th day of October, 2018.Seasonal License? ☐ Yes ☒ No

If "Yes", write your six-month operating period: _____

License Fee:	\$ 1500.00	Application Fee:	\$ 300.00	TOTAL:	\$ 1800.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					1800.00



OCT 11 2018

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Snug Harbor LLC
Previous Legal Name	Snug Harbor Investments LLC

Entity Type: Limited Liability Company**Entity #:** 96294**Status:** Good Standing**AK Formed Date:** 9/26/2005**Duration/Expiration:** Perpetual**Home State:** ALASKA**Next Biennial Report Due:** 1/2/2019 [File Biennial Report](#)**Entity Mailing Address:** P O BOX 106, GUSTAVUS, AK 99826**Entity Physical Address:** 1/8 MILE WILSON RD, GUSTAVUS, AK 99826

Registered Agent

Agent Name: Colleen Irene Stansbury**Registered Mailing Address:** P O BOX 145, GUSTAVUS, AK 99826**Registered Physical Address:** # 1 WILSON ROAD, GUSTAVUS, AK 99826

Officials

☐ Show Former

AK Entity #	Name	Titles	Owned
	BRUCE A SMITH	Member	50
	EUGENE C FARLEY	Member	50

Filed Documents

Date Filed	Type	Filing	Certificate
9/26/2005	Creation Filing	Click to View	
11/21/2005	Amendment	Click to View	Click to View
11/21/2005	Initial Report	Click to View	

Date Filed	Type	Filing	Certificate
5/05/2007	Biennial Report	Click to View	
6/08/2012	Biennial Report	Click to View	
11/01/2012	Biennial Report	Click to View	
5/15/2013	Biennial Report	Click to View	
10/03/2014	Biennial Report	Click to View	
12/07/2016	Biennial Report	Click to View	

[Close Details](#)[Print Friendly Version](#)

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-11NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

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 2019, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Amended Balance	Change
	Account Balance			
CP-18-02 Wilson Rd. Drainage	\$ 40,000.00	\$ 0.00	<\$ 40,000.00>	
CP-18-05 Pre-Processing Storage	\$ 26,400.00	\$ 0.00	<\$ 26,400.00>	
CP-18-06 Storage Bins, Pallet Jack	\$ 18,000.00	\$ 0.00	<\$ 18,000.00>	
CP-18-07 Household Haz. Waste Fac.	\$ 59,450.00	\$ 0.00	<\$ 59,450.00>	
AMLIP Capital Improv Current*	\$ 13,020.28	\$ 156,870.28	\$ 143,850.00	

These capital projects were funded through FY18-22NCO, per the Capital Improvement Plan approved by the City Council at the May 14, 2018 general meeting. The funds are being returned to the AMLIP account for better earnings until the projects are initiated.

**Approximate, this is a dynamic value.*

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: December 10, 2018

DATE OF PUBLIC HEARING: January 14, 2019

PASSED and **APPROVED** by the Gustavus City Council this 1^h day of _____, 2019.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-12NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

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 2019, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance*	Amended Balance	
FNBA First Investment Account	\$ 751,211.22	\$ 0.00	<\$ 751,211.22 >
AMLIP Reserve	\$ 0.00	\$ 751,211.22	\$ 751,211.22

The funds are being moved to a new AMLIP account for better earnings. The FNBA First Investment Account will be closed after the transfer.

**Approximate, this is a dynamic value.*

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: *December 10, 2018*

DATE OF PUBLIC HEARING: *January 14, 2019*

PASSED and **APPROVED** by the Gustavus City Council this 1__^h day of ____, 2019.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Ordinance for Public Hearing

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-09NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

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

Section 2. In Fiscal Year 2019, the following City held account balance transfers to be made for reasons stated.

Section 3. The budget is amended to reflect the changed estimates as follows:

Amounts

ACCOUNTS	Account Balance*	Amended balance	Change
	<i>*Approximate, this is a dynamic value.</i>		
APCM – Endowment Account	\$1,460,831.59	\$ 1,418,479.59	<\$ 42,352.00>
<i>2019 Endowment Funds for disbursement through grant application process, per motion in August 13, 2018 meeting.</i>			
FNBA Endowment Fund			
Checking account	\$ 38,600.57	\$ 80,952.57	\$ 42,352.00
<i>2019 Endowment Fund Grant Checking account for disbursement</i>			
<hr/>			
Total Change in 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: November 19, 2018

DATE OF PUBLIC HEARING: December 10, 2018

PASSED and **APPROVED** by the Gustavus City Council this _____ day of _____, 2018.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY19-10NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2019**

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 2019, the following City held account balance transfers are to be made for the reasons stated.

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

CITY HELD ACCOUNTS	Amounts		Change
	Account Balance	Amended Balance	
CP17-02DRC	\$ 2,193.23	\$ 0.00	<\$ 2,193.23>
AMLIP Capital Improv Current	\$ 13,020.28	\$ 15,213.51	\$ 2,193.23

The project is complete and remaining funds are being returned to the AMLIP account for capital improvement project funding. It was originally funded by FY17-03NCO and FY19-04NCO and was previously named CP17-03DRC.

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: November 19, 2018

DATE OF PUBLIC HEARING: December 10, 2018

PASSED and **APPROVED** by the Gustavus City Council this ____th day of _____, 2018.

Calvin Casipit, Mayor

Attest: Phoebe Vanselow, City Treasurer

Attest: Karen Platt, City Clerk



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Unfinished Business



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

New Business

October 4, 2018

Phoebe Vanselow, City Treasurer
City of Gustavus
P. O. Box 1
Gustavus, Alaska 99826

Dear Ms. Vanselow:

Enclosed is the engagement letter to provide review services for the year ended June 30, 2018. We will address our engagement letters to the Audit Committee or Chairman of the Board of Directors; however, they may authorize anyone to sign this contract.

After this engagement letter is signed and returned please either call or email me at donalddh@altrogco.com with your preferences for fieldwork dates. Please feel free to contact me with any questions at (907) 274-2992.

Sincerely,

ALTMAN, ROGERS & CO.

Donald L Hanni

Donald L. Hanni, CPA
Principal

Enclosures

October 4, 2018

Audit Committee or Chairman of the Board of Directors
City of Gustavus
P. O. Box 1
Gustavus, Alaska 99826

Dear Audit Committee or Chairman,

We are pleased to confirm our understanding of the services we are to provide for City of Gustavus for the year ended June 30, 2018.

We will perform a review engagement with respect to the financial statements of City of Gustavus, which comprise the balance sheet as of the year ended June 30, 2018, and the related statements of income, stockholders' equity, and cash flows for the year then ended, and the related notes to the financial statements.

Our Responsibilities

The objective of our engagement is to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of management. A review engagement is substantially less in scope than an audit engagement, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the Company's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or other examination of source documents; or other procedures ordinarily performed in an audit engagement. Accordingly, we will not express an opinion regarding the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the Company or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence or information that comes to our attention during the performance of our review procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding any wrongdoing within the Company or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies or material weaknesses in your internal control as part of this engagement.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our responsibility is to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- 1) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- 2) The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
- 3) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- 4) The prevention and detection of fraud.
- 5) To ensure that the Company complies with the laws and regulations applicable to its activities.
- 6) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- 7) To provide us with—
 - access to all information of which you are aware is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - additional information that we may request from you for the purpose of the review engagement.
 - unrestricted access to persons within the Company of whom we determine it necessary to make inquiries.
- 8) To provide us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.
- 9) Including our review report in any document containing financial statements that indicates that we have performed a review engagement on such financial statements and, prior to inclusion of the report, to ask our permission to do so.

Our Report

We will issue a written report upon completion of our review of City of Gustavus's financial statements. Our report will be addressed to the board of directors of City of Gustavus. We cannot provide assurance that an unmodified accountant's review report will be issued. Circumstances may arise in which it is necessary for us to report known departures from accounting principles generally accepted in the United States of America, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, we are unable to complete the review of your financial statements, we will not issue a report on such statements as a result of this engagement.

Other Relevant Information

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee financial statement preparation. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Donald L. Hanni is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Based on our preliminary estimate, the fee should be approximately \$10,500 excluding out-of-pocket costs. This estimate is based on anticipated cooperation from our personnel and the assumption that unexpected circumstances will not be encountered during the review. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Altman, Rogers & Co.

Donald L. Hanni

Donald L. Hanni, CPA
Principal

RESPONSE:

This letter correctly sets forth the understanding of City of Gustavus estimated review fees of \$10,500 excluding out-of-pocket costs for the year ended June 30, 2018.

Officer Signature: _____

Title: _____

Date: _____

FW Williams
City Administrator
10/11/2018

System Review Report

To the Shareholders of
Altman Rodgers & Co.
and the California Society of CPAs Administering Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Altman Rogers & Co. (the firm) in effect for the year ended December 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included audit engagements performed in accordance with *Government Auditing Standards* and OMB Circular A-133 and employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Altman Rogers & Co., in effect for the year ended December 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Altman Rogers & Co., has received a peer review rating of *pass*.



Butte, Montana
May 6, 2016

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY18-32**

**A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY19
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**

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY19 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development that the municipality suffered significant effects during calendar 2017 from fisheries business activities; and,

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the Department of Commerce, Community, and Economic Development; and,

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of the Department of Commerce, Community, and Economic Development, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and,

WHEREAS, the Gustavus City Council proposes to use an alternative allocation method for allocation of FY19 funding available within the FMA 17: Northern Southeast Area in agreement with all other municipalities in this area participating in the FY19 Shared Fisheries Business Tax Program;

NOW THEREFORE BE IT RESOLVED that the Gustavus City Council, by this resolution, certifies that the following alternative allocation method fairly represents the distribution of the significant effects during 2017 of fisheries business activity in FMA 17: Northern Southeast Area:

All municipalities share equally 50% of allocation; all municipalities share remaining 50% on a per capita basis.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council, this __th day of _____, 2018.

Calvin Casipit, Mayor

Attest: Karen Platt, City Clerk



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

City Council Reports

Mayor's Report 12-10-2018

October Elections

Thanks to the Gustavus City Council for their confidence in electing me as Mayor. Welcome to new Council members Erin Olson and Brittany Cannamore who were newly elected. Thanks to all the volunteers and Karen and Phoebe who carried out the election and helped the Council to certify the election.

I attended the first day of the newly elected officials training, the Alaska Conference of Mayors meeting and the Alaska Municipal League Conference the week of Nov. 12th. We learned about the particulars of the "Wayfair" decision on internet sales taxes and the implications to municipal and the State of Alaska governments to pursue internet sales taxes. Also discussed was PILT payments, State revenue sharing, and prospective organizations of the State legislature. I also collected information helpful in designing, funding, and operating municipal water systems.

Networking with other mayors from around the state was particularly valuable as well as informal meetings with state legislators and staffers.

City Open House / Volunteer Appreciation

On Nov. 3 a volunteer appreciation event and open house was held at city hall. New council members were introduced and lots of delicious food and desserts were enjoyed by all. Many thanks to all our volunteers, your help is important to the City and the citizens of Gustavus.

Intertie Meeting

A very successful meeting between the Park Service, APC, and the Council was held on Nov. 9. Thanks to Senator Murkowski's office for assisting in this effort. Follow up letters and letters of thanks have been sent to participants.

Miscellaneous

Other meetings and activities associated with city business



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

City Council Questions and Comments



City of Gustavus
P.O. Box 1
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Phone: (907) 697-2451

Public Comment on Non-Agenda Items



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Executive Session



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

Adjournment