

**GENERAL MEETING MINUTES  
AUGUST 11, 2014**

**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council was called to order on August 11th, 2014, at 7:00 pm. There were 11 members of the public in attendance at the Gustavus City Hall.

**2. ROLL CALL:**

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

Mayor Marchbanks  
Vice Mayor Trummer  
Council Member Taylor  
Council Member Irwin  
Council Member Sunday

**3. READING AND APPROVAL OF MINUTES**

**A. Minutes from the July 14th, 2014 General Meeting were presented.**

MOTION: Council Member Irwin moves that we accept the General Meeting Minutes for July 14th, 2014.

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES:	5
NO:	0
RECUSED:	0

MOTION PASSES/FAILS      5/0/0

**4. MAYOR'S REQUEST FOR AGENDA CHANGES:**

Hearing no requests for changes, the Agenda is set.

**5. COMMITTEE REPORTS**

**A. GVA** – none given

**B. DRC** – report given by Paul Berry

**C. Road Maintenance** – none given

GENERAL MEETING MINUTES  
AUGUST 11, 2014

CALL TO ORDER:

A General Meeting of the Gustavus City Council was called to order on August 11th, 2014, at 7:00 pm. There were 11 members of the public in attendance at the Gustavus City Hall.

ROLL CALL:

Participating a portion of the City Council the following were present:  
Mayor Martin  
Vice Mayor Finn  
Council Member Taylor  
Council Member Smith  
Council Member Sunday

REMAINING AND APPROVAL OF MINUTES

A Minutes from the July 14th, 2014 General Meeting were presented.

MOTION: Council Member Smith moves that we accept the General Meeting Minutes for July 14th, 2014.

RECORDED BY: Council Member Sunday

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES	5
NO	0
ABSENT	0

MOTION PASSED/FAIL? 5/0/0

MAYOR'S REQUEST FOR AGENCY CHANGES:

Heard no requests for changes. The agenda is as follows.

COMMITTED REPORTS

A. GVA - none given

B. DRC - report given by Paul Smith

C. Road Maintenance - none given

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

A. Matt Davis – part-time position for chief, paid dispatcher at \$100/call

**7. CONSENT AGENDA:**

**A. Position Description for City Treasurer**

**B. Amended Position Description for City Clerk**

**C. Accept John Savage's Resignation from Road Maintenance Committee**

**D. Publish FY15-05NCO Providing for the Amendment of City-Held Accounts in Fiscal Year 2015**

Hearing no objections, the Consent Agenda is adopted by unanimous consent as presented.

**8. ORDINANCES FOR PUBLICATION: None**

**9. ORDINANCES FOR PUBLIC HEARING:**

**A. FY15-01NCO Providing for the Amendment of City-Held Accounts for Fiscal Year 2015**

MOTION: Council Member Taylor moves to approve FY15-01NCO Providing for the Amendment of City held Accounts with for Fiscal Year 2015

SECONDED BY: Council Member Irwin

**PUBLIC COMMENT:**

A. W. Howell – asked for an explanation of the accounts and monies

ROLL CALL VOTE ON MOTION

YES: 5

NO: 0

RECUSED: 0

MOTION PASSES/FAILS 5/0/0

**B. FY15-02NCO Providing for the Amendment of City Held Accounts with AMLIP**

MOTION: Council Member Sunday moves that the City Council adopt FY15-02NCO Providing for the Amendment of City held Accounts with AMLIP

SECONDED BY: Vice Mayor Trummer

**PUBLIC COMMENT:** None

**ROLL CALL VOTE ON MOTION**

YES: 5  
NO: 0  
RECUSED: 0

MOTION PASSES/FAILS 5/0/0

**C. FY15-04 Adopting an Amendment to Title 3.03.01 Positions Vacancies and Publicity**

**MOTION:** Vice Mayor Trummer moves to adopt FY15-04NCO Providing for the Amendment to Title 3.03.01 Positions Vacancies and Publicity

**SECONDED BY:** Council Member Irwin

PUBLIC COMMENT: None

**ROLL CALL VOTE ON MOTION**

YES: 5  
NO: 0  
RECUSED: 0

MOTION PASSES/FAILS 5/0/0

**10. RESOLUTIONS:**

**A. Resolution CY14-24 A Resolution of the Gustavus City Council Amending the Policy and Procedure for Recruitment, Selection and Hiring of Regular Position Employees (Read by: Vice Mayor Trummer)**

**MOTION:** Vice Mayor Trummer moves to adopt Resolution CY14-24 Amending the Policy and Procedure for Recruitment, Selection and Hiring of Regular Position Employees

**SECONDED BY:** Council Member Sunday

PUBLIC COMMENT: None

**ROLL CALL VOTE ON MOTION**

YES: 5  
NO: 0  
RECUSED: 0

MOTION PASSES/FAILS 5/0/0

**B. Resolution CY14-25 A Resolution of the Gustavus City Council Establishing Policy and Procedure for a Regular Position Employee Performance Evaluation** (Read by: Council Member Sunday)

MOTION: Council Member Sunday moves that the City Council pass and adopt Resolution CY14-25 Establishing Policy and Procedure for a Regular Position Employee Performance Evaluation

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES:	5
NO:	0
RECUSED:	0

MOTION PASSES/FAILS 5/0/0

**C. Resolution CY14-26 A Resolution of the Gustavus City Council Establishing Policy and Procedure for Small Procurements under \$10,000 within a Department or Committee Budget** (Read by: Council Member Taylor)

MOTION: Council Member Taylor moves to adopt Resolution CY14-26 Establishing Policy and Procedure for Small Procurements under \$10,000 within a department or committee budget

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES:	5
NO:	0
RECUSED:	0

MOTION PASSES/FAILS 5/0/0

**D. Resolution CY14-27 A Resolution of the Gustavus City Council Dividing the City Clerk/Treasurer Position into a City Clerk Position and a City Treasurer Position** (Read by: Council Member Irwin)

**MOTION:** Council Member Irwin moves to pass Resolution CY14-27 Dividing the City Clerk/Treasurer Position into a City Clerk Position and a City Treasurer Position

**SECONDED BY:** Council Member Sunday

**PUBLIC COMMENT:**

A. C. Edwards – What does "Pleasure of the Council" mean?

**ROLL CALL VOTE ON MOTION**

YES:	5
NO:	0
RECUSED:	0

MOTION PASSES/FAILS 5/0/0

**E. Resolution CY14-28 A Resolution of the Gustavus City Council Bypassing the Competitive Bid Process and Awarding a Bid by Gustavus Construction to Complete Some Interior Work at the DRC Office Building**  
(Read by: Council Member Sunday )

**MOTION:** Council Member Sunday moves to adopt Resolution CY14-28.

**SECONDED BY:** Vice Mayor Trummer

**PUBLIC COMMENT:** None

**ROLL CALL VOTE ON MOTION**

YES:	5
NO:	0
RECUSED:	0

MOTION PASSES/FAILS 5/0/0

**F. Resolution CY14-29 A Resolution of the Gustavus City Council Establishing Policy and Procedure for Health Insurance Portability and Accountability Act (HIPAA) Compliance** (Read by: Vice Mayor Trummer)

**MOTION:** Vice Mayor Trummer moves to pass Resolution CY14-29.

**SECONDED BY:** Council Member Taylor

PUBLIC COMMENT: None

**ROLL CALL VOTE ON MOTION**

YES:	5
NO:	0
RECUSED:	0

MOTION PASSES/FAILS 5/0/0

11. **POLICY AND PROCEDURES FOR PUBLICATION:** None
12. **POLICY AND PROCEDURES FOR PUBLIC HEARING:** None
13. **UNFINISHED BUSINESS:** None
14. **NEW BUSINESS:**  
**A Vote to Amend Employment Application Form**

**MOTION:** Council Member Taylor moves to amend the City of Gustavus Employment Application Form to add a statement under additional references recommended by the City's H.R. Attorney as in the version attached.

**SECONDED BY:** Council Member Sunday

PUBLIC COMMENT:

**ROLL CALL VOTE ON MOTION**

YES:	5
NO:	0
RECUSED:	0

MOTION PASSES/FAILS 5/0/0

**B. Report on Safe Route to School Questionnaire – J. Mackovjak -**  
Survey will be mailed to all residents, target date is 08/18/2014, Barbara Sheinberg is working with DOT; turning in the survey gives eligibility for a prize, planning another traffic survey in August after school starts

**C. Final Determination from DNR on Salmon River Park – Mayor**  
Marchbanks - 4 acre parcel 420' x 415'; from stop sign to rubber glove tied to tree; 2.81 acres is the last of Municipal Entitlement Land, 1.19 acres is on an 810 conveyance; DNR says Municipality should pay for land; price based on a formula using land value compared to 25 yr. lease value; charging 1% of that value, which by their calculation, comes to \$8,032.50. This land does not

2. Final Determination from DNR on Salmon River Park - Mayor Marchbanks - A note parcel #20' x 415' from stop sign to rubber glove tied to road 2.81 acres is the last of Municipal 17th Street Land. 1.19 acres is on an 510 conveyance. DNR says Municipality should pay for land; price based on formula using land value compared to 25 yr. lease value charging 1% of that value, which by their calculation, comes to \$8,000.00. This land does not

3. Report on State Route to School Questionnaire - J. Mackoyak Survey will be mailed to all residents, target date is 08/18/2014. Barbara Shubert is working with DOT; naming in the survey gives eligibility for a bike, planning another traffic survey in August after school starts

MOTION PASSES/FAILS 5/0/0

REQUIRED:  
NO: 0  
YES: 5

ROLL CALL VOTE ON MOTION

PUBLIC COMMENT:

SUPPORTED BY: Council Member Gordon

MOTION: Council Member Taylor moves to amend the City of Grantsville Employment Application Form to add a statement under additional references recommended by the City's HR Attorney as in the version attached.

14. NEW BUSINESS:  
A Vote to Amend Employment Application Form

13. UNFINISHED BUSINESS: None

12. POLICY AND PROCEDURES FOR PUBLIC HEARING: None

11. POLICY AND PROCEDURES FOR PUBLICATION: None

MOTION PASSES/FAILS 5/0/0

REQUIRED:  
NO: 0  
YES: 5

ROLL CALL VOTE ON MOTION

A PUBLIC COMMENT None



include the dirt road by river which is shown as a Forest Service road on a lot of maps; the land goes up to the edge of the roads and not to the middle, so it's a full 4 acres; we are waiting for survey instructions

**15. STAFF REPORTS:**

**16. CITY COUNCIL REPORTS:**

**A. Mayor's Report:** Recounts APT meeting with Darren Belisle held at City Hall at 6pm via teleconference

**B. City Treasurer Report:** written report submitted by N. Farevaag

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

A. L. Trummer - Thank you to John Savage for his work on the Road Maintenance Committee; to Karen Taylor for all the work on Policy and Procedure; Lynne Jensen for 20-25 years on the Library Board

**18. PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY:**

A. K. Klawunder – restrooms at the beach are beautiful

B. W. Howell – impressive amount of work done at the meeting

**19. EXECUTIVE SESSION:**

**20. ADJOURNMENT:**

Hearing no objections, Mayor Marchbanks adjourned the meeting at 7:58pm.

*\*Meeting Minutes Recorded by City Clerk*

and the dirt road by river which is shown as a Forest Service road on a lot 6 map, the land goes up to the edge of the roads and not to the middle as it's a lot 6 road. We are waiting for survey instructions.

15. STAFF REPORTS:

16. CITY COUNCIL REPORTS:

A. Mayor's Report: Reported APT meeting with Darren Bellis held at City Hall at 6pm via teleconference.

B. City Treasurer Report: Written report submitted by N. Parvaseg.

17. CITY COUNCIL QUESTIONS AND COMMENTS:

A. L. Trimmer - Thank you to John Savage for his work on the Road Maintenance Committee to Karen Taylor for all the work on Policy and Planning. Lynne Jensen for 20-25 years on the Library Board.

18. PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY:

A. B. Howarth - testimony at the beach was beautiful.  
B. W. Howell - impressive amount of work done at the meeting.

19. EXECUTIVE SESSION:

20. ADJOURNMENT:

Hearing no objections, Mayor Marchbanks adjourned the meeting at 7:58pm.

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