

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
November 13TH, 2017**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on November 13th, 2017, at 7:04pm by Vice Mayor Ohlson. There are five (5) 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 Miranda-Conference Call
Vice Mayor Ohlson
Council Member Casipit
Council Member Cook-Conference Call
Council Member Sunday
Council Member Taylor
Council Member Warner-Conference Call

3. APPROVAL OF MINUTES:

A. General Meeting Minutes October 9th, 2017

MOTION: Council Member Casipit moves to approve the General Meeting Minutes from October 9th, 2017 as presented.

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

ROLL CALL VOTE:

YES: Miranda, Ohlson, Casipit, Cook, Sunday, Taylor, Warner

NO:

RECUSED:

MOTION PASSES/FAILS 7/0

4. MAYOR'S REQUEST FOR AGENDA CHANGES: None

5. COMMITTEE REPORTS/STAFF REPORTS:

A. GVA-Written report submitted by GVA Administrator, Katelyn Tippery and presented by Rachel Parks

B. DRC-Oral/Written report by DRC Manager/Operator, Paul Berry

C. Treasurer-Written report submitted by CoG Treasurer, Phoebe Vanselow

D. Clerk-Oral/Written report by City Clerk, Karen Platt

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

A. Nicole Grewe, 53 Wilson Road-Recent rainfall/flooding and its impact on Wilson Road and private property

7. **CONSENT AGENDA**

- A. **FY18-02NCO** Providing for the Amendment of the Administrative Budget for FY18
- B. **FY18-03NCO** Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY17
- C. **FY18-04NCO** Providing for the Amendment of the Road Maintenance Budget and the City Held Accounts in FY18
- D. **FY18-05NCO** Providing for the Amendment of the City Held Accounts in FY18 Endowment Fund Transfer
- E. **FY18-06NCO** Providing for the Sale of Fire Engine #34

Hearing no objections, Consent Agenda passes by Unanimous Consent

8. **ORDINANCE FOR PUBLIC HEARING**

9. **UNFINISHED BUSINESS**

10. **NEW BUSINESS:**

- A. **Resolution CY17-12** Revising Policy and Procedure for Gustavus Endowment Fund Grant Awards

MOTION: Council Member Cook moves to adopt Resolution CY17-12 Revising Policy and Procedure for Gustavus Endowment Fund Grant Awards

SECONDED BY: Council Member Sunday

READING OF RESOLUTION: Council Member Cook read Resolution CY17-12

PUBLIC COMMENT: None

COUNCIL COMMENT: Mayor Miranda provided a summary of changes made

ROLL CALL VOTE ON MOTION

YES: Miranda, Ohlson, Casipit, Cook, Sunday, Taylor, Warner

NO:

RECUSED:

MOTION PASSES/FAILS 7/0

- B. **Selection of City Attorney**

MOTION: Council Member Taylor moves to accept the proposal from Hoffman & Blasco LLC, dated September 28, 2017 to serve as our City Attorney, and further to thank attorney Paul Grant for his service on our behalf previously.

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

YES: Miranda, Ohlson, Casipit, Cook, Sunday, Taylor, Warner

NO:

RECUSED:

MOTION PASSES/FAILS 7/0

C. Revisions to Public Services Librarian Position Description and Posting of Position

MOTION: Council Member Sunday moves to accept Revisions to Public Services Librarian Position Description and Posting of Position

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: Mayor Miranda provided a summary of revisions

YES: Miranda, Ohlson, Casipit, Cook, Sunday, Taylor, Warner

NO:

RECUSED:

MOTION PASSES/FAILS 7/0

D. DRC Project Completion Extension

MOTION: Council Member Taylor moves extend the completion date for the DRC Driveway Improvement Project to September 30, 2018.

SECONDED BY: Council Member Casipit

PUBLIC COMMENT: DRC Manager/Operator Paul Berry provided a summary

COUNCIL COMMENT: Taylor

YES: Miranda, Ohlson, Casipit, Cook, Sunday, Taylor, Warner

NO:

RECUSED:

MOTION PASSES/FAILS 7/0

E. Approval of the Certificate of Record Destruction

MOTION: Council Member Warner moves Warner moves to approve the Certificate of Record Destruction

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: None

YES: Miranda, Ohlson, Casipit, Cook, Sunday, Taylor, Warner

NO:

RECUSED:

MOTION PASSES/FAILS 7/0

11. CITY COUNCIL REPORTS:

12. CITY COUNCIL QUESTIONS AND COMMENTS:

- A. Taylor-Roads
- B. Sunday-Wilson Road damage near gravel pits
- C. Casipit-Met with Greg Streveler regarding gravel
- D. Warner-Ohlson, Sunday and Warner began Endowment Fund Application Review
- E. Cook-Library Roof
- F. Miranda-AMHS letter suggesting 2018 summer schedule options
- G. Miranda-Rate Case Settlement

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

- A. Jim Kearns-Jim is the new Gustavus Visitor Association President

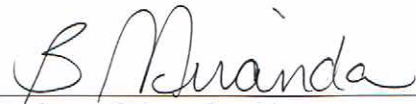
15. EXECUTIVE SESSION

16. ADJOURNMENT:

Hearing no objections, Vice Mayor Ohlson adjourns the meeting at 8:41pm.



Attest: Karen Platt, City Clerk



Barbara Miranda, Mayor

1:42 PM

11/08/17

Accrual Basis

35% OF YEAR

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	175.00	3,000.00	-2,825.00	5.8%
City Subsidy Income	0.00	0.00	0.00	0.0%
Community Revenue Sharing	88,824.00	82,515.28	6,308.72	107.6%
Donations	1,610.00	2,000.00	-390.00	80.5%
DRC Income (Disposal & Recycling Center)	45,618.01	88,280.00	-42,661.99	51.7%
Facilities Usage Fees	0.00	0.00	0.00	0.0%
Fundraiser - Kates Local Artist	10.00			
Fundraising	0.00	5,200.00	-5,200.00	0.0%
GCN Income	0.00	0.00	0.00	0.0%
Gravel Pit Gravel Sales	4,206.00	8,000.00	-3,794.00	52.6%
GVFD Income	170.00	1,500.00	-1,330.00	11.3%
In-Kind Income	0.00	0.00	0.00	0.0%
Interest Income	265.34	70.00	195.34	379.1%
Lease Income	6,157.00	15,541.42	-9,384.42	39.6%
Library Income	927.09	3,000.00	-2,072.91	30.9%
Marine Facilities Income	1,860.00	14,000.00	-12,140.00	13.3%
NSF Checks Paid	0.00	0.00	0.00	0.0%
NSF Fees	0.00	-5.00	5.00	0.0%
Other Income	0.00	0.00	0.00	0.0%
Payment In Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
Sales Tax Income				
Fish Box Tax	11,130.00	15,000.00	-3,870.00	74.2%
Penalties & Interest	247.36	0.00	247.36	100.0%
Retail Tax Income	190,493.86	319,000.00	-128,506.14	59.7%
Room Tax Income	36,822.25	67,000.00	-30,177.75	55.0%
Seller's Compensation	-588.30	0.00	-588.30	100.0%
Tax Exempt Cards	0.00	150.00	-150.00	0.0%
Sales Tax Income - Other	0.00	0.00	0.00	0.0%
Total Sales Tax Income	238,105.17	401,150.00	-163,044.83	59.4%
Shared Fisheries Business Tax	410.40	1,656.21	-1,245.81	24.8%
Total Income	495,883.27	733,463.17	-237,579.90	67.6%
Gross Profit	495,883.27	733,463.17	-237,579.90	67.6%
Expense				
Administrative Costs	1,189.71	33,400.00	-32,210.29	3.6%
Advertising	75.00	500.00	-425.00	15.0%
Ambulance Subscription Expense	400.00	2,000.00	-1,600.00	20.0%
Bank Service Charges	714.89	2,630.00	-1,915.11	27.2%
Building	5,124.22	28,747.26	-23,623.04	17.8%
Capital Expense	0.00	0.00	0.00	0.0%
City Subsidy Expense	0.00	0.00	0.00	0.0%
Contractual Services	6,950.00	29,500.00	-22,550.00	23.6%
Dues/Fees	1,145.00	7,740.00	-6,595.00	14.8%
Election Expense	212.17	500.00	-287.83	42.4%
Encumbered Funds transfer	0.00	0.00	0.00	0.0%
Equipment	1,748.80	11,845.00	-10,096.20	14.8%
Freight/Shipping	5,850.07	18,760.00	-12,909.93	31.2%
Fundraising Expenses	100.00	2,100.00	-2,000.00	4.8%
General Liability	-120.73	4,000.00	-4,120.73	-3.0%

1:42 PM

11/08/17

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July through October 2017

	Jul - Oct 17	Budget	\$ Over Budget	% of Budget
GVA	0.00	0.00	0.00	0.0%
Holiday gift	0.00	2,500.00	-2,500.00	0.0%
Insurance	4,545.48			
Library Materials	0.00	300.00	-300.00	0.0%
Marine Facilities	1,654.51	12,000.00	-10,345.49	13.8%
Occupational Health	0.00	500.00	-500.00	0.0%
Other Expense	0.00	0.00	0.00	0.0%
Payroll Expenses	102,769.70	401,000.00	-298,230.30	25.6%
Postage & Shipping	0.00	0.00	0.00	0.0%
Professional Services	20,443.19	45,000.00	-24,556.81	45.4%
Public Relations	0.00	2,000.00	-2,000.00	0.0%
Relocation	0.00	0.00	0.00	0.0%
Road Maintenance	23,288.25	90,000.00	-66,711.75	25.9%
Supplies	2,758.07	21,500.00	-18,741.93	12.8%
Telecommunications	5,900.07	18,210.00	-12,309.93	32.4%
Training	2,599.46	20,600.00	-18,000.54	12.6%
Travel	8,771.39	18,350.00	-9,578.61	47.8%
Utilities	2,695.57	16,320.00	-13,624.43	16.5%
Vehicle	4,907.72	8,550.00	-3,642.28	57.4%
Total Expense	203,722.54	798,552.26	-594,829.72	25.5%
Net Ordinary Income	292,160.73	-65,089.09	357,249.82	-448.9%
Other Income/Expense				
Other Income				
Encumbered Funds				
National Forest Receipts	0.00	0.00	0.00	0.0%
Encumbered Funds - Other	0.00	90,200.00	-90,200.00	0.0%
Total Encumbered Funds	0.00	90,200.00	-90,200.00	0.0%
Total Other Income	0.00	90,200.00	-90,200.00	0.0%
Other Expense				
Returned NSF Check	25.00			
Total Other Expense	25.00			
Net Other Income	-25.00	90,200.00	-90,225.00	-0.0%
Net Income	292,135.73	25,110.91	267,024.82	1,163.4%

1:44 PM

11/08/17

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	5.00	10.00	-5.00	50.0%
Business License Fees	3,800.00	2,500.00	1,300.00	152.0%
City Subsidy Income	0.00	0.00	0.00	0.0%
Community Revenue Sharing	77,202.00	77,264.00	-62.00	99.9%
Donation - Inter-library Loans	119.80			
Donations	2,470.22	2,000.00	470.22	123.5%
DRC Income (Disposal & Recycling Center)	82,043.36	74,700.00	7,343.36	109.8%
Facilities Usage Fees	0.00	0.00	0.00	0.0%
Fundraiser - Kates Local Artist	64.00			
Fundraising	672.00	6,000.00	-5,328.00	11.2%
Fundraising - GVFD	4,410.30			
GCN Income	534.48	0.00	534.48	100.0%
Grant Income	0.00	35,657.00	-35,657.00	0.0%
Gravel Pit Gravel Sales	8,084.00	8,000.00	84.00	101.1%
GVFD Income	1,570.00	3,000.00	-1,430.00	52.3%
In-Kind Income	0.00	0.00	0.00	0.0%
Interest Income	234.64	50.00	184.64	469.3%
Kayak Registration	10.00			
Lands Income	0.00	750.00	-750.00	0.0%
Lease Income	15,344.35	14,041.42	1,302.93	109.3%
Library Income	2,099.79	3,000.00	-900.21	70.0%
Marine Facilities Income	15,217.75	8,000.00	7,217.75	190.2%
NSF Checks Paid	0.00	0.00	0.00	0.0%
NSF Fees	0.00	0.00	0.00	0.0%
Other Income	0.00	0.00	0.00	0.0%
Payment In Lieu of Taxes	97,777.98	90,000.00	7,777.98	108.6%
Sales Tax Income				
Fish Box Tax	17,120.00	12,000.00	5,120.00	142.7%
Penalties & Interest	4,199.99	0.00	4,199.99	100.0%
Retail Tax Income	343,019.17	375,000.00	-31,980.83	91.5%
Room Tax Income	70,376.85	55,000.00	15,376.85	128.0%
Seller's Compensation	-3,400.54	0.00	-3,400.54	100.0%
Tax Exempt Cards	210.00	200.00	10.00	105.0%
Sales Tax Income - Other	0.00	0.00	0.00	0.0%
Total Sales Tax Income	431,525.47	442,200.00	-10,674.53	97.6%
Shared Fisheries Business Tax	2,196.31	1,550.00	646.31	141.7%
Transfer In	0.00	0.00	0.00	0.0%
Total Income	745,381.45	768,722.42	-23,340.97	97.0%
Gross Profit	745,381.45	768,722.42	-23,340.97	97.0%
Expense				
Administrative Costs	2,048.56	15,130.00	-13,081.44	13.5%
Advertising	0.00	1,000.00	-1,000.00	0.0%
Ambulance Subscription Expense	-10.00	500.00	-510.00	-2.0%
Bank Service Charges	3,478.72	700.00	2,778.72	497.0%
Building	5,389.56	11,202.00	-5,812.44	48.1%
Capital Expense	0.00	0.00	0.00	0.0%
Cash Short/Over	489.59			
City Subsidy Expense	0.00	0.00	0.00	0.0%
Contractual Services	40,134.32	51,000.00	-10,865.68	78.7%

1:44 PM

11/08/17

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Dues/Fees	5,320.80	7,640.00	-2,319.20	69.6%
Election Expense	111.16	500.00	-388.84	22.2%
Encumbered Funds transfer	0.00	0.00	0.00	0.0%
Equipment	9,674.22	13,475.00	-3,800.78	71.8%
Freight/Shipping	15,540.83	15,725.00	-184.17	98.8%
Fundraising Expenses	1,872.71	2,350.00	-477.29	79.7%
General Liability	1,865.68	0.00	1,865.68	100.0%
Grant Expense	0.00	9,000.00	-9,000.00	0.0%
GVA	0.00	10,000.00	-10,000.00	0.0%
Holiday gift	2,285.70	2,500.00	-214.30	91.4%
Insurance	0.00	0.00	0.00	0.0%
Library Materials	266.73	300.00	-33.27	88.9%
Marine Facilities	4,796.04	11,500.00	-6,703.96	41.7%
Occupational Health	0.00	5,000.00	-5,000.00	0.0%
Other Expense	0.00	18,100.00	-18,100.00	0.0%
Payroll Expenses	347,187.07	360,831.00	-13,643.93	96.2%
Postage & Shipping	0.00	0.00	0.00	0.0%
Professional Services	16,078.81	45,000.00	-28,921.19	35.7%
Public Relations	575.00	2,400.00	-1,825.00	24.0%
Relocation	913.70	0.00	913.70	100.0%
Road Maintenance	73,109.60	76,000.00	-2,890.40	96.2%
Supplies	16,421.57	21,500.00	-5,078.43	76.4%
Telecommunications	17,506.50	15,350.00	2,156.50	114.0%
Training	4,394.46	29,057.00	-24,662.54	15.1%
Travel	5,831.17	19,000.00	-13,168.83	30.7%
Utilities	12,658.79	16,080.00	-3,421.21	78.7%
Vehicle	2,913.24	8,800.00	-5,886.76	33.1%
Total Expense	590,854.53	769,640.00	-178,785.47	76.8%
Net Ordinary Income	154,526.92	-917.58	155,444.50	-16,840.7%
Other Income/Expense				
Other Income				
Encumbered Funds				
National Forest Receipts	5,537.40	0.00	5,537.40	100.0%
Encumbered Funds - Other	76,200.00	76,200.00	0.00	100.0%
Total Encumbered Funds	81,737.40	76,200.00	5,537.40	107.3%
Total Other Income	81,737.40	76,200.00	5,537.40	107.3%
Other Expense				
Fraudulent Charges	0.00			
Returned NSF Check	9.25			
Total Other Expense	9.25			
Net Other Income	81,728.15	76,200.00	5,528.15	107.3%
Net Income	236,255.07	75,282.42	160,972.65	313.8%

BM