

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
May 14th, 2018**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on May 14th, 2018, at 7:00pm by Mayor Miranda. There are seven (7) 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
Vice Mayor Ohlson
Council Member Casipit
Council Member Cook
Council Member Sunday
Council Member Taylor
Council Member Warner (by conference call)

The following members are not present: All Present

3. APPROVAL OF MINUTES:

A. General Meeting Minutes 04-09-18

MOTION: Council Member Cook moves to approve the General Meeting Minutes from April 9th, 2018

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Move new business Item K Approve City Administrator to be new business Item A
Hearing no objections, Mayor Miranda announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. DRC-Paul Berry provided a written and oral report

B. Clerk-Karen Platt provided a written report

C. GVA-Jim Kearns provided an oral report – not present until later; report given as public comment to Resolution CY18-16, per Mayor's request

D. Monthly Financial - Treasurer Phoebe Vanselow provided a written report

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA

A. Records Destruction Certificate

B. Introduce FY18-16NCO-AMLIP Transfers

C. Introduce FY18-17NCO-Road Maintenance Budget

D. Introduce FY18-18NCO-MF Budget

E. Introduce FY18-19NCO-Library Budget

F. Introduce FY18-20NCO-GVFD Budget

G. Introduce FY18-21NCO-DRC Budget

H. Introduce FY18-22NCO-Capital Project Funding

MOTION: Council Member Ohlson moves to approve the Consent Agenda

SECONDED BY: Cook

Hearing no objections, the consent agenda is passed by unanimous consent

8. **ORDINANCE FOR PUBLIC HEARING**

A. **Approve FY18-14NCO Providing for the Amendment of Department Budgets for FY18 Managed IT Services (Introduced 04/09/2018)**

MOTION: Vice Mayor Ohlson moves to Approve FY18-14NCO Providing for the Amendment of Department Budgets for FY18 Managed IT Services (Introduced 04/09/2018)

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

9. **UNFINISHED BUSINESS**

A. **Beach Update**

B. **Substitute FY18-15NCO Providing for the Establishment & Adoption of the Budget for FY19 with the updated version showing minor changes (Introduced 04/09/2018, Public Hearing 06/11/18)**

MOTION: Council Member Cook moves to Substitute FY18-15NCO (Introduced 04/09/2018) Providing for the Establishment & Adoption of the Budget for FY19 with the updated version showing minor changes

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: Council Member Warner wants to ensure the public is aware of changes in the budget compared to prior years, especially payroll and health benefits, so they can review before 6/11/18 public hearing.

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

10. **NEW BUSINESS:**

A. **Approve City Administrator Job Description**

MOTION: Council Member Casipit moves to Approve City Administrator Job Description

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT:

a) Paul Berry, should ordinance precede job description

b) Karen Sargent, City Administrator would benefit the city

COUNCIL COMMENT:

a) Council Member Sunday, should job description include lobbying

b) Council Member Cook, job description could change later but seems full now

c) Council Member Taylor and Mayor Miranda discussion of dividing responsibilities between Mayor and City Administrator

AMENDMENT TO THE MAIN MOTION:

Council Member Warner moves to amend the City Administrator Job Description as described in a provided document

SECONDED BY: Council Member Cook

COUNCIL COMMENT: extensive

ROLL CALL VOTE ON AMENDMENT TO MAIN MOTION

YES: Sunday, Warner

NO: Casipit, Ohlson, Miranda, Cook, Sunday, Taylor, Warner

RECUSED: 0

MOTION PASSES/FAILS 2/5

MOTION TO POSTPONE: Council Member Taylor moves to postpone approval of the City Administrator job description to the June 11th General Meeting

SECONDED BY: Council Member Ohlson

COUNCIL COMMENT:

a) Council Member Casipit

ROLL CALL VOTE ON MOTION TO POSTPONE

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

NO: 0

RECUSED: 0

MOTION PASSES/FAILS 7/0

B. Borough Task Force Nomination

MOTION: Mayor Miranda moves to approve appointing Erin Ohlson to participate as citizen representation on the Borough Task Force

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

a) Erin Ohlson

COUNCIL COMMENT:

a) Council Member Warner

Hearing no objections, the motion is passed by unanimous consent

C. Approve Gustavus Community Garden Fence

MOTION: Vice Mayor Ohlson moves to Approve additional Gustavus Community Garden Fence

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

a) Kathy Hocker

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION PASSES/FAILS 7/0

D. Resolution CY18-15 Policy & Procedure for Employee Benefits Policy Health-Benefits Plan & Stipend

MOTION: Council Member Casipit moves to adopt Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018

SECONDED BY: Council Member Sunday

PUBLIC COMMENT:

a) Paul Berry

COUNCIL COMMENT:

a) Council Member Ohlson requests conflict of interest hearing

CONFLICT OF INTEREST HEARING

Vice Mayor Ohlson declared a conflict of interest regarding Resolution CY18-15 Policy & Procedure for Employee Benefits Policy and stated that his wife is an employee who will be affected by changes in the health benefits plan.

Mayor Miranda made the determination that a conflict of interest exists and requested that Vice Mayor Ohlson participate in discussion and recuse himself from voting on Resolution CY18-15.

COUNCIL COMMENT:

- a) Council Member Taylor explains history of health benefits provided by the city, prefers policy that offers health benefits enrollment with employer paying 80% of premium and does not offer stipend

AMENDMENT TO THE MAIN MOTION:

Council Member Taylor moves to amend Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018 as follows:

I. Health Insurance

Strike everything after "all eligible employees".

Next paragraph, the City will pay "80% of the premium". Rest of paragraph is deleted except last sentence

Remove third and fourth paragraph entirely.

Policy:

Strike sentence regarding proof of coverage.

Under (A), delete paragraph "On a monthly basis".

SECONDED BY: Council Member Warner

COUNCIL COMMENT:

- a) Council Member Cook, do any of these edits preclude offering group health plan.
- b) Mayor Miranda, Premiera Blue Cross Blue Shield of Alaska requires proof of coverage to waive enrollment.

AMENDMENT TO THE AMENDMENT:

Council Member Taylor moves to amend his amendment to Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018 as follows:

Retain edits listed above, but in addition retain last sentence under Policy "For employees that elect not to participate in the health insurance program offered by the City, evidence that they are insured via other means is required."

SECONDED BY: Council Member Warner

COUNCIL COMMENT:

- a) Council Member Taylor

ROLL CALL VOTE ON MOTION

YES: Warner, Cook, Taylor, Miranda

NO: Casipit, Sunday

RECUSED: Ohlson

MOTION **PASSES**/FAILS 4/2

AMENDMENT TO THE MAIN MOTION:

Discussion returns to Council Member Taylor's now amended amendment to Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018 as described and amended above.

COUNCIL COMMENT: extensive

AMENDMENT TO THE MAIN MOTION AS AMENDED:

Council Member Warner moves to waive 20% employee contribution for existing employees on the plan until the sunset date of December 31, 2018, listed in the current benefits policy

SECONDED BY: None

Motion not brought forward.

AMENDMENT TO THE ORIGINAL MAIN MOTION:

Discussion returns to Council Member Taylor's amended amendment to Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018 as described and amended above.

COUNCIL COMMENT: extensive

ROLL CALL VOTE ON MOTION

YES: Warner, Taylor

NO: Casipit, Cook, Sunday, Miranda

RECUSED: Ohlson

MOTION **PASSES/FAILS** 2/4

Discussion returns to original motion by Council Member Casipit to adopt Resolution CY18-15 City of Gustavus Benefits Policy for Eligible Regular Position Employees Effective May 15, 2018.

ROLL CALL VOTE ON MAIN MOTION

YES: Miranda, Sunday, Casipit, Cook

NO: Taylor, Warner

RECUSED: Ohlson

MOTION **PASSES/FAILS** 4/2

E. Resolution CY18-16 Policy & Procedure for Disbursement of Room Tax Monies to the Gustavus Visitor Association

MOTION: Council Member Sunday moves to adopt Resolution CY18-16 Policy & Procedure for Disbursement of Room Tax Monies to the Gustavus Visitor Association

SECONDED BY: Council Member Cook

PUBLIC COMMENT:

- a) GVA President Jim Kearns gives a public comment of GVA's quarterly report.

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES/FAILS** 7/0

F. Resolution CY18-17 Policy & Procedure for Funding Limited Social Services

MOTION: Council Member Taylor moves to adopt Resolution CY18-17 Policy & Procedure for Funding Limited Social Services

SECONDED BY: Council Member Sunday

PUBLIC COMMENT:

- a) Erin Ohlson

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES/FAILS** 7/0

G. Resolution CY18-18 Policy & Procedure for Unrestricted Fund Balance

MOTION: Vice Mayor Ohlson moves to adopt Resolution CY18-18 Policy & Procedure for Unrestricted Fund Balance

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Council Member Taylor

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 7

MOTION PASSES/FAILS 7/0

H. Resolution CY18-14 Policy & Procedure for Project Planning

MOTION: Council Member Casipit moves to adopt Resolution CY18-14 Policy & Procedure for Project Planning

SECONDED BY: Council Member Miranda

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION PASSES/FAILS 7/0

I. Approve Capital Improvement Plan 2018-2023

MOTION: Council Member Sunday moves to approve Capital Improvement Plan 2018-2023

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION PASSES/FAILS 7/0

J. Approve RFQ FY19-01 Road Maintenance

MOTION: Council Member Taylor moves to Approve RFQ FY19-01 for Annual Road Maintenance

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Council Member Cook recommends amending wording regarding brush mower to indicate contractor-supplied, not contractor-owned. Council discussion regarding keeping road maintenance, roadside brushing, and snowplowing in one RFQ or advertising as separate RFQs.

AMENDMENT TO THE MAIN MOTION:

Council Member Miranda moves to approve RFQ FY19-01 for Annual Road Maintenance with the amendment of separating it into three separate RFQs for road maintenance, roadside brushing, and snowplowing

SECONDED BY: Council Member Ohlson

COUNCIL COMMENT: Council discussion

ROLL CALL VOTE ON MOTION

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

NO: Taylor

RECUSED: 0

MOTION PASSES/FAILS 6/1

K. Approve Wilson Road Drainage Project Scoping Document

MOTION: Council Member Cook moves to Approve Wilson Road Drainage Project Scoping Document

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION

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

NO: 0

RECUSED: 0

MOTION **PASSES**/FAILS 7/0

11. CITY COUNCIL REPORTS:

- a) Council Member Casipit
Pleased to have school kids come to learn about municipal government
- b) Mayor Miranda-Still trying to get intertie design plans prior to its final approval
- Juneau airport north terminal is going to demolished and not rebuilt as originally planned, eliminating opportunity for small air carriers to compete; contacted Robert Venables of Southeast Conference for more information
- c) Vice Mayor Ohlson - strategic planning meeting 5/16; NPS approved 50 cu. yds. of gravel for Salmon River Park playground project
- d) Council Member Sunday - DOT almost done with review documents for Gustavus Dock refurbishment, City will get an invite to review; design team will then come out for a site visit to address concerns in June

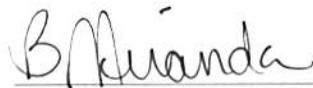
12. CITY COUNCIL QUESTIONS AND COMMENTS: None

13. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Miranda adjourns the meeting at 9:59pm.



Barbara Miranda, Mayor



Attest: Phoebe Vanselow, City Treasurer

4:29 PM

06/01/18

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2017 through May 2018

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	0.00	10.00	-10.00	0.0%
Business License Fees	3,650.20	3,000.00	650.20	121.7%
Donations	960.00	2,000.00	-1,040.00	48.0%
DRC Income	87,068.02	88,280.00	-1,211.98	98.6%
Federal Revenue				
Payment In Lieu of Taxes	107,545.26	107,545.26	0.00	100.0%
Total Federal Revenue	107,545.26	107,545.26	0.00	100.0%
Fundraising	1,010.00	5,200.00	-4,190.00	19.4%
GVFD Income	1,275.00	1,500.00	-225.00	85.0%
Interest Income	800.94	70.00	730.94	1,144.2%
Lands Income	9,906.00	8,000.00	1,906.00	123.8%
Lease Income	9,812.15	15,541.42	-5,729.27	63.1%
Library Income	1,116.93	3,000.00	-1,883.07	37.2%
Marine Facilities Income	16,335.00	14,000.00	2,335.00	116.7%
Sales Tax Income				
Retail Tax Income	351,667.45	319,000.00	32,667.45	110.2%
Room Tax Income	74,392.35	67,000.00	7,392.35	111.0%
Fish Box Tax	13,515.69	15,000.00	-1,484.31	90.1%
Penalties & Interest	4,912.53	0.00	4,912.53	100.0%
Tax Exempt Cards	170.00	150.00	20.00	113.3%
Seller's Compensation Discount	-790.77	0.00	-790.77	100.0%
Total Sales Tax Income	443,867.25	401,150.00	42,717.25	110.6%
State Revenue				
Community Assistance Program	88,824.00	82,515.28	6,308.72	107.6%
Shared Fisheries Business Tax	1,921.08	1,656.21	264.87	116.0%
Total State Revenue	90,745.08	84,171.49	6,573.59	107.8%
Total Income	774,091.83	733,468.17	40,623.66	105.5%
Gross Profit	774,091.83	733,468.17	40,623.66	105.5%
Expense				
Administrative Costs	2,493.43	9,400.00	-6,906.57	26.5%
Advertising	75.00	500.00	-425.00	15.0%
Ambulance Subscription Expense	400.00	2,000.00	-1,600.00	20.0%
Bad Debt	620.61			
Bank Service Charges	1,778.08	2,480.00	-701.92	71.7%
Building	13,220.22	26,397.13	-13,176.91	50.1%
Contractual Services	24,796.39	57,690.00	-32,893.61	43.0%
Dues/Fees	4,960.98	7,100.00	-2,139.02	69.9%
Election Expense	212.17	500.00	-287.83	42.4%
Equipment	10,618.74	20,315.00	-9,696.26	52.3%
Freight/Shipping	13,771.23	19,110.00	-5,338.77	72.1%
Fundraising Expenses	1,437.64	1,850.00	-412.36	77.7%
General Liability	4,424.75	4,000.00	424.75	110.6%
Holiday gift	2,500.00	2,500.00	0.00	100.0%
Library Materials	0.00	300.00	-300.00	0.0%
Marine Facilities	1,690.31	6,000.00	-4,309.69	28.2%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	299,497.90	380,250.13	-80,752.23	78.8%

4:29 PM

06/01/18

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2017 through May 2018

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
Professional Services	25,056.70	40,000.00	-14,943.30	62.6%
Public Relations	345.91	2,000.00	-1,654.09	17.3%
Road Maintenance	86,310.24	105,000.00	-18,689.76	82.2%
Social Services	10,540.00	10,540.00	0.00	100.0%
Supplies	12,841.09	22,745.00	-9,903.91	56.5%
Telecommunications	19,950.50	20,610.00	-659.50	96.8%
Training	10,676.91	12,880.00	-2,203.09	82.9%
Travel	13,630.86	16,945.00	-3,314.14	80.4%
Utilities	15,926.81	18,390.00	-2,463.19	86.6%
Vehicle	5,538.05	8,550.00	-3,011.95	64.8%
Total Expense	583,314.52	798,552.26	-215,237.74	73.0%
Net Ordinary Income	190,777.31	-65,084.09	255,861.40	-293.1%
Other Income/Expense				
Other Income				
Encumbered Funds	90,000.00	105,000.00	-15,000.00	85.7%
Total Other Income	90,000.00	105,000.00	-15,000.00	85.7%
Net Other Income	90,000.00	105,000.00	-15,000.00	85.7%
Net Income	280,777.31	39,915.91	240,861.40	703.4%

City of Gustavus
Balance Sheet
As of May 31, 2018

	May 31, 18
ASSETS	
Current Assets	
Checking/Savings	
AMLIP - CoG Main account (0630598.1)	1,182,859.62
AMLIP Admin (0630598.10)	40,827.02
AMLIP Beach (0630598.11)	36.02
AMLIP DRC (0630598.9)	14,077.42
AMLIP GCN (0630598.5)	1,978.82
AMLIP GVFD (0630598.4)	0.38
AMLIP Lands (0630598.7)	6,607.72
AMLIP Library (0630598.2)	48,823.86
AMLIP MFC (0630598.3)	88,691.04
AMLIP Public Works (0630598.6)	35,200.60
AMLIP Road Maint (0630598.8)	94,372.16
APCM Endowment Fund	1,426,872.65
FNBA - Checking	377,658.55
FNBA Endowment Fund - Checking	58,746.01
FNBA First Investment Account	750,834.69
Petty Cash	589.71
Total Checking/Savings	4,128,176.27
Accounts Receivable	
Accounts Receivable	14,870.55
Total Accounts Receivable	14,870.55
Total Current Assets	4,143,046.82
TOTAL ASSETS	4,143,046.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	6,835.11
Total Credit Cards	6,835.11
Other Current Liabilities	
Deferred Income	9,000.00
Payroll Liabilities	
State Unemployment	836.85
Total Payroll Liabilities	836.85
Total Other Current Liabilities	9,836.85
Total Current Liabilities	16,671.96
Total Liabilities	16,671.96
Equity	
Fund Balance	2,950,091.65
Opening Bal Equity	1,084,743.57
Net Income	91,539.64
Total Equity	4,126,374.86
TOTAL LIABILITIES & EQUITY	4,143,046.82