

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
August 13th, 2018**

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**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council is called to order on August 13th, 2018, at 7:00 pm by Mayor Miranda. There are sixteen (16) 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

**3. APPROVAL OF MINUTES:**

**A. General Meeting Minutes 07-09-2018**

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

SECONDED BY: Council Member Casipit

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

**B. Special Meeting Minutes 08-02-2018**

MOTION: Council Member Cook moves to approve the Special Meeting Minutes from August 2nd, 2018

SECONDED BY: Vice Mayor Ohlson

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections motion passes by unanimous consent

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

Unfinished business: update name of plan on agenda to Beach Development Plan

Hearing no objections, Mayor Miranda announced the agenda as set

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

**A. Fourth: Gustavus Visitor Association-Administrator, Nina Zarate provided a written report, Jim Kearns provided an oral summary of the report**

Kearns – rationale for FY19 budget of \$20,000 to GVA?

Mayor Miranda – budget trimmed in a variety of areas to make it balance; P&L and Balance Sheet has been requested with quarterly reports to better inform the Council when making budget decisions

Council Member Taylor – visitation trend data?

Kearns – data not collected; bed tax is best gauge

Council Member Sunday – emphasize the need for the P&L and Balance Sheet

Mayor Miranda – GVA Policy & Procedure will be reviewed re: P&L and Balance Sheet reporting requirements

Council Member Warner – it would be helpful if GVA could demonstrate correlation between money received from City of Gustavus and increased room tax money revenue (i.e. visitation)

**B. Fifth: The Rookery at Gustavus-CEO/Board President, Erin Ohlson provided a written report and an oral summary**

Mayor Miranda – What is “payroll other” on the P&L?

E. Ohlson – uncategorized payroll from before payroll was itemized between programs last fall

Council Member Warner – kudos to the fundraising effort

**C. First: DRC-Manager/Operator, Paul Berry provided a written report and an oral summary**

**D. Second: City Clerk, Karen Platt provided a written report**

**E. Third: City Treasurer, Phoebe Vanselow provided a written report and an oral summary**

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

**A. Philip Hooge, Glacier Bay National Park Superintendent-Intertie Update**

NPS Region is supportive of the intertie and trying to integrate the NPS facility into a microgrid, ensure impact of any diesel generation is shared. Interruptible is not a consideration. The NPS shares city's concern on user rates.

**B. Mayor Miranda announced a plan for an Intertie Multi-Agency Stakeholder meeting. Date to be announced.**

**C. Supt. Hooge also provided information on other topics**

- Totem Raising 8-25-2018
- Simultaneous House and Senate Bills for deferred maintenance in National Park Service - \$1.5 billion/year for 5 years
- Interior Secretary announced focus on enhanced recreational opportunities inside National Parks – could have implications for implementation of front country plan in Glacier Bay; draft front country plan will be released by December or January followed by 6-week comment period.

**7. CONSENT AGENDA**

**A. Introduce FY19-02NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2019 (Road Maint)**

**B. Approve Certificate of Records Destruction**

MOTION: Council Member Taylor moves to approve the Consent Agenda

SECONDED BY: Council Member Casipit

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

**8. ORDINANCE FOR PUBLIC HEARING**

**A. Approve FY19-01NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2018 (Road Maint) Introduced 07-09-18**

MOTION: Council Member Warner moves to Approve FY19-01NCO Providing for the Amendment of the City Held Accounts in Fiscal Year 2018 (Road Maint) Introduced 07-09-18

SECONDED BY: Council Member Cook

PUBLIC COMMENT: None

COUNCIL COMMENT: None

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

**9. UNFINISHED BUSINESS**

**A. Approve Beach Development Plan**

MOTION: Vice Mayor Ohlson moves to Approve Beach Development Plan

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

COUNCIL COMMENT: Council Member Sunday supports this effort

ROLL CALL VOTE ON MOTION:

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

NO:

**MOTION PASSES/FAILS 6/0**

8:00pm – Mayor Miranda calls for a five-minute break

8:05pm – Mayor Miranda reconvenes meeting

**10. NEW BUSINESS:**

**A. Approve Resolution CY18-22 Road Name Changes**

MOTION: Council Member Taylor moves to Approve Resolution CY18-22 Providing for the Approval of Road Name Changes

SECONDED BY: Council Member Ohlson

PUBLIC COMMENT: Lynne Jensen – inquired about Jensen Rd. vs. Pine

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

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

NO:  
MOTION **PASSES**/FAILS 7/0

**B. Approve Resolution CY18-23 to Update and Establish Marine Facilities User Fees**

**MOTION:** Council Member Sunday moves to Approve Resolution CY18-23 to Update and Establish Marine Facilities User Fees

**SECONDED BY:** Council Member Cook

**PUBLIC COMMENT:** None

**COUNCIL COMMENT:** None

**ROLL CALL VOTE ON MOTION:**

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

NO:

MOTION **PASSES**/FAILS 7/0

**C. Approve Resolution CY18-24 to Align Standards for Broadband Internet Services**

**MOTION:** Council Member Warner moves to Approve Resolution CY18-24 to Align Standards for Broadband Internet Services

**SECONDED BY:** Mayor Miranda

**PUBLIC COMMENT:** None

**COUNCIL COMMENT:** None

**ROLL CALL VOTE ON MOTION:**

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

NO:

MOTION **PASSES**/FAILS 7/0

**D. Approve RFQ-CP17-02DRC Driveway & Recycling Outflow Area Project**

**MOTION:** Council Member Casipit moves to Approve RFQ-CP17-02DRC Driveway & Recycling Outflow Area Project

**SECONDED BY:** Vice Mayor Ohlson

**PUBLIC COMMENT:** None

**COUNCIL COMMENT:** None

**ROLL CALL VOTE ON MOTION:**

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

NO:

MOTION **PASSES**/FAILS 7/0

**E. Introduction of City Ordinance FY19-03 Title 5 Elections Providing for the Exemption of Liquor Sales on Election Days**

**MOTION:** Vice Mayor Ohlson moves to approve Introduction of City Ordinance FY18-02 Title 5 Elections Providing for the Exemption of Liquor Sales on Election Days

**SECONDED BY:** Council Member Cook

**Conflict of Interest Hearing**

Mayor Miranda declares a conflict of interest as she owns an establishment that sells alcohol.

Vice Mayor Ohlson presided over the hearing and made the determination that a conflict exists; Mayor Miranda is welcome to discuss but should refrain from voting.

**PUBLIC COMMENT:** None

**COUNCIL COMMENT:**

a) Vice Mayor Ohlson – state allows for an exemption by ordinance

b) Mayor Miranda – this is being addressed as state law was being followed inconsistently

**ROLL CALL VOTE ON MOTION:**

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

NO:

MOTION **PASSES**/FAILS 6/0

**F. Approve Calculation of Endowment Fund Grant Amount for 2019 Award Cycle**

MOTION: Mayor Miranda moves to Approve Calculation of Endowment Fund Grant Amount for 2019 Award Cycle in the amount of \$42,352.00

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

COUNCIL COMMENT:

- a) Council Member Taylor – prior review at work session would be helpful; Mayor Miranda – Anchorage consumer price index was not available until late last week

ROLL CALL VOTE ON MOTION:

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

NO:

MOTION **PASSES**/FAILS 7/0

**G. Conflict of Interest Hearing-City Administrator Hiring Process, Mayor Miranda**

Mayor Miranda retracts her conflict of interest regarding the City Administrator Hiring Process and presented a statement.

Vice Mayor Ohlson presided over the hearing and made the determination that a conflict of interest does not exist and ruled that Mayor Miranda no longer need be recused from voting.

**H. Conflict of Interest Hearing-City Administrator Hiring Process, Vice Mayor Ohlson**

Vice Mayor Ohlson declared a conflict of interest regarding the City Administrator Hiring Process and presented a statement.

Mayor Miranda presided over the hearing and made the determination that a conflict of interest exists and requested that Vice Mayor Ohlson is not involved in the hiring panel or review of applicants for this process.

**11. CITY COUNCIL REPORTS:**

- a) Council Member Casipit – bear brought garbage onto his property; member of public told him that he witnessed garbage thrown off bridge; encourages citizens to deal with garbage properly
- b) Mayor Miranda – looking at grant to look at old preschool building across from the school; grant is for medical emergency or housing for school staff; Ben Sadler will attend pre-grant mandatory meeting 8/24 in Anchorage

**12. CITY COUNCIL QUESTIONS AND COMMENTS:** None

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

- a) Lynne Jensen – Library roof status
- b) Lynne Jensen – Trash being dumped at the dock
- c) Justin Marchbanks – Welcome to new school principal Brad King

**14. EXECUTIVE SESSION**

MOTION: Mayor Miranda moved to enter Executive Session to discuss and receive privileged legal advice regarding the Gustavus/NPS Intertie with APT and review selection criteria and City Administrator Applicants.

SECONDED: Council Member Sunday

Mayor Miranda asked Vice Mayor Ohlson to recuse himself from Executive Session and invited Power Rangers, John Nixon, Jim Mackovjak and Greg Streveler join Executive Session.

Hearing no objections motion passes by unanimous consent

Vice Mayor Jake Ohlson left the meeting at 8:35pm.

Mayor Miranda closed the Regular Meeting 8:36pm and opened the Executive Session at 8:37pm.

MOTION: Council Member Taylor moved to close the Executive Session and open the Regular Meeting

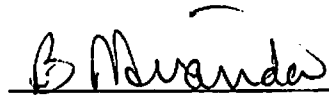
SECONDED: Cook

Hearing no objections motion passes by unanimous consent

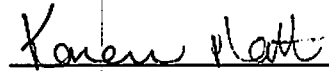
Mayor Miranda closed the Executive Session and opened the Regular Meeting at 9:58 pm.

**15. ADJOURNMENT:**

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



Barbara Miranda, Mayor



Attest: Karen Platt, City Clerk

4:51 PM

09/12/18

Accrual Basis

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

R.4

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Business License Fees	150.00	3,500.00	-3,350.00	4.3%
Donations	60.00	1,000.00	-940.00	6.0%
DRC Income	21,955.35	89,480.00	-67,524.65	24.5%
<b>Federal Revenue</b>				
Payment In Lieu of Taxes	107,167.43	107,000.00	167.43	100.2%
<b>Total Federal Revenue</b>	107,167.43	107,000.00	167.43	100.2%
Fundraising	0.00	700.00	-700.00	0.0%
GVFD Income	1,961.98	8,000.00	-6,038.02	24.5%
Interest Income	4,656.57	14,500.00	-9,843.43	32.1%
Lands Income	4,760.00	8,000.00	-3,240.00	59.5%
Lease Income	6,157.00	12,541.42	-6,384.42	49.1%
Library Income	0.00	1,500.00	-1,500.00	0.0%
Marine Facilities Income	935.00	16,250.00	-15,315.00	5.8%
<b>State Revenue</b>				
Community Assistance Program	85,461.43	82,577.00	2,884.43	103.5%
Shared Fisheries Business Tax	0.00	1,500.00	-1,500.00	0.0%
<b>Total State Revenue</b>	85,461.43	84,077.00	1,384.43	101.6%
<b>Tax Income</b>				
Retail Tax Income	91,056.18	339,000.00	-247,943.82	26.9%
Room Tax Income	21,309.91	65,000.00	-43,690.09	32.8%
Fish Box Tax	2,860.00	15,000.00	-12,140.00	19.1%
Penalties & Interest	167.59	0.00	167.59	100.0%
Tax Exempt Cards	0.00	150.00	-150.00	0.0%
<b>Total Tax Income</b>	115,393.68	419,150.00	-303,756.32	27.5%
<b>Total Income</b>	348,658.44	765,698.42	-417,039.98	45.5%
<b>Gross Profit</b>	348,658.44	765,698.42	-417,039.98	45.5%
<b>Expense</b>				
Administrative Costs	1,555.76	14,300.00	-12,744.24	10.9%
Advertising	428.57	500.00	-71.43	85.7%
Ambulance Billing Expense	459.00	1,000.00	-541.00	45.9%
Bank Service Charges	741.02	2,250.00	-1,508.98	32.9%
Building	7,519.07	13,595.63	-6,076.56	55.3%
Contractual Services	7,160.00	55,500.00	-48,340.00	12.9%
Dues/Fees	482.00	6,950.00	-6,468.00	6.9%
<b>Economic Development Services</b>				
GVA	20,000.00	20,000.00	0.00	100.0%
<b>Total Economic Development Services</b>	20,000.00	20,000.00	0.00	100.0%
Election Expense	0.00	250.00	-250.00	0.0%
Equipment	3,879.16	13,696.00	-9,816.84	28.3%
Freight/Shipping	393.43	19,050.00	-18,656.57	2.1%
Fundraising Expenses	0.00	600.00	-600.00	0.0%
General Liability	5,001.38	5,001.38	0.00	100.0%
Holiday gift	0.00	3,000.00	-3,000.00	0.0%
Library Materials	0.00	600.00	-600.00	0.0%
Marine Facilities	2,087.50	4,625.46	-2,537.96	45.1%
Occupational Health	0.00	500.00	-500.00	0.0%

4:51 PM

09/12/18

Accrual Basis

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

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Payroll Expenses	72,639.46	438,148.05	-365,508.59	16.6%
Professional Services	1,245.00	20,000.00	-18,755.00	6.2%
Public Relations	123.70	500.00	-376.30	24.7%
Repair & Replacement Fund	0.00	20,095.76	-20,095.76	0.0%
Road Maintenance	17,213.00	85,000.00	-67,787.00	20.3%
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	3,055.43	18,500.00	-15,444.57	16.5%
Telecommunications	2,554.64	20,500.00	-17,945.36	12.5%
Training	3,211.43	21,100.00	-17,888.57	15.2%
Travel	3,003.22	19,850.00	-16,846.78	15.1%
Utilities	6,075.38	17,200.00	-11,124.62	35.3%
Vehicle	4,451.57	9,436.95	-4,985.38	47.2%
Total Expense	176,243.72	844,713.23	-668,469.51	20.9%
Net Ordinary Income	172,414.72	-79,014.81	251,429.53	-218.2%
Other Income/Expense				
Other Income				
Encumbered Funds	0.00	85,100.00	-85,100.00	0.0%
Total Other Income	0.00	85,100.00	-85,100.00	0.0%
Net Other Income	0.00	85,100.00	-85,100.00	0.0%
Net Income	172,414.72	6,085.19	166,329.53	2,833.3%

4:50 PM

09/12/18

Accrual Basis

SPN 98

City of Gustavus  
Balance Sheet  
As of August 31, 2018

enc  
to  
m  
BM

Aug 31, 18

**ASSETS**

## Current Assets

## Checking/Savings

AMLIP Capital Improv Current (0630598.1)	12,999.61
AMLIP Capital Improv Long-Term (0630598.2)	778,663.51
AMLIP Repair & Replacement (0630598.3)	300,861.84
AMLIP Road Maint - Unencumbered (0630598.4)	250,780.66
AMLIP Road Maint - Encumbered (0630598.8)	135,920.76
APCM.Endowment Fund	1,466,334.86
FNBA - Checking	559,476.54
FNBA Endowment Fund - Checking	38,746.01
FNBA First Investment Account	751,023.96
Petty Cash	255.63

Total Checking/Savings 4,295,063.38

## Accounts Receivable

Accounts Receivable 20,642.12

Total Accounts Receivable 20,642.12

## Other Current Assets

Undeposited Funds 857.60

Total Other Current Assets 857.60

Total Current Assets 4,316,563.10

**TOTAL ASSETS 4,316,563.10**

**LIABILITIES & EQUITY**

## Liabilities

## Current Liabilities

## Credit Cards

Bank of America Alaska Air Visa 5,738.95

Total Credit Cards 5,738.95

## Other Current Liabilities

Deferred Income 11,420.00

## Payroll Liabilities

State Unemployment 778.46

Total Payroll Liabilities 778.46

Total Other Current Liabilities 12,198.46

Total Current Liabilities 17,937.41

Total Liabilities 17,937.41

## Equity

Fund Balance 3,029,679.86

Opening Bal Equity 1,084,743.57

Net Income 184,202.26

Total Equity 4,298,625.69

**TOTAL LIABILITIES & EQUITY 4,316,563.10**