

**APPROVED**  
**City Council General Meeting**  
October 17, 2013

**1. Call to Order:** A General Meeting of the Gustavus City Council was held on October 17, 2013.

There were three community members in the audience.

**2. Roll Call:**

Comprising a quorum of the Council the following were present:

Mayor Marchbanks  
Vice Mayor Trummer – by teleconference  
Council Member DeBoer  
Council Member Irwin  
Council Member Sunday – by teleconference  
Council Member Hawley

**3. Approval of Minutes:**

**A. Minutes for the General Meeting September 12, 2013**

MOTION: Council Member Sunday moved to adopt the minutes for the September 12th meeting.  
Second: Council Member Hawley  
ROLL CALL VOTE:  
Yes: Sunday, DeBoer, Irwin, Marchbanks, Trummer, Hawley  
No:  
Motion Passes: 6/0

**B. Minutes for the Special Meeting September 19, 2013**

MOTION: Council Member Sunday moved to adopt the minutes for the September 19th meeting.  
Second: Council Member Hawley  
ROLL CALL VOTE:  
Yes: Irwin, DeBoer, Trummer, Marchbanks, Hawley, Sunday  
No:  
Motion Passes: 6/0

### **C. Minutes for the October 4, 2013 Elections Review Committee**

MOTION: Council Member DeBoer moved to adopt the minutes for the October 4th special meeting.

Second: Council Member Sunday

ROLL CALL VOTE:

Yes: Marchbanks, Sunday, Irwin, Hawley, Trummer, DeBoer

No:

Motion Passes: 6/0

### **D. Minutes for the October 7, 2013 Special Meeting**

MOTION: Council Member Sunday moved to adopt the minutes for the October 7th special meeting.

Second: Council Member Irwin

ROLL CALL VOTE:

Yes: Hawley, Marchbanks, DeBoer, Irwin, Trummer, Sunday

No:

Motion Passes: 6/0

#### **4. Mayor's Request for Agenda Changes**

There were no changes for the agenda. There were no objections regarding the agenda. Hearing no objections, the Mayor declared the agenda set.

#### **5. Committee Reports**

GVFD report given by Interim Chief Graham

Beach Committee report by Morgan DeBoer

Library – no report given

#### **6. Public Comment on Non-agenda Items**

Pep Scott

#### **7. Consent Agenda**

##### **A. Publish FY14-04NCO Amending the Gustavus Volunteer Fire Department's budget.**

MOTION: There were no objections to publishing FY14-04NCO. Hearing no objections, the Mayor declared the NCO to be published by unanimous consent.

**8. Ordinances for Publication**

**A. FY14-05 An Ordinance for the City of Gustavus Adopting an Amendment to Title 2.30.030(a) Regular (General) Council Meetings.**

MOTION: Council Member Sunday moved that we publish FY14-05 amending Title 2.30.030(a).

Second: Council Member Irwin

Public comment by Pep Scott and Paul Berry

ROLL CALL VOTE:

Yes: Sunday, Trummer, Marchbanks, Hawley, Irwin

No: DeBoer

Motion Passes: 5/1

**9. Ordinances for Public Hearing**

There were none

**10. Resolutions**

There were none

**11. Policy and Procedures for Publication**

There were none

**12. Policy and Procedures for Public Hearing**

**A. Resolution 2014-03 A Resolution Adopting Policy and Procedures for Public Records Maintenance.**

MOTION: Council Member DeBoer moved to adopt Resolution 2014-03 A Resolution Adopting Policy and Procedures for Public Records Maintenance.

Second: Council Member Irwin

ROLL CALL VOTE:

Yes: Trummer, Sunday, Marchbanks, Irwin, DeBoer, Hawley

No:

Motion Passes: 6/0

**13. Unfinished Business**

**14. New Business**

**A. Accepting Council Member Farevaag's resignation**

MOTION: Council Member Irwin made a motion that we accept Noel's resignation from the City Council of Gustavus.

Second: Council Member DeBoer

ROLL CALL VOTE:

Yes: Trummer, Hawley, DeBoer, Sunday, Marchbanks, Irwin

No:

Motion Passes: 6/0

**B. Declaring Seat D vacant**

MOTION: Council Member DeBoer moved we declare Seat D vacant.  
Second: Vice Mayor Trummer  
ROLL CALL VOTE:  
Yes: DeBoer, Sunday, Trummer, Hawley, Irwin, Marchbanks  
No:  
Motion Passes: 6/0

**15. Staff Reports**

Paul Berry asked to be added to the agenda for the November 14th General Meeting.

**16. City Council Reports**

A. Mayor reported on insurance being purchased for the new float facility and that some of the floats would be pulled on October 20th. She also reported on the need for the Finance Committee to become active again. Stated there were 5 persons interested.

B.

Clerks Report for General Meeting 10/17/2013

- ☐ New Teleconference Machine – will have additional wireless speakers hooked up by next meeting
- ☐ New City Council computers for Sandi, Lori, Jeff – waiting for recovery disc for Windows 8 pro .
- ☐ I am now a Notary Public
- ☐ Monthly Grant Reports - CIP projects completed and submitted for September
- ☐ Capital project submission timeline: (per Jessie Kiel in Senator Egan's office)
  - The online submissions start 1<sup>st</sup> week in December, close 1<sup>st</sup> week in February
  - Jessie's suggestion: submit by New Years Day, and then schedule a time to speak with Egan and Kertula around the 2<sup>nd</sup> week in January. This way when the submission is closed, they will be familiar with our projects.
- ☐ CED office requests projected timeline for CIP projects:
  - City Hall remodel – no status change since last fall due to CoG not having title to land from DNR. Sandi is working on.

- DRC – no status change since March. DRC manager currently working on materials RFQ.

- Paul notified, have not heard response from him as of this time.

***This is something for the Council to consider when deliberating on FY15 CIP requests/grants. We have 3 that are not active out of five (3<sup>rd</sup> being the public restrooms – Morgan needs to write RFQ – John Scott has offered to help)***

☒ Re-Scheduled with Lynn Kenealy to come for Council/Clerk training Dec 10<sup>th</sup> – 12<sup>th</sup>

- She will be doing a half day workshop with ALL COMMITTEE members on the 10<sup>th</sup> – this training, *while not mandatory*, will be essential to enable committee members in following protocol and procedure.

- We will have lunch catered for the days she is here – for committee members and council members – skipped over erroneously. Will put in November Clerk's report.

☒ Senator Egan and Representative Kertula will be here on Oct 29<sup>th</sup> for a daytime meeting with the Council, and an evening meet and greet (at the Library) for community members.

- Signs posted for Library meet and greet @ City Hall, Library, Post office, Dray, Clove Hitch, Wings, Toshco
- Senator Egan had surgery (on his leg) 10/16/13 – his staff member Dana Owen thinks he will be able to travel by the 29<sup>th</sup>, but Dana will be in attendance regardless.

~~☒ The City now has insurance on the floats at the dock~~

~~☒ I feel we need a finance committee – you will see the APCM report, we also have a savings account managed by AMLIP, earning <1% interest per month.~~

- ~~○ We need some available for emergencies, but need to look into other options for a chunk of it.~~
- ~~○ I have contacted our account manager for suggestions.~~

~~Mayor covered in her report.~~

☒ APCM - Gustavus Report in Council

☒ Payroll Expenses FY14 to date – **confidential and does not leave city hall – return all copies to Noel**

☒ Expenses vs. Income this FY to date: report from QB – accurate as of noon yesterday.

- NB: the accuracy of City budgets will not be accurate until I go through all the accounts. >>>>>

- ☐ Still working on reconciliations of Banks accounts. We are missing all statements previous to March. This is a project I am working on... which means that there are some City accounts that may not
- ☐ City Credit cards all entered and correct for this FY – we are missing all statements previous to May.
  - P&L reports given to City Depts. have changed due to coding that needed to be adjusted.
- ☐ Council members: Please get in the habit of stopping by City Hall
  - to check your folders, particularly if you are not email savvy.
  - To sign checks – this allows me to keep the bills paid in a timely fashion and **IS IMPORTANT the first day of the month for payroll.**
- ☐ Please also start the habit of coming to the Clerk’s desk at the end of the meeting and asking if there are documents that need your signature. We are playing catch-up from the past few years from Council members that hadn’t signed Ordinance changes and Resolutions. I want to be current on all fronts.

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## **17. City Council Questions and Comments**

Council Member Hawley referred to the Gustavus Strategic Plan and the need for people to reacquaint themselves with the plan.

Council Member DeBoer and Irwin thanked Fire Chief Graham and Noel for their work.

## **18. Public Comment on non-agenda items**

There was no comment

## **19. Executive Session**

None

## **20. Adjournment**

Hearing no objections, the mayor adjourned the meeting at 8:29 p.m.