

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
January 13, 2020**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on January 13, 2020 at 7:00 pm by Mayor Casipit. 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 Casipit
Vice Mayor Cannamore
Council Member Clark
Council Member Vanderzanden
Council Member Warner
Council Member Taylor
Council Member Owens

There are 7 members present, and a quorum exists

3. APPROVAL OF MINUTES:

A. 12-09-2019 General Meeting

MOTION: Council Member Clark moved to approve by unanimous consent the General Meeting Minutes from 12-09-2019.

SECONDED BY: Council Member Cannamore

PUBLIC COMMENT: None

COUNCIL COMMENT: None

Hearing no objections, Mayor Casipit announced the General Meeting Minutes from 12-09-2019 approved by unanimous consent

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

Hearing no objections, Mayor Casipit announced the agenda as set

5. COMMITTEE REPORTS/STAFF REPORTS:

A. Gustavus Public Library-Administrative Librarian, Bre Ohlson provided a written report and oral summary.

B. Gustavus Volunteer Fire Dept.-Fire Chief, Travis Miller provided a written report and oral summary

C. Financial-City Treasurer, Phoebe Vanselow provided monthly financials

D. City Administrator-City Administrator, Tom Williams provided a written and oral summary

MOTION: Mayor Casipit moved that the council replace himself with Council Member Vanderzanden and remove City Administrator, Tom Williams from the Marine Facilities Advisory Committee.

SECONDED BY: Council Member Owens

PUBLIC COMMENT:

1) Karen Taylor
COUNCIL COMMENT:

- 1) Clark
- 2) Taylor

ROLL CALL VOTE ON MOTION:

YES: Cannamore, Clark, Vanderzanden, Owens, Warner, Taylor, Casipit

NO: 0

MOTION **PASSES**/FAILS 7/0

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

7. CONSENT AGENDA:

A. Certificate of Records Destruction

MOTION: Council Member Warner moved to adopt the consent agenda as presented

SECONDED BY: Vice Mayor Cannamore

PUBLIC COMMENT:

- 1) Justin Marchbanks

COUNCIL COMMENT:

- 1) Casipit
- 2) Taylor

Mayor Casipit removed Item 7. A. Certificate of Records Destruction from the Consent Agenda and place it as Item 10. B. Certificate of Records Destruction

8. ORDINANCE FOR PUBLIC HEARING:

9. UNFINISHED BUSINESS:

10. NEW BUSINESS:

A. Introduction of FY20-12 Title 8 Providing for the Revisions to City Ordinance Title 8 (Public Hearing 02-10-2020)

MOTION: Vice Mayor Cannamore moved to approve introduction of FY20-12 Title 8 Providing for the Revisions to City Ordinance Title 8 (Public Hearing 02-10-2020)

SECONDED BY: Council Member Vanderzanden

PUBLIC COMMENT:

- 1) Karen Taylor

COUNCIL COMMENT:

- 1) Vanderzanden
- 2) Owens

SUBSIDIARY MOTION: Council Member Owens moved to postpone Introduction of FY20-12 Title 8 Revisions until the next General Meeting on February 10, 2020.

SECONDED BY: Council Member Taylor

COUNCIL COMMENT:

- 1) Taylor
- 2) Warner

ROLL CALL VOTE ON SUBSIDIARY MOTION:

YES: Taylor, Owens, Vanderzanden, Clark, Warner, Cannamore

NO: Casipit

MOTION **PASSES**/FAILS 6/1

B. Certificate of Records Destruction

MOTION: Council Member Warner moved to adopt the Certificate of Records Destruction

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

1) Karen Taylor

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Cannamore, Clark, Vanderzanden, Owens, Warner, Taylor, Casipit

NO: 0

MOTION **PASSES**/FAILS 7/0

MOTION TO AMEND MAIN MOTION: Council Member Warner moved to amend by removing the GVFD Septic System document from destruction and preserve it.

SECONDED BY: Council Member Vanderzanden

PUBLIC COMMENT:

1) Leslie Sirstad

COUNCIL COMMENT: None

ROLL CALL VOTE ON MOTION TO AMEND MAIN MOTION:

YES: Vanderzanden, Owens, Taylor, Clark, Warner, Casipit, Cannamore

NO: 0

MOTION **PASSES**/FAILS 7/0

ROLL CALL VOTE ON MAIN MOTION AS AMENDED:

YES: Casipit, Cannamore, Warner, Clark, Vanderzanden, Owens, Taylor

NO: 0

MOTION **PASSES**/FAILS 7/0

11. CITY COUNCIL REPORTS: None

12. CITY COUNCIL QUESTIONS AND COMMENTS:

1) Vanderzanden

2) Taylor

3) Warren

4) Owens

13. PUBLIC COMMENT ON NON-AGENDA ITEMS:

1) Karen Taylor

2) Artemis BonaDea

14. EXECUTIVE SESSION

15. ADJOURNMENT:

Hearing no objections, Mayor Casipit adjourns the meeting at 8:32 pm.



Calvin Casipit, Mayor

FEB. 10, 2020
Date



Attest: Karen Platt CMC, City Clerk

02/10/2020
Date

4:33 PM

02/04/20

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
 July 2019 through January 2020

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	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Prior-Year Cash Balance	0.00	73,223.51	-73,223.51	0.0%
Business License Fees	2,475.00	3,800.00	-1,325.00	65.1%
Donations	1,368.00	1,000.00	368.00	136.8%
DRC Income	69,091.86	90,480.00	-21,388.14	76.4%
Federal Revenue				
Payment in Lieu of Taxes	115,419.89	112,735.48	2,684.41	102.4%
Total Federal Revenue	115,419.89	112,735.48	2,684.41	102.4%
Fundraising	1,271.00	500.00	771.00	254.2%
GVFD Income	8,801.81	7,900.00	901.81	111.4%
Interest Income	248.77	300.00	-51.23	82.9%
Lands Income	14,192.00	22,000.00	-7,808.00	64.5%
Lease Income	6,562.32	12,720.35	-6,158.03	51.6%
Library Income	527.85	500.00	27.85	105.6%
Marine Facilities Income	3,865.00	15,700.00	-11,835.00	24.6%
Other Income	16,312.60	3,777.00	12,535.60	431.9%
State Revenue				
Community Assistance Program	82,845.41	82,845.41	0.00	100.0%
Shared Fisheries Business Tax	204.98	1,500.00	-1,295.02	13.7%
Total State Revenue	83,050.39	84,345.41	-1,295.02	98.5%
Tax Income				
Retail Tax Income	321,772.56	378,700.00	-56,927.44	85.0%
Room Tax Income	77,846.70	65,000.00	12,846.70	119.8%
Fish Box Tax	10,090.00	13,000.00	-2,910.00	77.6%
Penalties & Interest	1,920.76	0.00	1,920.76	100.0%
Tax Exempt Cards	190.00	200.00	-10.00	95.0%
Total Tax Income	411,820.02	456,900.00	-45,079.98	90.1%
Total Income	735,006.51	885,881.75	-150,875.24	83.0%
Gross Profit	735,006.51	885,881.75	-150,875.24	83.0%
Expense				
Administrative Costs	1,743.97	4,000.00	-2,256.03	43.6%
Advertising	75.00	100.00	-25.00	75.0%
Bank Service Charges	1,673.00	2,275.00	-602.00	73.5%
Building	22,021.87	27,707.42	-5,685.55	79.5%
Contractual Services	48,546.61	100,960.00	-52,413.39	48.1%
Dues/Fees	2,882.99	7,450.00	-4,567.01	38.7%
Economic Development Services				
GVA	32,000.00	32,000.00	0.00	100.0%
Total Economic Development Services	32,000.00	32,000.00	0.00	100.0%
Election Expense	202.16	250.00	-47.84	80.9%
Equipment	15,607.15	27,126.00	-11,518.85	57.5%
Events & Celebrations	3,808.46	4,350.00	-541.54	87.6%
Freight/Shipping	17,301.64	24,030.00	-6,728.36	72.0%
Fundraising Expenses	936.27	500.00	436.27	187.3%
General Liability	10,890.44	10,717.80	172.64	101.6%
Library Materials	-484.83	600.00	-1,084.83	-80.8%
Marine Facilities	1,878.76	4,851.36	-2,972.60	38.7%

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2019 through January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	263,716.89	462,853.63	-199,136.74	57.0%
Professional Services	12,215.00	30,000.00	-17,785.00	40.7%
Public Relations	211.74	500.00	-288.26	42.3%
Repair & Replacement Fund	25,354.66	25,354.66	0.00	100.0%
Road Maintenance	70,001.53	85,000.00	-14,998.47	82.4%
Social Services				
GCEP dba The Rookery	13,890.00	13,890.00	0.00	100.0%
Total Social Services	13,890.00	13,890.00	0.00	100.0%
Supplies	8,083.44	19,315.00	-11,231.56	41.9%
Telecommunications	11,822.73	20,790.00	-8,967.27	56.9%
Training	7,223.73	10,400.00	-3,176.27	69.5%
Travel	8,112.49	29,365.00	-21,252.51	27.6%
Utilities	12,946.65	16,700.00	-3,753.35	77.5%
Vehicle	4,887.05	8,445.93	-3,558.88	57.9%
Total Expense	597,549.40	970,031.80	-372,482.40	61.6%
Net Ordinary Income	137,457.11	-84,150.05	221,607.16	-163.3%
Other Income/Expense				
Other Income				
Encumbered Funds	85,000.00	85,100.00	-100.00	99.9%
Total Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Other Income	85,000.00	85,100.00	-100.00	99.9%
Net Income	222,457.11	949.95	221,507.16	23,417.8%

City of Gustavus
Balance Sheet
As of January 31, 2020

	Jan 31, 20
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	49,158.38
AMLIP Capital Improv Long-Term (0630598.2)	484,709.62
AMLIP Repair & Replacement (0630598.3)	286,218.65
AMLIP Road Maint - Unencumbered (0630598.4)	258,225.44
AMLIP Road Maint - Encumbered (0630598.8)	13,130.79
AMLIP Reserve (0630598.12)	880,840.55
APCM.Endowment Fund	1,484,808.38
FNBA - Checking	712,472.09
FNBA Endowment Fund - Checking	42,923.08
Petty Cash	114.43
Total Checking/Savings	4,212,601.41
Accounts Receivable	
Accounts Receivable	11,812.80
Total Accounts Receivable	11,812.80
Total Current Assets	4,224,414.21
TOTAL ASSETS	4,224,414.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	4,423.13
Total Credit Cards	4,423.13
Other Current Liabilities	
Deferred Income	2,320.00
Payroll Liabilities	
State Unemployment	404.55
Total Payroll Liabilities	404.55
Total Other Current Liabilities	2,724.55
Total Current Liabilities	7,147.68
Total Liabilities	7,147.68
Equity	
Fund Balance	3,022,644.70
Opening Bal Equity	1,084,743.57
Net Income	109,878.26
Total Equity	4,217,266.53
TOTAL LIABILITIES & EQUITY	4,224,414.21