



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

COUNCIL PACKET
September 13, 2012 General Meeting



CITY COUNCIL MEETING AGENDA

GENERAL MEETING

SEPTEMBER 13, 2012 - THURSDAY

7:00PM @ CITY HALL

Karen Taylor

Mayor

mayor@gustavus-ak.gov

Mayor Term Expires 2012

Council Seat Term Expires 2012

Lou Cacioppo

Vice Mayor

lou.cacioppo@gustavus-ak.gov

Vice Mayor Term Expires 2012

Council Seat Term Expires 2013

Noël Farevaag

Council Member

noel.farevaag@gustavus-ak.gov

Term Expires 2014

Melanie Lesh

Council Member

melanie.lesh@gustavus-ak.gov

Term Expires 2012

Jim Mackovjak

Council Member

jim.mackovjak@gustavus-ak.gov

Term Expires 2013

Sandi Marchbanks

Council Member

sandi.marchbanks@gustavus-ak.gov

Appointed Until October 2012

Term Expires 2014

Tim Sunday

Council Member

tim.sunday@gustavus-ak.gov

Term Expires 2012

COUNCIL MEETINGS:

Work Sessions:

1st & 3rd Thursdays

General Meeting:

2nd Thursday

1. Call to Order
2. Roll Call
3. Approval of Minutes:
 - A. August 3, 2012 Special Meeting Minutes
 - B. August 9, 2012 General Meeting Minutes
4. Mayor's Request for Agenda Changes:
5. Committee Reports:
 - A. GCN
 - B. Marine Facilities
6. Public Comment on Non-Agenda Items
7. Consent Agenda:
 - A. Approval of Election Judges and Judge Clerks
8. Ordinance for Public Hearing:
 - A. FY13-04NCO – Amending DRC Budget
 - B. FY13-05NCO – Amending Library Budget – Snow Shed Roof
9. Unfinished business: None
10. New Business:
 - A. FY13-06NCO – Amending GCN Budget – Publish
 - B. Authorize Mayor to Sign Agreement – Close Out GCN Tower Project And Authorize Payment
 - C. Authorize GCN Change Order – Extend Corvid Contract For Project Management for Gustavus Broadband Project
 - D. Accept Final Broadband Plan Submitted By ICF
 - E. Approval of RFQ# RM-FY13-01 Snow Plowing And Sanding
11. Staff Reports:
12. City Council Reports
 - A. Mayor's report
 - B. City Clerk report
13. City Council Questions and Comments
14. Public Comments on Non-Agenda Items
15. Executive Session
16. Adjournment

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

City Council Special Meeting
August 3, 2012

1. Call to Order: A Special Meeting of the Gustavus City Council was held on August 3, 2012 at 10:00AM.

2. Roll Call:

Comprising a quorum of the Council the following were present:

Mayor Taylor
Vice Mayor Cacioppo
Council Member Lesh
Council Member Mackovjak
Council Member Marchbanks
Council Member Sunday -Arrived at 10:09 during Ex. Session

Council Members not in attendance:

Council Member Farevaag -Absent

3. Approval of Minutes: None

4. Mayor's Request For Agenda Changes: None

5. Committee Reports: None

6. Public Comment On Non-Agenda Items: None

7. Consent Agenda: None

8. Ordinances for Public Hearing: None

9. Unfinished Business: None

10. New Business: None

11. Staff Reports: None

12. City Council Reports

A. Mayor's Report: None

B. City Clerk's Report: None

13. City Council Questions & Comments: None

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14. Public Comment on Non-Agenda Items: None

15. Executive Session:

- A.** Discussion with city attorney regarding legal strategy, that immediate knowledge of which would clearly have an adverse effect upon the finances of the city – City of Gustavus Gravel Pit.

Motion:	Vice Mayor Cacioppo moved to go into executive session for discussion with city attorney regarding legal strategy, the immediate knowledge of which would clearly have an adverse effect upon the finances of the city – City of Gustavus Gravel Pit.
Seconded by:	Council Member Mackovjak

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Mackovjak, Marchbanks, Taylor
No: Lesh

Motion Passes 4/1

*(Clerk's Note: The Council entered into executive session at 10:04AM.
Council Member Sunday arrived at 10:09AM.)*

Motion:	Council Member Lesh moved to adjourn the executive session and reconvene into the regular meeting.
Seconded by:	Vice Mayor Cacioppo

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor
No: None

Motion Passes 6/0

16. Adjournment:

With no further business before the Council the meeting was adjourned at 11:29AM.

NOT YET APPROVED
City Council Minutes
City of Gustavus, Alaska

City Council General Meeting
August 9, 2012

1. Call to Order: A General Meeting of the Gustavus City Council was held on August 9, 2012 at 7:00PM.

Mayor Taylor called the meeting to order at 7:01PM

2. Roll Call:

Comprising a quorum of the Council the following were present:

Mayor Taylor
Vice Mayor Cacioppo
Council Member Farevaag -Via Teleconference
Council Member Lesh
Council Member Mackovjak
Council Member Marchbanks
Council Member Sunday -Via Teleconference

3. Approval of Minutes

A. July 12, 2012 Special Meeting Minutes

Minutes of the July 12, 2012 Special Meeting were approved by unanimous consent.

B. July 12, 2012 General Meeting Minutes

Minutes of the July 12, 2012 General Meeting were approved by unanimous consent.

4. Mayor's Request For Agenda Changes: None

5. Committee Reports:

A. Land Committee report given by Melanie Lesh.

B. Road Committee report given by Ed Bond.

6. Public Comment On Non-Agenda Items:

1. Linda Parker
2. Diane Klawunder
3. Morgan DeBoer

7. Consent Agenda:

A. Appoint Morgan DeBoer as Beach Committee Chair

~~B. Approval of Position Description – DRC Operator/Manager~~

C. FY13-04NCO – Amending DRC Budget

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(Clerk's Note: Consent Agenda Item 7B was moved to New Business Agenda Item 10E.)

Motion:	Vice Mayor Cacioppo moved to adopt the Consent Agenda as amended.
Seconded by:	Council Member Lesh

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Farevaag, Lesh, Mackovjak, Marchbanks, Sunday, Taylor
No: None
Motion Passes 7/0

8. Ordinances for Public Hearing:

A. FY13-02 Title 2 – Executive Session

Public Hearing: With no one who wished to be heard the public hearing was closed.

Motion:	Council Member Mackovjak moved the Council adopt FY13-02.
Seconded by:	Council Member Marchbanks

(Clerk's Note: Council Member Farevaag disconnected so that she could reconnect via telephone again to see if the reception was clearer. She had not reconnected when the vote occurred. A recess occurred from 7:52PM to 7:55PM.)

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor
No: None
Motion Passes 6/0

B. FY13-03NCO Amending FY13 Road Budget

Public Hearing: With no one who wished to be heard the public hearing was closed.

Motion:	Vice Mayor Cacioppo moved to accept FY13-03NCO.
Seconded by:	Mayor Taylor

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(Clerk's Note: Council Member Marchbanks declared a conflict of interest on FY13-03NCO, and was recused from voting at the July 12, 2012 General Meeting.)

Motion:	Council Member Lesh moved to table this NCO.
Seconded by:	Council Member Farevaag

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Farevaag, Lesh, Mackovjak, Sunday, Taylor
No: None
Recused: Marchbanks
Motion Passes 6/0 With 1 Recused

9. Unfinished Business: None

10. New Business:

A. DRC – RFP Engineer & Design of Office

Public Comment: None

(Clerk's Note: The telephone connection with Council Member Farevaag was lost. Council Member Farevaag did not reconnect for the remainder of the meeting.)

Motion:	Council Member Lesh moved the Council consider the issue of the DRC RFP for engineering and design of an office.
Seconded by:	Council Member Marchbanks

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor
No: None
Motion Passes 6/0

Motion:	Council Member Lesh moved to amend the motion to issue the DRC design plan for the office.
Seconded by:	Council Member Marchbanks

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ROLL CALL VOTE ON MOTION TO AMEND:

Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor

No: None

Motion Passes 6/0

ROLL CALL VOTE ON THE AMENDED MAIN MOTION:

Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor

No: None

Motion Passes 6/0

B. FY13-05NCO Amending Library Budget – Library Snow Shed Roof

Public Comment: None

Motion:	Council Member Marchbanks moved we publish FY13-05NCO and ordinance to amend the Library budget.
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Seconded by:	Council Member Lesh
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ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor

No: None

Motion Passes 6/0

C. Resolution 2012-21 Freight Carriers

Public Comment: None

Resolution 2012-21 was read by Council Member Mackovjak.

Motion:	Vice Mayor Cacioppo moved to adopt Resolution 2012-21
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Seconded by:	Council Member Marchbanks
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ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor

No: None

Motion Passes 6/0

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D. Authorize Mayor to Sign & Submit Information for Global Positioning Services

Public Comment: None

Motion:	Council Member Mackovjak moved the Council authorize the Mayor to sign and submit information for Global Positioning Services.
Seconded by:	Vice Mayor Cacioppo

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor
No: None
Motion Passes 6/0

E. Approval of Position Description – DRC Operator/Manager

Public Comment:
Paul Berry

Motion:	Council Member Mackovjak moved that we accept the description of the DRC Operator/Manager with the amendment of replacing operator/manager with manager/operator throughout the document.
Seconded by:	Vice Mayor Cacioppo

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Sunday, Taylor
No: None
Motion Passes 6/0

11. Staff Reports: None

12. City Council Reports

A. Mayor's Report

- Gave an update KTOO signal.
- Discussed the GCN Tower project.

B. City Clerk's Report: None

13. City Council Questions & Comments

- Council Member Mackovjak commented on the weatherization and remodel work occurring at City Hall. Thanked those that were working on it.
- Council Member Marchbanks discussed the life rings that will be installed at the Floats.
- Council Member Marchbanks stated that Title 8 and signs are being worked on, and that most of the users are compliant with their fees.
- Council Member Sunday gave comment on the Floats and facilities on the Causeway Island.

14. Public Comment on Non-Agenda Items:

1. Diane Klawunder

15. Executive Session

- A. Discussion with city attorney regarding legal strategy, the immediate knowledge of which would clearly have an adverse effect upon the finances of the city – City of Gustavus Bulk Fuel Facility

(Clerk's Note: A recess occurred at 8:45PM.)

Motion:	Council Member Marchbanks moved to enter executive session to discuss the Bulk Fuel Facility under the attorney client privilege.
Seconded by:	Council Member Sunday

ROLL CALL VOTE ON MOTION:
Yes: Cacioppo, Mackovjak, Marchbanks, Sunday, Taylor
No: Lesh
Motion Passes 5/1

Motion:	Council Member Lesh moved that we exit the executive session and reconvene into the regular meeting.
Seconded by:	Council Member Mackovjak

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ROLL CALL VOTE ON MOTION:

Yes: Cacioppo, Lesh, Mackovjak, Marchbanks, Taylor

No: Sunday

Motion Passes 5/1

16. Adjournment:

With no further business before the Council the meeting was adjourned at 9:45PM.

**GCN Board Report
to the City Council
September 13, 2012**

1.) Summary of Committee Activities for the Past 4 Months

The GCN Board has met twice since our May report. Primary activities have been oversight of the broadband planning project, close-out of the tower project, contracting for GCN system management, and a related budget amendment. The GCN Board has been actively engaged in development of the Gustavus Broadband Plan.

2.) Summary of Proposed Activities for the Next 4 Months

Over the next four months, the GCN Board intends to

- Oversee finalization and acceptance of the Gustavus Broadband Plan,
- Hire a “trusted adviser” to assist with further project development, and
- Submit a capital request for broadband engineering and construction.

3.) Budget Update

GCN staff and the city clerk are working to close out the FY12 books. On your agenda is a budget amendment for the current FY13 to bring forward all remaining broadband project grant funds and to re-classify broadband plan expenditures.

4.) Recommended Council Action

- Publish FY13-06NCO to amend the current GCN budget.
- Authorize the mayor to sign the agreement cancelling the tower construction contract.
- Extend the contract with Corvid Computing for project management for the Gustavus Broadband Plan.
- Consider accepting the Gustavus Broadband Plan candidate. A GCN Board recommendation will come from their meeting September 12.

October 2, 2012 General Election

Election Judges:

Liz Vanderzanden – Chair

Nate Borson

John Nixon

Election Judge Clerks:

Joan Scott

Jo Nerger

Sylvia Pedersen

**City of Gustavus, Alaska
Ordinance No. FY13-04NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE DISPOSAL & RECYCLING CENTER (DRC) BUDGET FOR FISCAL YEAR 2013**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2013 estimated income and expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Grants – State CIP	\$ 0.00	\$ 55,000.00	+\$55,000.00
TOTAL	\$ 90,950.00	\$145,950.00	+\$55,000.00
EXPENSE			
Capital Construction	\$ 0.00	\$ 55,000.00	+\$55,000.00
TOTAL	\$ 90,950.00	\$145,950.00	+\$55,000.00

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: August 9th, 2012

DATE OF PUBLIC HEARING: September 13, 2012

PASSED and APPROVED by the Gustavus City Council this ____ day of _____, 2012.

Karen Colligan-Taylor
Mayor

Attest: Kapryce Manchester, MMC
City Clerk

**City of Gustavus, Alaska
Ordinance No. FY13-05NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE LIBRARY BUDGET FOR FISCAL YEAR 2013**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2013 estimated income and expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
Encumbered-Public Works	\$ 0.00	\$ 7,000.00	+\$7,000.00
EXPENSE			
Capital Expense	\$ 5,000.00	\$ 5,000.00	+\$5,000.00
Payroll (Snow Shed Roof)	\$ 2,000.00	\$ 2,000.00	+\$2,000.00

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: August 9th, 2012

DATE OF PUBLIC HEARING: September 13, 2012

PASSED and APPROVED by the Gustavus City Council this ____ day of _____, 2012.

Karen Colligan-Taylor
Mayor

Attest: Kapryce Manchester, MMC
City Clerk

**City of Gustavus, Alaska
Ordinance No. FY13-06NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
AMENDMENT OF THE GUSTAVUS COMMUNITY NETWORK (GCN) BUDGET FOR
FISCAL YEAR 2013**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2013, estimated income and expenditures have changed from the estimates in the approved budget.

Section 3. For the current fiscal year the budget is amended to reflect the changed estimates as follows:

Budget Category	Amounts		
	Original Budget	Amended Budget	Change
INCOME			
State CIP Grant	\$119,147	\$203,678	+\$84,531
TOTAL INCOME	\$162,638	\$247,169	+\$84,531
EXPENSE			
Advertising	\$240	\$0	-\$240
Capital Expense	\$3,700	\$202,999	+\$199,299
Contractual Services	\$129,740	\$18,733	-\$111,007
Payroll Expenses	\$2,500	\$679	-\$1,821
Postage & Shipping	\$500	\$0	-\$500
Professional Services	\$1,200	\$0	-\$1,200
TOTAL EXPENSE	\$162,638	\$247,169	+\$84,531

Section 4. The budget is hereby amended as indicated and any portion of the approved budget inconsistent with this amendment is repealed.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: September 13, 2012

DATE OF PUBLIC HEARING: October 18, 2012

PASSED and APPROVED by the Gustavus City Council this _____ day of _____, 2012.

Karen Colligan-Taylor
Mayor

Attest: Kapryce Manchester, MMC
City Clerk

The City of Gustavus and Glacier Bay Construction, Inc. agree to mutual rescission of the contract dated November 30, 2010, as amended June 30, 2011, for construction of the Falls Creek telecommunications tower, due to site control and other issues. Gustavus agrees that Glacier Bay Construction, Inc. has performed satisfactorily under the contract and should be compensated for work performed to date. Upon payment of the attached invoice Glacier Bay Construction, Inc. agrees it has been compensated for work performed under the contract to the date of cancellation, and agrees that no further compensation is owed under this contract.

Glacier Bay Construction

Date

Karen Colligan-Taylor, Mayor
City of Gustavus

Date

Sept 2012 – Jan 2015 Proposed Work Flow – GCN Broadband Network

Project Management Tasks by GCN & GCN Consultant (Corvid):

Timeframe for performance: Sept 2012 – January 2015

- End of Existing Planning Grant Scope (Final Candidate Document Approval): Sept 2012
- Decisions on use of Remainder of Grant Funds: Sept/Oct 2012
- Decisions on current Contract for Network Project PM (Corvid) & future phases: Sept/Oct 2012
- Procure/Select Technical Support Consultant for future phases: Sept – Dec 2012
 - RFP or Non-competitive Selection – Decision
 - Prepare Scope of services (see below draft) and if necessary RFP
- Preparation of CIP Request: Sept – December 15, 2012
- Funding Phase: Jan – May 2013

Dependent on receipt of new grant funding by State of Alaska Legislature

- *Design Phase: (Final Design, Environmental, Permitting, Bid Ready Package) - Jul – Dec 2013*
- *Tender for Bids and Award – Spring 2014*
- *Construction Phase -*
 - *(Construction Administration and Inspection) - May – October 2014*
 - *Final Inspection, Testing & Commissioning– Nov – Dec 2014*
- *and Inauguration of Service January 2015*

Sept 2012 – Jan 2015 Proposed Work Flow – GCN Broadband Network

Tasks for Technical Support Consultant for City (and for GCN and the GCN PM Consultant):

Timeframe for performance January 2012 – January 2015

- Assist with funding phase (answer questions, consider alternatives that may arise during funding)
- Prepare base mapping to be used in RFP for design, design and construction phase
- Prepare network headend configuration design/scheme/layout
- Assist with Design Phase:
 - Assist with review of environmental, permitting
 - Perform review of and final design bid ready package at 60% and 95%
 - Assist with bid evaluation (as necessary)
- Assist with Construction phase issues:
 - Assist GCN PM Consultant with Inspection of work in progress (monthly or as required at key milestones)
 - Problem resolution review and assist in formulation of resolution as required
 - Testing of components
 - Assist with commissioning/start-up
- Assist with Inauguration tasks,
 - Provisioning, Policy and Procedures
 - Assist with RFP for Procure/Selection Contractor for Operation and Maintenance of HFC Network
 - Manuals for Operation and Maintenance
 - As-Built Drawings and Information

Sept 2012 – Jan 2015 Proposed Work Flow – GCN Broadband Network

Tasks for Design Consultant for City

Timeframe for performance: Jul 2013 – January 2015

- Prepare final design and bid ready bid package:
 - Environmental Review - City, State and Federal as required
 - Acquire Permits for:
 - Utility in State ROW and
 - Federal for Funding agency or NPS
 - Final Design and Prints
 - with review at 60%, 95% and 100%
 - Final Technical Specification and General Provisions, Advertisement Documents
 - with review at 95% and 100%
- Coordinate with network headend configuration design/scheme/layout by GCN Tech Support Consultant
- Coordinate with GCN on decisions for project staging (to include NPS work and how), location of headend facilities and building mod's (design and specifications as required).
- Assist with Construction phase issues:
 - Assist with review of bids received and recommendation for award (ie completeness of bid and for irregularities)
 - Assist GCN PM Consultant with Inspection of work in progress (at least two site visits and pre-construction conference and 50% completion and 100% completion)
 - Review of shop drawings and submittals
 - Problem resolution review and assist in formulation of resolution as required
- Participation in final inspection and recommendation for acceptance

Sept 2012 – Jan 2015 Proposed Work Flow – GCN Broadband Network

Tasks for HFC Network Operation and Maintenance Contractor

Timeframe for performance January 2015 and beyond

Refer to existing GCN / City RFP for O&M of existing and current scope of services