



City of Gustavus
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PUBLIC PACKET

November 14, 2013

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Mayor's Request for Agenda Changes
5. Committee Reports
6. Public Comment on Non-agenda Items
7. Consent Agenda
8. Ordinance for Publication
9. Ordinance for Public Hearing
10. Resolutions
11. Policy and Procedure for Publication
12. Policy and Procedure for Public Hearing
13. Unfinished Business
14. New Business
15. Staff Reports
16. City Council Reports
 - A. Mayor's Report
 - B. City Clerk Report
17. City Council Questions and Comments
18. Public Comment on Non-agenda Items
19. Executive Session
20. Adjournment

Item No. 1 Call to Order

Item No. 2 Roll Call – City Clerk

Item No. 3 Approval of Minutes

A. Minutes of General Meeting October 17, 2013

Motion by Tim:

Seconded by: _____

Roll Call Vote on Motion

B. Minutes of Special Meeting November 8, 2013

Motion by Tim:

Seconded by: _____

Roll Call

NOT YET 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:

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

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. Clerk's Report

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 1st week in December, close 1st week in February
 - Jessie's suggestion: submit by New Years Day, and then schedule a time to speak with Egan and Kertula around the 2nd 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 (3rd 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 10th – 12th
 - She will be doing a half day workshop with ALL COMMITTEE members on the 10th – 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 29th 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 29th, 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.

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 Members 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.

B.

**Not Yet Approved
City Council Special Meeting
November 8, 2013**

Call to Order: A Special Meeting of the Gustavus City Council was held on November 8, 2013 at 10:00AM.

Roll Call:

Comprising a quorum of the Council the following were present:

Mayor Marchbanks
Vice Mayor Trummer
Council Member DeBoer
Council Member Irwin
Council Member Sunday
Council Member
Council Member

Council Members not in attendance:

Council Member Hawley

UnExcused

With no other business before the council, the council moved into Executive Session.

Motion: Council Member DeBoer moved that the council go into Executive Session.

Second by: Council Member Sunday

Roll Call Vote on Motion:

Yes: Trummer, Irwin, Marchbanks, Sunday, DeBoer

No:

Motion Passes 5/0

Motion: Council Member Sunday moved that the council come out of Executive Session.

Second by: Council Member Irwin

Roll Call Vote on Motion:

Yes: DeBoer, Trummer, Irwin, Marchbanks, Sunday

No:

Motion Passes 5/0

Motion: Council Member Sunday moved to hire Kelly Graham as Fire Chief for the City of Gustavus.

Second: Council Member Irwin

Roll Call Vote on the Motion:

Yes: Sunday, Marchbanks, Trummer, Irwin, DeBoer

No:

Motion Passes 5/0

Motion: Vice Mayor Trummer made a motion to hire candidate Michael Petty for the position as Deputy City Clerk.

Second: Council Member Sunday

Roll Call Vote on the Motion:

Yes: Marchbanks, Irwin, Trummer, DeBoer, Sunday

No:

Motion Passes 5/0

With no other business before the council, the meeting was adjourned.

Adjournment:

With no further business before the Council the meeting was adjourned at 10:27 AM.

Item No. 4 Mayor's Request for Agenda Changes:

This is the opportunity for the Mayor or Council to request any changes or revisions to the agenda. **NO CHANGES INVOLVING THE CITY FINANCES ARE TO BE MADE.** If there are any changes since the first publication of the agenda, those changes should be announced and approved.

Change: _____

Change: _____

After Motion, Second and Vote, Mayor announces "the agenda is set".

Item No. 5 Committee Reports

- A. Gustavus Visitor's Association
- B. DRC
- C. Roads Committee

Item No. 6 Public Comment on Non-Agenda Items Only

This is the opportunity for the public to speak on items that are not included on the Meeting Agenda. The Council listens to each presenter. The Council will not engage with the presenter. The comments being made are not on the Agenda. The presenter shall be thanked for their comment(s).

Notes:

Item No. 7 Consent Agenda

The Public is to be given the opportunity to ask that items they question be moved to New Business.

- A. Approve Brad Rider as Chairman of the Marine Facilities Committee
- B. Publish FY2014-07 An Ordinance for the CoG Providing For the Amendment of the Gustavus Fire Department budget for the Fiscal Year 2014.
- C. Approve Tim Sunday to be the official CoG broadband project representative.

Item No. 8 Ordinance for Publication

Item No. 9 Ordinance for Public Hearing

A. FY14-04NCO An Ordinance for the City of Gustavus Providing For The Amendment of the GVFD Budget for FY 2014.

City of Gustavus, Alaska
Ordinance No. FY14-04NCO

AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT
OF THE GUSTAVUS VOLUNTEER FIRE DEPARTMENT BUDGET FOR THE FISCAL
YEAR 2014

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 2014, estimated 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			
Fundraising (Donation)	\$5,000.00	\$6,000.00	+\$1,000.00
EXPENSE			
Payroll	\$77,760.00	\$58,320.00	-\$19,440.00
Training – Fire	\$15,000.00	\$34,440.00	+\$19,440.00

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: October 17, 2013

DATE OF PUBLIC HEARING: November 14, 2013

PASSED and APPROVED by the Gustavus City Council this ____ day of _____, 2013.

Mayor

Attest: Sandi Marchbanks
Interim City Clerk

Motion: Jeff

Second by: _____

Roll Call Vote on the Motion

B. FY14-05 An Ordinance for the City of Gustavus Adopting An Amendment to Title 2.03.030(a) Regular (General) Council Meetings.

CITY OF GUSTAVUS, ALASKA

ORDINANCE FY14-05

AN ORDINANCE FOR THE CITY OF GUSTAVUS ADOPTING AN
AMENDMENT TO TITLE 2.03.030(a) Regular (General) Council Meetings.

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability If any section or subsection of this title is determined to be illegal or unenforceable, the remaining provisions shall not be affected, but remain valid and enforceable to the extent permitted by law.
- Section 3. Enactment Now therefore, be it enacted by the Gustavus City Council that Title 2 be amended as follows: Bolded items are additions, ~~striketroughs~~ are deletions.

TITLE 2

Section 2.30.030 Regular (General) Council Meetings

(a) The City Council shall meet for a regular meeting at 7:00 p.m. on the second **Monday** ~~Thursday~~ of each month. If a regular City Council meeting so scheduled is to take place on a holiday established by Alaska Statute 44.12.010, that meeting shall be rescheduled to take place at 7:00 p.m. on the third **Monday** ~~Thursday~~ of that month. If both the second and third **Mondays** ~~Thursdays~~ of a month are holidays (as defined above), the regular City Council meeting shall be rescheduled to 7:00 p.m. on the fourth **Monday** ~~Thursday~~ of that month. If the City Council regular October meeting is the first regular meeting after the results of a General

Election have been certified, that meeting shall be held at 7:00 p.m. on the third ~~Monday~~ ~~Thursday~~ of October. The City Council may by motion or otherwise change the date of a meeting as may be necessary or convenient.

Date Introduced: October 17, 2013

Date of Public Hearing: November 14, 2013

Passed and APPROVED by the Gustavus City Council this ____ day of _____, 2013.

Sandi Marchbanks, Mayor

Attest:

Noel Farevaag, City Clerk/Treasurer

Motion: Tim

Second by: _____

Roll Call Vote on Motion:

Item No. 10 Resolutions

A. Resolution 2013-06 A Resolution to Amend the Gustavus Disposal & Recycling Center (DRC) Fee Schedule and Material Limitations Policy

**CITY OF GUSTAVUS, ALASKA
RESOLUTION 2013-06**

A Resolution to Amend the Gustavus Disposal & Recycling Center (DRC) Fee Schedule and Material Limitations Policy

WHEREAS, Disposal and Recycling Center (DRC) service rates were last updated at the May 10, 2012 General Meeting with Resolution 2012-16; and,

WHEREAS, the DRC Manager has requested the amendment Resolution 2012-16 with the addition of a single flat fee. This fee is in addition to the per pound fee and is for the processing of any refrigerator, freezer or any such appliance that has a coolant system regardless of whether coolant is still present in the appliance or not;

NOW THEREFORE BE IT RESOLVED, the Gustavus City Council approves the amended “Gustavus Disposal & Recycling Center (DRC) Fee Schedule and Materials Limitation Policy,” a copy of which is attached as Exhibit A.

PASSED and APPROVED by the Gustavus City Council, this 14th day of November, 2013.

Sandi Marchbanks, Mayor

Lori Trummer, Vice Mayor

Jeff Irwin, Council Member

Tim Sunday, Council Member

 Phil Hawley, Council Member

 Morgan DeBoer, Council Member

 Council Member

 Attest: Noel Farevaag,
City Clerk/Treasurer

EXHIBIT A
Gustavus Disposal & Recycling Center (DRC)
Fee Schedule and Material Limitations Policy

What is free:

- Aluminum pop & beer cans
- non-ferrous metals such as: copper (house wire, plumbing pipe), aluminum (foil, cookware, roofing etc.), brass (faucets, valves, fittings) & non-magnetic stainless steel.

Rate schedule:**General**

- Recyclables \$0.16 per pound
- Trash \$0.21 per pound
- Unsorted waste **PENALTY RATE** \$0.35 per pound

Special

- Computer Monitors, & TV's \$0.58 per pound
- Grease trap waste \$0.52 per pound
- Const./demolition. & ash \$5.06 per 32 gal. Can - \$32.89 per yard
- Sheetrock \$2.53 per 32 gal. Can - \$16.45 per yard
- Fluorescent tube bulbs \$1.15 each
- Freezer, refrigerator etc. \$35.00 per appliance (plus weight of appliance)

\$2.00 minimum per delivery (*items not passed over the scale i.e. aluminum does not count*)

Items included in recycle category:

Aluminum, cardboard, cooking oil, dry cell batteries, food waste, glass bottles, lead-acid batteries, mixed paper, oil filters, plastics (types 1 -7 only), pottery/ ceramics, scrap metal (see exclusions), tin cans, used-oil (see exclusions), white sheet paper

Exclusions & Limitations**Construction/ demolition waste limits:**

There is a 2 yard per month and a 10 yard per year limit on how much construction/demolition waste can be delivered by a business or individual. The purpose of this limit is to keep a few users from filling the disposal pit in a short period of time. The DRC can assist users to obtain a dumpster from Arrow Refuse in Juneau. This is a very expensive option.

Scrap metal limitations:

Due to storage concerns the DRC will not accept large quantities of scrap metal such as cars, water tanks greater than 50 gallons, washers, dryers or other scrap metal that cannot be easily baled or palletized for recycling.

Used-oil limitations:

Due to permit and legal requirements the DRC cannot accept used oil from commercial source

Compost Prices

\$80.50 large BCB*

\$34.50 small BCB*

\$11.50 30 gal. trash can

\$ 3.45 5 gal. bucket

**BCB = Bob Cat Bucket*

Misc. Fees:

Pick-up fee for U.S.P.O. & Gustavus School \$25.00

Motion by Lori

Second by: _____

Roll Call Vote on Motion

Item No. 11 Policy and Procedures for Publication - None

Item No. 12 Policy and Procedures for Public Hearing - None

Item No. 13 Unfinished Business - None

Item No. 14 New Business

A. Approve Disbursement to GVA

Public Comment:

Oral Testimony:

Written Testimony Presented to Council:

Motion comes to the Council Table.

Discussion:

Motion by: Tim

Second by:

Roll Call Vote on Motion:

Item No. 14 New Business

B. Recommendation of Road Committee re: Award of Snow Plowing Contract

Public Comment:

Oral Testimony –

Written Testimony –

Motion comes to the Council Table

Discussion

Motion by: Morgan

Second by: _____

Roll Call Vote on Motion

Item No. 14 New Business

C. 1. Authorize change order for Broadband Project Management

Renew Contract

The Mayor announces the New Business item.

Public Comment:

Oral Testimony –

Written Testimony –

Motion comes to the Council Table

Discussion

Motion made by: Lori

Second by: _____

Roll Call Vote on Motion

2. Change scope of remaining work from designing the network to funding the network

The Mayor announces the New Business Item.

Public Comment:

Oral Testimony –

Written Testimony –

Motion comes to the Council Table

Discussion

Recommended Action:

Move to approve, table, refer to committee the new business item

.

Motion made by Tim

Second by _____

Roll Call Vote on Motion

Item No. 14 New Business

D. Vote to eliminate Thursday opening from the DRC Winter Schedule from January 1 through March 1, 2014

The Mayor announces the New Business Item.

Public Comment:

Oral Testimony –

Written Testimony –

Motion comes to the Council Table

Discussion

Motion by Morgan

Second by: _____

Roll Call Vote on motion

Item No. 15 Staff Reports

This is the opportunity for reports to be given by the paid city staff (Fire Department, Disposal/Recycle Center, Library, if reports were not presented under Item No. 5.

Item No. 16 City Council Reports

a. Mayor's Report: This is the opportunity for the Mayor to give any verbal or written report as to the different events or announcements that he/she is involved with.

b. Clerk's Report: This is the opportunity for the City Clerk and/or Deputy City Clerk to give any verbal or written report on upcoming events, meetings, or announcements of any special occasion.

17. City Council Questions and Comments

This is the opportunity for the City Council members to ask questions and make comments regarding other issues the council is dealing with.

18. Public Comment on Non-agenda Items Only

This is the second opportunity for the public to comment on non-agenda items only. The Council listens to each presenter. The Council will not engage with the presenter. The comments being made are not on the Agenda. The presenter shall be thanked for their comment(s). **Comments on agenda items should be addressed at the time the Item is open to public comment.**

19. Executive Session

20. Adjournment