

**CITY OF GUSTAVUS
CITY COUNCIL GENERAL MEETING
SEPTEMBER 19, 2022**

MINUTES - APPROVED

ROLL CALL

PRESENT

Mayor Mike Taylor
Vice Mayor Kyle Bishop
Council Member Joe Vanderzanden
Council Member Tania Lewis
Council Member Bella Furr
Council Member Jim Mackovjak
Council Member Lewis Sharman

Reading of the City of Gustavus Vision Statement

The City of Gustavus Vision Statement was read by Mayor Taylor.

APPROVAL OF MINUTES

1. 08-08-2022 General Meeting Minutes

Motion made by Council Member Furr to approve by unanimous consent the 08-08-2022 General Meeting Minutes.

Seconded by Council Member Vanderzanden.

Hearing no objections, the minutes were adopted by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES

Mayor Taylor requested the addition of a Marine Facilities Coordinator update on the steel float to Staff Reports.

Hearing no objections, Mayor Taylor announced the agenda as set by unanimous consent.

COMMITTEE / STAFF REPORTS

2. Gustavus Public Library Quarterly Report
Gustavus Public Library Administrative Director, Jessie Soder submitted a written report and Gustavus Public Library Services Director, LeAnn Weikle provided an oral summary.
3. City Treasurer Monthly Financials
No monthly financial were submitted to council for this meeting.
4. City Administrator General Meeting Report
City Administrator, Kathy Leary submitted a written General Meeting report and provided an oral summary.
5. Marine Facilities Report

Marine Facilities Coordinator, Ben Sadler provided an update on the steel float mooring issues.

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

CONSENT AGENDA

6. Confirm Appointment of Disposal & Recycling Center Operator, Ian Barrier
7. Approve Scoping Document - Boat Harbor Waste Removal Project (BHWRP)
8. Approve Scoping Document - GVFD New Water Tender
9. Approve Grant Proposal - 2022 Assistance to Firefighters Grant Program for a New Water Tender
10. FY23-05NCO Introduction of AMLIP Gravel Pit Fund (Public Hearing 10-10-2022)

Motion made by Council Member Mackovjak to adopt the consent agenda by unanimous consent.

Seconded by Council Member Lewis.

Hearing no objections, the consent agenda is adopted as presented.

ORDINANCE FOR PUBLIC HEARING

11. FY23-02NCO Capital Project Funding 2023 (Introduced 08-08-2022)

Mayor Taylor opened the Public Hearing at 7:36 PM

Public Testimony: None

Mayor Taylor Closed the Public Hearing at 7:36 PM

Motion made by Vice Mayor Bishop to approve FY23-02NCO Capital Project Funding 2023 as Introduced on 08-08-2022

Seconded by Council Member Mackovjak.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

12. FY23-03 Providing Amendments to City Ordinance Title 5 Elections, Chapter 5.40 - Absentee Voting, Sections 5.40.100, Chapter 6.60 - Contest of Elections, Sections 5.60.010 and 5.60.020 (Introduced 8-08-2022).

Mayor Taylor opened the Public Hearing at 7:39 PM

Public Testimony:
Liz Vanderzanden
Leslie Sirstad

Mayor Taylor Closed the Public Hearing at 7:47

Motion made by Mayor Taylor to substitute for the version that we introduced last month with the Mayor's substitute as projected on the screen and to adopt.

Seconded by Council Member Vanderzanden.

Council Comment:
Mayor Taylor
Council Member Lewis

Council Member Vanderzanden moved to delete changes to Section 5.60.010 Contest of Election and Section 5.60.020 Notice of Contest and Procedure and refer those sections to a future work session after the start of the new council year, 2022-2023, for further development.

Seconded by Council Member Council Member Bishop.

Council Comment:
Council Member Vanderzanden
Mayor Taylor
Council Member Furr
Council Member Lewis
Vice Mayor Bishop

Amendment to Main Motion

Voting Yea: Council Member Vanderzanden
Voting Nay: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

Main Motion

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman
Voting Nay: Council Member Vanderzanden

Mayor Taylor called for a 5-minute recess at 8:14 PM. Meeting reconvened at 8:19 PM.

13. FY23-04 Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals (Introduced 08-08-2022)

Mayor Taylor opened the Public Hearing at 8:21 PM

Public Testimony:

Leslie Sirstad

Mayor Taylor Closed the Public Hearing at 8:22 PM

Motion made by Council Member Sharman for council approval FY23-04 Providing for the Amendment of City Ordinance Title 4 Revenue and Finance, Chapter 4.12 – Management of Funds, Section 4.12.020 – Deposits and Withdrawals as Introduced 08-08-2022.

Seconded by Council Member Lewis.

Council Comment:
Mayor Taylor

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

UNFINISHED BUSINESS

None

NEW BUSINESS

14. QUASI-JUDICIAL MATTER City of Gustavus Waives the Right to File a Protest of the New Alcohol License Application for the Sunnyside Eatery

There were no council member conflicts of interest or Ex Parte communication to declare.

Applicant, Camille Bacon-Schulte was present to provide a summary of the new liquor license application for the Sunnyside Eatery.

Mayor Taylor opened the Public Hearing at 8:30 PM
Public Testimony: None

Mayor Taylor closed the Public Hearing at 8:30 PM

Motion made by Council Member Furr to waive the right to file a protest of the new alcohol license application for the Sunnyside Eatery.

Seconded by Council Member Sharman.

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

15. CY22-16 Approving the Appointment of Election Officials for the 2022 Municipal Election

Motion made by Council Member Mackovjak to approve the appointment of election officials listed on resolution CY22-16 for the October 4, 2022, Municipal Election.

Seconded by Council Member Furr.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

16. CY22-17 Updating the Policy and Procedure for Authorized Account Signers and Administrative Account Access

Motion made by Vice Mayor Bishop to adopt Resolution CY22-17 Updating the Policy and Procedure for Authorized Account Signers and Administrative Account Access.

Seconded by Council Member Furr.

Public Comment:
Leslie Sirstad

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

17. CY22-18 Updating Policy and Procedures for Purchase Requisitions and Purchase Orders

Motion made by Council Member Vanderzanden adopt CY22-18 Updating Policy and Procedures for Purchase Requisitions and Purchase Orders

Seconded by Council Member Sharman.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Vanderzanden, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman

18. Approve Scoping Document - Beach Park Hardened Trail

Motion made by Council Member Sharman to approve the Scoping Document - for the Beach Park Hardened Trail.

Seconded by Council Member Mackovjak.

Public Comment: None

Council Comment:
Council Member Vanderzanden
Mayor Taylor
Council Member Furr
Vice Mayor Bishop
Council Member Mackovjak

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman
Voting Nay: Council Member Vanderzanden

19. FY23-06NCO Introduction of Capital Project Funding 2023 - Hardened Beach Trail (Public Hearing 10-10-2022)

Motion made by Council Member Furr to approve the introduction of FY23-06NCO Capital Project Funding 2023 - Hardened Beach Trail for consideration at the Public Hearing on 10-10-2022.

Seconded by Vice Mayor Bishop.

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Furr, Council Member Mackovjak, Council Member Sharman
Voting Nay: Council Member Vanderzanden

CITY COUNCIL REPORTS

20. Mayor's Report

Mayor Taylor submitted a written report and provided an oral summary. Mayor Taylor added the appointment of City Administrator, Kathy Leary giving temporary authority as signatory in the absence of a City Treasurer.

CITY COUNCIL QUESTIONS AND COMMENTS

Council Member Mackovjak – Thank you to Mayor Taylor for his hard work.

Council Member Vanderzanden – Hardened Beach Trail funding and Steel float anchor lines funding.

Council Member Furr – Announced resignation submitted on August 17, effective upon swearing in of new council member for her seat. Mayor Taylor accepted her resignation.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Liz Vanderzanden

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 5:52 PM

Mike Taylor
Mike Taylor, Mayor

10/10/22
Date

Karen Platt
Attest: Karen Platt CMC, City Clerk

10/10/22
Date

City of Gustavus
Balance Sheet
As of September 30, 2022

	Sep 30, 22
ASSETS	
Current Assets	
Checking/Savings	
AMLIP Capital Improv Current (0630598.1)	12.87
AMLIP Capital Improv Long-Term (0630598.2)	309,742.75
AMLIP Repair & Replacement (0630598.3)	328,261.59
AMLIP Road Maint - Unencumbered (0630598.4)	132,485.41
AMLIP Gravel Pit Fund (0630598.8)	12,029.01
AMLIP Reserve (0630598.12)	335,604.37
APCM.Endowment Fund	1,502,236.12
FNBA - Checking	1,313,065.73
FNBA Endowment Fund - Checking	65,770.53
Petty Cash	667.05
Total Checking/Savings	3,999,875.43
Accounts Receivable	
Accounts Receivable	26,013.50
Total Accounts Receivable	26,013.50
Total Current Assets	4,025,888.93
TOTAL ASSETS	4,025,888.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of America Alaska Air Visa	719.27
Total Credit Cards	719.27
Other Current Liabilities	
Deferred Income	13,190.00
Payroll Liabilities	
State Unemployment	-0.02
Total Payroll Liabilities	-0.02
Total Other Current Liabilities	13,189.98
Total Current Liabilities	13,909.25
Total Liabilities	13,909.25
Equity	
Fund Balance	2,880,261.99
Opening Bal Equity	1,084,743.57
Net Income	46,974.12
Total Equity	4,011,979.68
TOTAL LIABILITIES & EQUITY	4,025,888.93



City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Business License Fees	300.00	3,700.00	-3,400.00	8.1%
Donations	1,151.00	1,800.00	-649.00	63.9%
DRC Income	30,719.54	105,550.00	-74,830.46	29.1%
Federal Revenue				
American Rescue Plan Act	54,096.29	102,543.96	-48,447.67	52.8%
ARPA - 22-LGLR	161,525.64	161,525.64	0.00	100.0%
Disaster Assistance (FEMA funds)	0.00	95,000.00	-95,000.00	0.0%
Natl Forest Receipts-Encumbered	0.00	50,000.00	-50,000.00	0.0%
Payment in Lieu of Taxes	130,512.17	121,078.00	9,434.17	107.8%
Federal Revenue - Other	945.00			
Total Federal Revenue	347,079.10	530,147.60	-183,068.50	65.5%
Fundraising	0.00	600.00	-600.00	0.0%
Grant Income	0.00	500.00	-500.00	0.0%
GVFD Income	8.17	9,750.00	-9,741.83	0.1%
Interest Income	82.71	350.00	-267.29	23.6%
Lands Income	22,650.00	27,000.00	-4,350.00	83.9%
Lease Income	7,190.32	13,753.67	-6,563.35	52.3%
Marine Facilities Income	3,970.00	19,200.00	-15,230.00	20.7%
State Revenue				
Community Assistance Program	90,577.16	77,598.84	12,978.32	116.7%
Shared Fisheries Business Tax	0.00	896.00	-896.00	0.0%
Total State Revenue	90,577.16	78,494.84	12,082.32	115.4%
Tax Income				
Retail Tax Income	135,294.12	400,000.00	-264,705.88	33.8%
Remote Sellers Retail Tax	15,939.23	35,000.00	-19,060.77	45.5%
Room Tax Income	36,239.02	90,000.00	-53,760.98	40.3%
Fish Box Tax	5,990.00	7,500.00	-1,510.00	79.9%
Penalties & Interest	988.81	4,000.00	-3,011.19	24.7%
Tax Exempt Cards	10.00	300.00	-290.00	3.3%
Total Tax Income	194,461.18	536,800.00	-342,338.82	36.2%
Total Income	698,189.18	1,327,646.11	-629,456.93	52.6%
Gross Profit	698,189.18	1,327,646.11	-629,456.93	52.6%
Expense				
Administrative Costs	669.50	35,000.00	-34,330.50	1.9%
Advertising	0.00	100.00	-100.00	0.0%
Bank Service Charges	923.75	4,750.00	-3,826.25	19.4%
Building	14,193.50	20,550.90	-6,357.40	69.1%
Contractual Services	8,867.50	108,350.00	-99,482.50	8.2%
Dues/Fees	6,400.56	10,050.00	-3,649.44	63.7%
Economic Development Services				
GVA	35,600.00	35,600.00	0.00	100.0%
Total Economic Development Services	35,600.00	35,600.00	0.00	100.0%
Election Expense	-76.96	250.00	-326.96	-30.8%
Emergency & Disaster	0.00	50,000.00	-50,000.00	0.0%
Equipment	2,821.02	15,942.49	-13,121.47	17.7%
Events & Celebrations	0.00	4,100.00	-4,100.00	0.0%
Freight/Shipping	5,473.25	30,000.00	-24,526.75	18.2%

10:32 PM

09/28/22

Accrual Basis

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July through September 2022

	<u>Jul - Sep 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Fundraising Expenses	0.00	500.00	-500.00	0.0%
General Liability	21,265.69	19,963.00	1,302.69	106.5%
Gravel Pit Fund	0.00	6,000.00	-6,000.00	0.0%
Library Materials	192.27	2,700.00	-2,507.73	7.1%
Marine Facilities	2,578.53	20,368.37	-17,789.84	12.7%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	148,424.07	597,223.62	-448,799.55	24.9%
Professional Services	3,115.00	25,000.00	-21,885.00	12.5%
Public Relations	0.00	1,000.00	-1,000.00	0.0%
Repair & Replacement Fund	0.00	16,545.71	-16,545.71	0.0%
Road Maintenance	46,442.10	150,000.00	-103,557.90	31.0%
Stipend	750.00	10,000.00	-9,250.00	7.5%
Supplies	3,170.09	22,250.00	-19,079.91	14.2%
Telecommunications	3,741.04	21,540.00	-17,798.96	17.4%
Training	2,129.41	6,950.00	-4,820.59	30.6%
Travel	3,393.45	8,000.00	-4,606.55	42.4%
Utilities	8,962.31	23,300.00	-14,337.69	38.5%
Vehicle	4,743.31	8,785.67	-4,042.36	54.0%
Total Expense	<u>323,779.39</u>	<u>1,255,319.76</u>	<u>-931,540.37</u>	<u>25.8%</u>
Net Ordinary Income	<u>374,409.79</u>	<u>72,326.35</u>	<u>302,083.44</u>	<u>517.7%</u>
Other Income/Expense				
Other Income				
Prior-Year Cash Balance	0.00	300,000.00	-300,000.00	0.0%
Total Other Income	<u>0.00</u>	<u>300,000.00</u>	<u>-300,000.00</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>300,000.00</u>	<u>-300,000.00</u>	<u>0.0%</u>
Net Income	<u><u>374,409.79</u></u>	<u><u>372,326.35</u></u>	<u><u>2,083.44</u></u>	<u><u>100.6%</u></u>

City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Admin Fees	11.75			
Business License Fees	3,200.00	3,000.00	200.00	106.7%
Donations	2,830.00	800.00	2,030.00	353.8%
DRC Income	114,529.63	86,100.00	28,429.63	133.0%
Federal Revenue				
American Rescue Plan Act	102,543.96	107,902.33	-5,358.37	95.0%
Natl Forest Receipts-Encumbered	47,599.28	35,000.00	12,599.28	136.0%
Payment In Lieu of Taxes	121,077.95	121,077.95	0.00	100.0%
Total Federal Revenue	271,221.19	263,980.28	7,240.91	102.7%
Fundraising	440.00	1,100.00	-660.00	40.0%
GVFD Income	9,848.05	9,750.00	98.05	101.0%
Interest Income	347.56	350.00	-2.44	99.3%
Lands Income	27,690.00	25,000.00	2,690.00	110.8%
Lease Income	14,011.93	13,125.67	886.26	106.8%
Library Income	2,583.50	500.00	2,083.50	516.7%
Marine Facilities Income	24,730.00	15,700.00	9,030.00	157.5%
Other Income	7.00	0.00	7.00	100.0%
State Revenue				
Community Assistance Program	77,370.21	77,370.21	0.00	100.0%
Shared Fisheries Business Tax	896.34	500.00	396.34	179.3%
Total State Revenue	78,266.55	77,870.21	396.34	100.5%
Tax Income				
Retail Tax Income	431,820.90	400,000.00	31,820.90	108.0%
Remote Sellers Retail Tax	47,042.78	30,000.00	17,042.78	156.8%
Room Tax Income	81,730.82	65,000.00	16,730.82	125.7%
Fish Box Tax	8,860.00	8,860.00	0.00	100.0%
Penalties & Interest	6,187.66	0.00	6,187.66	100.0%
Tax Exempt Cards	300.00	300.00	0.00	100.0%
Total Tax Income	575,942.16	504,160.00	71,782.16	114.2%
Total Income	1,125,659.32	1,001,436.16	124,223.16	112.4%
Gross Profit	1,125,659.32	1,001,436.16	124,223.16	112.4%
Expense				
Administrative Costs	1,340.40	2,000.00	-659.60	67.0%
Advertising	830.91	1,120.00	-289.09	74.2%
Bank Service Charges	6,541.54	4,750.00	1,791.54	137.7%
Building	20,387.86	22,344.48	-1,956.62	91.2%
Contractual Services	47,540.19	124,700.00	-77,159.81	38.1%
Dues/Fees	9,333.55	9,900.00	-566.45	94.3%
Economic Development Services				
GVA	30,000.00	30,000.00	0.00	100.0%
Total Economic Development Services	30,000.00	30,000.00	0.00	100.0%
Election Expense	129.92	350.00	-220.08	37.1%
Equipment	29,559.25	35,410.99	-5,851.74	83.5%
Events & Celebrations	3,570.51	3,675.00	-104.49	97.2%
Freight/Shipping	32,024.86	26,250.00	5,774.86	122.0%



City of Gustavus
Profit & Loss Budget vs. Actual COG Accrual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Fundraising Expenses	700.00	850.00	-150.00	82.4%
General Liability	19,963.18	17,480.61	2,482.57	114.2%
Gravel Pit Fund	6,000.00	6,000.00	0.00	100.0%
Library Materials	2,207.83	2,700.00	-492.17	81.8%
Marine Facilities	4,186.20	5,486.20	-1,300.00	76.3%
Occupational Health	0.00	500.00	-500.00	0.0%
Payroll Expenses	431,178.76	498,354.09	-67,175.33	86.5%
Professional Services	11,527.50	15,000.00	-3,472.50	76.9%
Public Relations	0.00	250.00	-250.00	0.0%
Relocation	0.00	1,000.00	-1,000.00	0.0%
Repair & Replacement Fund	16,545.71	16,545.71	0.00	100.0%
Road Maintenance	256,295.54	205,000.00	51,295.54	125.0%
Stipend	3,000.15	3,000.00	0.15	100.0%
Supplies	27,836.83	22,000.00	5,836.83	126.5%
Telecommunications	18,305.79	21,540.00	-3,234.21	85.0%
Training	10,929.20	14,900.00	-3,970.80	73.4%
Travel	796.00	4,500.00	-3,704.00	17.7%
Utilities	18,434.97	19,360.00	-925.03	95.2%
Vehicle	7,728.40	7,985.67	-257.27	96.8%
Total Expense	1,016,895.05	1,122,952.75	-106,057.70	90.6%
Net Ordinary Income	108,764.27	-121,516.59	230,280.86	-89.5%
Other Income/Expense				
Other Income				
Encumbered Funds				
Other Savings for Road Maint	65,000.00	65,000.00	0.00	100.0%
Total Encumbered Funds	65,000.00	65,000.00	0.00	100.0%
Total Other Income	65,000.00	65,000.00	0.00	100.0%
Net Other Income	65,000.00	65,000.00	0.00	100.0%
Net Income	173,764.27	-56,516.59	230,280.86	-307.5%

