

**CITY OF GUSTAVUS  
CITY COUNCIL GENERAL MEETING  
APRIL 10, 2023**

**MINUTES - APPROVED**

**ROLL CALL**

**PRESENT**

Mayor Mike Taylor  
Vice Mayor Kyle Bishop  
Council Member Tania Lewis  
Council Member Jim Mackovjak  
Council Member Brian Taylor  
Council Member Janene Driscoll  
Council Member Shelley Owens

**Reading of the City of Gustavus Vision Statement**

The City of Gustavus Vision Statement was read by Vice Mayor Bishop

**APPROVAL OF MINUTES**

1. 03-13-2023 General Meeting Minutes

Motion made by Council Member Lewis to approve by unanimous consent the 03-12023 General Meeting Minutes.

Seconded by Mayor Taylor.

Hearing no objections, the 03-13-2023 General Meeting Minutes were adopted by unanimous consent.

**MAYOR'S REQUEST FOR AGENDA CHANGES**

There were no agenda changes.

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

**COMMITTEE / STAFF REPORTS**

2. Gustavus Volunteer Fire Department Quarterly Report  
Gustavus Volunteer Fire Chief, Sol Martinez submitted a written report and provided an oral summary.
3. City Clerk Quarterly Report  
City Clerk, Karen Platt submitted a written report and provided an oral summary.
4. City Treasurer Monthly Financials  
City Treasurer, Ben Sadler submitted written monthly financials.
5. City Administrator Report  
City Administrator, Kathy Leary submitted a written report and provided an oral summary.

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

## **CONSENT AGENDA**

6. 04-10-2023 Certificate of Records Destruction
7. Approve Update of all City Department Position Descriptions
8. Approve Project Scoping Document Cul-de-Sac Improvements
9. Approve Scoping Document 301 Community Chest Door Replacement
10. FY23-16NCO Introduction Septage Storage Facility (Public Hearing 05-08-2023)
11. FY23-17NCO Introduction AMLIP FY23 R&R (Public Hearing 05-08-2023)
12. FY23-18NCO Introduction Surplus to AMLIP Accounts (Public Hearing 05-08-2023)
13. FY23-19NCO Introduction Cul-de-Sac Improvements Project (Public Hearing 05-08-2023)

Motion made by Council Member Owens to adopt the Consent Agenda by unanimous consent as presented.

Seconded by Council Member Taylor.

Hearing no objections, the Consent Agenda is adopted by unanimous consent.

## **ORDINANCE FOR PUBLIC HEARING**

14. FY23-15NCO Capital Project Funding GVFD Radio Repeater Tower Installation (Introduced 03-13-2023)

Mayor Taylor opened the Public Hearing at 7:40 pm.

Public Comment: None

Mayor Taylor closed Public Hearing at 7:40pm.

Motion made by Council Member Taylor to adopt FY23-15NCO Capital Project Funding GVFD Radio Repeater Tower Installation (Introduced 03-13-2023).

Seconded by Mayor Taylor

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### **15. Award RFQ FY23-04 GVFD Radio Repeater Tower Installation**

Motion made by Council Member Driscoll to award the contract for the GVFD Radio Repeater Tower Installation as described in RFQ FY23-04 to Glacier Bay Construction Inc. in accordance with their quotation dated 03-16-2023 in the amount of \$55,900.00.

Seconded by Council Member Mackovjak

Public comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

### **16. Award RFQ FY23-05 Septage Holding Tank Facility**

Motion made by Mayor Taylor to award the contract for the Septage Holding Tank Facility as described in RFQ FY23-05 to Glacier Bay Construction in accordance with their quotation dated 04-07-2023 in the amount of \$22,030.00.

Seconded by Council Member Taylor

Public comment: Lewis Sharman

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

### **17. FY23-20NCO Introduction of the FY24 Budget (Public Hearing 05-08-2023)**

Motion made by Mayor Taylor to introduce FY23-20NCO for the FY24 Budget with the Public Hearing being on 05-08-2023.

Seconded by Vice Mayor Bishop

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

**18. Approve the City of Gustavus Capital Improvement Plan for 2023-2027**

**Motion made by Vice Mayor Bishop to approve the City of Gustavus Capital Improvement Plan for the years 2023 - 2027**

**Seconded by Council Member Owens**

**Public Comment: None**

**Council Comment: None**

**Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens**

**19. CY23-04 Resolution Approving the Certified Financial Statement**

**Motion made by Council Member Lewis approve Resolution CY23-04 certifying the annual Certified Statement of revenues and authorized expenditures for the year ending June 30, 2022**

**Seconded by Council Member Taylor**

**Public Comment: None**

**Council Comment: Council Member Mackovjak**

**Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens**

**20. CY23-05 Resolution Establishing P&P for Annual Review and Wage Adjustment**

**Motion made by Council Member Owens to approve Resolution CY23-05 Establishing Policy and Procedures for Annual Review and Adjustment of Salaries and Wages in the Operating Budget**

**Seconded by Council Member Lewis**

**Public Comment: None**

**Council Comment:  
Council Member Owens  
Council Member Mackovjak  
Mayor Taylor  
Council Member Lewis  
Council Member Taylor  
Council Member Driscoll**

**Main motion passes with Resolution CY23-05 amended as follows:  
second line of the final "Whereas" statement, strike "the policy of".**

And

Policy and Procedure for Annual Review and Adjustment of Salaries and Wages in the Operating Budget amended as follows:

Strike the second list item and replace it with "The relative cost of living in communities which are being used as a point reference for pay rates. This may be influenced by the community's tax burden, rural location, and other factors."

Rearrange the second and third list items, making the amended second list item #3 and the current third list item #2.

In the sixth list item. Replace the word "tax" with "ongoing".

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

21. CY23-06 Updating the Policy and Procedures for Public Records Maintenance - Records Retention Schedule

Motion made by Council Member Taylor to approve Resolution CY23-06 updating the Policy and Procedures for Public Records Maintenance - Records Retention Schedule.

Seconded by Mayor Taylor

Public Comment: None

Council Comment: None

Voting Yea: Mayor Taylor, Vice Mayor Bishop, Council Member Lewis, Council Member Mackovjak, Council Member Taylor, Council Member Driscoll, Council Member Owens

## **CITY COUNCIL REPORTS**

Janene Driscoll. Non-motorized beach access

22. Mayor's Report

Mayor Taylor submitted a written report and provided an oral summary.

## **CITY COUNCIL QUESTIONS AND COMMENTS**

Janene Driscoll -Question about available resources for a new clerk.

## **PUBLIC COMMENT ON NON-AGENDA ITEMS**

None

## **EXECUTIVE SESSION**

None

# ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 9:42pm

Mike Taylor  
Mike Taylor, Mayor

5/9/23  
Date

BSm  
Attest: Ben Sadler, City Treasurer

05/09/23  
Date