



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

# PUBLIC PACKET

October 13, 2014





# GUSTAVUS CITY COUNCIL GENERAL MEETING OCTOBER 13<sup>TH</sup>, 2014 7:00 PM CITY HALL

**Mayor: TBD**  
mayor@gustavus-ak.gov  
Term Expires 201\_

**Vice Mayor: TBD**  
Term Expires 201\_

**Council Member (Seat A):**  
**Lori Trummer**  
lori.trummer@gustavus-ak.gov  
Term Expires 2016

**Council Member (Seat B):**  
**Jeff Irwin**  
jeff.irwin@gustavus-ak.gov  
Term Expires 2016

**Council Member (Seat C):**  
**Dan Lesh**  
dan.lesh@gustavus-ak.gov  
Term Expires 2017

**Council Member (Seat D):**  
**Mike Taylor**  
mike.taylor@gustavus-ak.gov  
Term Expires 2017

**Council Member (Seat E):**  
**Tim Sunday**  
tim.sunday@gustavus-ak.gov  
Term Expires 2015

**Council Member (Seat F):**  
**Tania Lewis**  
tania.lewis@gustavus-ak.gov  
Term Expires 2015

**Council Member (Seat G):**  
**Greg Streveler**  
greg.streveler@gustavus-ak.gov  
Term Expires 2015

## AGENDA

1. Call to Order
2. Roll Call
3. **Approval of Minutes:**
  - A. General Meeting Minutes September 15, 2014
  - B. Special Meeting Minutes September 26, 2014
  - C. Special Meeting Minutes October 10, 2014
4. Mayor's Request for Agenda Changes:
5. **Committee Reports:**
  - A. Library
  - B. GVFD
6. Public Comment on Non-agenda Items Only
7. **Consent Agenda:**
  - A. Publish FY15-08 An Ordinance for the City of Gustavus Providing for the Amendment of the City Ordinance Title 3, Chapter 3.03 Recruitment Procedures
8. Ordinance for Publication
9. **Ordinance for Public Hearing:**
  - A. Adopt FY15-07 NCO Providing for the Amendment of City Held Accounts in 2015
10. Resolutions:
11. Policy and Procedures for Publication
12. Policy and Procedures for Public Hearing
13. Unfinished Business
14. **New Business:**
  - A. Room Tax revenue payment to GVA
  - B. Dispatcher class by Erin Ohlson
  - C. SRTS Contract Extension
  - D. ProComm Radio Bid
15. Staff Reports
16. **City Council Reports:**
  - A. Mayor's Report
  - B. Treasurer's Report
  - C. City Clerk's Report
17. City Council Questions and Comments
18. Public Comments 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 September 15, 2014**

**GUSTAVUS CITY COUNCIL  
GENERAL MEETING MINUTES  
SEPTEMBER 15, 2014**

**1. CALL TO ORDER:**

A General Meeting of the Gustavus City Council was called to order on September 15th, 2014, at 7:00pm. There were eight members of the public in attendance at the Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following were present:

- Mayor Marchbanks
- Council Member Taylor
- Council Member Irwin
- Council Member Sunday

The following members were not present:

- Vice Mayor Trummer - excused

**3. APPROVAL OF MINUTES**

**A. Minutes from the August 11th, 2014 General Meeting presented.**

MOTION: Council Member Irwin makes a motion that we accept the General Meeting Minutes from August 11th, 2014.

SECONDED BY: Council Member Taylor

PUBLIC COMMENT:

A. N. Borson – thanks Mayor Marchbanks for her service!!

ROLL CALL VOTE ON MOTION

YES:	4
NO:	0
RECUSED:	0
MOTION PASSES/FAILS	4/0/0

**4. MAYOR'S REQUEST FOR AGENDA CHANGES:**

Hearing no request for changes, the Mayor announces the Agenda is set.

**5. COMMITTEE REPORTS:**

**A. GCN** – written report submitted by Nate

**B. MFC** – oral report given by Mayor Marchbanks

About \$11,000 collected this year, which is about \$1,000 less than 2013; all went well on the dock this summer, everybody cooperated; DOT has no solution for the dock yet, but they have ideas; Mayor asked DOT about the City using current “glass house” for a Harbormaster and told it is an AMH building; however, a different public access ramp of about 100’ will be constructed by DOT to meet TSA requirements and a “glass house” for City use could be constructed at that time; Brad will move floats, probably sometime in October; the steel (breakwater) and wood floats will need to be moved each year

**6. PUBLIC COMMENT ON NON-AGENDA ITEMS:** None

**7. CONSENT AGENDA:**

**A. Accept Lynne Jensen's Resignation from the Library Board**

**B. Approve revised City Clerk Position Description**

**C. Adopt Fire Chief/Harbormaster Position Description**

**D. Publish FY15-07NCO Providing for the Amendment of City Held Accounts in 2015**

Hearing no objections by Council or the public, the Consent Agenda is adopted by unanimous consent as presented.

**8. ORDINANCES FOR PUBLICATION:** None

**9. ORDINANCES FOR PUBLIC HEARING:**

**A. FY15-05NCO Providing for the Amendment of City-Held Accounts in 2015**

MOTION: Council Member Taylor moves to adopt Ordinance FY15-05NCO Providing for the Amendment of City held Accounts in Fiscal Year 2015

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES:	4
NO:	0
RECUSED:	0

MOTION PASSES/FAILS 4/0/0

**10. RESOLUTIONS:** None

**11. POLICY AND PROCEDURES FOR PUBLICATION:** None

**12. POLICY AND PROCEDURES FOR PUBLIC HEARING:** None

**13. UNFINISHED BUSINESS:** None

**14. NEW BUSINESS:** None

**15. STAFF REPORTS:** None

**16. CITY COUNCIL REPORTS**

**A. Mayor's Report:** oral report given by Mayor Marchbanks

The Election will be held on Tuesday, October 7<sup>th</sup>, the results certified on Friday, October 10<sup>th</sup>. The new Council will meet to choose a new Mayor and Vice Mayor on Monday, October 13<sup>th</sup>. According to Ordinance 2.30.030, the General Meeting shall be held on the third Monday unless the Council by motion or otherwise changes the date. Because there is the potential for up to three members of the new Council to be out of town on the third Monday, the General Meeting will be held on the second Tuesday, October 13<sup>th</sup>, at City Hall at 7 pm.

**B. City Treasurer's Report:** written report submitted by Noël Farevaag

**C. City Clerk's Report:** written report submitted by Lori Ewing

**17. CITY COUNCIL QUESTIONS AND COMMENTS:**

**A.** Council Member Sunday thanks Mayor Marchbanks for her dedication and the incredible amount of work she has done for the City, going above and beyond her duties.

**18. PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY:**

**A.** K. Taylor – thanks Mayor Marchbanks for all the work she has accomplished and recognizes what a difficult job it is being mayor.

**B.** G. Streveler – thanks Mayor Marchbanks

**19. EXECUTIVE SESSION:**

**20. ADJOURNMENT**

Hearing no objections, Mayor Marchbanks adjourned the meeting at 7:43 pm.

*\*Meeting Minutes Recorded by City Clerk*

**B. Minutes of Special Meeting September 26, 2014**

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
SEPTEMBER 26, 2014**

**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council was called to order on September 26<sup>th</sup>, 2014, at 7:00pm. There were 4 members of the public in attendance at the Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following were present:

Mayor Marchbanks  
Vice Mayor Trummer  
Council Member Taylor  
Council Member Irwin  
Council Member Sunday (by teleconference)

3. APPROVAL OF MINUTES: None
4. MAYOR'S REQUEST FOR AGENDA CHANGES: None
5. COMMITTEE REPORTS: None
6. PUBLIC COMMENT ON NON-AGENDA ITEMS:
7. CONSENT AGENDA: None
8. ORDINANCES FOR PUBLICATION: None
9. ORDINANCES FOR PUBLIC HEARING: None
10. RESOLUTIONS: None
11. POLICY AND PROCEDURES FOR PUBLICATION: None
12. POLICY AND PROCEDURES FOR PUBLIC HEARING: None
13. UNFINISHED BUSINESS: None

**14. NEW BUSINESS:**

**A. CY14-31 A Resolution Authorizing ICF to Prepare a Grant Application for the FCC Rural Broadband Experiments Program (Read by Council Member Taylor)**

MOTION: Council member Taylor moves for the adoption of Resolution CY14-31 A Resolution Authorizing ICF to Prepare a Grant Application for the FCC Rural Broadband Experiments program

SECONDED BY: Council Member Irwin

PUBLIC COMMENT:

- A. N. Borson
- B. W. Howell
- C. S. Neilson

ROLL CALL VOTE ON MOTION

YES:	1
NO:	4
RECUSED:	0

MOTION FAILS 1/4/0

**B. Bids from survey companies on Salmon River Park land conveyance**

MOTION: Vice Mayor Trummer moves to authorize the Mayor to continue to work with John Bean to develop a proposal regarding the issued survey instructions from the State of Alaska.

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: 5  
NO: 0  
RECUSED: 0

MOTION PASSES 5/0/0

- 15. STAFF REPORTS: None
- 16. CITY COUNCIL REPORTS: None
  - A. Mayor's Report:
  - B. City Treasurer's Report:
  - C. City Clerk's Report:
- 17. CITY COUNCIL QUESTIONS AND COMMENTS: None
- 18. PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY: None
- 19. EXECUTIVE SESSION: None

**20. ADJOURNMENT**

Hearing no objections, Mayor Marchbanks adjourned the meeting at 6:29 pm.

*\*Meeting Minutes Recorded by City Clerk*

**C. Minutes of Special Meeting October 10, 2014**

**GUSTAVUS CITY COUNCIL  
SPECIAL MEETING MINUTES  
OCTOBER 10, 2014**

**1. CALL TO ORDER:**

A Special Meeting of the Gustavus City Council, as the Election Review Committee, was called to order on October 10th, 2014, at 1:05pm. There were 5 members of the public in attendance at the Gustavus City Hall.

**2. ROLL CALL:**

Comprising a quorum of the City Council the following were present:

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

- 3. APPROVAL OF MINUTES
- 4. MAYOR'S REQUEST FOR AGENDA CHANGES:
- 5. COMMITTEE REPORTS

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None
7. CONSENT AGENDA: None
8. ORDINANCES FOR PUBLICATION: None
9. ORDINANCES FOR PUBLIC HEARING: None
10. RESOLUTIONS: None
11. POLICY AND PROCEDURES FOR PUBLICATION: None
12. POLICY AND PROCEDURES FOR PUBLIC HEARING: None
13. UNFINISHED BUSINESS: None
- 14. NEW BUSINESS:**

**A Canvass Absentee, Questioned, Defective, and Spoiled Ballots Cast in October 7, 2014, General Election**

MOTION: Council Member Sunday moves to reject Ballot A because the voter is not registered in the City of Gustavus.

SECONDED BY: Vice Mayor Trummer

PUBLIC COMMENT: None

MOTION PASSES 5 ayes/0 nays

MOTION: Council Member Taylor moves to accept Ballot B because this voter is properly registered to vote in the City of Gustavus.

SECONDED BY: Council Member Sunday

MOTION PASSES 5 ayes/0 nays

MOTION: Vice Mayor Trummer moves to reject Ballot C due to lack of official signature.

SECONDED BY: Council Member Sunday

PUBLIC COMMENT: None

MOTION PASSES 5/aves, 0 nays

MOTION: Council Member Irwin moves to accept Ballot D through Ballot O as properly cast ballots.

SECONDED BY: Council Member Taylor

PUBLIC COMMENT: None

MOTION PASSES 5 ayes/0 nays

**B. Certify Report of Election Results**

MOTION: Council Member Taylor moves to accept the tally of ballots as tallied and certify the Report of Election Results.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

MOTION PASSES 5 ayes/0 nays

**C. Signing of Certificates of Election by Mayor and City Clerk**

15. STAFF REPORTS:
16. CITY COUNCIL REPORTS
  - A. Mayor's Report:
  - B. City Treasurer's Report:
  - C. City Clerk's Report:
17. **CITY COUNCIL QUESTIONS AND COMMENTS**
  - A. Vice Mayor Trummer - Congratulations to Greg Streveler, Tania Lewis and Mike Taylor.
18. **PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY:**
  - A. W. Howell – Thanks the Mayor for her years of service.
19. EXECUTIVE SESSION:
20. **ADJOURNMENT**

Hearing no objections, Mayor Marchbanks adjourned the meeting at 1:44pm.

*\*Meeting Minutes Recorded by City Clerk*

**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.

**Item No. 5 Committee Reports:**

- A. Library**
- B. GVFD**

**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.

**Item No. 7 Consent Agenda**

The Public is to be given the opportunity to ask that items they question be moved to New Business. If no objections, the Consent Agenda will be adopted unanimously.

**A. Publish FY15-08 An Ordinance for the City of Gustavus Providing for the Amendment of the City Ordinance Title 3, Chapter 3.03 Recruitment Procedures**

**CITY OF GUSTAVUS  
Ordinance FY15-08**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE  
AMENDMENT OF CITY ORDINANCE TITLE 3,  
CHAPTER 3.03 RECRUITMENT PROCEDURES**

**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 provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that **TITLE 3, CHAPTER 3.03.01 (a)(3)(D)** be amended as follows: **Bold and underlined** items are additions.

Chapter 3.03.01 Position Vacancies and Publicity

- (a) In order to attract an adequate number of candidates for present or anticipated vacancies and to ensure that present employees are informed of opportunities to apply for vacant positions, the Mayor, or the Mayor's designee, will publish or post notice of position vacancies as follows:
- (1) Position vacancy announcements shall be posted in at least three public places within the City of Gustavus, to include the council chambers, for a minimum of ten days.
  - (2) At the Mayor's discretion, positions may also be advertised by using any, or any combination of, State or other employment services, or by using any print or electronic media including but not limited to newspapers and relevant professional or trade publications.
  - (3) All position vacancy notices shall include at least the following:
    - (A) The position title, employment category, essential responsibilities, job qualifications and requirements, the time, place and manner of completing applications, the application deadline, pay rate or salary range, and other pertinent information.
    - (B) Notice that all positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip.
    - (C) An equal opportunity statement.
    - (D) **A statement that reasonable accommodation to facilitate the submission of an application is available on request.**

Section 4. Effective Date. This ordinance become effective upon its adoption by the Gustavus City Council.

**Date Introduced: October 13, 2014**  
**Date of Public Hearing: November 13, 2014**

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest: Lori Ewing, City Clerk

Item No. 8 Ordinance for Publication

**Item No. 9 Ordinance for Public Hearing**

**A. Adopt FY15-07NCO Providing for the Amendment of City Held Accounts in 2015**

**CITY OF GUSTAVUS, ALASKA  
Ordinance No. FY15-07NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF THE CITY  
HELD ACCOUNTS IN FISCAL YEAR 2015**

**BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:**

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

**Section 2.** In Fiscal Year 2015 the following City held account balance transfers to be made for reasons stated in each transfer, with NCO's and Resolutions notated as appropriate.

**Section 3.** The budget is amended to reflect the changed estimates as follows;

**Amounts**

	<b>Account Balance*</b>	<b>Amended balance</b>	<b>Change</b>
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*\*Approximate, this is a dynamic value.*

**ACCOUNTS**

FNBA Checking account	\$ 694,887.00	\$ 706,087.00	\$ 11,200.00
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*\*Clearing 1.2 acres of land at Gravel Pit, awarded to Fairweather Construction. Cost to be split between Lands Committee and Road Committee.*

AMLIP – Lands	\$12,108.50	\$ 6,508.50	< \$ 5,600.00>
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*\*Clearing 1.2 acres of land at Gravel Pit, awarded to Fairweather Construction.*

AMLIP – Roads	\$404,966.07	\$ 399,366.07	< \$ 5,600.00>
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*\*Clearing 1.2 acres of land at Gravel Pit, awarded to Fairweather Construction.*

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Total Change in Account Balances			<b>\$ 0.00</b>
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**Section 4.** The City Held accounts are hereby amended as indicated.

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

**DATE INTRODUCED:** *September 15, 2014*

**DATE OF PUBLIC HEARING:** *October 13, 2014*

**PASSED** and **APPROVED** by the Gustavus City Council this \_\_\_\_ day of \_\_\_\_, 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Attest: Noël Farevaag, City Treasurer

\_\_\_\_\_  
Attest: Lori Ewing, City Clerk

Item No. 10 Resolutions

Item No. 11 Policy and Procedures for Publication

Item No. 12 Policy and Procedures for Public Hearing

Item No. 13 Unfinished Business

**Item No. 14. New Business**

**A. Room Tax revenue payment to GVA**

**B. Dispatcher Class by Erin Ohlson**

**C. SRTS Contract Extension**

**D. ProComm Radio Bid**

Item No. 15 Staff Reports

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

**Item No. 16 City Council Reports:**

a. Mayor's Report

b. **City Treasurer's Report**

c. **City Clerk's Report**

**Item No. 17 City Council Questions and Comments**

**Item No. 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. **Comments on agenda items should be addressed at the time the Item is open to public comment.**

Item No. 19 Executive Session

**Item No. 20 Adjournment**