

**Regular City Council Meeting  
March 20, 2019 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

**Mayor Clay Koplín** called the Council regular meeting to order at 7:10 pm on March 20, 2019, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

**Mayor Koplín** led the audience in the Pledge of Allegiance.

**C. Roll call**

Present for roll call were **Mayor Clay Koplín** and Council members **Tom Bailer, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison** and **David Glasen**. Council member **Ken Jones** was absent. Also present were City Manager **Alan Lanning** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda**

**M/Allison S/Bailer** to approve the Regular Agenda adding a guest speaker, Interim Finance Director **Dean Baugh** before the first guest speaker listed.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Jones). Motion was approved.

**E. Disclosures of Conflicts of Interest and ex parte communication - none**

**F. Communications by and Petitions from Visitors**

1. Guest speakers

**Dean Baugh**, Interim Finance Director handed out copies of City financials and gave a short report. First report was fund summaries through February 2019 - he said we are 17% through the year and it says we've spent 20% on expenses but **Baugh** explained that is nothing to worry about, we have some big expenses that come earlier in the year, revenues look a little under for the year so far, but again, sales tax, property tax, some of the bigger revenues come later in the year. He is working on a couple of important projects: 1) trying to get a handle on cash allocations from the general fund, how much is really there and how much is dedicated to water or sewer, etc. 2) also working on separating out a health insurance fund. His report included a graph of City debt service to maturity, including water, sewer, refuse school and general. Auditors will be on site working on 2018 audit the weeks of April 22 and May 3. **Mayor Koplín** thanked **Dean** as he said they have been asking for reports like this for a long time. **Bailer** appreciated the report especially the debt graph.

a. **Barb Jewell**, Sound Alternatives and **Nicole Songer**, CFRC - "Cordova Coalition for a Healthy Community" is a group that used to be known as the Providers Meeting. Basically, the mission of the group is to do whatever it takes to improve the overall health of the community. CFRC received grant funds for a community readiness assessment and then implemented most of the strategies that came from the assessment. They have met with leaders from the community and sought partnerships including dedication of resources and they will be looking to workout memoranda of agreement with these groups which would facilitate the group going for funding outside of Cordova.

b. **Dick Groff**, CERT (community emergency response team) program and presentation of certificates - **Mr. Groff** congratulated and thanked 4 new members who just completed the CERT training, **Stephanie Belgarde, Christopher Mara, Christine Hite** and **Chip Ethier**. **Mayor Koplín** presented each of the four with Certificates. Some of the training they received includes: extinguishing small fires, disaster medical skills, rescue trapped victims, organizing volunteer workers, disaster psychology and terrorism awareness. **Mr. Groff** emphasized that they are capable and willing which is an awesome combination of character traits.

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions

CSD Superintendent **Alex Russin** reported for the School Board - 4<sup>th</sup> quarter has begun, 9 weeks left of school. Boys and Girls participated at the state tournament for basketball - we should be proud of their sportsmanship and character. The girls' basketball coach was named coach of the year, quite an accomplishment. They are working on budget and he encouraged Council members to come as they work through the budget and be a part of the process. Graduation will be Saturday May 18 and an awards assembly before that on May 14. **Bailer** suggested a better relationship between Council and School Board, maybe reinitiating the Council seat on School Board. **Mayor Koplín** praised **Russin** and the school

board for doing a great job lobbying in Juneau about education but also Marine Highway and other items that are important to all Cordovans.

**Bailer** gave a report on PWSAC - he said the spring meeting was in Cordova and to get back to the normal schedule he hears they are having the fall meeting here as well. Also, he said the Executive Director, **Casey Campbell** has signed on to run the corporation for another year.

4. Student Council Representative Report - was not present

#### G. Approval of Consent Calendar

5. Resolution 03-19-11 a resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Federal Signal, Inc., for the purpose of acquiring a tsunami siren and equipment for the City of Cordova

6. Resolution 03-19-12 a resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to enter a sole source contract with ProComm Alaska LLC, for the purpose of purchasing dispatch repeaters and base radios for the City of Cordova

7. Resolution 03-19-13 a resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to enter a sole source contract with ProComm Alaska LLC, for the purpose of purchasing portable radios for the City of Cordova

8. Record excused absences of Council members **James Burton**, **Ken Jones** and **Anne Schaefer** from the March 6, 2019 Regular Meeting

Vote on the approval of the consent calendar: 6 yeas, 0 nays, 1 absent. Allison-yes; Schaefer-yes; Guard-yes; Meyer-yes; Glasen-yes; Bailer-yes and Jones-absent. Consent calendar was approved.

#### H. Approval of Minutes - none

#### I. Consideration of Bids - none

#### J. Reports of Officers

9. Mayor's Report - Mayor **Koplin** reported 1) he's been working on both federal and state fisheries related boards and supporting those who would give the most balanced perspectives; 2) he's also been advocating for the PWS Tanner Crab fishery; 3) 2 public hearings at LIO tomorrow that are fisheries related - he'll be testifying; 4) **Bitney** has circulated an email to Council on key points to make when corresponding with legislators; 5) Cordova Community Foundation has been set up - it is a managed foundation with low overhead and **Rasmussen** has set it all up and matches funds - it's essentially a community permanent fund that will fund non-profits, a great way to fund small entities and avoid having the City coffers having to fund these things - he thanked **Kristin Carpenter** who has helped get this going; 6) recognized that **Robbie Lewis** is back in town and is actively managing the radio station and he is here tonight covering City Council  
10. Manager's Report -City Manager **Alan Lanning** reported 1) he and Council member **Guard** testified for AMHS at the LIO; 2) he will go again tomorrow for the Fish Tax; 3) good news, thanks to the efforts of **Trumblee** and **Hicks** that Valdez donated a fire truck to us - which is a huge savings to us since ours would have needed considerable upgrades; 4) on March 26 - CCMCA will hold a meeting to interview 3 recruiting firms to kick off their search for CEO now that **Scot Mitchell** has resigned - they are asking for 2 Council appointees to a committee to handle the recruitment; 5) CoHo disposal will be picking up as we have received a qualified proposal; 6) audit info - the 2018 audit is started, we've been contacting CCMCA to get moving and their auditors will be here in two weeks - we will coordinate and we're trying to get this out early.

**Mayor Koplin** reverted to Mayor's report - 1) he said he'd be interested in the CCMCA CEO hiring committee and suggested **Schaefer** too; 2) CoHo bid - he may recuse as CEC is involved as a possible partner in part of the proposal; 3) he'll miss April 3 - he'll be in DC and he's trying for appointments with our Congressional delegation there.

Back to Manager's report - questions from Council - **Glasen** asked **Lanning** how to go about the raw fish tax collection now that it is approved. **Lanning** said we will have a draft ordinance for you to discuss at the April 3 meeting.

##### a. Comprehensive Plan Update

b. **Sam Greenwood**, Public Works Director presented a PowerPoint about the second street project as she is applying for a grant under the STIP program with the state (due May 15) - this was approved by Council at the March 6 meeting but with the 2 new members, she gave another overview and answered some questions.

11. City Clerk's Report - **Bourgeois** said that she's been emailing council for the benefit of new members but also a refresher for more experienced members, different links and websites that have helpful meeting information, Roberts Rules, procedures, etc. Also, power points and/or pamphlets from the state assessor's office and AML about council

sitting as BOE as assessment appeals come in she wants council to remember that BOE will be a quasi-judicial role, so they should refrain from contact with appellants.

#### **K. Correspondence**

12. Cordova School District Resolution 2019-03 Opposing Formation of a PWS Borough

13. 03-21-19 Letter from ADEC re Shoreside Petroleum wastewater discharge permit

#### **L. Ordinances and Resolutions**

14. Resolution 03-19-14 a resolution of the City Council of the City of Cordova, Alaska, authorizing the City of Cordova to amend the FY19 budget in the amount of \$25,000 for the design drawings for a renovation/expansion of the Odiak Camper Park

*M/Allison S/Schaefer* to approve Resolution 03-19-14 a resolution of the City Council of the City of Cordova, Alaska, authorizing the City of Cordova to amend the FY19 budget in the amount of \$25,000 for the design drawings for a renovation/expansion of the Odiak Camper Park.

*Allison* said we've talked about expanding the camper park for several years - there is funding in the Odiak camper park's fund, so he supports this at this time. *Schaefer* agreed and said we cannot apply for this grant unless we get plans done, so this is a foot in the door, she is supportive. *Bailer* asked if this was to expand the slips and add sewer and water hookups - Council members concurred that was the case. *Bailer* said he can support that.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Meyer-yes; Jones-absent; Schaefer-yes; Guard-yes; Allison-yes; Glasen-yes and Bailer-yes. Motion was approved.

#### **M. Unfinished Business - none**

#### **N. New & Miscellaneous Business**

15. Council election of Vice Mayor to serve for one year

*Guard* nominated *Melina Meyer* as Vice Mayor.

There were no other nominations from the floor.

Vote to elect *Melina Meyer* as Vice Mayor: 6 yeas, 0 nays, 1 absent (Jones). *Meyer* was elected.

16. Pending Agenda, Calendar and Elected & Appointed Officials lists

*Mayor Koplín* asked to add an item to the April 17 meeting, an executive session where the council and manager can discuss extension of his contract. *Mayor Koplín* also asked for a date to meet to revisit the comprehensive plan. *Bailer* had a question about the Manager's contract discussion, he asked for copies of manager's contract and last evaluation. *Mayor Koplín* said he'd get those both to the new council members. *Bourgeois* mentioned that May 1 work session will be joint with Planning Commission about the Comprehensive Plan.

*M/Allison S/Guard* to ask for unanimous consent to appoint *Mayor Koplín* and Council Member *Schaefer* to the CCMCA CEO hiring committee.

There was Council unanimous consent.

*Bailer* asked if we could put the investment policy and asset allocation on pending agenda - *Mayor Koplín* agreed and said it should be revisited. Council member *Meyer* asked for a joint meeting with CCMCA Board - *Mayor Koplín* agreed with that too, as did *Bailer* and he also asked if an executive session was possible for that meeting.

#### **O. Audience Participation**

#### **P. Council Comments**

*Meyer* thanked the Fire Department for the work on grants, appreciated all the people who testified on AMHS, thanks for the confidence to elect me Vice Mayor

*Allison* echo thanks to FD, *Hicks*, emergency management team, also thanks to *Susie* and Parks and Rec on Odiak camper park work

*Mayor Koplín* thanked Council member Allison for serving as Vice Mayor last year and chairing meetings in his absence.

*Glasen* also appreciated our great fire department

*Schaefer* echo the thanks and welcomed *Bailer* and *Glasen*.

#### **Q. Executive Session**

17. City Clerk's Annual Evaluation - to be handled in an executive session because it is a subject that tends to prejudice the reputation and character of a person; provided that the person may request a public discussion, and, in this instance, the Clerk has not requested a public discussion

*M/Allison S/Bailer* to go into an executive session to conduct the City Clerk's evaluation, a subject that tends to prejudice the reputation and character of a person; provided that the person may request a public discussion

Vote on the motion: 6 yeas, 0 nays, 1 absent (Jones). Motion was approved.

*Mayor Koplín* recessed the meeting at 8:46 pm to clear the room before the executive session.

Council entered executive session at 8:52 pm and came back into regular session at 9:59 pm.

*Mayor Koplín* said that the Council discussed the Clerk's evaluation with her in the executive session and no action was taken.

#### R. Adjournment

*M/Guard S/Allison* to adjourn the meeting.

Hearing no objection Mayor Koplín adjourned the meeting at 10:01 pm.

Approved: April 3, 2019

Attest:



Susan Bourgeois, CMC, City Clerk

