

Special City Council Meeting
September 11, 2020 @ 12:00 pm
Cordova Center Community Rooms
and via YouTube and Teleconference
Agenda

Mayor

Clay Koplin

Council Members

Tom Bailer

Cathy Sherman

Jeff Guard

Melina Meyer

Anne Schaefer

David Allison

David Glasen

City Manager

Helen Howarth

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

vacant

A. Call to order

B. Roll call

Mayor Clay Koplin, Council members Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison and David Glasen

C. Approval of agenda..... (voice vote)

D. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in 3.10.010 https://library.municode.com/ak/cordova/codes/code_of_ordinances should be declared, then Mayor rules on whether member should be recused, Council can overrule
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

E. Communications by and petitions from visitors

1. Audience Comments regarding agenda items..... **(3 minutes per speaker)**

F. New Business

2. Direction to Manager to negotiate with Dineega Services..... **(roll call vote)(page 1)**
for Bidarki Floors Removal and Replacement
3. Direction to Manager to negotiate with *Cordova Construction, LLC*..... **(roll call vote)(page 3)**
for Water and Sewer installation at the Multipurpose Field

G. Audience participation

H. Council comments

I. Executive Session

City Council is permitted to enter into an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session during debate on that agenda item or could move to do so later in the meeting.

J. Adjournment

Public Call-in number 907-253-6202, each call is placed on hold, calls will ring through in the order received, stay on the phone until you've been addressed or thanked by the Chair or Council, then hang up, comments limited to 3 minutes

Executive Sessions per Cordova Municipal Code 3.14.030

- **subjects which may be considered are:** (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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AGENDA ITEM 2
City Council Meeting Date: 9/11/2020
CITY COUNCIL COMMUNICATION FORM

FROM: Samantha Greenwood, Public Works Director & Susie Herschleb,
Director of Parks and Recreation

DATE: 09/8/20

ITEM: Award of RFP# PW20-04 Removal of carpet and vinyl on existing
floors and installation of rubber floor and linoleum

NEXT STEP: Council authorizes the City Manager to negotiate this contract

ORDINANCE RESOLUTION
 MOTION INFORMATION

I. REQUEST OR ISSUE: This form constitutes the memorandum required per Code per 5.12.040 setting forth the following:

- A. Identity of Contractor: Dineega Services
- B. Contract Price: \$77,038
- C. Nature & quantity of the work that the City shall receive under the contract:

To provide all the labor and materials for removal of flooring, moving equipment, subfloor work, subfloor prep and leveling, and installation of 3350 square feet of commercial grade rubber flooring, sheet flooring, and rubber base.

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion “to direct the City Manager to negotiate a contract with *Dineega Services* to provide all the labor and materials for the removal of flooring, moving equipment, subfloor work, subfloor prep and leveling, and installation 3350 square feet of commercial grade rubber flooring, sheet flooring, and rubber base trim for a sum not to exceed Seventy-seven Thousand, Thirty Eight dollars (\$77,083)”.

III. FISCAL IMPACTS: The work will be paid for with COVID Cares funding.

IV. BACKGROUND INFORMATION: This project has been solicited under the 5.12.160 - Emergency procurements.

The city may procure supplies, services or construction without competition, formal advertising, or other formal procedure where the city manager determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.

This memo is written in accordance with section 5.12.040.

The upgrades for flooring qualify for COVID cares money for multiple reasons. There are numerous CDC requirements for physical distancing and cleaning for gyms to be open and considered safe. The existing Bidarki gym weightlifting, floor work, and aerobic areas does not provide enough space to meet these requirements and is difficult to clean. Moving equipment/weights to different floors and areas within the building provide expanded space for users and will allow for more occupancy. These areas require special gym flooring. Eliminating carpet and replacing with linoleum provides a safer surface for floor work as well as a more efficient cleaning surface for the building.

It will

- Increase physically distancing by expanding the area where weightlifting/aerobic work outs can occur
- Provides a safer surface for floor work
- Removing carpet through out the building and replacing with linoleum provides a safer overall environment that can be cleaned quickly and efficiently disinfected

There will be additional work at Bidarki adding mop sinks and janitor's closet. This will provide cleaning stations on all floors. Which will provide cleaning supplies on all floors to help efficiently meet the CDC requirements for disinfecting.

V. LEGAL ISSUES: Contract shall be negotiated and awarded per Code sections 5.12.040 and 5.12.160.

VI. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract COVID related cleaning and spacing requirements could not be meet and the gym use would be limited.



AGENDA ITEM 3
City Council Meeting Date: 09/11/2020
CITY COUNCIL COMMUNICATION FORM

FROM: Samantha Greenwood, Public Works Director & Susie Herschleb, Director of Parks and Recreation

DATE: 09/8/20

ITEM: Award of RFP# PW20-02 Water and Sewer for Portable Shower Unit

NEXT STEP: Council authorizes the City Manager to negotiate this contract.

ORDINANCE RESOLUTION
 MOTION INFORMATION

I. REQUEST OR ISSUE: This form constitutes the memorandum required per Code per 5.12.040 setting forth the following:

- A. Identity of Contractor: *Cordova Construction LLC*
- B. Contract Price: *\$34,830*
- C. Nature & quantity of the work that the City shall receive under the contract:
To provide the necessary labor and materials to install all water and sewer from Odiak campground to the multipurpose field.

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion "to direct the City Manager to negotiate a contract with *Cordova Construction LLC* to provide the necessary labor and materials to install all water and sewer from Odiak campground to the multipurpose field for a sum not to exceed Thirty-Four Thousand Eight Hundred Thirty Dollars (*\$34,830.00*)".

III. FISCAL IMPACTS: The work will be paid for with COVID Cares funding.

IV. BACKGROUND INFORMATION: This work was solicited under the 5.12.160 - Emergency procurements.

The city may procure supplies, services or construction without competition, formal advertising, or other formal procedure where the city manager

determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.

This memo is written in accordance with section 5.12.040.

Water and sewer connections are required for the unit to work. The portable shower unit qualifies for COVID cares money for multiple reasons.

It will

- Increase social distancing and provides additional hand washing facilities at the camper park.
- Increase the number of restroom facilities from 2 to 8 allowing the camper park to open more spaces providing additional capacity for campers and for campers to safely isolate if needed.
- Provides hand washing stations that do not currently exist for recreational uses occurring at baseball field and the multipurpose field

Getting water and sewer to the portable shower unit is a portion of the overall project. The portable shower unit will be along the fence line between the multiuse field and the camper park. This site allows access for both campers and recreational uses. It is also located so that it will coordinate with the future redesign and upgrades to the camper park.

Future work to complete this project will also include site prep, trenching electricity, building a lean to type structure to protect from the unit from weather, and developing a path from the camper park and the multipurpose field to the unit.

V. LEGAL ISSUES: Contract shall be negotiated and awarded per Code sections 5.12.040 and 5.12.160.

VI. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract which would eliminate efforts to increase social distancing, provide hand washing stations and provide additional capacity at Odiak camper park.