

Regular City Council Meeting  
September 16, 2020 @ 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 7:05 pm on September 16, 2020, 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, David Allison,* and *David Glasen*. Council members *Cathy Sherman, Melina Meyer,* and *Anne Schaefer* were present via teleconference. Also present were City Manager *Helen Howarth* and City Clerk *Susan Bourgeois*.

**D. Approval of Regular Agenda**

*M/Allison S/Guard* to approve the agenda.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**E. Disclosures of Conflicts of Interest and ex parte communications**

Council member *Meyer* said she had a conflict on item 16 as the proposer is her father. *Mayor Koplín* agreed with the conflict. *Mayor Koplín* said even though he does not vote he wanted to disclose that his wife works for Appraisal Company of Alaska so he is conflicted on agenda item 13.

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

1. Guest speaker

a. Incident Management Team, Covid-19 update – *Dr. Hannah Sanders*, Medical Team lead for the IMT emergency response reported: 1) today our dashboard got back down to zero covid cases in Cordova which is always something that we celebrate; things are going well; a significant change coming is after this weekend airport testing will stop and times will be available Monday through Saturday in town only; symptomatic testing will still be available 24/7. 2) very important to get a flu vaccine this year – next week or two will get some flu vaccine clinics up at Ilanka and CCMC.

Council questions: *Bailer* asked if ambassadors would still be at airport – just no testing there? *Sanders* said that is true, they will still greet flights and supply information as to testing times/locations, etc. *Meyer* asked *Dr. Sanders* how it is looking medically to stay prepared for the pandemic, for the testing capabilities even though the funding looks like it is ending at year end but the virus obviously is not ending. *Sanders* said that we have been provided reassurance that the supply of testing materials from the state is intact. The hospital now has 2 ventilators and 2 high-flow nasal cannulas, our equipment has been upgraded and updated our oxygen supply is upgraded and updated. She said they have not received any guidance that the CARES money received by the hospital has the same timelines that the City money has on it. She does not believe that their money has to be spent by December 31, 2020.

2. Audience comments regarding agenda items

*Barb Jewell* of mile 2.2 Whitshed Road, spoke to add her support to the letter written by *Collins*, agenda item 11 concerning the poor condition of that part of Whitshed Rd.

*Greg Meyer* of 1 Cannery Row, said for item 16 he will be present on the line to answer any questions that might arise during discussion. Also gave a shout out to the Manager, City Council and *Dr. Sanders* – did a great job getting us through the summer.

*Kristin Carpenter* spoke about the letter she wrote item 12, introduced herself as the new PWSEDD Executive Director and said the annual meeting will be November 12 – she invited Council to attend. At that meeting they will discuss the launch of the CEDS (comprehensive economic development strategy) – 5-year strategic plan for the PWS region. She encouraged participation in the 2020 census.

3. Chairpersons and Representatives of Boards and Commissions

*Dr. Hannah Sanders*, CCMCA CEO was present via teleconference and reported: 1) 2019 audit results are in – Thursday Sept 24, the board will review with the audit firm – she said there were findings, CCMC lacks internal controls by having only one accountant on staff – we want to assure we address this in 2021 so our records are in really good shape with all

the 2020 money that has come in and been spent. The City has received a copy so the City can go ahead and complete your audit now.

**Barb Jewell** School Board President reported: 1) all students have now had the opportunity to be in school in person - students and staff that she's spoken to have said it is going well, people are happy; 2) some of the extracurriculars have been restarted last week and this week - they are conducting meetings and practices following guidelines from the state's chief medical officer

4. Student Council representative - vacant

#### G. Approval of Consent Calendar

5. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of the following: Council member Schaefer from the 9/2/2020 Regular Meeting

6. Minutes of the 09-02-2020 Council Public Hearing

7. Minutes of the 09-02-2020 Regular Council Meeting

Vote on the consent calendar: 7 yeas, 0 nays. Meyer-yes; Guard-yes; Schaefer-yes; Glasen-yes; Bailer-yes; Sherman-yes and Allison-yes. Consent calendar was approved.

#### H. Approval of Minutes - in Consent Calendar

#### I. Consideration of Bids - none

#### J. Reports of Officers

8. Mayor's Report - **Mayor Koplín** reported: 1) he will be in touch with **Bitney** regarding tier 1 harbor matching grant funding is a priority from Cordova; 2) Council had also asked for a report from RCAC rep - he hasn't yet reached out - City Clerk **Bourgeois** commented that she had contact **Mr. Beedle** and he said a report is forthcoming.

9. Manager's Report - City Manager **Helen Howarth** reported: 1) written report and she added - back in City Hall - ambassador at the front entry 10-4 daily, checking people, ensuring safety - we've hosted a few meetings, we feel well-prepared; 2) work for budget for 2021 is beginning - audit is a week or so away from being done and then we will bring it to Council; 3) census is so critical to the community - she encouraged participation. **Howarth** asked **Samantha Greenwood** to speak about the Water System Excellence Award.

a. AK DEC letter and Water System Excellence Award to City Water Department - **Greenwood** praised the water department employees who do such incredible work for the City - 5 dedicated professionals have received this award again (numerous times): **Joel Felix**, **Daniel Adajar**, **Joseph Sison**, **Ronalyn Adajar** and **Everett Hunter** - they manage the water for the entire City and monitor it 24 hours/day 365 days/year, repair leaks - they participate in continuing education coursework and maintain certifications including testing requirements - this award from the state and recognition is very well-deserved by this hard-working crew of employees - the work they perform is critical to the citizens of Cordova.

Questions for manager: **Bailer** - asked about the junk cars out front of the public safety building. **Howarth** deferred to Acting **Chief Nate Taylor** who responded by saying that they are working on making the current impound lot a secure location (gates, locks, cameras, lights) because some of the vehicles are part of a crime and they must be preserved as evidence. **Schaefer** congratulated the Water department and asked **Howarth** if she can offer assistance to the census, set up a booth at the Cordova Center or something. **Howarth** said the City and NVE have teamed up to get the word out and she has reached out to the regional office about us hosting a location and she has not heard back yet.

**Mayor Koplín** reverted to Mayor's report to say he had met with the USPS postmaster in Cordova and would be writing a letter to the USPS regional maintenance director per Council's request. Also, he has attended PWSEDD meetings and the new Executive Director is **Kristin Carpenter** of Cordova which is a great asset for the organization and for Cordova.

10. City Clerk's Report - **Bourgeois** reported: 1) she continues work on Title 2 Election Code re-write; 2) will discuss upcoming training Sept 30 and then other planned work sessions for October at Pending Agenda; 3) answering many citizen questions about upcoming election in November; 4) praised the school district for opening up safely, it has been going well from her experience with a ninth grader at CHS; 5) assessing contract is on for approval, they will be coming in to work on 2021 assessments and will follow travel protocols and Cordova Center protocols to work in the office.

#### K. Correspondence

11. 08-30-20 Collins letter regarding Whitshed Road

12. 09-09-20 PWSEDD Executive Director Carpenter letter to Council

**Meyer** commented on item 11. She'd like staff to reach out to DoT again or have Council/Mayor write a letter or somehow follow up to prevent an accident there. **Greenwood** updated Council - she did call DoT Northern and there was a hazard

mitigation grant submitted but not awarded. Those plans from the grant application are available to us if we find funding; she is going to get with NVE. Also, she has reached out for signage to DoT and is waiting to hear back.

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

**13.** Resolution 09-20-35 A resolution of the Council of the City of Cordova, Alaska, authorizing the city manager to enter into an agreement with Appraisal Company of Alaska for assessment services for tax year 2021 in the amount of eighteen thousand dollars (\$18,000)

*M/Guard S/Allison* to approve Resolution 09-20-35 a resolution of the Council of the City of Cordova, Alaska, authorizing the city manager to enter into an agreement with Appraisal Company of Alaska for assessment services for tax year 2021 in the amount of eighteen thousand dollars (\$18,000)

*Guard* doesn't see this as out of line money wise, he said we need to get it done. *Allison* said it is a necessary evil, need to get it done. *Sherman* said she is in favor. *Bailer* said there were mistakes made and they are slow to correct them and the math mistakes cost people money, he doesn't know how many other mistakes there were. He thinks they did a sloppy job. He thinks it is time for someone else to come in and take a fresh look. *Meyer* asked if there were other assessors in Alaska and what the process would be to look elsewhere. *Bourgeois* said it might be late for the 2021 year but Council could certainly direct us to issue an RFP during 2021 for assessing services for 2022; we should discuss at budget. *Meyer* said she will support but would like to suggest an RFP during budget. *Glaser* asked about the amount of work he'd be doing this year and if \$18,000 was reasonable. *Bourgeois* said she included a page from Alaska Taxable (state report) that compared costs of all the other contracts across the state and her memo spoke to what we've paid the past three years and considering that information she thought \$18,000 seemed reasonable.

Vote on the motion: 6 yeas, 1 nay. Glaser-yes; Schaefer-yes; Bailer-no; Sherman-yes; Guard-yes; Allison-yes and Meyer-yes. Motion was approved.

**14.** Resolution 09-20-36 A resolution of the Council of the City of Cordova, Alaska, establishing an economic stimulus program to mitigate the impacts of the COVID-19 pandemic on the community of Cordova

*M/Glaser S/Bailer* to approve Resolution 09-20-36 a resolution of the Council of the City of Cordova, Alaska, establishing an economic stimulus program to mitigate the impacts of the COVID-19 pandemic on the community of Cordova

*Glaser* said he was in favor. *Bailer* said he is in favor as long as we are cutting ourselves short on other things. *Allison* said he supports this as long as there is a robust plan to account for residency. *Sherman* is in favor. *Guard* said he is in favor of the program. *Schaefer* agreed and spoke in favor.

Vote on the motion: 7 yeas, 0 nays. Guard-yes; Meyer-yes; Glaser-yes; Sherman-yes; Allison-yes; Schaefer-yes and Bailer-yes. Motion was approved.

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

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

**15.** Direction to staff regarding possible charter change as a ballot proposition for the March 2, 2021 Regular City Election  
*M/Allison S/Sherman* to direct staff to bring forward a resolution placing a charter change on the ballot of the March 2, 2021 Regular City Election.

*Bailer* declared a perceived conflict because he is a contractor and could be someone who benefits from such a charter change. *Mayor Koplín* ruled that we could all be conflicted and he did not see *Bailer* as specifically conflicted; no Council member asked to overrule. Council made points about being a small community and sometimes needing to get work done but precluding some contractors from being able to do the work. Other points were made about keeping some safeguards in because there is a pervasive feeling about dishonesty in government and local government is still honest and should stay that way.

During discussion, Council concurred to discuss a work session for this item, to ask the City Attorney to clean up this piece of charter. If they could discuss this with *Holly*, she could get their ideas and the write the ballot language accordingly.

After further discussion:

*M/Allison S/Guard* to amend the motion as follows: to direct staff to get with the City Attorney to clean up the charter language and bring it to Council at a work session where the City Attorney would be in attendance and could receive more detailed feedback from council.

With no objection, the motion was amended.

Vote on the amended motion: 7 yeas, 0 nays. Allison-yes; Meyer-yes; Bailer-yes; Schaefer-yes; Guard-yes; Glaser-yes and Sherman-yes. Motion was approved.

**16.** Council action on disposal and method of disposal for ASLS 79-258 (may be discussed in executive session)

*M/Allison S/Bailer* to dispose of ASLS 79-258 as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

*Allison* said one of the proposals we look at can be this one before us offering a swap, but he needs more information before he can consider that. *Bailer* said he agrees with *Allison*, he said this is basically a land swap, anyone can do a colored picture showing a subdivision, there's not really nuts and bolts to any of this. He thought Council should have an executive session so he could get legal answers to some questions about this. *Sherman* agrees with proposals and would also ask for the executive session. *Glaser* agrees. *Guard* agrees he needs more information and would like to enter executive session. *Schaefer* agreed also.

*M/Allison S/Bailer* to go into an executive session to consider a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government specifically the disposal of ASLS 79-258.

Vote on the motion: 6 yeas, 0 nays, 1 conflict of interest. Guard-yes; Schaefer-yes; Meyer-coi; Allison-yes; Sherman-yes; Glaser-yes and Bailer-yes. Motion was approved.

Hearing no objection, Mayor Koplun declared that they would finish up all of the other agenda items and then enter the executive session after item P. Council comments.

#### 17. Discussion of Covid-19 Emergency Response

*Allison* said he thinks an ATCO trailer with 2 doors would still work out at the airport so he'd suggest staff look into that. *Sherman* agrees because we should come up with a solution while there are funds available.

#### 18. Pending Agenda, Calendar and Elected & Appointed Officials lists

*Meyer* asked staff to look into some kind of signage out Whitshed. Also asked for the Assessor RFP on PA. City Clerk mentioned Sept. 30 training, Oct 7 EVOS restructuring work session. Oct 14 - there will be a work session on liability and health insurance. *Bailer* asked to add to Pending Agenda a discussion item regarding continuity of government and a succession plan to be discussed at budget. *Sherman* was wondering about budget work sessions and when those would begin, she also asked about the audit. *Howarth* said the audit should be available in a couple of weeks. *Howarth* said that she'd aim at first budget work session on October 21.

#### O. Audience Participation

*Greg Meyer* of 1 Cannery Row, thanked Council for taking a look at City Appraiser he had an increase this last year that he was able to negotiate down but the initial increase seemed absurd and arbitrary. He said the hospitality industry was decimated this summer; you will probably see that in third quarter sales taxes. His business lost about \$2 million in revenue, they'll have to lay off virtually all staff this winter. That industry has the most tax, sales tax, surtax, alcohol tax; it'll take 5 years to make up the losses. He'd like to see consideration like get rid of the surtax for a few years so they can raise rates instead and make up the difference. He'd like the City to consider deferring water and sewer until maybe next September. On the land swap, he thought he was doing the City a big favor he urged them to read the water tank lease really closely because it could cost the City millions; the tank is extremely valuable to the City. They had 100% support from the Science Center and the Planning Commission so he hopes they consider this really strongly, if they do proposals he will probably not put in. He hopes they take careful consideration of what is involved here and decide wisely.

*Kelsey Hayden* of 1.7 Mile Whished Rd., NHN Prince William Marina Road, spoke about the work session earlier. She did some research of other similar size communities and saw that Wrangell has 16 officers, 8 are patrolling officers. She thinks if Cordova wants more from the police department we need more officers. She thinks we need 24-hour coverage. She knows a DUI takes at least 4 hours to process, paperwork etc. not including court time. She put in a plug for *Nate* - she'd like to see him be made chief.

#### P. Council Comments

*Glaser* thanked staff and the police officers and he knows they are doing a tough job with just three of them to cover all the hours.

*Bailer* said he looks forward to getting the data on crime to better understand the police department. Thanks to staff for working hard he is glad to see the City open.

*Sherman* commended the public works department for choosing Mark Wegner as the new superintendent of the streets department, great choice and thanks and congratulations to the water department.

*Allison* thanked *Chief Taylor* for presenting and thanks for the whole department - also thanks to *Kelsey Hayden* for her comments.

#### Q. Executive Session

19. see item 16. above

With no objection, the meeting was recessed to clear the room at 9:31 pm.

This previously made motion was back on the table and it had already been approved.

**M/Allison S/Bailer** to go into an executive session to consider a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government specifically the disposal of ASLS 79-258.

Vote on the motion: 6 yeas, 0 nays, 1 conflict of interest. Guard-yes; Schaefer-yes; Meyer-coi; Allison-yes; Sherman-yes; Glasen-yes and Bailer-yes. Motion was approved.

Council entered the executive session at 9:34 pm and came back into open session at 10:14 pm.

After the executive session, the item that was back on the table before Council was this motion:

**M/Allison S/Bailer** to dispose of ASLS 79-258 as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

**M/Bailer S/Glasen** to refer this motion back to staff.

**Mayor Koplín** said for further clarification that would be placed on Pending Agenda and a staff report would be back before Council before December 31, 2020. **Bailer** agreed, the purpose is to get more information before making a decision.

Vote on the motion to refer: 6 yeas, 0 nays, 1 conflict of interest. Schaefer-yes; Meyer-coi; Allison-yes; Sherman-yes; Bailer-yes; Guard-yes and Glasen-yes. Motion was approved.

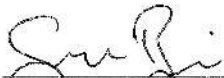
### **R. Adjournment**

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

Hearing no objection **Mayor Koplín** adjourned the meeting at 10:17 pm.

Approved: October 7, 2020

Attest:



Susan Bourgeois, CMC, City Clerk

