

**Regular City Council Meeting**  
**October 7, 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 was *Mayor Clay Koplín*. Council members *Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison,* and *David Glasen* were present via teleconference. Also present were City Manager *Helen Howarth* and City Clerk *Susan Bourgeois*.

**D. Approval of Regular Agenda**

With no objection, Mayor Koplín declared the agenda approved.

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

Council member *Meyer* said she had a conflict on items 6 and 7 as her father and brother are both involved with the company that has bid or may sub on these projects. *Mayor Koplín* agreed with the conflict and asked if Council wanted to appeal his ruling, there was no Council objection.

**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) we have identified a fourth case - these have occurred over the last week in Cordova, this has prompted us to change our emergency alert status to level 3 - we are not intending to alarm anyone with the change in status, we are encouraging the community to proceed with caution and ensure we are protecting the vulnerable and fragile in our population; the cause seems to be a combination of behaviors and close contacts, not a specific spreading event; 2) our testing capacity, our hospital capacity and the state's contact tracing are all intact.

Council questions: *Schaefer* asked *Dr. Sanders* if all four cases are connected to each other. *Dr. Sanders* said there is some loose contact tracing to where this may be considered community spread - but not directly related to a small cluster.

*Meyer* asked if these cases were from routine screening or if there were symptoms. *Dr. Sanders* said it was a combination of screening, contact tracing and symptoms. *Dr. Sanders* said we expect heading into winter that there will be a greater chance for spread as we are all in closer quarters.

2. Audience comments regarding agenda items

3. Chairpersons and Representatives of Boards and Commissions

*Dr. Hannah Sanders*, CCMCA CEO was present via teleconference and reported: 1) covid prep continues, received equipment such as 2 new ventilators, which brings us to 3 total at the hospital; 2) just completed the 2019 audit, we will have our Medicare reimbursement rate looked at soon which should be beneficial to the hospital - Covid funding has helped us dig out of some debt we've been in; 3) they have had an opportunity to improve some of their service lines and are working toward more robust drug and alcohol rehab opportunities for our community.

a. PWS Regional Citizens Advisory Council, City Rep *Robert Beedle* had a written report in the packet.

4. Student Council representative - vacant

**G. Approval of Consent Calendar**

5. Minutes of the 09-16-2020 Regular Council Meeting

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

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

**I. Consideration of Bids**

6. Direction to Manager to negotiate with *Facility Contractors, LLC* for Shipyard Restroom Building per RFP #PW20-05

**M/Schaefer S/Bailer** to direct the City Manager to negotiate a contract with Facility Contractors, LLC, to construct shipyard restrooms per engineered drawings for a sum not to exceed two hundred thirty-one thousand dollars (\$231,000).

**Schaefer** said we are getting the Covid CARES funding for this, it will provide handwashing and restrooms out at the shipyard, let's get it done within the timeframe. **Bailer** said he will make the same comment he's been making about these projects. He wanted staff to ensure we were using licensed contractors and we were getting good inspections on the work. Other Council members spoke in support.

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

7. Direction to Manager to negotiate with *Cordova Construction, LLC* for Ambulance Bay Improvements per RFP #PW20-06

**M/Schaefer S/Bailer** to direct the City Manager to negotiate a contract with Cordova Construction, LLC, to provide all labor and materials for Ambulance Bay Upgrades for a sum not to exceed thirty-four thousand five hundred fifty-five dollars (\$34,555).

**Schaefer** asked for a little more detail of the improvements here. **Paul Trumblee** was present to respond: one project will be removing a wall to open up about 15 more square feet in the facility. Also, some countertop removal to free up space for additional cubbies to hold equipment which adds to more space on the floor for medics to move around and safely decon their equipment after returning from a call. **Bailer** voiced the same concerns, licensed contractors and inspections on all work performed. Other Council members spoke in support of approval.

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

7a. Direction to Manager to negotiate with Yukon Equipment, Inc for 3 Wacker G70 generators and 3 automatic transfer switches

Staff report before the motion was given by **Sam Greenwood**, Public Works Director. She explained that after lengthy discussion among staff and contractors, we feel we should reduce this down to one generator at one site in order to meet the deadlines and have this ordered, arrive in Cordova and appropriately installed. Therefore, she requested that the motion that Council should make and approve would be for one generator and one-third the amount: \$53,000 for the generator, \$5,000 for switch and \$5,000 for the shipping - \$63,000 total.

**M/Guard S/Schaefer** to direct the City Manager to negotiate a contract with Yukon Equipment, Inc, to supply one Wacker G70 generator and 1 automatic transfer switch FOB to Cordova for a sum not to exceed sixty-three thousand dollars (\$63,000).

**Guard** said we should go ahead with this and support staff's decision to shrink this down to one. **Schaefer** asked if we are going with one, which is the location you are choosing? **Greenwood** said the Meals treatment plant on Whitshed is the preferred spot - easiest access, best choice. **Bailer** had a few questions about why we aren't able to do them all, **Greenwood** replied that access and prep work and then shipping and installation, they've determined it would be too much of a stretch. **Howarth** said if Council members are concerned about us spending all the CARES funding, they shouldn't be, we will get it spent. Sherman asked for clarification on CARES funding rules. **Howarth** said the funding requires funds to be spent on projects that are deployed, on the ground and mitigating the effects of the Covid emergency before 12/31/2020.

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

## J. Reports of Officers

8. Mayor's Report - **Mayor Koplín** reported: 1) he is behind on correspondence regarding the USPS; 2) he has had requests for a City Council resolution for disaster declaration for the seine season; 3) **Bitney** is working with legislators regarding Tier 1 Harbor grant - might have to wait for the budget process; 4) he reminded Council about the USCG City Declaration celebration Friday at 6pm at City Hall upstairs in front of Cordova Center.

**Bailer** asked the **Mayor** if he could maybe write a letter thanking the processors for doing such an outstanding job this summer. **Mayor Koplín** agreed that they went through extraordinary efforts to keep our community safe and then had a very poor processing year; he said he'd work with the Manager on that.

9. Manager's Report - City Manager **Helen Howarth** reported: 1) written report and she added: BUILD grant was submitted for \$25 million - we did not receive the grant - this might not be the appropriate venue for our type of project, we will be doing some research to find something more appropriate; 2) the State has prioritized a \$5 million request for our harbor - big question is whether or not it's in the Governor's budget and then makes it through the legislative session - will keep you posted on that; 3) Cordova Cash cards - terrific response - from businesses and citizens, 1800+ individuals have applied to date - and about 60 businesses, deadline is Oct. 16 - postcards in the mail to everyone - this focus is on spending the money

locally at our businesses; 4) auditors have said they will get us the audit at end of October – delay is not City but the auditors themselves.

10. City Clerk's Report – **Bourgeois** reported: 1) public comment is open until Oct 19 on the spend plan for the Covid relief for fishermen, \$50 million for Alaska.

**Schaefer** asked a question regarding absentee ballots for the state/federal election if the Clerk could accept the ballots and return them for citizens or if there was a drop box in Cordova here those could be put. **Bourgeois** said the City drop box is not for state ballots but she can accept them at her office or citizens could drop them with the state election official who will begin conducting absentee in person here at the Cordova Center on October 19.

#### K. Correspondence

11. 09-14-20 Letter of thanks from *Senator Murkowski* for Council resolution re: USPS

#### L. Ordinances and Resolutions – none

#### M. Unfinished Business – none

#### N. New & Miscellaneous Business

12. Discussion of Covid-19 Emergency Response – **Bailer** asked where the latest testing schedule could be found. **Mayor Koplín** mentioned on the City website.

13. Discussion of 2021 Budget schedule/timeline and process

**Howarth** said by charter we only have to present the first budget 5 weeks before the start of the new year, we will be way ahead of that and plan to have our first budget work session on October 21. Finance Director is working with Department Heads now on getting good detail on the types of budgets they want to put forward. Staff costs will be up because of the CBA approved last year – those numbers are being populated into line-items now. First meeting will be in broad terms as to how we are looking into next year, that is when Council will have the opportunity to give direction on how we are to proceed, on where you might want to make adjustments.

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

**Glaser** asked for an NVE and where they are with acquisition of CCMC update. **Howarth** said that **Bert** with NVE will be at the next Council meeting for an update. October 14 – work session with insurance was scheduled for 9 am. **Bourgeois** also mentioned that boards and commissions have vacancies coming up in November; she encouraged citizens to apply online with a simple one-page fillable application for membership on a board or commission.

#### O. Audience Participation – none

#### P. Council Comments

**Schaefer** thanked staff (Helen, Leif, Harmony, Susan) and all who participated in the Jurassic Parliament training the other day, that was a really nice refresher.

**Glaser** thanks to staff.

**Bailer** thanked staff, he said it is our role to probe and ask questions and make things happen and he appreciates their efforts and he acknowledges if they can't get it done, then they can't, march on!

#### Q. Executive Session – none

#### R. Adjournment

**M/Glaser S/Sherman** to adjourn the meeting.

Hearing no objection **Mayor Koplín** adjourned the meeting at 8:09 pm.

Approved: October 21, 2020

Attest:

  
Susan Bourgeois, CMC, City Clerk

