

**Regular City Council Meeting  
December 18, 2019 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

*Vice Mayor Melina Meyer* called the Council Regular Meeting to order at 7:01 pm on December 18, 2019, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

*Vice Mayor Meyer* led the audience in the Pledge of Allegiance.

**C. Roll call**

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

**D. Approval of Regular Agenda**

*M/Bailer S/Allison* to approve the Regular Agenda.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Guard, Schaefer). Motion was approved.

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

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

1. Guest speaker *Jason Gabrielson*, City Information Services Director, presented Council with a tutorial on microphone usage and teleconference calls into City meetings.

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions

CCMCA Board chair *Greg Meyer* reported: 1) just finished up the Community Health Needs Assessment Survey (done every 3 years) - *Barb Jewell* and staff put it together this year - in the past we've paid a firm \$20 - \$30 thousand and were able to do it in house this time; results should be on the website now; 2) PWSC is having a CNA class starting Jan for 3 months - hopefully we'll get some qualified CNAs out of this class (6 signed up so far).

4. Student Council representative - *William Deaton* was not present but left a report that Council member *Allison* relayed for the Council. Student Council reported concerns with the locker rooms to *Mrs. Williams* and a work order was put in (to fix leaks). They also suggested motion detector lights instead of the key that is currently required. Deck the Halls is underway at the High School.

**G. Approval of Consent Calendar**

5. Ordinance 1182 An ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code 4.52.020 to clarify employee health insurance coverage - 1<sup>st</sup> reading

6. Council action to waive right to protest renewal of liquor license 911 (package store) for Laura's Liquor Shoppe, LLC

7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absences of the following: Mayor Koplín & Council member Anne Schaefer from the December 4, 2019 Regular Meeting

Vote on the approval of the consent calendar: 5 yeas, 0 nays, 2 absent. Allison-yes; Schaefer-absent; Guard-absent; Meyer-yes; Glasen-yes; Bailer-yes and Jones-yes. Consent calendar was approved.

**H. Approval of Minutes**

*M/Bailer S/Allison* to approve the minutes.

8. Minutes of the November 20, 2019 Regular Council Meeting

9. Minutes of the December 4, 2019 Council Public Hearing

10. Minutes of the December 4, 2019 Regular Council Meeting

Vote on the motion: 5 yeas, 0 nays, 2 absent (Guard, Schaefer). Motion was approved.

**I. Consideration of Bids - none**

**J. Reports of Officers**

11. Mayor's Report - was not present, may report later if he arrives.

12. Manager's Report - City Manager **Helen Howarth** reported: 1) Governor's budget includes \$5 million we were hoping for as the Harbor grant; no increases to AMHS were in this budget, nor was any increase to school bond debt reimbursement; there is still conversation about override come beginning of the session in January; 2) Secure Rural Schools is progressing in Congress, looking at 2 year funding, should be a no-brainer; 3) CCMC PERS is cleaned up, didn't cost the full \$1.3 million, balance remained in Permanent Fund; 4) every little bit helps, recently received a \$2500 rebate on insurance from Fejes and Associates.

a. Year-to-date property tax and sales tax revenues 2019

13. City Clerk's Report - **Bourgeois** included a written report in the packet.

#### K. Correspondence

14. 12-05-19 email from K. McLaughlin re Sales Tax Options

15. 12-12-19 Public Notice comment period for CTC Easement application with DNR

#### L. Ordinances and Resolutions

16. Ordinance 1179 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code section 5.40.010 to impose seasonal sales tax rates of five percent in winter and eight percent in summer of each year - 2<sup>nd</sup> reading

**M/Bailer S/Allison** to adopt Ordinance 1179 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code section 5.40.010 to impose seasonal sales tax rates of five percent in winter and eight percent in summer of each year

**Bailer** said that we have discussed that there is no need for this so he will be voting no. **Allison** agreed.

Vote on the motion: 0 yeas, 5 nays, 2 absent. Glasen-no; Jones-no; Meyer-no; Schaefer-absent; Allison-no; Bailer-no and Guard-absent. Motion failed.

17. Ordinance 1180 an ordinance of the City Council of the City of Cordova, Alaska, amending Chapter 5.40.010 to adopt a one percent increase to the general sales tax imposed by the City of Cordova - 2<sup>nd</sup> reading

**M/Bailer S/Allison** to adopt Ordinance 1180 an ordinance of the City Council of the City of Cordova, Alaska, amending Chapter 5.40.010 to adopt a one percent increase to the general sales tax imposed by the City of Cordova

**Bailer** said same as last one; **Allison** agreed again.

Vote on the motion: 0 yeas, 5 nays, 2 absent. Meyer-no; Jones-no; Schaefer-absent; Guard-absent; Allison-no; Glasen-no and Bailer-no. Motion failed.

18. Ordinance 1181 An ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code Chapter 18.90 as recommended by the Alaska office of History and Archaeology, the Historic Preservation Commission, and the Planning Commission

**M/Allison S/Bailer** to adopt Ordinance 1181 an ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code Chapter 18.90 as recommended by the Alaska office of History and Archaeology, the Historic Preservation Commission, and the Planning Commission

**Allison** said this is a second reading, a recommendation from HPC, he supports it. **Bailer** agrees.

Vote on the motion: 5 yeas, 0 nays, 2 absent. Meyer-yes; Allison-yes; Glasen-yes; Schaefer-absent; Guard-absent; Bailer-yes and Jones-yes. Motion was approved.

19. Resolution 12-19-56 A resolution of the Council of the City of Cordova, Alaska adopting an operating and capital budget for fiscal year 2020

**M/Glasen S/Bailer** to approve Resolution 12-19-56 A resolution of the Council of the City of Cordova, Alaska adopting an operating and capital budget for fiscal year 2020

**Glasen** said this is balanced and ready to go, he'll be voting yes. **Bailer** deferred to the City Manager. Manager **Howarth** said that there have been requests for some more information - she acknowledges these and guarantees she'll have that in the future but in the absence of a finance director there are some reports that we are unable to generate. She said there will be some good financials available by next meeting as **Baugh** will be in at the very end of December working on audit and wrapping up 2019. **Allison** mentioned a couple of items that need to be changed in the attachment or clarified. Staff said they would remedy these in the actual budget and in the budget as it is entered into the Caselle financial program.

**Allison** was also concerned about the chip seal fund he said he'd like a detail on that plan; to use that to partially fund the new street sweeper; he wondered where the rest of the street sweeper funding would be coming from. Public Works Director **Sam Greenwood** approached and she and **Howarth** explained that the sweeper is the highest priority so sacrifices will be made elsewhere. **Bailer** said he was initially against a new street sweeper - he consulted an expert and the expert agreed with the purchase (obsolete, expensive to repair, etc.), so he is in support. Also, an attorney to the City shop in using the used oil burner, saving \$20 - 30 thousand in fuel costs.

*Allison* asked if the format could be consistent with the budgets we get. He also asked where the refund from the health insurance is in the budget. *Howarth* said she would find it and ensure it is in there. *Allison* also asked why E-911 was in this document. *Howarth* said she'd get the answer to that. *Allison* and *Meyer* both said they are comfortable approving the resolution, but they would like the detail cleaned up.

*Bailer* said he is good with this budget; he doesn't think there will be an appetite for increasing taxes again next year so he hopes she can get a handle on things in these next 6 or 7 months to work toward that. He also stressed the need for *Howarth* to fill the Finance Director spot. He opined that this is too big a job for one person (i.e. the budget for the Manager to do alone). *Howarth* stressed how everyone in the administrative offices contributed to this budget; and department heads really understand their budgets. She is confident that this is a *real* budget; this is not one where we made it look the same as it always does. This is realistic, we will cover our expenses and hope to come in under by being efficient not by not providing the services or not completing the projects.

Vote on the motion: 5 yeas, 0 nays, 2 absent. Glasen-yes; Bailer-yes; Meyer-yes; Schaefer-absent; Allison-yes; Jones-yes and Guard-absent. Motion was approved.

20. Resolution 12-19-57 A resolution of the Council of the City of Cordova, Alaska adopting City service fees, rates and charges for the 2020 calendar budget

*M/Bailer S/Allison* to adopt Resolution 12-19-57 a resolution of the Council of the City of Cordova, Alaska adopting City service fees, rates and charges for the 2020 calendar budget

*Bailer* said he had questions for the Planning Department and the Planner answered those for him, he yielded to staff or others for discussion. *Allison* asked for a staff summary from the Manager if she has a report to give on changes made.

*Leif Stavig* approached to report. He said Planning Department raised building department fees by 100%, doubled them. He said the utilities (water, sewer, garbage) were all raised 5%. *Stavig* said he compiled the fee schedule; other changes were some minor Parks and Recreation changes and same with Cordova Center. *Bailer* asked *Howarth* if the Cordova Center rates were changing. Manager *Howarth* said starting in January they will be taking a good look at properly allocating utilities, etc. in this building, it is a priority. *Allison* opined that maybe water and sewer should relook at the equivalent units used in their rate structure, to see if those are still appropriate. Public Works Director *Greenwood* said that there is a plan for a full rate analysis on the water side this year (remnant LT2 grant should be able to cover this). She hopes they can get the sewer rates done too. *Meyer* asked if the Harbor had changes. Harbormaster *Schinella* said they also had 5% increases and adjusted a few other fees.

Vote on the motion: 5 yeas, 0 nays, 2 absent. Meyer-yes; Jones-yes ; Schaefer-absent; Glasen-yes; Allison-yes; Guard-absent and Bailer-yes. Motion was approved.

21. Resolution 12-19-58 A resolution of the Council of the City of Cordova, Alaska designating capital improvement projects

*M/Jones S/Allison* to approve Resolution 12-19-58 a resolution of the Council of the City of Cordova, Alaska designating capital improvement projects

*Jones* said we did some extensive work on this last time it was before us; he thinks it is in line with the community priorities from the Comprehensive Plan.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Guard, Schaefer). Motion was approved.

*Mayor Koplín* arrived at the meeting at 8:02 pm.

22. Resolution 12-19-59 A resolution of the Council of the City of Cordova, Alaska authorizing membership in the Alaska Remote Seller Sales Tax Commission for the purpose of developing, implementing, and enforcing a remote seller sales tax code and designating the commission representative

*M/Bailer S/Glasen* to approve Resolution 12-19-59 a resolution of the Council of the City of Cordova, Alaska authorizing membership in the Alaska Remote Seller Sales Tax Commission for the purpose of developing, implementing, and enforcing a remote seller sales tax code and designating the commission representative

*Glasen* said he is in favor, seems like a good idea to him. *Jones* said he will support this. *Allison* said he wonders what the costs will be to us. *Howarth* said that is to be determined; this resolution gets our foot in the door, but we'll have the ability to get out later if it is not in our best interest.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Guard, Schaefer). Motion was approved.

## M. Unfinished Business - none

## N. New & Miscellaneous Business

*Mayor Koplín* reported: 1) on December 4 he, *Bert Adams* (NVE Executive Director) and *Darrel Olsen* (Chairman of Tribal Council) met with the Governor and discussed Fisheries and Marine Highway issues only. *Mayor Koplín* said he felt like the governor listened and he's sure he contacted ADFG and asked them to explore ways they could assist with developing fisheries in PWS. The Governor further asked us for 2 white papers on AMHS and Fisheries. 2) There have

been a couple of CFDC meetings including participation by ADFG representatives. Likely that there will be Tanner and Golden King Crab test fisheries and a sea cucumber test fishery this spring.

**Meyer** asked about the time frame for the white papers. **Mayor Koplín** said **John Whissel** of NVE is working on the fisheries one. **Mayor Koplín** said he is working on the AMHS one and he should have it out in the next couple of days. His high-level points to make will be: 1) select a vessel suitable for the region, put it there and keep it there, 2) determine the routes, fares, schedules using stakeholders' input, 3) management and governance should be setup with consistency, so these stay in place.

**Mayor Koplín** also spoke with City Attorney **Holly Wells** about Title 29 which gives municipalities or groups of municipalities the ability to form a port authority that could give access to federal funds - might be something very worthwhile to look into. He said he'd get a copy of the white paper circulated to Council in the next week.

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

Council concurred that the first meeting in January, scheduled for a holiday, January 1 would be canceled, and Council would definitely have the January 15 regular meeting and staff would contact Council for a Special Meeting if something occurred sooner than that requiring Council action.

### O. Audience Participation - none

### P. Council Comments

**Bailer** mentioned a recent automobile accident on Whittshed asked citizens to keep them in prayers as they recover. He also expressed Merry Christmas and Happy New Year to staff and to the community.

**Glaser** echoed those comments.

**Allison** thanked staff and Helen who worked on the budget. He also expressed Merry Christmas, Happy Holidays and hoped for safe travels for everyone.

**Meyer** echoed the comments and said see you in 2020.

### Q. Executive Session

24. Council discussion and review of CCMCA liabilities and the potential consequences arising from granting or denying financial assistance to CCMC to satisfy such liabilities, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon City finances

**M/Allison S/Bailer** to go into executive session for a Council discussion and review of CCMCA liabilities and the potential consequences arising from granting or denying financial assistance to CCMC to satisfy such liabilities, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon City finances

Vote on the motion: 5 yeas, 0 nays, 2 absent (Guard, Schaefer). Motion was approved.

**Vice Mayor Meyer** recessed the meeting at 8:23 pm to clear the room before the executive session.

CCMCA Board chair **Greg Meyer** was invited to the executive session. Council entered executive session at 8:26 pm and came back into regular session at 9:31 pm.

**M/Allison S/Glaser** that Council direct and authorize **Greg Meyer** and **Helen Howarth** to work on behalf of the City on hospital issues/health services issues including possible sale and/or all options available with that and they are authorized to contract with whatever attorneys and specialists needed to conduct that.

**Allison** wanted to ensure that the public knows that **Greg** and **Helen** are working on behalf of the city and that we may need specialized attorneys involved and they are working on these issues and as soon as we have more information that we can provide to the public we will. Any further authorizations that they may need from Council will come back to us. It has been a good deal; **Greg** has been doing a good job for the City and he looks forward to **Helen** joining him in those endeavors. **Glaser** concurred.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Guard, Schaefer). Motion was approved.

### R. Adjournment

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

Hearing no objection **Vice Mayor Meyer** adjourned the meeting at 9:33 pm.

Approved: February 5, 2020

Attest:   
Susan Bourgeois, CMC, City Clerk

