

**CITY COUNCIL SPECIAL MEETING
JUNE 26, 2013 @ 12:00 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council Special Meeting to order at 12:00 pm on June 26, 2013 in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Mayor James Kacsh* and Council members *Kristen Carpenter, Tim Joyce, David Allison, Bret Bradford, David Reggiani* and *James Burton*. Council member *EJ Cheshier* was absent. Also present were Interim City Manager *Don Moore* and City Clerk *Susan Bourgeois*.

C. APPROVAL OF AGENDA

M/Reggiani S/Bradford to approve the agenda.

Vote on motion: 6 yeas, 0 nays, 1 absent (Cheshier). Motion carried.

D. DISCLOSURES OF CONFLICTS OF INTEREST - none

E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments regarding agenda items - none

F. NEW BUSINESS

2. Proclamation for Helen Grindle on her 100th Birthday

Mayor Kacsh said he would be attending an event where he would read this proclamation next week at the Reluctant Fisherman on July 2 from 5 – 7 pm.

3. Interim City Manager Exit interview/report

Don Moore had a list of talking points to go through with Council:

2012 City audit: he had just received a draft copy from the auditors; he said it was a clean audit but there were some findings, which we are responding to; the fund balances are solid, all enterprise funds run at a deficit, as has been the case for years, less Odiak Camper Park; looking at first quarter finances, an alarming trend of expenses being up vs. revenues being down a bit. A new manager will have to address the revenue side in budget next year but the expenses can be handled starting right now.

Construction projects (contracts & processes): some projects were begun without an appropriation, a clear fiscal procedures manual could help in this regard. Also contracts and leases are not all centrally located – all originals should be in the finance department.

Personnel: City workforce is very capable although they are only adequate in size according to the work load here. There may be a learning curve for the new Manager as he discusses such things as administrative assistants, etc. and we don't really have that. Keeping the staff size down is a good thing but piling so much onto one position can be dangerous. Human resources and grants administrator is one person and she handles the insurance as well – that is a lot of responsibility. If you have to replace her and drop someone new in that position they would be submerged. He is referring to the "capacity & consequences" for error. A mistake in a personnel matter or federal grant reporting is a big deal. Other places that this exists are the City Planner and the lifeguards at the pool, always should have two on duty. Construction manager is supposed to be building inspector too and he'll need training for that we are hoping to get him that this fall.

Title 4: the personnel policy is back from the attorneys and is circulating around the department heads and they are finding a lot of issues with it – mistakes beyond typos.

Joyce commented that we have traditionally been in this circumstance of employees maxed out because there has to be a balance of expenses to revenues – keep services and programs yet only maintain a certain level of personnel to keep expenses down. *Moore* agreed that it is a balancing act.

City & School relationship: getting along well – should be an improvement to both when Cordova Center/new library opens.

CCMC relationship: he hasn't spent a great deal of time with this. There are some things that need to be addressed. Council agreed.

Contracted services: law firm, auditor, assessor – we have been with each of these for a long time. It might be a good idea to go out for an RFP every 5 years or so on these.

Moore ended his report to Council by saying one of the reasons he came back to Cordova was because Cordova has its act together. You are in touch with your public, have your priorities. This council generally tries to come to a consensus around the table.

Moore said he still wanted to discuss a few Cordova Center things with council in executive session.

4. City Clerk Contract Amendment (to be available at meeting)

(may be discussed in executive session)

M/Bradford S/Joyce to approve the third amendment to the Clerk's employment agreement.

M/Bradford S/Reggiani to go into executive session to discuss the amendment to the Clerk's contract, which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government.

Joyce and **Mayor Kacsh** both seemed to think this was not an item that needed an executive session but that Council was just adding in some dates into the draft contract amendment that was before Council. **Bradford** said it did relate to finances and he had things he wanted to discuss in executive session. **Allison** said he was ok going into the executive session and felt as though if the conversation changed into something that didn't warrant executive session then they would come back out of the executive session. **Bradford** agreed.

Vote on motion: 5 yeas, 1 nay (Joyce), 1 absent (Cheshier). Motion carried.

Council entered executive session at 12:40 pm and was back in regular session at 1:00 pm. **Mayor Kacsh** said no action was taken in the executive session and there is still a motion on the floor to approve the third amendment to the Clerk's employment contract.

M/Joyce S/Allison that the effective date in the amendment to the contract be made as of July 1 and the term is through August 7 and that anywhere it says 'second' amendment is replaced by 'third' amendment.

Vote on motion: 6 yeas, 0 nays, 1 absent (Cheshier). Motion carried.

Vote on main motion: 6 yeas, 0 nays, 1 absent (Cheshier). Motion carried.

5. City Manager Contract Approval (to be available at meeting)

(may be discussed in executive session)

M/Reggiani S/Joyce to go into executive session to discuss the City Manager's contract, which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government.

Vote on motion: 6 yeas, 0 nays, 1 absent (Cheshier). Motion carried.

Council entered executive session at 1:02 pm and was back in regular session at 1:17 pm.

M/Allison S/Bradford to approve the City Manager employment agreement as presented to us with the following changes: item 8 (b) the first line change the word advance to bank and item 8 (d) strike the last line which is underlined.

Vote on motion: 6 yeas, 0 nays, 1 absent (Cheshier). Motion carried.

G. AUDIENCE PARTICIPATION - none

H. COUNCIL COMMENTS

Allison said he looks forward to Randy signing the other half of this and getting him on board and he thanked **Don Moore**.

Bradford thanked **Don Moore** for the exit interview it was helpful.

Joyce thanked **Don Moore** for his time and service.

Mayor Kacsh also thanked **Don Moore** for his help over these months.

I. EXECUTIVE SESSION

6. Police Department report (confidential per reason 4 below)

Moore informed Council that they did not need an executive session regarding this item. *Chief of Police George Wintle* showed Council some pictures of marijuana which had been packaged and was being sent to Cordova via US Mail. A postal inspector in Anchorage has been working with our canine police officer and was able to intercept this package. He can confirm that drugs have also come into Cordova via Alaska Airlines (either on a plane or through their freight office). He has yet to confirm that drugs have found their way into Cordova via the Marine Highway System or on ERA flights. Cordova's canine officer might again in the future go to Anchorage to assist the postal inspector there. The canine has also been used with the probation officers who come into town; they do checks on the people on probation. We are also working with the school district in the hopes of next year doing some on-campus drug searches with the canine.

7. Cordova Center finances

M/Joyce S/Carpenter to go into executive session to discuss the Cordova Center finances, which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government.

Vote on motion: 6 yeas, 0 nays, 1 absent (Cheshier). Motion carried.

Council entered executive session at 1:33 pm and was back in regular session at 1:44 pm.

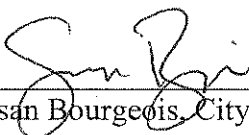
J. ADJOURNMENT

M/Reggiani S/Bradford to adjourn.

Hearing no objection, the meeting was adjourned at 1:45 pm

Approved: October 16, 2013

Attest:


Susan Bourgeois, City Clerk

