

**Regular City Council Meeting**  
**January 20, 2021 @ 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 7:00 pm on January 20, 2021, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

*Mayor Koplín* led the audience in the Pledge of Allegiance and then he asked for a moment to recognize and remember *Dan* and *Sarah Reum* who passed away recently and were active and involved citizens in Cordova.

**C. Roll call**

Present for roll call were *Mayor Clay Koplín* and Council members *Tom Bailer*, *David Allison*, and *David Glasen*. Council members *Cathy Sherman*, *Jeff Guard*, *Melina Meyer*, and *Anne Schaefer* were present via teleconference. Also present were City Manager *Helen Howarth* and Deputy Clerk *Tina Hammer*.

**D. Approval of Regular Agenda**

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

*Mayor Koplín* noted that *Dr. Sanders* will be calling in during the Covid-19 update to discuss vaccinations. A clerical correction on item 7 in the consent calendar should be a contract is with Kendall Ford.

Hearing no objection, the motion was approved.

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

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

1. Guest speaker

- a. Covid-19 update – State of AK DHSS representatives to present

CCMCA CEO, *Dr. Hannah Sanders* reported via teleconference: 1) currently we have 10 active cases, our cases seem to be well-contained, Cordova is doing an excellent job; 2) today they did a large scale vaccination clinic – they had received 100 doses of the Pfizer vaccine and were able to get 111 vaccinated today and will do 5 more tomorrow – Cordovans are anxious to receive the vaccine – we appreciate the State’s help with this rollout. *Dr. Sanders* also said we moved our alert level from 4 to 3.

State of AK DHSS representatives to present *Dr. Anne Zink*, *Tessa Walker-Linderman* reported via teleconference. *Dr. Anne Zink* said that as of today Alaska moved into first place as the most vaccinated per capita. Moderna is 28 days between doses, Pfizer is 21 days between doses – it is important to get second dose in same place as first dose. Alaska is third lowest per capita number of cases which is helping us get the vaccine out so well.

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions – *Dr. Sanders* reported that they are closing out 2020. She continues to encourage the community to utilize services at CCMC because of how important it is to the community.

4. Student Council representative - none.

**G. Approval of Consent Calendar**

~~5. Resolution 01-21-01 A resolution of the Council of the City of Cordova, Alaska, retroactively approving Emergency Order 2020-10, thereby continuing the City’s declaration of a local emergency arising from Covid-19 was set aside and moved to item 19a on the regular agenda.~~

6. Resolution 01-21-03 A resolution of the Council of the City of Cordova, Alaska, adopting an alternative allocation method for the FY21 shared fisheries business tax program and certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in FMA 15: Prince William Sound

7. Direction to Manager to contract with Kendall Ford for a Ford F-250

8. Minutes of the 12-16-2020 Council Public Meeting

9. Minutes of the 12-16-2020 Council Regular Meeting

Council member *Allison* pulled item 5 and it was placed as item 19a.

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

## H. Approval of Minutes - in Consent Calendar

## I. Consideration of Bids - in Consent Calendar

## J. Reports of Officers

10. Mayor's Report - **Mayor Koplín** referred to his written report: 1) State of Alaska Tier 1 Harbor Match Program; 2) Covid-19; 3) AMHS Service.

11. Manager's Report - City Manager **Helen Howarth** reported: 1) Personnel changes: **Cindy Appleton** retired from her HR position, **Ken Fay** will be leaving as finance director and **Susie Herschleb** will be moving and leaving her parks & rec director position. **Nate Taylor** has been finalized as Chief of Police as of January 1<sup>st</sup>; 2) Deadline for expenditures of the CARES Act funding is extended to December 31, 2021. We have fully expended the CARES funds and are now pursuing FEMA funding for eligible expenses in 2020; 3) Session has started in the Legislature. **John Bitney** is on contract as lobbyist for the Harbor project which is a priority for staff. We are actively looking for funding and strengthening our BUILD grant application in hopes to prevail this year. 4) Cash Cards have been a real boon for the community. We have been getting reports every week from businesses that have really benefited from them. One business stated that they had double their sales from any previous record month.

12. City Clerk's Report - **Hammer** reported that the city assessor was in town working on the 2021 assessments. Leases, building permits and rechecks were reviewed and there are no community wide increases.

13. Department Quarterly Reports:

- a. Cordova Harbor and Port, 4Q 2020, **Harbormaster Tony Schinella**
- b. Museum and Cordova Center, 4Q 2020, **Museum Director Mimi Briggs**
- c. Public Works Department, 4Q 2020, **PW Director Samantha Greenwood**
- d. Cordova Public Library, 4Q 2020, **Library Director Debbie Carlson**
- e. Cordova Volunteer Fire Department, 4Q 2020, **Fire Marshal Paul Trumblee**
- f. Parks and Rec Department, 4Q 2020, **Department Director Susie Herschleb**
- g. Cordova Police Department, 4Q 2020, **Police Chief Nate Taylor**

Council questions/comments: **Sherman** thanked staff for the useful reports and was interested in seeing a graph showing the number of harbor lifts. She was impressed with the Library's circulation numbers and applauded **June James** for her victim advocate training. **Glaser** asked about hoist for the 3-stage dock - he thought the Marketing Association offered to get us one. **Howarth** stated that they have asked us to apply for that - send a written request for funding to them and that is in the works. **Meyer** also appreciated the quarterly reports and like the Library's timeline and thought they used their downtime productively.

## K. Correspondence

14. Citizen input regarding budget that was not timely for inclusion in a packet before budget approval (19 letters/emails)

15. Letter from School Board Chair Jewell 12-14-20

16. Letter from School District Superintendent Russin 12-14-20

## L. Ordinances and Resolutions

17. Ordinance 1193 An ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code 3.12.020 to clarify cancellation procedures of Regular Council Meetings - 1<sup>st</sup> reading

**M/Allison S/Bailer** to approve Ordinance 1193 An ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code 3.12.020 to clarify cancellation procedures of Regular Council Meetings

**Allison** said he brought up to the Clerk that when the first meeting in January had been canceled, it shouldn't have been based on existing code that says we can cancel the second meeting but only at the first meeting. He said we should follow our code or if not then we should change it. His belief is that the reason for that is so that the public can rely on the fact that there will always be a Council meeting on the first Wednesday of the month. He is of the opinion that we should meet the first Wednesday of every month even if it is a short meeting and there is not much on the agenda. **Bailer** agreed with what **Allison** said and added that he thinks only Council should cancel their own meetings not their employee. He couldn't believe this was even written in a way that this would be left to the Mayor and Manager - he said there's no way - he certainly won't support this. **Meyer** said she is conflicted; she likes the idea of that it can be either the first meeting or the second meeting that get canceled - but some of the points made before her are valid. **Mayor Koplín** asked if it does go forward then she'd maybe be more interested if it is amended as to who makes the decision. **Meyer** agreed. **Sherman** said she agrees with having the first meeting of the month as far as planning travel, but she also thought for a cancellation she likes the Mayor getting with the manager and then reaching out to the Council for concurrence. **Schaefer** said she sees the

value in consistency, but she does not think there are people planning their travel schedules around the first council meeting of the month especially with email and phone communication that is available. She also said that we are volunteers and if we don't have to show up for a meeting, it's not just our time being wasted but also the time of staff and everyone else who puts time into meeting preparation. **Schaefer** suggested that if it were the Mayor and the City Manager at least it would be agreement of the two - she doesn't like the "or". **Guard** said he likes the ideas of Council member **Schaefer**. He doesn't think it would be consistent with the Open Meetings act if we tried to get a straw poll of Council. **Glaser** said the original version is just fine.

Vote on motion: 0 yeas, 7 nays. Guard-no; Schaefer-no; Meyer-no; Allison-no; Sherman-no; Glaser-no and Bailer-no. Motion failed.

**18.** Ordinance 1194 An ordinance of the Council of the City of Cordova, Alaska, enacting Cordova Municipal Code 17.24.005 to require a certificate to plat for all plats submitted for city approval - 1<sup>st</sup> reading

**M/Bailer S/Allison** to approve Ordinance 1194 An ordinance of the Council of the City of Cordova, Alaska, enacting Cordova Municipal Code 17.24.005 to require a certificate to plat for all plats submitted for city approval

**Bailer** said he will support this; it is a good decision. **Meyer** asked if it is difficult to get these. **Stavig** said it was not, can be done remotely through a title company in Anchorage. He said it is an inexpensive way to ensure plats are being done correctly.

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

**19.** Resolution 01-21-02 A resolution of the Council of the City of Cordova, Alaska, amending service rates that were incorrect and adding rates that were left off the 2021 fee schedule to align rates with the approved 2021 City budget

**M/Bailer S/Sherman** to approve resolution 01-21-02 A resolution of the Council of the City of Cordova, Alaska, amending service rates that were incorrect and adding rates that were left off the 2021 fee schedule to align rates with the approved 2021 City budget

**Sherman** said she is ok with these. Others commented that they were in support.

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

**19a.** Resolution 01-21-01 A resolution of the Council of the City of Cordova, Alaska, retroactively approving Emergency Order 2020-10, thereby continuing the City's declaration of a local emergency arising from Covid-19

**M/Bailer S/Glaser** to approve resolution 01-21-01 A resolution of the Council of the City of Cordova, Alaska, retroactively approving Emergency Order 2020-10, thereby continuing the City's declaration of a local emergency arising from Covid-19

**Glaser** asked if we did not re-up would we lose funding to other state or federal assistance. **Howarth** said we would lose access to the FEMA funding, the state has renewed their order through February 14 - since in the past we have deferred to the state, this does that. **Glaser** is in favor unless someone has a compelling argument against it. **Allison** said he pulled it; he'll be voting no because he is sure there will be 4 voting yes.

**M/Meyer S/Guard** to amend the date in section 1 and section 3 of the resolution to June 9, 2021.

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

**Allison** said he will support.

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

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

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

**20.** Discussion of COVID-19 Emergency Response - **Meyer** said she likes this as an agenda item until the declaration of emergency is gone so the public can always comment. **Guard** suggested that we include a vaccine statistic since we've started rolling out vaccines.

**21.** Pending Agenda, Calendar and Elected & Appointed Officials lists

Discussions ensued and Council struck item 6. **Bailer** suggested we use some local talent, a financial broker in the community and he could maybe sit on the committee; **Craig Kuntz**. **Bailer** also asked for a copy of the investment policy.

**Allison** suggested item 7 get on an agenda before spring. **Schaefer** asked to add an item on Police staffing levels, as we said we would do at budget approval.

**O. Audience Participation** - none

**P. Council Comments**

**Bailer** said getting information to us is important. Surveys, promoting the police chief, inform us first. Thanked staff for the reports.

**Meyer** thanked **Susie Herschleb** for her years working for the city. Congratulations to **Nate** becoming chief.

**Allison** thanked the Mayor for recognizing **Dan** and **Sarah** - they loved Cordova and they loved people.

**Schaefer** offered thanks to **Susie Herschleb**, staff for quarterlies and the medical response team for their hard work. She encourages the community to get vaccinated when you become eligible. She also encouraged people to get involved in local government by joining the planning commission or declaring candidacy for City Council, CCMC Board or School Board.

**Sherman** on behalf of Historical Society she thanked the streets crew for helping to move a big bank vault into the museum.

**Q. Executive Session**

**M/Allison S/Bailer** to enter into an Executive Session for Council discussion of Manager's evaluation, in executive session because it is a subject that may prejudice the reputation or character of a person; provided that the person may request a public discussion - **Helen Howarth** did not request an open session.

Vote on the motion: 7 yeas, 0 nays.

Council went into executive session at 8:38 pm.

Council came out of the executive session at 10:00 pm.

**R. Adjournment**

Hearing no objection **Mayor Koplín** adjourned the meeting at 10:00 pm.

Approved: April 7, 2021

Attest:   
Susan Bourgeois, CMC, City Clerk

