

**Regular City Council Meeting**  
**March 2, 2022 @ 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 March 2, 2022, 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 **Anne Schaefer**, and **David Glasen**. Council members **Tom Bailer**, **Cathy Sherman**, **Jeff Guard**, **Melina Meyer**, and **David Allison** were present via teleconference. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda – M/Allison S/ Glasen** 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 – none**

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

1. Guest speaker - none

2. Audience comments regarding agenda items: none

3. Chairpersons and Representatives of Boards and Commissions **CCMCA Board – Dr. Hannah Sanders** reported: 1) they are finishing up submission of 2021 audit information and soon they'll move on to their cost report; last year was very good, excluding the CARES money they still had a positive year; 2) they have expanded their rehab services – new location, upstairs where admin offices had been, this has increased revenues – open house to see this and meet new providers on March 24.

**School Board** no report

4. Student Council representative: no report

**G. Approval of Consent Calendar**

5. Minutes of the February 2, 2022 Regular Council Meeting

6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member **Cathy Sherman** from the February 16, 2022 Regular Meeting

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

**H. Approval of Minutes – in consent calendar**

**I. Consideration of Bids**

7. Award of Contract for Engineering Services, Design Review, Grant Administration and Geotechnical Study for South Harbor Rebuild

**M/Allison S/Sherman** to direct the City Manager to negotiate a contract with R&M Consultants to provide engineering services for design review, geotechnical support, and grant administration for a sum not to exceed \$664,158.

**Greenwood** reported that this is an engineering firm that will help us through the whole project process, starting with development of the RFP for design-build, which is very technical (marine engineering field). They will assist then with evaluating the proposals – they help facilitate and ensure adherence to the many rules of all the grants, they ensure we follow all steps necessary before we even enter into the grant agreements. Very many coordinating steps and processes, they ensure we follow all rules for all grantors, i.e. American steel only, minority contractors, etc. They do the Geotech work, results of which then get written into the RFP which makes the proposals that come in much tighter. They are a large firm out of Anchorage, 13 employees will work on this with us; they have worked on projects for the City before – Hippie Cove waterline relocation during that state contract for the culverts. **Allison** asked if Mark is good with this, asked how many other proposals we got. **Greenwood** said **Mark** helped review the proposals, we received 2, he and team decided on this firm.

**Bailer** said he has no faith at all in the City attorneys – he doesn't want them writing these contracts – thinks

Council still needs to weigh in on that. He also asked how we know that they will get this right, Geotech wasn't good with Cordova Center project. **Greenwood** said they analyzed proposals, read resumes, **Mark** knows some Geotech and he said they looked knowledgeable. **Greenwood** said she has worked with them and feels good about their skillset. **Meyer** asked if the Harbor Commission has weighed in on this. The answer is no that is not part of the Harbor Commission's responsibility. Harbormaster **Schinella**, **Greenwood** and **Fincher** are the City team on this, they have all been involved in these meetings. **Howarth** said that this is outlined in Code, this is the process for Council to approve these awards. **Allison** asked if this was covered within the \$32 million or added to the \$32 million. **Greenwood** said added to the \$32 million – **Howarth** clarified by saying the reason for that is the increased costs now of the entire project.

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

## **J. Reports of Officers**

8. Mayor's Report – **Koplin** said it was a great turnout at the election – good to see.

9. Manager's Report – City Manager **Helen Howarth** reported: 1) she and staff are seriously looking for more money for the Harbor project – Governor is thinking about a statewide GO bond potentially will be on the fall election ballot – that could prove helpful to us; she's spoken with Bitney but he's taken a job with Senate Finance leadership and he could be in a place to give us feedback and guidance – she will go to Juneau within the next couple of weeks and talk to him more and maybe he can suggest a different lobbyist; 2) stairs are getting started – hopefully will be completed in 3-4 weeks – we can thank Dawson for that work; 3) financial reports will be forthcoming – sales tax answers too; 4) CVFD is putting together a safe buildings program – we added staff there and they will be doing home safety checks, building safety checks for first responders – public notice and information will be put out on this.

a. South Harbor Rebuild update

10. City Clerk's Report – **Bourgeois** reported up to 23 more ballots may be counted – all races can be declared except for Mayor – only an 8-vote differential currently. Rest of the ballots will be counted on March 16.

## **K. Correspondence**

11. 02-04-22 USACE Public Notice regarding Permit Modifications

12. Notice of DoT Online Public Meeting for 2<sup>nd</sup> Street Reconstruction Project

## **L. Ordinances and Resolutions**

13. Resolution 03-22-03 A Resolution of the Council of the City of Cordova, Alaska, Designating Capital Improvement Projects

**M/Allison S/Sherman** to approve Resolution 03-22-03 A Resolution of the Council of the City of Cordova, Alaska, Designating Capital Improvement Projects

**Howarth** included a list of projects with a little detail that she submitted to the state and is entered in the CAPSIS database at the State legislature. **Bailer** said he'd like to see clean drinking water extended out to 6-mile. **Sherman** said she agrees to add sub-lists to the CIP list. **Schaefer** supports the amendment.

**M/Bailer S/Allison** to amend the list by adding 2a. extend City water supply to 6-mile

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

**Schaefer** suggested changing 1.c. to North Harbor upgrades. **Howarth** suggests that the items, how she listed them on page 20 in the packet kind of be inserted in place of the 1-5 that are now in the CIP list. Council opted to keep the resolution as it is with the one amendment.

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

14. Resolution 03-22-04 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Solstice Alaska Consulting, Inc. to provide consultation, documentation, and permitting for National Environmental Protection Act (NEPA), US Endangered Species Act (ESA) biological assessment, and multiple Incidental Harassment Authorization permits for the South Harbor Rebuild Project

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Endangered Species Act (ESA) biological assessment, and multiple Incidental Harassment Authorization permits for the South Harbor Rebuild Project

**Allison** asked for a staff report on this. **Greenwood** said we have to do this NEPA work before we can sign a RAISE grant agreement. She said the coordination on all of the different grants and loans and these various NEPA and other requirements is very onerous. **Greenwood** said we have to be starting this work now.

**Schaefer** asked if the rationale for the sole source is the timing and therefore, efficiency, i.e. needing to get it started. **Greenwood** said absolutely, yes, Solstice has already been working with us, knows the project and understands NEPA – efficiency and continuity.

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

**15. Resolution 03-22-05 A Resolution of the Council of the City of Cordova, Alaska, Adopting the 2022 Land Disposal Maps**

**M/Allison S/Schaefer** to approve Resolution 03-22-05 A Resolution of the Council of the City of Cordova, Alaska, Adopting the 2022 Land Disposal Maps

**Allison** said it doesn't look like a whole lot of changes, he's willing to go along with the Planning Commission's recommendation. **Schaefer** is in support. **Bailer** said he is a proponent of all residential lots being sold for residential houses only. Planner **Kevin Johnson** was present, and he wondered if that kind of an amendment was more appropriate to be put into City Code instead of in the language of the Land Disposal Maps. These maps are an administrative tool. He is working on 5.22 – thinking it's better to wait until that comes before Council.

**M/Bailer S/Meyer** to refer this resolution to staff until chapter 5.22 is brought before them for changes.

**Meyer** suggested a flow chart be included in the Land Disposal Maps when they come back for approval.

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

**M. Unfinished Business – none**

**N. New & Miscellaneous Business**

**16. Council approval of ARPA Funds – Capital Spending Plan**

**M/Allison S/Schaefer** to approve the Capital spending plan for the ARPA funds.

**Howarth** said the State had \$50 million of federal funds to distribute to local governments, Cordova received about \$670,000. We are required to tell them our spending plan by March 15 – we received the letter February 15. We have 2 years to expend the funds. Department heads and she have discussed, and they arrived at the list which includes equipment, improvements to facilities, design-engineering professional services (this is for many different projects, identification of the problems that exist), and vehicles. There are some grants on the list, that shows what can be found elsewhere, also matching funds are listed. She put this in front of Council for their input, to see if they want to fund different projects. **Bailer** mentioned the impound lot which had council and community support. **Howarth** said the department heads prioritized the projects and impound lot is there just lower down on the list; they prioritized the projects that would most impact the performance in their department's functioning.

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

**17. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists**

**Mayor Koplín** mentioned there is still a vacancy on CCMCA Board, so he encouraged people to reach out to CCMC if interested in that. **Bailer** asked for a discussion at the next meeting for an RFP for legal advice for the Harbor project. **Bailer** and **Allison** asked the Manager to get **Mark Keller's** input on attorneys, maybe he knows of some specialized attorneys, one's he's worked with already.

**O. Audience Participation - none**

**P. Council Comments**

**Meyer** thanked the City Manager for all the information in the packet – she appreciated the spreadsheets, projects/priorities – thanks to staff working really hard on Harbor project – thanks to the community for the high election turnout.

**Schaefer** same comments – hopes to see similar community engagement at Council meetings and in future elections.

**Bailer** echo those comments and thanked all of those who ran for office.

**Sherman** was also pleased with voter turnout and thanked Helen and staff for patience and listening.

**Allison** repeat on most of that – especially **Sam, Tony, Curtis, Manager** on the Harbor project work. Hopes for more community engagement as was mentioned before. Appreciates all the volunteers and their families, it is a sacrifice. March 16 we will find out the results.

**Glaser** thanks **Sam** and **Curtis** for being available for questions. **Sam's** reports tonight very helpful. As far as Harbor project, he's not a fan of cutting costs – this has to last us 30 years.

#### Q. Executive Session

18. Council discussion of City Manager's evaluation, in executive session because it is a subject that may prejudice the reputation or character of a person; the person may request a public discussion

19. Council discussion of City Clerk's evaluation, in executive session because it is a subject that may prejudice the reputation or character of a person; the person may request a public discussion

**M/Allison S/Glaser** to go into an executive session to discuss the City Manager's and City Clerk's evaluations, these may be discussed in executive session because they are subjects that may prejudice the reputation or character of a person and although the person may request a public discussion, neither has requested that this time.

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

Mayor Koplín recessed the meeting at 8:48 pm so the room could be cleared.

Council entered the executive session at 8:50 pm and was back in open session at 10:14 pm.

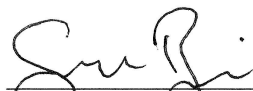
#### R. Adjournment

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

Hearing no objection **Mayor Koplín** adjourned the meeting at 10:14 pm.

Approved: April 6, 2022

Attest:



Susan Bourgeois, CMC, City Clerk

