

**Regular City Council Meeting**  
**March 16, 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 16, 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/Glasen S/Schaefer** 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: no reports
4. Student Council representative: no report

**G. Approval of Consent Calendar**

5. Proclamation of Appreciation to **Wendy Ranney**

6. Resolution 03-22-07 A Resolution of the Council of the City of Cordova, Alaska, approving the license for a mobile restaurant for 'Jen's'

7. Council action to waive protest of renewal for Liquor License # 919 Powder House, beverage dispensary

8. Minutes of the February 16, 2022 Regular Council Meeting

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

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

**I. Consideration of Bids - none**

**J. Reports of Officers**

9. Mayor's Report – **Koplín** had no report.

10. Manager's Report – City Manager **Helen Howarth** reported: 1) CBA approval will have to wait – the union will meet to ratify it on March 31 – will shoot to have it for Council approval on April 6; 2) she put out an RFP for audit – that will be before council for approval next time, goal is cost-effective audit with a deadline for September report to Council; 3) very successful trip to Juneau in search of Harbor funding – all meetings went well, should know more in a month or six weeks – she thinks she can advocate on our behalf without need of a lobbyist.

a. South Harbor Rebuild update – **Greenwood** – R&M and **Mark Keller** were here last week, had some good meetings, they participated in a Q&A with the public, Harbor commission members, well-attended, good questions, and comments. **Garth Schlemlein** is a construction attorney from Washington, he is with Schlemlein, Fick and Franklin and has 38 years of construction law experience, highly recommended by **Mark Keller**. **Howarth** said we have entered negotiations with him, he'll do the design-build contract, the project manager contract and will be on retainer for the rest of the project needs we have. **Schaefer** asked if **Mark** recommended him. **Sam** and **Helen** both answered, yes, that is how we heard of him and then we called him to negotiate. **Bailer** thanked staff for the follow through on Council's request last time.

b. January-February Financials and Cash Report – **Howarth** said there is a 2-page financial – she still has contracted financial help – they are preparing these reports, she is hoping to segway back to in-house reporting.

11. City Clerk's Report – **Bourgeois** reported: she had a written report in the packet highlighted important activities in Clerk's office such as Assessment Notices were mailed, appeal period is open until April 8. The remaining ballots were counted this morning, 12 valid ballots were counted, and the end result was **Allison** winning Mayor's race by 2 vote margin, automatic recount was conducted, and the margin remained the same. The resolution for Election certification is in front of Council.

**Mayor Koplín** reverted to the Mayor's report and he read the proclamation to **Wendy Ranney** into the record.

#### K. Correspondence

12. Alaska Business Magazine March 2022, article on Cordova South Harbor

13. DNR Mining Land & Water agency review for aquatic farmsite lease in Simpson Bay Wild Blue Mariculture

14. AMHOB March 11 Meeting Announcement/links and information

#### L. Ordinances and Resolutions

15. Resolution 03-22-06 Certification of the Official Results of the March 1, 2022 City of Cordova General Election

**M/Schaefer S/Glasen** to approve Resolution 03-22-06 Certification of the Official Results of the March 1, 2022 City of Cordova General Election

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

16. Resolution 03-22-08 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Mark R. Keller, LLC. to provide project management for preconstruction services, procurement, fabrication, construction, and closeout tasks for the south harbor rebuild project.

**M/Glasen S/Schaefer** to approve Resolution 03-22-08 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Mark R. Keller, LLC. to provide project management for preconstruction services, procurement, fabrication, construction, and closeout tasks for the south harbor rebuild project.

**Glasen** said he is in support – **Mark** is our guy. **Schaefer** wanted to clarify that this covers the whole project even though the timeframe has now been extended – **Howarth** replied, yes, it does.

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

17. Resolution 03-22-09 A resolution of the Council of the City of Cordova, Alaska supporting Governor Dunleavy's \$310 million GO-bond financed infrastructure proposal

**M/Schaefer S/Glasen** to approve Resolution 03-22-09 A resolution of the Council of the City of Cordova, Alaska supporting Governor Dunleavy's \$310 million GO-bond financed infrastructure proposal

**Howarth** said we were asked to support the Governor's efforts to do this – especially because we could benefit from this. Remains to be seen if he will put this forward because the price of oil is so high right now.

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

#### M. Unfinished Business – none

#### N. New & Miscellaneous Business

18. Council concurrence of Mayor's Appointments to City Boards and Commissions

**Mayor Koplín** said this was a difficult choice because there are 2 interested individuals but he is appointing **Tania Harrison** – he encourages **Chris Iannazzone** to reapply in the future and/or seek out other volunteer opportunities. His second appointment is for **Robert Beedle** to continue in his role as City Representative to the PWS RCAC.

**M/Schaefer S/Glasen** to concur with those 2 appointments by **Mayor Koplín**.

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

19. CashVest Liquidity Analysis Report – discussion item

**Schaefer** said she really appreciates this report. The bullet points in **Helen's** narrative also very helpful.

**Schaefer** asked if staff was paid on paper checks or direct deposit? **Helen** said both, mostly direct deposit.

She said the details show that paper is actually cheaper than ACH, but we will be negotiating with the bank to lower fees. **Howarth** said overall we got a pretty good score – best thing we have going is that we invest with UBS and get an actual rate of return vs. most communities our size don't do that. Cashvest has also helped us realize that we have a lump sum of about \$2 million sitting that is uninvested and we could make use of that in a better way. **Bailer** mentioned the investment policy and it should be reviewed every couple of

years and ours needs to be looked at now, it's been 10 or 12 years. **Guard** said he appreciates this information. **Allison** said we need to be accounting for the enterprise fund depreciation accounts that are lumped in with the general fund in the sweep account. We need to account for this better and ensure they get credited for the interest they are earning.

#### **20. Permanent Fund Earnings and Use – discussion item**

**Allison** said he was hoping for a resolution moving the earnings back into the fund like he had asked for – he believes that is the best use of the earnings. **Bailer** said **Howarth** gave them 3 options in her memo for use of the earnings, he is of the opinion that the earnings should be reinvested into the corpus and only used with a supermajority vote of Council. **Glaser** and **Guard** both agreed with that also. **Meyer** said she is torn, she could agree with reinvesting into the corpus, she also sees it as beneficial to use it for Capital project funding or big-ticket items that are upcoming. **Howarth** mentioned the upcoming required matches we are committed to – Whitshed and Second Street matches will be \$300K in 2024 and over \$900K in 2025 – we've been paying those out of GF – that might not be sustainable. **Sherman** agreed with the others who want to reinvest and use only a supermajority vote to move money out – she is willing to make that vote in the future. **Howarth** said she'd bring a resolution to the next meeting – and would leave the code unchanged.

#### **21. City Council membership on City Boards and Commissions – discussion item**

**Mayor Koplin** said this was raised because if you are a Council member and a Commission member you in essence get 2 bites at the apple – voting positions on the boards leads to this. **Bourgeois** said she would find the attorney's advice on this as she believes there was a work session or at least a discussion of this fairly recently. **Bailer** and **Glaser** agreed with the "may" being in Code; believed it should stay as is. **Bailer** said he thinks a Council member would gladly step down if there were more interested citizens willing to take the seats on boards and commissions, sometimes they are hard to fill. **Guard** said the situation that he worries about is the Harbor project, he doesn't want conflict there – he thinks Council members are fine on the commissions but only in an ex-officio capacity. He doesn't believe in having one person have a vote in both places. **Meyer** agrees with **Guard** – she has a problem with voting in both places, especially when there are other community members willing to fill those seats. **Allison** said "may" is fine with him. **Schaefer** would like to be refreshed about the City Attorney's opinion on this if it was a memo or a report.

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

**Bourgeois** said – noon tomorrow swearing in ceremony for new Council/School Board, etc. **Mayor Koplin** would do this – last official act as Mayor.

### **O. Audience Participation**

**Robert Beedle** of 609 Spruce Street thanked Council for the re-appointment to RCAC.

**Wendy Ranney** of 2500 Orca Road thanked the Library Board for the proclamation – very humbling. She said that as a board/commission member it is helpful to have a Council member on the boards/commissions – she thinks written reports from the chair would be helpful to Council. She thanked **Helen** and staff and Council members who reached out to her while running for Mayor. She is not scared away, and she will be back. Voter turnout was incredible – she was glad to see the minority vote come out.

**Ken Jones** of 504 Sunnyside said he'd like to go back to Council member's being assigned to Boards and Commissions. Maybe we need a second opinion if the City attorney thinks otherwise – we did a disservice to the community by going away from that.

### **P. Council Comments**

**Meyer** appreciates the reports in the packet, always helpful – especially the detailed financial information. Congratulations to the election winners. She'd encourage reports from boards and commissions, but she still does not agree with Council members voting on those.

**Sherman** glad to see the RFP out for auditors. She thinks the Mayor's meetings with boards and commissions was valuable – hope they start up again.

**Bailer** thanked **Mayor Koplin** for his 6 years as Mayor. There was a time that Council was thinking of disbanding the Harbor Commissions – **Beedle** was instrumental in keeping that going. He said the letter sent out to businesses about sales tax was poorly worded and needs to be addressed.

**Guard** thanked the Mayor for his work, for his long service to the community. Thanked staff for the informative packet. He doesn't have a problem with Council members on Boards and Commissions – his issue is with the voting.

**Allison** also thanked everyone for the reports – he does appreciate all the voters, record turnout for a regular election. Thanked **Glaser** for his years of service, **Mayor Koplín** – big shoes to fill appreciates all his volunteer efforts.

**Glaser** thanked **Helen** for all the info in the packet – thanks to **Clay** for his years of service – this is his last meeting – can't say it was always fun but he enjoyed serving his community in this way – they've had some tough topics over these three years.

**Schaefer** thanked staff for the informative packet – thanks to the Clerk for running a smooth election – thanked **Clay** – he's been the constant since she's been on Council. Thanked **Allison** for his Council service and will be glad to serve with him as Mayor – glad his insight and background will still be available to them. Thanked **Glaser** – it was fun serving with him, sad to see him go, he will be missed. Thanked all of those who ran and put names in for Boards and Commissions.

#### **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/Schaefer 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 8:27 pm so the room could be cleared.

Council entered the executive session at 8:30 pm and was back in open session at 9:29 pm.

**Mayor Koplín** said they discussed the evaluations further and no decisions were made in the executive session. The Mayor was given direction and there is to be a Special Meeting at noon on Tuesday March 22 so they could approve a new contract for the City Clerk as her current contract is up before the next regular meeting.

#### **R. Adjournment**

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

Hearing no objection **Mayor Koplín** adjourned the meeting at 9:30 pm.

Approved: April 6, 2022

Attest:   
Susan Bourgeois, CMC, City Clerk

