

**Regular City Council Meeting
June 15, 2022 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes**

A. Call to order – **Mayor David Allison** called the Regular City Council Meeting to order at 7:10 pm on June 15, 2022, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance – **Mayor Allison** led the audience in the Pledge of Allegiance.

C. Roll call - Present for roll call were **Mayor David Allison** and Council members **Tom Bailer**, **Cathy Sherman**, **Jeff Guard**, **Melina Meyer**, and **Ken Jones**. Council member **Kristin Carpenter** was present via teleconference. Council member **Anne Schaefer** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda – **M/Bailer S/Guard** to approve the agenda.
Hearing no objection, **Mayor Allison** declared the agenda approved as submitted.

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

F. Communications by and Petitions from Visitors

1. Guest speakers - none
2. Audience comments regarding agenda items
3. Chairpersons and Representatives of Boards and Commissions – no School Board report. CCMC Board – **Dr. Sanders** reported: 1) continue to do ok financially, some months they are just scraping by; 2) they have become preferred providers for most of the insurance companies that are here in Cordova; 3) they use a sliding scale even if the patient is insured, just underinsured, the sliding scale still applies, she wanted people to know that – doesn't want anyone missing out on healthcare because of money.

G. Approval of Consent Calendar

4. Minutes of the June 1, 2022 Council Public Hearing
5. Proclamation of Appreciation to **Mike Hicks**
6. Minutes of the June 1, 2022 Regular Council Meeting
7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member Melina Meyer from the June 1, 2022 Regular Meeting
Vote on the Consent Calendar: 6 yeas, 0 nays, 1 absent. Guard-yes; Schaefer-absent; Jones-yes; Meyer-yes; Bailer-yes; Carpenter-yes; and Sherman-yes. Consent Calendar was approved.
Mayor Allison read the proclamation for **Mike Hicks** into the record. City Fire Marshal **Paul Trumblee** had a plaque from the CVFD to present to **Mike Hicks**. There was applause from the audience.

H. Approval of Minutes - in consent calendar

I. Consideration of Bids

8. Council Approval of Award for Contract for City Assessing and Upgrade to CAMA (Computer Assisted Mass Appraisal) System

M/Guard S/Bailer to direct the City Manager to negotiate contracts with Appraisal Company of Alaska, LLC and Alaska CAMA Company, LLC for professional assessment/appraisal services and data conversion into MARS software system for tax years 2023-2025.

Guard said getting our assessing in a digital form has been something on the back burner for a while, needs to get done, he'll go with the recommendation of the manager. **Bailer** said he would've liked to see the actual cost of the other proposal – he said it is a Council decision. **Bourgeois** and **Howarth** said the other proposal was \$45k per year. **Bourgeois** said she wrote the memo with the required information per City Code – she said this is how we bring these items to Council, after RFP's, for pieces of equipment, for engineering contracts, and the like. **Howarth** said the actual proposals may be proprietary and we are not required to make them public until Council approves one. **Howarth** went on

to say the committee of four met and unanimously picked this proposal. The criteria in the RFP are best met by this proposal. **Bailer** said he will not support this – thinks that Council should have seen both proposals – he’s seen their work and doesn’t think they do a good job. **Guard** said he agreed with what the **Clerk** said – we don’t get to micromanage the staff – staff analyzes the content of the proposal and recommends to Council who can get the job done best. **Sherman** said she is in support – she noticed that we will have to increase budgets in the future for this. She said there seem to not be too many companies doing this work and these 2 companies seem to be working together in many places and getting this work done. **Meyer** sked if later on we have another assessing firm will they be able to use this software. **Bourgeois** said yes, the software is ours – we will be paying them annual maintenance fees. **Meyer** said getting this information on our website someday is something she’d like to see – would be really useful for citizens. **Jones** said he supports this; he also wishes we could have seen both the proposals, but he is willing to support this. **Carpenter** asked about the format of the data if we switch assessors later. **Bourgeois** said that **Andrew Scott, Tina Hammer, Kevin Johnson** and she had a teleconference with Alaska CAMA company and we asked the questions and got tech specifications and the format of data is in a FileMaker Pro software and will be owned by the City and is usable to others in the future. **Bailer** again stated he is not in support and is not in favor of this company and he thinks we need to look again at Council approval of contracts – he thinks Council is not doing its duty if they can’t see the other proposal. He has been on enough boards and commissions and this is how managers can run away with things and spend lots of money needlessly. He supports the project, not the company that is doing it. **Jones** said he will support this, but he agrees with Council member **Bailer**, thinks Council has the fiduciary responsibility to know all the information before they make decisions on contracts.

Vote on the motion: 5 yeas, 1 nay, 1 absent. Schaefer-absent; Sherman-yes; Jones-yes; Bailer-no; Guard-yes; Meyer-yes; and Carpenter-yes. Motion was approved.

J. Reports of Officers

9. Mayor’s Report – **Mayor Allison** had a written report in the packet and added: 1) anything of note he gets by email and such he forwards on to Council – nothing else specific to report on.

10. Manager’s Report – City Manager **Helen Howarth** reported: 1) we are patiently waiting for the Governor to sign the state budget – embedded in that: \$3m for harbor, \$5m for PWSSC, close to \$900k in school bond debt reimbursement (for past few years) – if that all stays in, Council will have important conversations over how to proceed with those resources; 2) met with **Senator Murkowski** and **NVE** last weekend regarding healthcare – toured the Ilanka Clinic and helped communicate City’s commitment to collaboration with NVE in securing a permanent healthcare solution for Cordova – she felt good hearing that, she was supportive of the notion of collaborative healthcare solution; 3) staff is refocusing grant opportunities to other needs – have accomplished all grant apps for the harbor work, now moving on to housing – working with anyone and everyone to see how City can leverage and maybe kickstart some initiatives. Infrastructure funding – we are also looking at everything we might qualify for – a conundrum is some grants require substantive plans – in some instances we’d qualify for planning money not implementation money.

Questions: **Jones** asked the status of the Second Street project – **Howarth** asked Planner **Johnson** to comment – **Johnson** said the project is in the preliminary design phase slated for construction in 2025. **Mayor Allison** asked about the status of the Sheridan Alpine Association request for funding to complete the chair lift cable installation project. **Howarth** said she is awaiting the Governor’s signing of the budget so she has a better handle on where that money would come from – this item will be at one of the 2 July meetings.

a. South Harbor Rebuild update – **Howarth** said we are kind of in a holding pattern – waiting to put out RFP for design-build once we know status State money and Denali grant. Won’t know BUILD grant results until fall.

11. City Clerk’s Report – **Bourgeois** had a written report in the packet which was a response to a Council question at the last meeting. She and **Howarth** need Council direction regarding pursuing

public comment via telephone at Council meetings. **Sherman** said people can send emails, letters, come to the meeting, listen on YouTube – she doesn't think we need to have the call-in. **Guard** said he feels exactly opposite – feels like the fishermen are out fishing during the summer – he likes it the way Sitka did it – not a free-for-all, but the citizens sign up the day before, then we call them. **Bailer** had mixed feelings – wondered if we could explore an inexpensive way to accomplish this with Cordova Telephone. **Jones** asked if we could hear the opinion of staff – **Andrew Scott** – tech contractor. **Scott** said he has a few ideas of what might work, something with a link on website, a zoom contact could be emailed to them. There are kinks to work out – provision a second laptop, somehow ensure the audio works well and includes the YouTube, Council members on the teleconference and citizens on the zoom call. **Jones** said he is in favor, he liked what Council member **Guard** said about the fleet – he prefers it be more like during Covid, even if it is the day of the meeting. **Meyer** is in full support – also supports day of, not having to register ahead. **Carpenter** said if staff can find an easy, cost-effective solution, she is in support of that.

K. Correspondence

12. 06-01-22 Email from G. Jensen regarding Harbor Commission

13. 06-01-22 Email from D. Glasen regarding Harbor Commission

L. Ordinances and Resolutions

14. Substitute Ordinance 1200 An ordinance of the Council of the City of Cordova, Alaska amending Section 11.08.020 of the Cordova Municipal code to increase the number of Harbor Commission members from five to seven – 1st reading

M/Bailer S/Guard to adopt Substitute Ordinance 1200 An ordinance of the Council of the City of Cordova, Alaska amending Section 11.08.020 of the Cordova Municipal code to increase the number of Harbor Commission members from five to seven

Bailer said he will support this – he spoke to some members of the commission and they seem to support it as well. **Guard, Jones, Sherman, Carpenter,** and **Meyer** all spoke in support. **Jones** opined that he would also like to see it codified that to serve on the Harbor Commission you need to be a paying user of the Harbor. He thinks we've usually included that in our decision when filling seats, but he'd like to see it codified. **Carpenter** asked **Jones** if that means he thinks that a commercial fisherman who pulls his boat between periods and doesn't pay for a stall should not be allowed to serve on the Harbor Commission. **Jones** said that person definitely has less of a vested interest. **Guard** thought that usually you are only going to get people with a vested interest who apply for a seat because they are the ones willing to devote time to the commission, he'd just rather know that than actually codify the exclusion of people from membership.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Schaefer). Motion was approved.

15. Ordinance 1201 An ordinance of the Council of the City of Cordova, Alaska repealing Cordova Municipal Code Title 16 "Building Codes" and enacting Title 16 "Buildings and Construction" to adopt the building codes adopted by the State of Alaska and local amendments to those building codes tailored to Cordova; amend CMC 1.28.085 to update the fine schedule to reflect changes in Title 16; amend CMC 1.04.025, 18.08.010, 18.17.100, 18.18.010, 18.26.040, 18.32.055, 18.33.010, 18.33.030, 18.33.050, 18.33.060, 18.33.080, 18.33.100; 18.33.110, 18.33.130, 18.34.070, 18.34.080, 18.34.100, 18.38.050-18.38.100, 18.39.100, 18.39.130, 18.44.010-18.44.030, 18.46.030 to reflect revisions to Title 16; repealing and reenacting CMC Chapter 18.42 "Site Plan Review" to streamline the site plan review process and provide a hearing and review process for suspended or revoked site plan approval; repealing 18.33.070 "Lot Coverage," 18.76.070 "Building Permit", and 18.80.020 "Building Permit-Scope and Validity."

M/Bailer S/Sherman to adopt ordinance 1201 an ordinance of the Council of the City of Cordova, Alaska repealing Cordova Municipal Code Title 16 "Building Codes" and enacting Title 16 "Buildings and Construction" to adopt the building codes adopted by the State of Alaska and local amendments to those building codes tailored to Cordova; amend CMC 1.28.085 to update the fine schedule to reflect changes in Title 16; amend CMC 1.04.025, 18.08.010, 18.17.100, 18.18.010, 18.26.040, 18.32.055,

18.33.010, 18.33.030, 18.33.050, 18.33.060, 18.33.080, 18.33.100; 18.33.110, 18.33.130, 18.34.070, 18.34.080, 18.34.100, 18.38.050-18.38.100, 18.39.100, 18.39.130, 18.44.010-18.44.030, 18.46.030 to reflect revisions to Title 16; repealing and reenacting CMC Chapter 18.42 “Site Plan Review” to streamline the site plan review process and provide a hearing and review process for suspended or revoked site plan approval; repealing 18.33.070 “Lot Coverage,” 18.76.070 “Building Permit”, and 18.80.020 “Building Permit-Scope and Validity.”

Bailer asked to hear from City Planner **Kevin Johnson**. **Johnson** said this has been being worked on for over 5 years. Our Code references the Uniform Building Code and that hasn't been in existence since the mid-1990's, so it is an important step to remedy that and reference codes that are in existence and also to update and clarify how to get a building permit and responsibilities of City and permittee. Site Plan Review process had been in Title 18 – but it's a better fit to have it in Title 16, so it has been moved. Planning Commission approved this at their Meeting last night. They did recommend minor changes to the first 2 whereas clauses. Planning Commission asked that the first and second whereas's be switched and in the first whereas strike the words “the repeal by the state in”.

M/Bailer S/Guard to amend the ordinance by switching the first 2 whereas clauses, and in the first whereas striking “the repeal by the state in”.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent (Schaefer). Motion was approved.

Bailer asked if Planning Commission did all the heavy lifting here or how did this work. **Johnson** said there were quite a few meetings, they went line by line redlining the code, he'd bring it back and then the Commission approved it to be made into an ordinance so then he got with legal to get it into this format. **Bailer** said he's in support. **Sherman** knows how long this has been in the works, she's glad to see it. **Guard, Carpenter** said they would support – thanked staff for the work.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Schaefer). Motion was approved.

M. Unfinished Business - none

N. New & Miscellaneous Business

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

Mayor Allison asked for a resolution of support for repairs to CRH – send to the Master Plan and to the State. **Howarth** said budget amendments hopefully by second July meeting. Add to the PA a resolution to send to the legislature for next session to adopt laws that are stricter for opioid drug sales that cause deaths, as was requested by **Lisa Marie Jacobs** during the work session tonight.

O. Audience Participation - none

P. Council Comments

Carpenter thanked staff for the work on public participation at meetings and to the staff and Planning Commission on the code work.

Bailer thanked the Planning Commission.

Guard also thanked Planning department and Commission.

Meyer appreciated the work session information. Doesn't want us to let it go – keep it at the front of our minds – prevention is key. Glad to add to the Harbor Commission.

Q. Executive Session – none

R. Adjournment

M/Bailer S/Guard to adjourn the meeting.

Hearing no objection **Mayor Allison** adjourned the meeting at 8:47 pm.

Approved: July 6, 2022

Attest:



Susan Bourgeois, CMC, City Clerk

