

**Regular City Council Meeting**  
**February 15, 2023 @ 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 7:05 pm on February 15, 2023, 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 **Anne Schaefer**, **Kristin Carpenter** and **Ken Jones**. Council members **Tom Bailer** and **Melina Meyer** were present via zoom teleconference. Council members **Cathy Sherman** and **Jeff Guard** were absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda – M/Schaefer S/Carpenter** 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 – **Kate Morse** and **Shae Bowman** of Copper River Watershed Project – overview of projects with City of Cordova. **Morse** said the non-profit organization works to promote a salmon-rich intact watershed in culturally diverse communities by forming partnerships for watershed scale projects. They have worked with many of the City departments such as refuse, public works, parks and recreation, planning, school district and medical center. **Bowman** reported on the partnership with the City that has been successful since 2009, fishing web recycling program. They are slated to have recycled 300,000 pounds of gillnet web by this year. She said a huge supporter of the program is *Alaska Marine Lines* – free shipping of the web. The program could not exist without the free shipping.

2. Audience comments regarding agenda items:

**Cathy Renfeldt** representing the Cordova Chamber of Commerce mentioned she has been working with the City Manager on marketing the Cordova Center. She thanked Council for the chamber's operating funding in the 2023 budget. She was requesting \$30,000 (3 x \$10K) for 3 capital items for the chamber this year.

3. Chairpersons and Representatives of Boards and Commissions: **Dr. Hannah Sanders** reported: 1) today there was a CCMC employees and ICHC employees health services planning meeting; hospital continues to put a lot of time into helping with the NVE evaluation – they are committed to put time and effort into ensuring if there is a transfer of the hospital, it is done right, through a public process and to ensure quality services and financial stability; 2) hospital continues to run in the red, they are working on their processes and trying to come up with creative solutions to improve their revenue cycle; 3) she opined that the best financial solution would still be to not have 2 competing facilities and to integrate healthcare in Cordova with Tribal Management – which is why they continue to work hard to see if this is a viable option for Cordova.

4. Student Council Report – no report

**G. Approval of Consent Calendar**

5. Resolution 02-23-04 A resolution of the Council of the City of Cordova, Alaska amending the Sewer Department section and the Refuse Department section of the 2023 Fee Schedule as had been approved in Resolution 12-22-33 on December 7, 2022

6. Minutes of the 12-07-22 Regular City Council Meeting

7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absences of Council member **Melina Meyer** from the December 7, 2022 Regular Meeting and of Council member **Cathy Sherman** from the January 18, 2023 Regular Meeting

8. Council concurrence of Mayor's appointment of 2023 Election Board  
Vote on the Consent Calendar: 5 yeas, 0 nays, 2 absent. Guard-absent; Schaefer-yes; Jones-yes; Meyer-yes; Bailer-yes; Carpenter-yes and Sherman-absent. Consent Calendar was approved.

## H. Approval of Minutes - in consent calendar

### I. Consideration of Bids/Proposals/Contracts

9. Approval of Employment Agreement between City and *Helen Howarth*

**M/Schaefer S/Carpenter** to approve the employment agreement between the City of Cordova and Helen Howarth effective February 15, 2023.

**Mayor Allison** said **Howarth's** review was one of the best he's ever been a part of over all his years on Council and as Mayor. He mentioned that one edit should be made – to increase leave accrual so it is the same as the accrual for other non-union employees who have the same tenure.

**M/Schaefer S/Carpenter** to amend the employment agreement by changing the accrual of annual leave from 12 hours per month to 16 hours per month.

Vote on the motion to amend: 5 yeas, 0 nays, 2 absent (Guard, Sherman). Motion was approved.

Vote on the main motion as amended: 5 yeas, 0 nays, 2 absent. Sherman-absent; Jones-yes; Guard-absent; Carpenter-yes; Bailer-yes; Meyer-yes and Schaefer-yes. Motion was approved.

10. Council action on change order *Mark Keller*, Project Manager South Harbor rebuild project

**M/Carpenter S/Schaefer** to approve change order 001 for \$69,988 for additional time and travel for the South Harbor Rebuild Project Manager.

**Carpenter** said this is a recommendation from staff – we have worked with **Mark Keller** – he is our representative in this project, she supports this, and the amount is not too much considering he is such a strong owner's representative. **Schaefer** asked if he is being given additional duties or will it just be more time involved before completion of project. Public Works Director **Sam Greenwood** answered that we spent way more time at the beginning with him assisting in writing the RFP so to finish out the project he requires this change to the contract. We increased the number of trips he will need to make up here by 2, which adds to the cost. Other Council members expressed support.

Vote on the motion: 5 yeas, 0 nays, 2 absent. Schaefer-yes; Sherman-absent; Jones-yes; Bailer-yes; Guard-absent; Meyer-yes and Carpenter-yes. Motion was approved.

11. Council action on change order *Turnagain Marine Construction* South Harbor rebuild project

**M/Jones S/Schaefer** to approve change order 001 with Turnagain Marine Construction for \$206,890 for additional upgrades of: 4 additional 32' finger floats with water and power on the N dock and 3 upgraded "T" docks on the ends of H, I and J floats.

**Jones** said he is in favor. **Schaefer** said she appreciates the revisions and is in support.

Vote on the motion: 5 yeas, 0 nays, 2 absent. Carpenter-yes; Sherman-absent; Bailer-yes; Meyer-yes; Schaefer-yes; Guard-absent; and Jones-yes. Motion was approved.

### J. Reports of Officers

12. Mayor's Report – **Mayor Allison** reported: 1) with Council's ok he'd be writing a letter of support for CCMC's Behavioral Health grant; 2) mentioned Rasmussen and State are collaborating on a broadband initiative and want to come speak to us – we will discuss at Pending Agenda.

13. Manager's Report – City Manager **Helen Howarth** reported: 1) wanted to clarify item 19 – she said in her memo "agreement to pursue remodeling the existing CCMC building...". She said she should have said they were all in agreement that rather than building a brand new campus at a considerable cost, it is in the best interest of our community to look at our existing buildings and try to maximize their use through remodeling and sharing of resources. She said this is an investigative process, no governing body has agreed to anything yet.

a. South Harbor Rebuild update – no update besides the change orders already approved tonight.

14. City Clerk's Report – **Bourgeois** reported: 1) She included a sample ballot and election ad in the packet – highlighted that early voting was ongoing at City Hall, applications available still for mailed ballots through Feb. 28.

15. Staff Quarterly Reports:

- a. Museum and Cordova Center, 4Q 2022, **Mimi Briggs** Museum Director
- b. CVFD, 4Q 2022, **Robert Mattson** CVFD Fire Chief

**K. Correspondence**

16. 01-17-23 Letter from OSA re Cordova 2023 Population Determination

**L. Ordinances and Resolutions**

17. Ordinance 1204 An ordinance of the Council of the City of Cordova, Alaska, repealing Cordova Municipal Code chapter 19.04 “Flood Protection” and enacting Chapter 19.04 “Floodplain Management” to adopt National Flood Insurance Act land use criteria set forth in federal regulation as requirements for National Flood Insurance Program eligibility and amending CMC 1.28.05 to update the fine schedule to reflect changes to Chapter 19.04 - 1<sup>st</sup> reading

**M/Jones S/Schaefer** to adopt Ordinance 1204 An ordinance of the Council of the City of Cordova, Alaska, repealing Cordova Municipal Code chapter 19.04 “Flood Protection” and enacting Chapter 19.04 “Floodplain Management” to adopt National Flood Insurance Act land use criteria set forth in federal regulation as requirements for National Flood Insurance Program eligibility and amending CMC 1.28.05 to update the fine schedule to reflect changes to Chapter 19.04

**Schaefer** said she supports this because it puts us in line with FEMA to receive support in case of flooding in our community. **Carpenter** asked when the statistics for precipitation in this area were from as she thinks it’s been wetter of late here. City Planner **Johnson** said the latest maps of this area are from 2015 – those were used for the modeling.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Guard, Sherman). Motion was approved.

18. Resolution 02-23-03 A resolution of the Council of the City of Cordova, Alaska designating Capital Improvement Projects

**M/Jones S/Schaefer** to approve Resolution 02-23-03 A resolution of the Council of the City of Cordova, Alaska designating Capital Improvement Projects

**Jones** opined that when they last discussed, he thought ski hill improvements were intended to be on here.

**M/Jones S/Meyer** to amend by adding Ski Hill Improvements under Recreational Safety and Development.

**Jones** said he has been approached by a member of the ski club board about tower maintenance. **Bailer** said he will not support this. He said we rely on staff to come forward with needs. We don’t have anything directly from Ski Hill Club or the Parks Director on this, one council member hearing from one board member doesn’t qualify as a great need or want. **Meyer** said what a great asset Ski Hill is, and she supports putting this on the list.

Vote on the motion to amend: 4 yeas, 1 nay (Bailer), 2 absent (Guard, Sherman). Motion was approved.

Two other small edits were made – they were administrative clerical edits and did not require formal amendments. Second Header named “**Public Works (Water/Sewer/Streets)**” was changed to “**Water Upgrades**” and Under **Port and Harbor** Waste Oil Building was changed to Waste Oil/Maintenance Building”.

Vote on the main motion as amended: 5 yeas, 0 nays, 2 absent. Bailer-yes; Guard-absent; Schaefer-yes; Carpenter-yes; Jones-yes; Meyer-yes and Sherman-absent. Motion was approved.

19. Resolution 02-23-05 A resolution of the Council of the City of Cordova, Alaska supporting Native Village of Eyak efforts to improve healthcare in Cordova through upgrades to existing healthcare infrastructure while working to consolidate Cordova Community Medical Center and Native Village of Eyak healthcare services for the benefit of all Cordova and supporting funding requests to improve Cordova healthcare infrastructure and result in the consolidation of health service delivery

**M/Schaefer S/Carpenter** to approve Resolution 02-23-05 A resolution of the Council of the City of Cordova, Alaska supporting Native Village of Eyak efforts to improve healthcare in Cordova through upgrades to existing healthcare infrastructure while working to consolidate Cordova Community Medical

Center and Native Village of Eyak healthcare services for the benefit of all Cordova and supporting funding requests to improve Cordova healthcare infrastructure and result in the consolidation of health service delivery

**Schaefer** appreciates all the language in the resolution and is in support. **Carpenter** also supports and very much appreciates the City Manager having this dialogue and glad we are focusing on going in the direction of modifying the building we have instead of going with new construction – seems like a much better starting place. **Meyer** said she supports this – **Bailer** agreed – appreciates the **Manager** and **Dr. Sanders** work on this.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Guard, Sherman). Motion was approved.

**20.** Resolution 02-23-06 A resolution of the Council of the City of Cordova, Alaska adopting a capital budget for fiscal year 2023 and appropriating the amount of \$1,442,795 as summarized pursuant to the following table

**M/Jones S/Schaefer** to approve Resolution 02-23-06 A resolution of the Council of the City of Cordova, Alaska adopting a capital budget for fiscal year 2023 and appropriating the amount of \$1,442,795 as summarized pursuant to the following table

**Schaefer** appreciates these priorities put together by staff – she wondered initially if we had the capacity to do all of this in a year – **Howarth** confirmed that a lot of these are purchases not only projects. **Carpenter** asked about Eyak Drive culvert – she wasn't sure of location. **Greenwood** said it is at entrance to 6-mile. There was a beaver issue last summer and when that was being resolved they noticed the collapse of that culvert which is in dire need of replacement. There was concern about the facilities report that would be forthcoming and should we wait to see if any of those should be prioritized. **Howarth** said the report the engineer is completing entails be much bigger items and she would anticipate those falling into more of a five-year plan type of scenario; fall into a major category. She said the facility assessments will be big-ticket items, large capital investments, this \$1.4 million will not even touch some of those. The items on this list will get us through the next year, and next couple of years, stuff we need to do the more permanent fixes.

Vote on the motion: 5 yeas, 0 nays, 2 absent. Sherman-absent; Schaefer-yes; Guard-absent; Meyer-yes; Jones-yes; Bailer-yes and Carpenter-yes. Motion was approved.

#### **M. Unfinished Business – none**

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

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

**Mayor** mentioned he'd get documents out for Clerk's eval and we'd have an e.s. at next meeting. Clerk would also get with Rasmussen on the broadband talk they want to give – an upcoming guest speaker item. Council concurred to remove a few items off of the referred items list.

#### **O. Audience Participation**

**Kasey Kinsman** of 211 Council Avenue – wanted to publicly thank Police Chief Goss and his department for their efforts in the Feb 2 raid on Whitshed – whatever we can do to rid the community of illicit drugs and illegal firearms is all good. He has declared his candidacy for City Council Seat C and so has been looking through City Code and has a few questions/wonders if there isn't some information lacking in the City Code: 1) he couldn't find conflicts of interest in relation to Council members and their relationships to City employees; 2) he also couldn't find residential requirements of Council members once they are elected; 3) along those lines, he couldn't find any in-person attendance requirements for City Council members – that was surprising to him. He opined maybe there should be an in-person attendance minimum requirement set. He would welcome any corrected information or answers to his questions.

#### **P. Council Comments**

**Meyer** said tonight was a good meeting, a lot of information, hopefully we can get these capital projects done – glad to have gotten that approved tonight.

**Bailer** echoed **Meyer's** comments and said as far as Ski Hill – he said at least one of the member's of the board is very knowledgeable in how Council works, there is no disconnect, they know how to get in touch with us, get on our Capital List, etc.

**Schaefer** said she knows staff does a lot of work on Council items, this packet seemed exceptionally involved and took a lot of coordination, she appreciates the work. She also thanked all of those stepping up to run for Council, School Board and CCMC Board. She is also excited that **Helen** has signed on for 3 more years.

**Jones** thanked **Chief Goss** – good to see that kind of stuff happening. He agrees with the public comment and thinks we should evaluate in-person attendance for Council and residency requirements. He said he'd like to see a finance director hired so when we make big decisions like the \$1.4 million in Capital – we had better financial reporting to go along with that. As far as the old City Hall – he'd like to see us rent or sell that after a new Public Safety Building – look how great the old library/museum turned out.

**Carpenter** said she is also pleased with **Helen's** decision to stay on, we are fortunate to have her. As far as the Capital Budget, we have a lot of deferred maintenance and she knows it seems like a lot to spend but we've asked our staff to do with so little over the years this is us agreeing to what staff has come to us with as their priorities. She is glad that CRWP is going to try to recycle cans – if the City can do anything as far as requiring recycling she would support it.

**Q. Executive Session** - none

**R. Adjournment**

Hearing no objection **Mayor Allison** adjourned the meeting at 8:45 pm.

Approved March 15, 2023

Attest:



Susan Bourgeois, CMC, City Clerk

