

**Regular City Council Meeting**  
**March 1, 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 7:08 pm on March 1, 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 member **Cathy Sherman**. Council members **Tom Bailer**, **Jeff Guard**, **Melina Meyer**, **Anne Schaefer**, and **Ken Jones** were present via zoom teleconference. Council member **Kristin Carpenter** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda – M/Sherman S/Schaefer** 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 – Rasmuson Foundation and the State of Alaska joint presentation regarding Broadband Access and Digital Equity Across AK. The presenters were Rasmuson Foundation Contractor: **Rachel Kallander**, CEO Kallander & Associates, and **Melissa Kookesh**, Tribal Liaison for the AK Broadband Office. They described the project they are undertaking to get input from communities around the state concerning an “internet for all” initiative.

2. Audience comments regarding agenda items: none

3. Chairpersons and Representatives of Boards and Commissions: no reports

4. Student Council Report: no report

**G. Approval of Consent Calendar**

5. Minutes: **a.** 01-18-23 Regular City Council Meeting Minutes; **b.** 02-01-23 Regular City Council Meeting Minutes

6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absences of Council member Jeff Guard from the February 15, 2023 Regular Meeting and excused absence of Council member Cathy Sherman from the February 15, 2023 Regular Meeting

Vote on the Consent Calendar: 6 yeas, 0 nays, 1 absent. Jones-yes; Bailer-yes; Guard-yes; Carpenter-absent; Schaefer-yes; Meyer-yes; and Sherman-yes. Consent Calendar was approved.

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

**I. Consideration of Bids/Proposals/Contracts** - none

**J. Reports of Officers**

7. Mayor’s Report – **Mayor Allison** reported: 1) he met with chairs of boards and commissions and there were a few attendees he hopes to do so quarterly and get a better turnout in the future; **Tania Harrison**, Planning Commission Chair, **Dave Janka**, RCAC Rep, **Nancy Bird**, HPC member, **Sheryl Glasen**, School Board Chair 2) April 17-18 the Navy Admiral for our region will be visiting Cordova and might want to meet some council members, he’ll get the schedule to Council.

8. Manager’s Report – City Manager **Helen Howarth** reported: 1) introduced **Gavin Schultze** of Altman, Rogers – he has been helping us with financials, year end reconciliations, in preparation for audit. He has been an auditor for 10-11 years, he knows there are concerns about lack of current information, depreciation reserve accounts, etc. He can answer questions. **Mayor Allison** asked if he knew when we

might see some current financials? He said the issue is, he can run monthly reports out of Caselle, but there are a lot of things not being done throughout the year to keep those current, therefore, they would not be accurate. **Schultze** said he audits all kinds of entities across the state and it is a common problem across Alaska, especially rural Alaska – finance depts are underpowered, need outside contract assistance, wanting better, more timely information. **Howarth** said she is researching new financial software, **Schultze** concurred with the need for something different because Caselle is very quirky, not intuitive at all.

a. South Harbor Rebuild update – no report

b. **Gavin Schultze**, CPA, Altman, Rogers & Co., Finance Status Update

c. PWD **Samantha Greenwood**, scrap metal removal opportunity – **Greenwood** just wanted Council's ok to move forward with this opportunity, she wrote a memo for the packet about a company that wants to come in and mine our landfill for metal which would save us a lot of room in the landfill moving forward. **Sherman** asked when the last such purge of metal/vehicles, etc. took place. **Greenwood** said last such event was wrapping up when she began with the City in fall of 2011. She explained that it took us quite awhile to get to the point where we had enough to make it worth someone's while to come in and then the price of metal fell to where it wasn't worthwhile. **Greenwood** said the logistics of this outfit being in Yakutat is what makes this feasible – he operates as a logging barge in summer so has the free time in fall and winter. Council members expressed support, no one spoke against the idea.

9. City Clerk's Report – **Bourgeois** reported: 1) election advertising is in the packet for the public – Election Day is next week, Tuesday March 7; 2) assessment notices will be mailed March 8 – there are increases to all land and most residential buildings, the assessors gave us this 2 page report, included in the packet that details what is going on with assessed values this year – very explanatory and helpful.

a. Assessing 2023 Estimated Report from Contract Assessor, 02-16-23

#### K. Correspondence - none

#### L. Ordinances and Resolutions

10. 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 – 2<sup>nd</sup> reading

**M/Sherman 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

**Sherman** said this is a good update that brings us into compliance and acceptability with FEMA; puts everyone in a much better position. **Schaefer** and others all agreed and expressed support.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Carpenter-absent; Sherman-yes; Jones-yes; Guard-yes; Meyer-yes; Bailer-yes and Schaefer-yes. Motion was approved.

11. Resolution 03-23-07 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Eforce to provide records management software, off-site data management, and continued technical support for the Cordova Police Department

**M/Sherman S/Schaefer** to approve Resolution 03-23-07 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Eforce to provide records management software, off-site data management, and continued technical support for the Cordova Police Department

**Sherman** said she is supportive of this, like the new financial software being explored, we have to update our processes, this seems to make sense and will save time and money. **Schaefer** agreed, seems to make much more sense that what we are currently doing. **Goss** answered questions and discussed the

streamlining with this program – training would be streamlined; everything is on the same system. The overall cost is more annually but the ease of use over time will lead to a savings.  
Vote on the motion: 6 yeas, 0 nays, 1 absent (Carpenter). Motion was approved.

**M. Unfinished Business** – none

**N. New & Miscellaneous Business**

12. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists  
Garbage bears discussion/report will be April 5. Work sessions on the facilities assessment and on housing will be later in May. Special Meeting to certify the Election will be at Noon on March 22.

**O. Audience Participation** - none

**P. Council Comments**

**Meyer** said tonight was a great meeting, good background information for the items which is helpful, thanks to staff for that.

**Schaefer** echoed **Meyers** comments.

**Sherman** also thanked staff for informative packet, and she is excited about the metal clean-up and she is encouraged about the update to police and financial software.

**Q. Executive Session**

13. Council discussion of City Clerk evaluation, in executive session because it is a subject that may tend to prejudice the reputation and character of any person; provided that the person may request a public discussion

**M/Sherman S/Schaefer** to go into an executive session to discuss City Clerk evaluation, in executive session because it is a subject that may tend to prejudice the reputation and character of any person; provided that the person may request a public discussion – she did not request an open session.

Hearing no objection **Mayor Allison** called for a 5-minute recess to clear the room and then enter the executive session.


Council entered the executive session at 8:08 pm.

Council was back in open session at 8:28 pm.

**R. Adjournment**

Hearing no objection **Mayor Allison** adjourned the meeting at 8:28 pm.

Approved April 5, 2023

Attest:   
Susan Bourgeois, CMC, City Clerk

