

Regular City Council Meeting
March 15, 2023 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order – Council member Anne Schaefer called the Regular City Council Meeting to order at 7:00 pm on March 15, 2023, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance – Council member Schaefer led the audience in the Pledge of Allegiance.

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

D. Approval of Regular Agenda – M/Carpenter S/Jones to approve the agenda. Hearing no objection **Schaefer** 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

Emma Merritt representing Cordova Electric Cooperative, spoke about agenda item 12 – the letter she had submitted for the packet. CEC has worked hard to get the Cordova Center approved for PCE credit and it will significantly impact the City's Cordova Center Electric bill into the future.

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

4. Student Council Report: no report

G. Approval of Consent Calendar

5. Council concurrence of **Mayor Allison's** appointments to fill vacancies on the Historic Preservation and Parks and Recreation Commissions

6. Minutes: **a.** 02-15-23 City Council Public Hearing Minutes; **b.** 02-15-23 Regular City Council Meeting Minutes

7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member **Kristin Carpenter** from the March 1, 2023 Regular Meeting

8. Council action to waive protest of the renewal of Liquor License #747 for Loyal Order of Moose #1266, Club designation

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

H. Approval of Minutes - in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

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

10. Manager's Report – City Manager **Helen Howarth** reported: 1) she is closing in on the new financial software, a conversion will take months and implementation will occur by January 1, 2024; 2) **Gavin** has continued to assist in audit prep – should be completed in May; 3) financials are in packet – through Jan 31, 2023; 4) City Attorney working on updating sales tax code, working on eliminating the conflicting language and inconsistencies, will have that before you, possibly a May work session; 5) snow plowing –

we will work on publishing a schedule so people understand where and when – i.e. how we prioritize roads, etc. **a.** City Financial Update through 01-31-23

11. City Clerk's Report – **Bourgeois** reported: 1) the property assessment appeal period is underway and property owners have been calling, stopping by, and emailing with questions; last day to appeal is April 7 – BOE will be on April 17; 2) small turnout in the election – will have 15 or so ballots to count on March 22 – not enough to change the outcomes – will certify at a special meeting on March 22.

K. Correspondence

12. 02-22-23 Cordova Electric Cooperative letter regarding PCE credit the Cordova Center

13. 03-02-23 Sheridan Alpine Assn. letter regarding Infrastructure Improvements

14. 03-06-23 Public and Agency Review Notice for Aquatic Farmsite Lease for Rachel Hoover dba 100 + 100 = 200

L. Ordinances and Resolutions

15. Resolution 03-23-08 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a Sole Source contract with Tyler Rental Inc., for the purpose of purchasing a Genie Z45/25 Manlift for the City of Cordova

M/Carpenter S/Sherman to approve Resolution 03-23-08 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a Sole Source contract with Tyler Rental Inc., for the purpose of purchasing a Genie Z45/25 Manlift for the City of Cordova

Sherman said she is in favor – it is something that has been needed for a while – she'd like to see us purchase this. **Jones** said he will support, he wondered about the ARPA funding as the source, he thought it was all spent already. **Howarth** said that is true, Council approved a list of items for purchase using ARPA funds, this is the next step where we use our procurement code to make the purchase which requires Council approval.

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

16. Resolution 03-23-09 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a five (5) year lease with Native Conservancy, for Tract 8A, ASLS 73-35

M/Carpenter S/Sherman to approve Resolution 03-23-09 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a five (5) year lease with Native Conservancy, for Tract 8A, ASLS 73-35

Carpenter said she is in support – a great use of that property, it gets sun, only allowed to be used seasonally, a place for people to grow food locally is a great idea – they have a good plan, they are carefully planning for composting, electric fencing, etc. **Sherman** agreed with those points, can no longer build permanently there but a great use of the space; she is in favor of giving it a try. **Jones** asked staff how the base rent on this lease is calculated. City Planner **Johnson** replied, it is 10% of the assessed value annually. This property has an extremely low assessed value based on its limited uses, he adds back the percent that would put it at fair market value (using the sales ratio) and then takes 10% of that for the annual rate. Theoretically the lease would equal the assessed value over a 10-year period. **Jones** asked if that is in line with City leases and the answer was yes, that is how we do City leases. **Bailer** wanted to ensure we'd use language in the lease that says the land can't be used for storing boats or campers or for net-mending. He also would like to see language that holds their feet to the fire regarding bear safety. **Bailer** is concerned about a generator being run all day and night and whether or not they will hook to power through Cordova Electric. He thought if they'd need a caretaker out there, they would be back to the City to get a permit for that. **Bailer** does support this he just aired those concerns and wants staff to ensure they are all addressed properly within the lease language. Planner **Johnson** said the lease does have specific language to address permitted uses. Bears are not specifically addressed, nor is generator noise but there are City nuisance and noise ordinances that could be used if necessary. Their proposal did have clear plans for bear control. **Bailer** appreciated the response. **Sherman** said she thought she remembered reading that the compost would be in a separate area. **Schaefer** agreed,

supports the lease and said the compost tumblers will be housed within the confines of a tool shed per the proposal. She opined that this is a really good use of the property.

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

M. Unfinished Business – none

N. New & Miscellaneous Business

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

Bourgeois reminded Council of the noon Special Meeting on March 22 to certify election. There will be at least one other item on the special agenda. Council discussed an item that could be removed from the PA – item 5 under A was removed (departmental site visits – had been left over from a previous manager). Under C number 8 was changed to 2Q for a joint HC work session. Also, under C number 7 the work session on housing was scheduled for May 17 at noon. Also, the Sales Tax Code update – **Howarth** said City Attorney will present in a work session with Council soon.

O. Audience Participation - none

P. Council Comments

Mayor Allison thanked CEC for their efforts saving the City that money with the PCE credit. He thanked staff for input and materials in packet and he thanked Council member **Anne Schaefer** for running the meeting tonight. Harbor Commission member **David Glasen** has said he will resign after election certification because of meeting time conflict, so we will have to appoint someone to fill that seat at an upcoming meeting.

Sherman mentioned a great mariculture story on NPR focusing on folks down in Sitka – she encouraged people to look it up. Alaska Public Media getting showtime on NPR.

Jones thanked Council and staff for attendance tonight, appreciated the CEC work for City's benefit, as far as mariculture, he urged applicants to discuss locations with CDFU as they look into leasing – he wants to support them, he thinks there is plenty of water out there, he just would hate to see conflict if it can be avoided. He also thanked Ski Club for their letter – numbers kind of shocked him but he definitely agrees the City should be maintaining that City-owned infrastructure. He thanked Council member **Schaefer** for chairing tonight.

Schaefer thanked all of those who ran and stepped up to fill positions on Council, School Board and CCMCA Board, also to those on Boards/Commissions that we approved tonight – she appreciates the participation.

Q. Executive Session - none

R. Adjournment

M/Sherman S/Carpenter to adjourn the regular meeting.

Hearing no objection **Council member Schaefer** adjourned the meeting at 7:42 pm.

Approved: April 5, 2023

Attest:



Susan Bourgeois, CMC, City Clerk

