

Regular City Council Meeting
April 5, 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 7:00 pm on April 5, 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 Allison** and Council members **Cathy Sherman**, **Kasey Kinsman**, and **Ken Jones**. Council members **Anne Schaefer**, and **Kristin Carpenter** were present via teleconference. Council members **Tom Bailer** and **Melina Meyer** were absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

Hearing no objection **Mayor Allison** declared the agenda approved as submitted.

E. Disclosures of Conflicts of Interest and ex parte communications

Council member **Jones** said that regarding item 13, he has spoken to the City Planner and will likely be bidding on lots that may be changed from not-available to available so even though that may not be a conflict now, he wanted it on the record.

Mayor Allison agreed that at this time, it is not a conflict of interest.

F. Communications by and Petitions from Visitors

1. Guest speakers: none
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.** 03-01-23 City Council Public Hearing Minutes; **b.** 03-01-23 Regular City Council Meeting Minutes; **c.** 03-15-23 Regular City Council Meeting Minutes

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

H. Approval of Minutes - in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

6. Mayor's Report – **Mayor Allison** said there was a USCG official coming in the middle of the month and that was all he had to report.

7. Manager's Report – City Manager **Helen Howarth** reported: 1) she commended the Police Department for the work they have done all year but specifically how they handled an escaped prisoner – a rather traumatic event for the officers involved – but overall handled very professionally; 2) she acknowledged a few people – **Mimi Briggs** a long-time City employee will be retiring at the end of the month – she has stepped up in every way as Museum Director but also holding the Cordova Center together – she has been filling holes whenever needed and it has been appreciated, **Chris Iannazzone** has left the Fire Department but remains a committed volunteer in Cordova – she thanked him for his service.

- a.** cashVest analyses quarterly report 03-20-23
- b.** City Financial update through 02-28-23
- c.** South Harbor Rebuild update

d. Refuse Department report – Bears – Public Works Director **Samantha Greenwood** said that she and **Aaron Muma** have been working with the Trailer Courts and other high density areas in town to see if they could use dumpsters during the summer months – some of the trailer courts just don't have the room. She is working on an ordinance that will add language about requiring people to only put garbage out for pickup the morning of, not the night before because then she said there could be enforcement on that. She said **Emily** (City PIO) and **Charlotte** (ADF&G biologist) are working jointly on a newspaper article for bear aware information to be put out to the public. Such info will also be on City Facebook and website. **Greenwood** and **Charlotte Westing** also trying to schedule a public meeting for another way to get the information out. Bear safe dumpsters will also be deployed soon – they come out for winter and will be put back in place by the time they are needed (i.e. when bears are back out).

8. City Clerk's Report – **Bourgeois** reported: the property assessment appeal period closes Friday – Deputy Clerk **Tina Hammer** has been busy answering questions, accepting appeals and forwarding appeals to the Assessor. Assessor **Arne Erickson** will be down week of April 10-17 to try to work out appeals with appellants and whatever remains unresolved will be in front of Board of Equalization on Monday April 17 at 7pm. **Kinsman** asked how many appeals we had so far – **Bourgeois** said currently 66 – but often a good percentage of those get resolved between assessor and appellant.

K. Correspondence

9. 03-23-23 AMCO Proposed Regs Public Notice-Licensed Premises-Outdoor Seating

10. 03-30-23 DNR Mining, Land & Water Agency Review notice for Lease amendment ADL 233612 for Sean Den Adel, dba Noble Ocean Farms, LLC

Jones said he appreciated that Noble Ocean Farms contacted CDFU before getting his lease, he hopes all mariculture lessees would do so.

L. Ordinances and Resolutions

11. Resolution 04-23-11 A resolution of the Council of the City of Cordova, Alaska, authorizing the City to lease with an option to purchase three police vehicles from Community Leasing Partners for \$177,450 and to appropriate \$41,032.07 for the 2024 payment of that lease with option to purchase and approving the use of sole source procurement through the innovative procurement method to lease the vehicles with the option to purchase

M/Sherman S/Carpenter to approve Resolution 04-23-11 A resolution of the Council of the City of Cordova, Alaska, authorizing the City to lease with an option to purchase three police vehicles from Community Leasing Partners for \$177,450 and to appropriate \$41,032.07 for the 2024 payment of that lease with option to purchase and approving the use of sole source procurement through the innovative procurement method to lease the vehicles with the option to purchase.

Sherman said she is in favor – it looks as though the Chief has done the research and is putting this forward as a cost saving measure. **Carpenter** agreed – said staff has done the research to ensure this is an appropriate procurement method. **Kinsman** appreciated the thorough research and the creativity in the procurement request – he is in support. **Schaefer** asked how many vehicles the police department would have after the purchase of these 3 new ones and what would happen to any vehicles being retired – could they be used elsewhere in the City. **Chief Goss** said with this purchase we would have 4 new vehicles for officers, we will keep these well-maintained and hope to keep for 7 years. The ones we have now probably only one is still usable and **Malvin** in facilities has said he could probably use it; others could be sold. **Howarth** said she is working to get departments to a place where they think about lifecycles of vehicles and come up with replacement schedules and unfortunately the Police Department got to a place where their vehicles were just unreliable. **Howarth** said this company can finance other equipment as well which can be handy when we can't just cut a check for \$500,000 immediately – can finance as far out as 8 years – could make purchases much more affordable for a department to handle when their operating budget's can make payments such as these instead of lump sum purchases. **Jones** asked what the money in the 2023 budget is now going to be used for since this was budgeted for 2023 but the first payment is not due until 2024. **Howarth** said any number of other deficiencies have been identified, what comes to

mind immediately is the safety concerns in the jail room and offices which need to be remedied. **Kinsman** asked if we would be required to approve this annually or just see the amount in a line at budget time. **Howarth** said for this particular procurement it would just be the amount of each annual payment seen at budget.

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

M. Unfinished Business – none

N. New & Miscellaneous Business

12. Council election of a member to serve as Vice-Mayor

M/Carpenter S/Sherman to nominate Council member **Schaefer** to serve as Vice Mayor until the first meeting after the beginning of the terms of those elected in the 2024 Regular City Election.

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

13. Council Motion regarding 2023 Land Disposal Maps

M/Jones S/Schaefer to direct staff to begin the noticing procedures for the land disposal map update based on the proposed 2023 Land Disposal Maps.

Jones said he went to the P&Z meeting when this was discussed. They spent a lot of time going over this, so did staff – he commends both and he will be supporting this. **Schaefer** is also in support – she appreciates the bullet points in the packet that highlight the changes – she likes that they leaned toward making things available. **Sherman** echoed **Schaefer's** comments. **Kinsman** said he can tell this was no small feat – the work involved by staff – it is appreciated, especially helpful for him to see the contrast of last year, and the changes. **Carpenter** said she echoed comments and is in support. City Planner **Kevin Johnson** had a sample sign to show Council – the new code requires a 30-day posting of these signs on any City lots that are proposed to be changed from not available to available and therefore, everyone would be seeing these posted around town soon.

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

14. Council concurrence of Mayor's appointment to fill vacancy on Harbor Commission

M/Sherman S/Schaefer to concur with **Mayor Allison's** appointment of **Kate Laird** to the Harbor Commission for a term through November 2024.

Mayor Allison said there was more than one applicant, and he appreciates all applicants' willingness to serve. He thought **Kate Laird** would be an excellent Harbor Commission Member.

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

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

Council scheduled a work session for April 19 at 6pm to look at facility condition assessments per the Engineer's report/assessment that has been completed of various City assets. BOE will be on April 19, Monday at 7pm. Regular Meeting next time – April 19, there will be quarterly reports, the Clerk will bring back a discussion of referred Resolution 11-21-42 (ballot prop to change Council election to undesignated seats). Council also opted to remove a few items from the pending agenda page – items that were now in process of coming before Council.

O. Audience Participation

Kate Laird thanked **Mayor Allison** and the Council for the appointment, she is looking forward to serving on the Harbor Commission.

P. Council Comments

Sherman commended the police department and likes the signage for the land disposal maps process and thanked **Helen** for the financials. She also said that **Mimi** may have just changed her retirement date to June 30 – and when that comes, we will have a party. **Howarth** said that just speaks to her dedication

because she is afraid we won't be able to fill the Cordova Center position and we have a very busy upcoming schedule, so she won't leave until she knows it is all under control.

Kinsman thanked everyone for their patience, thanked **Chief Goss** and staff for keeping everyone in the community safe – and for the thorough material in the packet. Also, thanks to the rest of staff for the materials in the packet.

Schaefer welcomed **Kasey** to the Council she looks forward to working together; thanked **Kate Laird** for stepping up on the Harbor Commission. Echoed thanks to staff for packet inclusions as well as all the work to keep the City moving along. Thanked Council for the vote of confidence in electing her Vice Mayor.

Mayor Allison also welcomed **Kasey** to the Council table and thanked all of those interested in serving on Boards and Commissions.

Q. Executive Session - none

R. Adjournment

Hearing no objection **Mayor Allison** adjourned the meeting at 7:45 pm.

Approved April 19, 2023

Attest:



Susan Bourgeois, CMC, City Clerk

