

**Regular City Council Meeting**  
**September 6, 2023 @ 7:00 pm**  
**Cordova Center Community Rooms A & B**  
**Minutes**

**A. Call to order** – **Vice Mayor Anne Schaefer** called the Regular City Council Meeting to order at 7:00 pm on September 6, 2023, in the Cordova Center Community Rooms.

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

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

**D. Approval of Regular Agenda**

**M/Kinsman S/Carpenter** to approve the agenda.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**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 - none
3. Chairpersons and Representatives of Boards and Commissions - none
4. Student Council Report – none

**G. Approval of Consent Calendar**

5. Minutes: a. 08-17-23 Special City Council Meeting Minutes

6. Resolution 09-23-29 A resolution of the Council of the City of Cordova, Alaska, acknowledging the June 2023 and August 2023 Surplus of Vehicles and Equipment and Sale Results

7. Resolution 09-23-30 A resolution of the Council of the City of Cordova, Alaska, adopting a City Records Retention and Disposal Schedule for the Preservation, Retention, and Disposal of City Records Contained in any Record Medium

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

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

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

8. Council Approval of Contract for Investment Services with Alaska Permanent Capital Management  
**M/Carpenter S/Kinsman** to direct the City Manager to negotiate a contract with Alaska Permanent Capital Management for investment portfolio management for General Fund reserves and City Permanent Fund.  
**Carpenter** said that it is common to go out for bid for professional services such as City investment advisors. She noted that our current firm did not choose to submit a proposal. She is in favor of the City contracting with professionals from Alaska when possible. **Ranney** said she agreed, and **Carpenter** covered it all in her comments. **Sherman** also agreed and said she appreciates the background in the memo, she is glad to support Alaskan firms such as Alaska Permanent Capital Management. **Vice Mayor Schaefer** said she is also in support. **Kinsman** said he is in support. He asked City Manager **Howarth** if we have any specific protocols for putting out RFP's every so often. **Howarth** replied that there is no specific policy, the firm we have currently has been with us since 2013.

**Bailer** said he is in favor and believes we should have a policy to revisit this every two or four years or whatever is practical. He said UBS has been on autopilot for years. He opined that in conjunction with this action, we should also be looking at our investment policy, maybe a new firm will have different ideas for allocations. **Jones** said he has nothing to add, this is long overdue.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

## **J. Reports of Officers**

9. Mayor's Report – he thanked **Vice Mayor Schaefer** for covering the meeting tonight.

10. City Manager's Report – **Howarth** reported: 1) financials are in packet – GF through 7-31-23 and CashVest, very informative report, some of the recommendations CashVest has made are paying off – they are assisting us with strategies to cut costs and maximize returns on investments, we recently negotiated rates with FNBA and combined a few CD's into one to receive a much better rate of return; transfer of data into new financial system is moving along, NetSuite anticipated to be up and running by January 1, 2024 – will make reporting much more transparent and easier – we will be able to get you the kind of information required to make good financial decisions; 2) **Howarth** asked Harbormaster **Schinella** to report on an incident at the Travel Lift – **Schinella** said about 10 days ago there was a winch failure and a boat was dropped – no injuries, no significant boat damage, a tech was here within a few days and we are awaiting the new winch and gear box which are being fabricated; we have 3 operators so when everything is fixed we can haul boats on every available tide and should be fine on timing for project.

a. General Fund through 7-31-23 and CashVest Report; b. South Harbor Project Update, Special Projects, **Collin Bronson** gave an overview of the project to date.

Questions for City Manager: **Bailer** asked if there was an update regarding what they heard a couple of meetings ago about the hours that the Police Officers had been working – he wondered if she has been able to address that situation. **Howarth** replied that the most impactful part of that presentation that **Chief Goss** and the other Officers made was that they were working hours that affected their ability to stay awake – they were exhibiting signs of exhaustion, certainly unsafe and unhealthy. She said she had a serious talk with them about that; **Chief Goss** is gone, there is a new schedule in play – officers are working a much more reasonable schedule. In a few short weeks, our 4<sup>th</sup> officer will have completed ride-along training and that will help with scheduling.

11. City Clerk's Report - none

12. Departmental Quarterly Reports: a. CVFD, 2Q 2023, **Robert Mattson** CVFD Fire Chief

## **K. Correspondence**

13. 08-29-23 Letter from Pioneers of AK Igloo #5 Supporting Cordova Covered Spaces

## **L. Ordinances and Resolutions**

14. Ordinance 1209 An ordinance of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a 20-year lease with Trident Seafoods for Property described as a Roughly 22,000 Square Foot Portion of Lot 3, Block 7A, Tidewater Development Park – 2<sup>nd</sup> reading

**M/Carpenter S/Ranney** to adopt Ordinance 1209 An ordinance of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a 20-year lease with Trident Seafoods for Property described as a Roughly 22,000 Square Foot Portion of Lot 3, Block 7A, Tidewater Development Park

**Carpenter** said this is a second reading, we have talked about this before; we are renewing a lease that has run out of renewal periods. It is a lease to a well-established user that has been using this waterfront for decades – we are not changing the use of the property we are changing the terms, so it includes periodic price increases using the CPI, she is in support. **Ranney** said she has nothing to add. Other Council members also expressed support.

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

**M. Unfinished Business** – none

**N. New & Miscellaneous Business**

15. Council concurrence of Mayor's appointments to fill vacancies on Parks & Rec Cms, Trails Cmt, and Historic Preservation Cms

**Mayor Allison** has recommended: **Sami Magallanes** for appointment to the Parks and Rec Commission and **Stormy Haught** for appointment to the City Trails Committee.

**M/Carpenter S/Kinsman** to concur with **Mayor Allison's** appointment of **Sami Magallanes** to the Parks and Recreation Commission, and to appoint **Natasha Casciano** to the Trails Committee.

After some discussion...the motion was withdrawn and...

**M/Ranney S/Bailer** to separate the votes for the two positions into two motions.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**M/Carpenter S/Kinsman** to appoint **Sami Magallanes** to the Parks and Recreation Commission.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**M/Carpenter S/Kinsman** to appoint **Natasha Casciano** to the Trails Committee.

Vote on the motion: 3 yeas, 4 nays. Kinsman-yes; Ranney-yes; Schaefer-no; Jones-no; Carpenter-yes;

Bailer-no; and Sherman-no. Motion failed.

**M/Sherman S/Jones** to appoint **Stormy Haught** to the Trails Committee.

Vote on the motion: 7 yeas, 0 nays. Ranney-yes; Sherman-yes; Jones-yes; Schaefer-yes; Carpenter-yes;

Kinsman-yes; and Bailer-yes. Motion was approved.

16. Council Action on Disposal and Method of Disposal for a Portion of ATS 220 adjacent to Lot 10A, Block 2, South Fill Development Park

**M/Carpenter S/Ranney** to dispose of a portion ATS 220, roughly 4,000 square feet in size as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with Andy Craig and Seawan Gehlbach to lease or purchase the property.

**Carpenter** said she could have chosen the option to put the property out for bids or proposals, but it is an odd shaped piece that is adjacent to their property and tucked in behind it in a way that it seems unlikely to be of interest to anyone but them. **Ranney** said she agrees with that and also this purchase would give us an opportunity to maybe open some other small pieces up. **Sherman** agreed, this makes a lot of sense, especially if we then go ahead and survey the other little pieces. **Vice Mayor Schaefer** said she appreciated the background information; she said we would normally go out for proposals but in this instance she agrees with the direct negotiation option. Council considered amending the motion to include direction to negotiate on the other properties in the map on page 105 but in the end decided that would be best to come forward at a different time. **Bailer** agreed with the direct negotiation and also to leave the other small parcels for a future meeting.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

17. Council Action on Disposal and Method of Disposal for Lot 4A North Fill Development Park Addition #2

**M/Ranney S/Carpenter** to dispose of Lot 4A, North Fill Development Park Addition #2 as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

**Ranney** said she would like to see this sold and would like the money to go toward whatever it takes to upgrade the baler area to be an impound lot. **Carpenter** agrees and it is probably one of the last spots left on the North Fill so we should get the best proposal we can for it, as we have done in the past. **Jones** said he agrees with the disposal but wishes we'd negotiate directly with the letter of interest submitter. He said this has gone for proposals before and the writer of this letter of interest has been the best proposal, but it never went anywhere. **Vice Mayor Schaefer** asked what the timeline would be if we sold this lot; would we have time to move the impound lot? **City Planner Johnson** said the State (we lease the baler facility site from the State) said 30-60 days to review any changes to the lease we may ask for and he'd say if we did the RFP process concurrently probably around 3-6 months. There was more discussion concerning the possible costs of upgrading at the baler to accomplish the impound lot relocation. **Sherman** agreed with going out to RFP, also liked the idea of an impound lot at the baler facility would like to also see if there are any alternative locations. **Carpenter** raised the idea of postponing until we knew more what the state would do as far as allowing the change to the lease. **Kinsman** preferred to put the RFP out. **Ranney** agreed we should move forward. **Bailer** agreed but reminded that we need to be careful with the runoff of an impound lot into the sensitive Eccles Creek area below the baler facility.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**18.** Council Action on Disposal and Method of Disposal for a Portion of Cordova High School  
**M/Ranney S/Kinsman** to dispose of a portion of the Cordova High School as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with Prince William Sound College to lease or purchase the property.

**Ranney** said the same is currently leased by the College; it fits well in that location, fits with the High School and its use, helps to foot the bill of that building, she supports it. **Kinsman** asked if we are collecting taxes on the lease? **Johnson** said we should be. **Carpenter, Schaefer, Jones, Bailer, Sherman** all expressed support.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**19.** Council Direction to Staff Regarding Disposition of Old PWSSC Building

**M/Kinsman S/Ranney** to direct staff to prepare an invitation for sealed bids for the Old PWSSC Building, in which the winning bidder would be required to remove the building from its current location and have it relocated to private property

**Kinsman** said if we can get someone else to dispose of this building then he's all for it; as long as we can put some guidelines to doing so appropriately. **Ranney** said she also wants to see it gone. **Sherman** is in favor of allowing the buyer/proposer to dispose of the building. **Jones** wanted to abstain in case he wants to bid on this. **Vice Mayor Schaefer** asked if the building is safe to move – **City Planner Johnson** said that we had facility assessments done recently and it was deemed able to be moved. She also asked if we should be winterizing it anyway; **Johnson** said we had intended to do so. Council was advised to take a vote on whether or not **Jones** is conflicted, he cannot abstain, he can declare a conflict and be excused from the vote. **Vice Mayor Schaefer** asked for a Council vote, a yes vote would mean you agree with the conflict.

Vote on the motion: 0 yeas, 7 nays. Motion failed.

Therefore, **Jones** was asked to participate in discussion and then vote on the item. Back to the motion before them, **Vice Mayor Schaefer** asked **Carpenter** to comment. **Carpenter** said she was in favor, wondered if we could think of another way if we did not get takers for the whole building – like maybe seeing if there was interest in salvaging parts of the building. **Bailer** opined that he doesn't want to see someone win the bid and then come in and salvage it onsite and leave the City with a mess. **Jones** said he is in support, he thanked Council for the ruling on the conflict. **Vice Mayor Schaefer** said she appreciates **Jones'** caution.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

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

September 20 – work session with City attorneys on Sales Tax and Property Tax at 6pm.

**Carpenter** asked to add an item about the RV's that seem to be in town but just parking on side of road instead of in the camper park. She hoped there could be a way to capture that revenue. **Kinsman** agreed to adding that item. **Schaefer** asked about facilities condition assessments part 2, wondered if we could get to that before budget. **Howarth** said maybe we can before the second October meeting, next meeting we will have a work session on taxes with the Attorneys. The Title 4 item listed on Pending Agenda will see a slight wording change, just to ensure Council is included in the CBA approval process. **Bailer** asked that we add an item to Pending Agenda for a discussion about a policy for reviewing City contracts (service providers) at regular intervals. **Kinsman** agreed to adding that item.

## **O. Audience Participation**

### **P. Council Comments**

**Kinsman** said we covered a lot tonight; he appreciates the dialog. He also thanked staff for outlining a lot of the items tonight, makes for a shorter meeting.

**Bailer** said he echoes that.

**Sherman** appreciated the financial report, appreciates that the departments seem to be staying under on expenses so far this year. As far as the South Harbor renovation project, she has heard more kudos than complaints.

**Ranney** said she appreciates the thorough staff reports with background information especially as a new Council member.

**Carpenter** thanked all four of the applicants for Parks and Rec and Trails. She would encourage people to put out their trash the morning of pickup, we probably have another month or more before the bears den up for the winter and she has been known to put sticky notes on her neighbors trash cans to encourage them to not help a good bear go bad. Also, if staff could get more of the rods on the dumpsters that help make them stay closed, there are a few around town that bears have been getting into regularly.

**Vice Mayor Schaefer** echoes those bear comments and the thanks to the applicants. She thanked all the staff for the work that goes into packets. She thanked everyone for bearing with her as Chair tonight.

**Mayor Allison** encouraged citizens to attend commission and committee meetings, there is opportunity to be involved whether or not you are on the commission or committee.

### Q. Executive Session

The executive session was not required.

~~21. Recommendations from City Manager regarding Collective Bargaining Agreement negotiations, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government~~

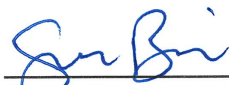
### R. Adjournment

**M/Kinsman S/Ranney** to adjourn the meeting.

Hearing no objection **Vice Mayor Schaefer** adjourned the meeting at 9:18 pm.

Approved: September 20, 2023

Attest:



Susan Bourgeois, CMC, City Clerk

