

**Regular City Council Meeting**  
**February 7, 2024 @ 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 February 7, 2024, 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 **Kasey Kinsman**, **Wendy Ranney**, and **Kristin Carpenter**. Council members **Tom Bailer** and **Anne Schaefer** were present via zoom videoconference. Council members **Cathy Sherman** and **Ken Jones** were absent. Also present were Interim City Manager **Samantha Greenwood** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda**

Hearing no objection to approval of the regular agenda, **Mayor Allison** declared it 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 - none
3. Chairpersons and Representatives of Boards and Commissions – Cordova representative to the PWSRCAC Board **David Janka** reported about the Anchorage Board Meeting he attended 2 weeks ago.
4. Student Council Report – none

**G. Approval of Consent Calendar**

**5.** Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member Ken Jones from the January 17, 2024 Regular Meeting

**6.** Resolution 02-24-06

A resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a 5-year lease of property legally described as a portion of USS 2679 and within the Cordova High School, to include approximately 1,200 square feet of classroom and office space known as "Classroom #3" and the "Multi-purpose Room" of the Cordova High School's Library with University of Alaska, on behalf of the University of Alaska, Prince William Sound College's Cordova campus

**7. Minutes:****a.** Minutes of the 11/1/23 Reg Council Meeting; **b.** Minutes of the 11/15/23 Reg Council Meeting  
Vote on the Consent Calendar: 5 yeas, 0 nays, 2 absent. Sherman-absent; Bailer-yes; Schaefer-yes; Kinsman-yes; Ranney-yes; Jones-absent; and Carpenter-yes. Consent Calendar was approved.

**H. Approval of Minutes** – none

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

**J. Reports of Officers**

**8.** Mayor's Report – **Mayor Allison** reported: 1) he will attend an ideas meeting of Mayors setup by AML concerning efforts to help urge legislators to push for School Funding; 2) we continue our search for an Interim City Manager; Sam is doing a great job – we will discuss in executive session later 3) Stevens and Stutes will be here in March and there is a meeting set with Council for Saturday – Clerk can discuss at Pending Agenda.

**a.** Council Member **Ranney** report on AML Conference Attendance December 2023

**9.** City Manager's Report – **Greenwood** reported: 1) the UBS monies of the City will be in KeyBank this week; all paperwork is done; **Blake Phillips**, new investment advisor, will present at our next meeting; 2)

we will conduct interviews next week, there are 2 highly qualified chief candidates; 3) we are exploring ways to assist Finance department. 4) **Collin Bronson** gave an update on the South Harbor Project.

10. City Clerk's Report notice to vote on these offices and propositions – March 5, 2024 Regular Election, prop 1 explanation. **Bourgeois** reported that after the close of declaration of Candidacy period (Feb 5) we have no one running for Seat E – a candidate can declare as a write-in with me by 5pm on March 4.

11. Staff Quarterly Reports, 4Q 2023 a. CVFD, Fire Chief **Rob Mattson**; b. Parks & Recreation Department, Director **Duncan Chisholm**; c. City Investments, UBS Financial Services, **Chad Adams**; d. Cordova Chamber of Commerce, **Cathy Renfeldt**; e. Cordova Library, Director **Geraldine de Rooy**

## K. Correspondence

12. 01-10-24 Letter from Lynn and Jack Hopkins re address changes

13. 01-13-24 Letter from Gordon Jensen re address changes

14. 01-16-24 Letter from DCCED FY25 Population Determination

15. 01-17-24 Letter from Mary Underwood re address changes

16. 01-17-24 Letter from Penny Oswald Stimson re address changes

17. 01-18-24 Letter of support for Breakwater Trail Park from CDFU

18. 01-18-24 Letter from Ivy Patton re address changes

19. 01-19-24 Letter from John and Patricia Wilson re address changes

20. 01-22-24 Letter from Joan Songer re address changes

## L. Ordinances and Resolutions

21. Ordinance 1215 An ordinance of the Council of the City of Cordova, Alaska authorizing the transfer of \$3,000,000 from the General Reserve Fund (Permanent Fund) to the Harbor Enterprise Fund to sustain cash flow for the remainder of the South Harbor Project – 1<sup>st</sup> reading

**M/Carpenter S/Kinsman** to adopt Ordinance 1215 an ordinance of the Council of the City of Cordova, Alaska authorizing the transfer of \$3,000,000 from the General Reserve Fund (Permanent Fund) to the Harbor Enterprise Fund to sustain cash flow for the remainder of the South Harbor Project

**Carpenter** said we need access to cash to pay bills for the Harbor rebuild project and the idea is to borrow from ourselves and pay the interest back to the permanent fund. **Kinsman** asked about the interest that will be paid back. **Greenwood** said when we go to pay this back, we will bring a resolution memorializing the terms/interest. **Bailer** said he won't support this as written, he hoped it would be structured differently. He wanted the money moved to a short-term interest-bearing account and then the Harbor could draw funds as needed from it. **Schaefer** said she'd rather pay ourselves than the bank and as long as our accounts can handle this she is in favor. **Kinsman** wanted it understood that we need this cashflow because MARAD is extremely slow in processing our requests for reimbursement.

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

22. Resolution 02-24-07 A resolution of the Council of the City of Cordova, Alaska authorizing the application and execution of a loan from the Alaska Drinking Water Fund in an aggregate amount not to exceed \$75,000 to finance the Water System Master Plan Project

**M/Ranney S/Carpenter** to approve Resolution 02-24-07 a resolution of the Council of the City of Cordova, Alaska authorizing the application and execution of a loan from the Alaska Drinking Water Fund in an aggregate amount not to exceed \$75,000 to finance the Water System Master Plan Project.

**Ranney** said it is a 100% forgiveness loan – sounds good to her. **Carpenter** agreed, no brainer, sounds like a good complement to the lead and copper survey that is being conducted, shocking that the current plan is from 1987 – great opportunity to get current. **Schaefer, Bailer, Kinsman**, all in support.

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

23. Resolution 02-24-08 A resolution of the Council of the City of Cordova, Alaska authorizing the application and execution of a loan from the Alaska Clean Water Fund in an aggregate amount not to exceed \$75,000 to finance the Wastewater System Master Plan Project.

**M/Kinsman S/Ranney** to approve resolution 02-24-08 a resolution of the Council of the City of Cordova, Alaska authorizing the application and execution of a loan from the Alaska Clean Water Fund in an aggregate amount not to exceed \$75,000 to finance the Wastewater System Master Plan Project.

All Council members spoke in support. This was extremely similar to resolution 02-24-07.  
Vote on the motion: 5 yeas, 0 nays, 2 absent (Sherman, Jones). Motion was approved.

**M. Unfinished Business – none**

**N. New & Miscellaneous Business**

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

**Bourgeois** said **Stevens** and **Stutes** want to meet with Council Saturday March 2, she'll set that up. February 21 – PH on Ord 1215, Blake Phillips will be a guest speaker, also a resolution memorializing terms of loc in Ord 1215. There will also be an e.s. for Clerk evaluation.

**Bailer** said that as far as the work session tonight, he would like the City's emergency operations plan looked at again and maybe updated – during the pandemic he thought staff was running with the whole idea of declaring emergencies, etc. without consulting with Council. **Mayor Allison** said he would look it over and bring it back for Council approval.

**O. Audience Participation - none**

**P. Council Comments**

**Carpenter** said she'd like a joint meeting with PWSEDD, Council and Planning within next couple of months. They are working with Chugach Regional Resources on regional climate change response planning/coordination. Childcare solutions forum on February 23.

**Kinsman** was thankful for the work session. He is disheartened by the community because of the lack of interest in running for a vacant Council seat. He said it is not scary, we are a good group of people to work with, sometimes we disagree but we are civilized and professional.

**Ranney** said she appreciates **Sam** continuing to fill 2 roles, do 2 jobs, and doing them well, thanks to all staff and fellow council members.

**Bailer** said the Permanent Fund is intended to be the City's generational wealth, the only way to keep it going is to invest it well. Income from sale of City property is supposed to go into the permanent fund. We have to be more disciplined with it; we owe it to future generations to let it grow.

**Q. Executive Session**

25. Council discussion of City Manager's Contract and its terms and the contract terms for an Interim City Manager, which both involve matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the City

**M/Kinsman S/Carpenter** to go into an executive session for council discussion of City Manager's Contract and its terms and the contract terms for an Interim City Manager, which both involve matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the City

Vote on the motion: 4 yeas, 0 nays, 3 absent (Sherman, Schaefer, Jones). Motion was approved.

The meeting was recessed to clear the room. Council entered the executive session at 8:24 pm and invited the Manager, the Clerk and Human Resources Director **Sheryl Glasen** to discuss the Interim Manager contract terms. At 8:40 pm, staff left the executive session, Council and the Mayor discussed the City Manager's contract and its terms. Council came out of the executive session and the open session was reconvened at 8:49 pm. **Mayor Allison** said no decisions were made in the executive session.

**R. Adjournment**

Hearing no objection **Mayor Allison** adjourned the meeting at 8:50 pm.

Approved: April 17, 2024

Attest:



Susan Bourgeois, CMC, City Clerk

