

**Regular City Council Meeting
July 16, 2025 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes**

A. Call to order – **Mayor Kristin Smith** called the Regular City Council Meeting to order at 7:00 pm on July 16, 2025, in the Cordova Center Community Rooms.

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

C. Roll call – Present for roll call were **Mayor Kristin Smith** and Council members **Debra Adams**, **Kasey Kinsman**, **Wendy Ranney** and **Cathy Sherman**. Council member **Mike Mickelson** was present via zoom videoconference. Council members **Aaron Hansen** and **Dave Zastrow** were absent. Also present were City Manager **Samantha Greenwood** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

Hearing no objection to approval of the agenda, **Mayor Smith** declared it 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

G. Approval of Consent Calendar

4. Minutes: **a.** May 21, 2025, Regular City Council Meeting Minutes; **b.** June 4, 2025, Regular City Council Meeting Minutes

5. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member Sherman from the May 21, 2025, Regular Meeting.

6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council members Hansen, Mickelson, and Sherman from the June 4, 2025, Regular Meeting.

7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member Mickelson from the July 2, 2025, Regular Meeting.

~~8. Council action to waive protest of the renewal of liquor license #747 Loyal Order of Moose #1266, Club license~~

Vote on the Consent Calendar: 5 yeas, 0 nays, 2 absent. Ranney-yes; Mickelson-yes; Hansen-absent; Kinsman-yes; Sherman-yes; Zastrow-absent; and Adams-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 – **Smith** reported: 1) written report in the packet included information regarding: Cordova Fisheries Committee, Asset Management, Northern Edge Military Training, AMHS winter schedule comments and the Resource Development Council upcoming trip to Cordova.

10. City Manager's Report - **Greenwood** reported: 1) written report in the packet included updates on positions filled and/or still vacant, the CCMC Joint Admin negotiations team has met, pool & skater's cabin updates. **Greenwood** added that the funding has been secured for the Eyak Lake weir project (CRWP is the lead on this).

11. City Clerk's Report - **Bourgeois** reported: 1) written report included a reminder to Council about land sale items that are quasi-judicial in nature and that Council should refrain from ex parte communication regarding those items.

12. Staff Reports – 2Q, 2025 Quarterlies: **a.** Cordova Center, Coordinator **Andy Anderson**; **b.** Cordova Chamber of Commerce, Executive Director, **Cathy Renfeldt**; **c.** Cordova Historical Museum & Cordova Public Library, Director **Ashley Bivin**; **d.** Public Works Department, Director **Kevin Johnson**; **e.** Parks & Recreation Department, Director **Samantha Hagerthy-Schneider**; **f.** Permanent Fund Investments, APCM, Director of Institutional Solutions **Blake Phillips**; **g.** Cordova Volunteer Fire Department, Fire Chief **Stephen Phillips**.

K. Correspondence

13. City Council correspondence primer: correspondence policies & procedures: **a.** 06-24-25 Letter from USF&WS regarding MMPA regulations; **b.** 07-02-25 Letter from Senator Sullivan regarding aviation safety; **c.** 07-08-25 AMHS Winter 25/26 operating schedule for public review; **d.** 07-10-25 MSU Valdez, Marine Safety Info Bulletin regarding renaming of USCG Districts; **e.** 07-10-25 Email from DoT regarding final CR Highway Alternatives Study

L. Ordinances and Resolutions

14. Ordinance 1232 An ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 6.12.040–Exceptions, to allow the City Manager to authorize use permits to except special events held at ski hill, from the provisions of 6.12.030–Alcoholic beverages-consumption in public places – 1st reading

M/Sherman S/Ranney to adopt Ordinance 1232 An ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 6.12.040–Exceptions, to allow the City Manager to authorize use permits to except special events held at ski hill, from the provisions of 6.12.030–Alcoholic beverages-consumption in public places

Sherman said this does not preclude the sponsors of such events from still having to get the permit required from ABC Board, she just wanted that on the record. Staff agreed with **Sherman**, those are still required. **Sherman** said this is a good housekeeping action to take. **Ranney** said she had a similar question; she is in support.

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

15. Ordinance 1233 An ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 4.16.050–Residency requirement, to replace ‘city limits’ with ‘greater Cordova area’ and to clarify and further define residency – 1st reading

M/Sherman S/Adams to adopt Ordinance 1233 An ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code Section 4.16.050–Residency requirement, to replace ‘city limits’ with ‘greater Cordova area’ and to clarify and further define residency

Sherman said this is necessary and shows that our community is expanding, and we need to adapt and have some flexible work schedules to fill positions. **Adams** said she agrees, and we want to encourage people to come work here by being flexible. The work world is changing, and we need to adjust. **Kinsman** asked if the Union is ok with this. **Greenwood** said we will have to work out a letter of agreement with the Union.

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

16. Resolution 07-25-18 A resolution of the Council of the City of Cordova, Alaska authorizing the conveyance by lease of approximately 2,500 usable square feet of office space and ten (10) parking spaces located in the old City Hall building at 602 Railroad Ave. Cordova, Alaska 99574

M/Kinsman S/Ranney to approve Resolution 07-25-18 A resolution of the Council of the City of Cordova, Alaska authorizing the conveyance by lease of approximately 2,500 usable square feet of office space and ten (10) parking spaces located in the old City Hall building at 602 Railroad Ave. Cordova, Alaska 99574

Kinsman said this was outlined clearly in the packet; he supports moving ahead with this. **Sherman** asked if there is a rent increase included in this new lease. Planner **Amanda Coward** approached the table and answered that there had not been a rent increase since 2016, and this included an increase using the CPI and that made it consistent with how we do all of our leases. **Ranney** said she thinks it is a dire situation

to get our folks out of that building; she is glad to see that we will be getting rent from the other side. She thinks our focus needs to be finding another spot for public safety and getting rid of a building that should have been gotten rid of a long time ago. **Kinsman** agreed with that sentiment.

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

17. Resolution 07-25-19 A resolution of the Council of the City of Cordova, Alaska authorizing the conveyance by lease of Lots 3&4, Block 8, Original Townsite to the Cordova Chamber of Commerce
M/Kinsman S/Sherman to approve Resolution 07-25-19 A resolution of the Council of the City of Cordova, Alaska authorizing the conveyance by lease of Lots 3&4, Block 8, Original Townsite to the Cordova Chamber of Commerce

Kinsman said he appreciates what the chamber has done, he liked the quarterly report with details about what the chamber accomplishes. On the city side he likes that we can assess the in-kind donations as part of the lease framework. **Sherman** agreed with **Kinsman** and said it shows our support – but limited support and the information provided in the packet answers all the questions.

Vote on the motion: 4 yeas, 1 nay (Ranney), 2 absent (Hansen, Zastrow). Motion was approved.

18. Resolution 07-25-20 A resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a sole source contract with Cummins to repair the 2019 Wittke dumpster truck
M/Ranney S/Kinsman to approve Resolution 07-25-20 A resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a sole source contract with Cummins to repair the 2019 Wittke dumpster truck

Ranney said, yes, please, let's do this. No other comments all seemed in favor to get this done asap.

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

M. Unfinished Business - none

N. New & Miscellaneous Business

18a. 8. Council action to waive protest of the renewal of liquor license #747 Loyal Order of Moose #1266, Club license

M/Ranney S/Adams to waive protest for renewal of liquor license #747, Loyal Order of Moose #1266, Club license

Ranney said the only reason she pulled this from the consent calendar is because all the paperwork seemed to be filled out by **Steve Johnson** who has since passed away. She wondered if they had completed a new application signed by a new officer of the Lodge. **Sherman** said this paperwork was filled out months ago. Council members and the Clerk agreed that it was appropriate for us to do this part, AMCO is in touch with the Moose, the Moose will get the paperwork completed timely for a different person to be the main signer. **Adams** commented that the Moose lodge does great things for the schools and the community, and this is how they generate their money to do so, she is glad to support them. **Ranney** said she also wants to support them however she can.

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

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

Item B2 on pending agenda can be removed. Clerk said she would do so. **Mayor Smith** reminded everyone that Salmon Jam was coming up this weekend, including the Salmon runs. **Bourgeois** said that there is only one vacancy remaining on boards and commissions, it is the Historical Society specific seat on the Historic Preservation Commission that remains available. **Sherman** reminded everyone that the HPC keeps the City current in that field and ensures we have access to grants for rehabbing historic buildings.

O. Audience Participation - none

P. Council Comments

Mickelson said he thinks Council will have a busy calendar once fishing is over and he thanked all of the council members for devoting their time – he has some catching up to do.

Sherman thanked Mike for calling in, which isn't always easy. She thanked everyone for the great staff reports and all the work that went into tonight's packet.

Kinsman thanked staff, especially for the financial work session – **Sheryl & Sam**, that was well-done and appreciated. This gives us a perspective on where we are and how we are doing. He thanked all the public safety employees for keeping our community safe; they do an outstanding job. For the size of our community, we have some amazing services that we provide.

Ranney said everyone needs to give blood if they get a chance; state is low in its supplies swing by the Blood Bank in Anchorage if you can. CCMC also has a walking blood donor list you can get on to assist here. Thanked staff for the quarterlies – she reads and enjoys them. She welcomed **Aaron Sayles**, the new Fire Marshal. She appreciates the professionalism in the police department, she's had business interactions with them lately, they do a great job.

Adams repeated the thanks to staff for their hard work, especially **Sheryl** with the numbers for tonight's work session. She is grateful that the City employee/driver walked away relatively unscathed from the accident. When she hears the sirens, she is so grateful that we have people that can and do respond to assist. She was out of the country recently and is always proud to share stories from home and also it is always nice to return home.

Mayor Smith reminded those listening that the Tsunami preparedness meeting that was held is available on the City's YouTube channel. She hoped people would abide by the dumpster locks and re-lock them; the City has gone to great lengths to ensure bear protection using these locking dumpsters; it will keep us all safe.

Q. Executive Session - none

R. Adjournment

Hearing no objection **Mayor Smith** adjourned the meeting at 7:57 pm.

Approved: September 3, 2025

Attest:



Susan Bourgeois, CMC, City Clerk

