

**Mayor**

*Kristin Smith*

**Council Members**

*Debra Adams*

*Lee Collins*

*Aaron Hansen*

*Kasey Kinsman*

*Michael Mickelson*

*Wendy Ranney*

*David Zastrow*

**City Manager**

*Samantha Greenwood*

**City Clerk**

*Susan Bourgeois*

**Deputy City Clerk**

*Colette Gilmour*

**Special City Council Meeting  
September 9, 2026 @ 12:00pm  
Cordova Center Community Rooms  
Agenda**

**A. Call to order**

**B. Roll call**

Mayor Kristin Smith, Council members Debra Adams, Lee Collins, Aaron Hansen, Kasey Kinsman, Michael Mickelson, Wendy Ranney, and David Zastrow

**C. Approval of agenda..... (voice vote)**

**D. Disclosures of Conflicts of Interest and Ex Parte Communications**

- ex parte communications should be disclosed here, the content of the communications should be explained when the item comes before Council, ex parte does not recuse a member, it is required that any ex parte communications are declared to the full body and explained

**E. Communications by and petitions from visitors**

1. Audience Comments regarding agenda items..... **(3 minutes per speaker)**

**F. New Business**

2. Council award of RFP PW-26-02 Cordova 17-Mile Landfill Bear and Litter Fence..... **(voice vote)(page 1)**

**G. Audience participation**

**H. Executive Session**

City Council is permitted to enter into an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session header on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session right during debate on that agenda item or could move to do so later in the meeting.

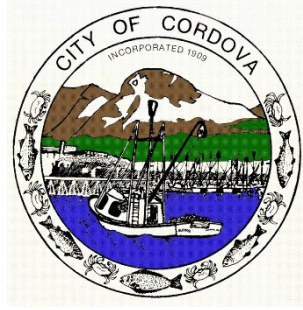
**I. Adjournment**

**Executive Sessions per Cordova Municipal Code 3.14.030**

- **subjects which may be considered are:** (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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**AGENDA ITEM 2**  
**City Council Meeting Date: 9/9/2026**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Kevin Johnson, Public Works Director

**DATE:** 9/4/26

**ITEM:** Award of RFP# PW-26-02 Cordova 17-Mile Landfill Bear and Litter Fence Contract

**NEXT STEP:** Council authorizes the City Manager to negotiate this contract

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☐ ORDINANCE  
☐ MOTION

☐ RESOLUTION  
☐ INFORMATION

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**I. REQUEST OR ISSUE:** This form constitutes the memorandum required per Cordova Municipal Code 7.10.040, setting forth the following:

A. Identity of Contractor: *Cordova Powersports LLC*

B. Contract Price: *\$870,000.00*

C. Nature & quantity of the work that the City shall receive under the contract:

*The project includes the construction of 2,600 linear feet of fencing, two access gates, cattle guard, an electrification system, and other associated components.*

D. The time for performance under the contract:

*The contract will be completed by May 31, 2027, weather and animal activity dependent.*

**II. RECOMMENDED ACTION / NEXT STEP:** Suggested motion: “I move to direct the City Manager to negotiate a contract with Cordova Powersports LLC, to provide the construction services outlined in RFP PW-26-02, for a sum not to exceed Eight Hundred Seventy Thousand Dollars (\$870,000.00)”.

**III. FISCAL IMPACTS:** This project will be funded with voter approved \$870,000 State Revolving Fund (SRF) Loan. Of the \$870,000, the city has qualified for \$500K of principal forgiveness. No new money is requested for this project.

**IV. BACKGROUND INFORMATION:** The 17-Mile Landfill has had an increasing issue with bears accessing the municipal waste cell where they are consuming refuse as well as spreading it around the property and into the adjacent lands. This issue has been identified by ADEC and mitigation via a fence has been placed as a requirement as part of our permit to operate the landfill.

In July an RFP was issued soliciting engineering services to design an electrified bear fence. Following the closure of that RFP, no proposals were received.

A new RFP was issued in August soliciting a proposal for both the design and construction of a new electric fence to enclose the active municipal solid waste cell. At closing of the RFP submittal period, one proposal was received. Following a review of the proposal by a review committee, Cordova Powersports, LLC, was determined to have a suitable proposal subject to some minor modifications to be made during contract negotiations.

The proposal from Cordova Powersports, LLC, includes a fence that is approximately 2,600 linear feet, with 9 feet above grade and three feet below grade to discourage digging under. There will be three electrified strands around the perimeter of the fence. Two vehicle gates will be installed along with an electrified cattle guard to prevent bears from following trucks into the newly enclosed cell.

Per CMC 5.10.040, “No contract for supplies, services or construction which obligates the city to pay more than twenty-five thousand dollars may be executed unless the council has approved a memorandum setting forth the essential terms of the contract”. Therefore, staff requests that the City Council approve the recommended motion in II of this memo.

**V. LEGAL ISSUES:** The RFP adheres to the City Code 7.10.110 - Competitive sealed proposals, and this memo reflects requirements of 7.10.040 – both attached.

**VI. SUMMARY AND ALTERNATIVES:** Staff requests the City Council approve that the city manager be allowed to negotiate a contract with Cordova Powersports to construct the 17-Mile Landfill Electric Bear and Litter fence.

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#### **7.10.040 Council approval of contracts.**

No contract for supplies, services or construction which obligates the city to pay more than twenty-five thousand dollars may be executed unless the council has approved a memorandum setting forth the following essential terms of the contract:

- A. The identity of the contractor;
- B. The contract price;
- C. The nature and quantity of the performance that the city shall receive under the contract; and
- D. The time for performance under the contract.

(Ord. 809 (part), 1998; Ord. 874, 2000; Ord. 1019 § 1, 2008; Ord. No. 1093, § 1, 1-4-2012; Ord. No. 1222, § 1, 10-23-2024, eff. 1-1-2025)

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### **7.10.110 Solicitation and acceptance of bids.**

- A. The City Manager shall initiate competitive sealed bidding by issuing an invitation for bids. The invitation for bids shall state, or incorporate by reference, all specifications and contractual terms and conditions applicable to the procurement.
- B. Public notice of the invitation for bids shall be published at least once not less than fourteen days before the last day on which bids will be accepted. The notice also shall be posted at the Cordova post office or such other place in the city designated by the council that is accessible to the public. The contents of the notice shall be sufficient to inform interested readers of the general nature of the supplies, services or construction being procured and the procedure for submitting a bid. The City Manager shall mail or otherwise deliver notices to prospective bidders that have registered their names and addresses on a current bidders' mailing list maintained by the City. The City Manager shall keep a written record of the name of each person receiving notice and of the date and manner of delivery. The failure of any person to receive notice under this subsection shall not affect the validity of any award or contract.
- C. The terms of an invitation for bids may be modified or interpreted only by written addendum issued by the City Manager. Addenda to bids shall be sent to each recipient of the original bid documents. A bid may be considered responsive only if it acknowledges receipt of all addenda except for any addendum that the City Manager determines in writing would have no material effect on the terms of the bid.
- D. Sealed bids shall be submitted by mail, delivery service or in person at the place and no later than the time specified in the invitation for bids. Bids not submitted at the proper place or within the time specified shall not be opened or considered.
- E. Bids shall be opened at the time and place designated in the invitation for bids. All bid openings shall be open to the public. Bids are not open to public inspection until after the notice of intent to award a contract is issued. The City Manager shall tabulate the amount of each bid and shall record such other information as may be necessary or desirable for evaluation together with the name of each bidder. The tabulation shall be open to public inspection, and a copy of the tabulation shall be furnished to each bidder. To the extent the bidder designates in writing and other provisions of law permit, trade secrets and other proprietary data contained in a bid document shall be withheld from public inspection.
- F. Bids shall be accepted unconditionally without alteration or correction. No criteria except those set forth in the invitation for bids, including all specifications and addenda, may be used in determining the low bidder and the responsiveness of bids.

(Ord. 809 (part), 1998; Ord. No. 1203, § 10, 9-21-2022; Ord. No. 1222, § 1, 10-23-2024, eff. 1-1-2025)