

**Regular City Council Meeting**  
**July 17, 2019 @ 7:00 pm**  
**Cordova Center Community Rooms A & B**  
**Minutes**

**A. Call to order**

*Mayor Clay Koplín* called the Council Regular Meeting to order at 7:00 pm on July 17, 2019, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

*Mayor Koplín* led the audience in the Pledge of Allegiance.

**C. Roll call**

Present for roll call were *Mayor Clay Koplín* and Council members *Tom Bailer*, *Melina Meyer* and *David Glasen*. Council members *Ken Jones* and *Jeff Guard* were present via teleconference. Council members *Anne Schaefer* and *David Allison* were absent. Also present was City Manager *Alan Lanning* and City Clerk *Susan Bourgeois*.

**D. Approval of Regular Agenda**

*M/Bailer S/Glasen* to approve the Regular Agenda.

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

**E. Disclosures of Conflicts of Interest and ex parte communications**

Council member *Meyer* stated she is conflicted on item 12 since she is the licensee and she is also conflicted on item 2 as she will give public comments on that agenda item. *Mayor Koplín* agreed and asked her to recuse herself for those items as they came up.

**F. Communications by and Petitions from Visitors**

1. Guest speakers - none

2. Audience comments regarding agenda items - Council member *Meyer* left the council table in order to speak as a member of the public on an agenda item.

*Keith Kroll* full time resident of almost 4 years in Cordova, just built a house and a full-time employee at CCMC. He is here to speak about CCMC and the PERS issue, he'd like some transparency and he said a lot of employees at the hospital are very concerned about it. He said it is their retirement and he doesn't think the rest of the City is behind in PERS payments. There are a few nurses that started work here over a year ago and they have not even been registered in the system, yet they've been taking money out of their checks. He wondered what the plan is. *Mayor Koplín* said that he probably wouldn't get a response to that right now, but it is good feedback for the council to hear these comments. *Kroll* asked what a good next step for him would be. He said he isn't getting any answers at the hospital. *Mayor Koplín* said that Council has prioritized this. *Manager Lanning* said he would come over and chat with him.

*Melina Meyer* of 500 Cannery Row is speaking to the marijuana license she is in the process of getting with the State. The Marijuana Control Board met last week and approved it contingent on her following through with the last few steps, then the director would actually be issuing the license. The last few steps are some inspections, Fire Marshal, ADEC, then she is looking forward to opening a new business in Cordova. If there are questions when it comes up on the agenda, she'd be happy to help answer those.

*Mayor Koplín* thanked her for declaring the conflict and speaking to Council tonight as a citizen and prospective new business owner. Council member *Meyer* sat back down at the Council table.

3. Chairpersons and Representatives of Boards and Commissions

CCMCA Board - no one was present to report

School Board - no one was present to report

4. Student Council Representative Report - was not present

**G. Approval of Consent Calendar - none**

**H. Approval of Minutes**

*M/Bailer S/Meyer* to approve the minutes.

5. Minutes of the 7-3-19 Council Public Hearing

6. Minutes of the 7-3-19 Regular Council Meeting

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

## I. Consideration of Bids - none

## J. Reports of Officers

7. Mayor's Report - **Mayor Koplín** had a written report in the packet he added: 1) he didn't intend this to drag on for 2 or 3 months but, **Manager Lanning's** 3-year contract will be up in October, he has expressed interest in extending and Council has approved that extension. Due to meeting continuity and attendance, we have not been able to get that executive session in the packet and get that draft contract in a packet to get in front of council - he suggested a special meeting to get that done, it's been confusing to the public, to the manager, to the Council - as we are hiring a new manager and yet haven't clarified the terms of the extension yet; 2) along with that, **Mayor Koplín** said we need to get **Manager Lanning** some direction about the staffing plan he's laid out - feeding into the concept of a Deputy Manager, as well as the execution of our strategic plan which includes Capital priorities; 3) as far as the state budget - vetoes were not overturned, the **Governor** has called them to reconvene in Juneau - he's been in touch with **Bitney, Representative Stutes** and **Senator Stevens** - neither of them is satisfied at all with the AMHS schedule, Cordova is getting cut disproportionately compared to the rest of the state, for the record, 8 months no service for Cordova from September 15 - May 15; we'll schedule some kind of public meeting in the next couple of weeks and deadlines to remember are: comments due by July 26 and public hearing to testify is on July 29; 4) PCE is another hit in the budget, would impact the City's electric bills by about \$100 - \$150K and would mean increases of about 25% in the residential rate class in Cordova.

8. Manager's Report - City Manager **Alan Lanning** reported: 1) mentioned the waterfront plan a while back which was the \$72 million plan that PND helped with when our federal delegation was looking for projects. **Mayor Koplín** interjected that was in January 2017, we have a copy of that report we should circulate to Council (this was back when Trump first came into office and he had prioritized waterfront infrastructure); 2) **Lanning** said he'd be interviewing a prospective finance director next Wednesday. He yielded his time to Public Works Director and then to City Planner.

**Samantha Greenwood**, Public Works Director reported: 1) second street grant - cost estimate from the state came back at \$8.1 million, she had initially guessed closer to \$4 million - 10% of that would be \$800 k, we'd almost need to do the 10% match to garner the most points on the competitive application, this is for Council to consider - maybe think of some creative ways to come up with that match, community entities who might be of assistance - at some point she'll be back possibly asking for that \$800 k, 10% match - the deadline for the application is September 15 so it could be soon; 2) on the water side, **Greenwood** reported that we are not out of the woods yet but, the rain helped Orca went from 200 gal/minute to 700 gal/minute which allowed us to turn down Meals to 200 gal/minute and the reservoir went from 5 feet below the spillway to 3 feet below the spillway - we gained ground but for the next 7 days the forecast shows no measurable precipitation so we need to remain vigilant - our goal is to keep working on getting the reservoir level as high as possible.

**Mayor Koplín** said that **Greenwood** also had a quarterly report in the packet if Council had any questions/comments. **Meyer** said she enjoyed the pictures; **Mayor Koplín** agreed he said it really brings the announcements and notices to life. **Leif Stavig**, City Planner gave a brief Comprehensive Plan update: the draft plan is out, he is very pleased with it, it takes all the public meetings and input and distills it into a readable form with action items, shares a little about our community, the format is great - a shorter executive summary which cuts out a lot of the detail - only about 15 pages, easy to read. The full plan is quite a bit longer and then the backup documentation, addendum which is over 100 pages. We are in the comment period, until the end of August. In October we will work on getting the plan adopted. There will be a comp plan committee recommendation to Planning Commission then Planning Commission to Council. It would be nice for those parts to go smoothly meaning the comments, even by those on the committee, commission and council should be made now directly on the plan website then they can be handled before we get to the approval part. There is also a visitor survey out - if anyone has had guests visit please ask them to fill out a short visitor survey.

**Mayor Koplín** reverted back to Mayor's report as he forgot to mention that last week the small group in the Agnew Beck healthcare facilitation met, he also said he'd send a response to ANTHC's invitation. The meeting was very positive he said, they arrived at some real actionable items, some information sharing. He said he finally has a grasp of NVE's role with Indian Health Services and ANTHC's role in that as well and SEARHC's role. **Mayor Koplín** said he feels like they are a big step closer to clarity and also closer to maybe getting some interest on the table. Very tight timelines were laid out and First Alaskans had offered their resources to come back - so we will reach out to them. That was Agnew Beck's last meeting, they will get their summary report to NVE and he feels like it was a great handoff and Council will see some action here in the next couple of months.

**Bailer** had a question for the City Manager - he said the Mayor had mentioned the reorganization that you've been working on, he said it would be helpful for him and probably all the Council if he could give them a cost-analysis of the reorganization. Also, he'd like to see the organization chart of staff currently and what that would look like with what he

is wanting to switch it to – **Bailer** said he’d like these in writing. He said that would be really helpful for Council to have to make up their minds about this – especially the cost-analysis.

9. City Clerk’s Report – **Bourgeois** had a written report in the packet, including the APOC advisory opinion which she explained – basically, the City, the staff, the Council, and all the citizens in Cordova are exempt from campaign finance disclosure per having had a vote of the people to do so in 1975. As far as her work of late, she has spent a lot of time on the City Manager search, the assessment committee process and she put together agenda item 11 but is wondering if that has been silly based on the Mayor’s comments about an extension having been approved by Council. She did not believe that had as of yet been approved by City Council. **Mayor Koplín** agreed, that is what he was getting at, that it did still need to come before Council for approval. **Bourgeois** also said that **Meyer** and **Schaefer** have expressed interest in the AML conference in November and she believes it is an important year to send a few people based on what’s happening with the state budget, would be a good time to network with Council members from across the state – AML is much more than just training.

a. APOC Advisory Opinion: City exemption from AS 15.13 campaign disclosure

10. Staff Quarterly Reports – 2019 2Q (April 1 – June 30, 2019)

a. Information Services, **Jason Gabrielson**, Department Director

b. City Investments, **Chad Adams**, UBS Financial Services Inc

c. Parks and Recreation, **Susie Herschleb**, Department Director

d. Public Works Department, **Samantha Greenwood**, Director

e. Cordova Historical Museum & Cordova Center, **Mimi Briggs**, Director

f. Cordova Public Library, **Debbie Carlson**, Director

**Bailer** asked about the Parks and Rec report and the Bidarki roof – he wondered what the cause of that problem was. **Lanning** said it dates back to snowpocalypse. **Manager Lanning** discussed the handout from UBS – the blue graph showed the fees annually as basis points: 2010 was 37, 2011 was 36, it saw a high in 2015 of 74. He said as Council member **Bailer** has suggested though, he will get a more succinct 4- or 5-line document for Council to read and also will get it updated. **Lanning** clarified that the basis points are a percentage of the starting balance of that year. City Clerk **Bourgeois** said the document also has a comparison of what a US Treasury bill (mean to be similar to how the City used to invest its money) was receiving for dividends and interest, obviously, considerably less.

**K. Correspondence** – none

**Mayor Koplín** mentioned having written a letter of support for **Tommy Sheridan** for appointment to the NPAFC.

**L. Ordinances and Resolutions** - none

**M. Unfinished Business** – none

**N. New & Miscellaneous Business**

11. Council discussion/staff direction concerning City Manager search Assessment Committee tasking/role

**Mayor Koplín** explained what had happened so far. Council told him to get with staff and begin advertising. He did that and the ad went out. This item shows some of what has been done in the past, questions asked, formation of the committee, roles, etc. He said there have been times when we have received 50 or more applications, some of which do not even meet the minimum requirements, so the committee has assisted with paring that down, a set of outside eyes to facilitate Council’s review. Council can still get all applications for review. **Meyer** asked if the letter in the packet was going to be sent, if so, she thought it would be appropriate to add that we had named **Jim Kacsh** as the chair. **Bailer** responded to the memo in the packet which asked if Council had opinions on other job search websites or other creative ways to advertise the position. He suggested local newspapers or other such techniques to get it advertised to local communities across the state; cherry pick other towns, from Valdez to Barrow – possibly to target people looking to move within Alaska. **Bailer** said his opinion is someone with Alaska experience/Alaska ties, Cordova ties, even if some training might be required, he thinks it would be money well spent. **Meyer** commented that maybe this should get looked at again after our special meeting, the timeline might be clearer for those interested in something down the line a little bit.

**Bailer** said there are 2 committee members in the audience, he wondered if any had input or questions. **Dan Logan** approached the table and said he had a few process questions, but he imagined the **Mayor** would cover that at the first meeting of the committee. He pointed out page 71 in the packet which lists hiring criteria on a grid, he would like to know how that will work and would like to know if these criteria are weighted. **Mayor Koplín** and Council didn’t say specifically, that would be something to consider before tasking the committee. **Cathy Renfeldt** approached and asked some process questions too. She wondered if the committee will be in touch with applicants directly via email, to ask such things as the essay questions listed here. **Mayor Koplín** said that would be more the HR department at City Hall

doing that. He tried to summarize the process: read through applications, score them using the guidelines given, then tally the committee's scores and 5 or 6 or a certain number will clearly rise to the top and those can be forwarded on to City Council. Committee members might also participate in candidate meet and greets that Council puts on once the field is narrowed to just the 2 or 3 that come for in-person interviews. Council might ask for committee input on such face to face time. Generally, the committee might not need more than 2 or 3 meetings. **Renfeldt** also asked about the timeline. She said it sounds as though we are still in recruitment phase; is there a date set for first review. **Bourgeois** said the ad says August 15. **Renfeldt** asked if that is set in stone or may it be determined by number of applicants. **Mayor Koplín** said it may be dependent on that as well as on scheduling a meeting of the committee and clarifying the contract and timelines with **Manager Lanning**. **Bourgeois** reiterated the question regarding whether any Council had suggestions on further advertising. She heard Council members **Bailer's** request and said she would look into creative methods of statewide advertising; she asked if there was other input. **Mayor Koplín** suggested to Council that they hold off on more advertising until they have a special meeting. **Bailer** asked why we would not want to advertise. **Mayor Koplín** responded that it would be better if we had specific timelines, in case the contract is extended for 6 months or a year, there would be more clarity. **Glaser** and **Bailer** said that (6 months or one-year contract) was not a discussion ever had by Council - **Mayor Koplín** said in speaking with the City Attorney, there are systemic/structural considerations if you think about a month-to-month basis; we'll have to discuss that at the special meeting. **Glaser** said yes, we will certainly need to have that discussion. **Bailer** said he would still be in favor of continuing the search.

12. Council action to protest or waive protest of Retail Marijuana Store License 14416 for Melina Meyer dba *The New Company Store* - Council member **Meyer** left the Council table due to her conflict of interest on this item.

**M/Bailer S/Guard** to waive protest of marijuana license #14416 (Retail Marijuana Store) for Melina Meyer dba The New Company Store.

Vote on the motion: 4 yeas, 0 nays, 2 absent, 1 conflict of interest. Allison-absent; Meyer-coi; Jones-yes; Guard-yes; Glaser-yes; Bailer-yes and Schaefer-absent. Motion was approved.

Council member **Meyer** returned to the Council table.

13. Pending Agenda, Calendar and Elected & Appointed Officials lists

Council scheduled a special meeting for the Manager's contract on Wednesday July 31 at 6pm - **Bailer** said we should definitely have the lawyer on the phone for this. Council decided that the August 7 work session will be a Council discussion about CCMC, NVE - plans, ideas for the future, what Council is interested in doing.

## O. Audience Participation

**Dan Logan** of 2.2 Mile Whitshed said the hospital discussion caught his attention, he has a long history with health services board, he opined that the decision Council will make about the hospital is probably the most important one you will make as council members. He wants them to really pay attention and he wonders what the hospital is worth. He warned that you'll discuss it without a lot of people present but as soon as you start making decisions this place will be full of very interested people. He said they should be ready, and he wished them luck.

**Cathy Renfeldt** Executive Director of the Chamber of Commerce gave an update - 2 very successful events recently, 4<sup>th</sup> of July, estimated at 750-1000 people attended and salmon jam was this past weekend - went really well, great outcome, no big issues, the Cordova At Council is who puts that on as a fundraiser and they were successful. Fungus Festival is just over a month away and we are starting to prepare for that. She has also been working on advocacy for AMHS and the Capital budget in Juneau. There is a transportation committee meeting. The chamber recently hired a half time staff member, **Jessica Hoover** thanks to increased membership and revenue as well as council support. **Bailer** thanked **Cathy** for doing such a great job. **Mayor Koplín** asked if she could give an update about UnCruise. She met with their development staff member in Cordova recently, she had several meetings while here - starting in 2021 they will stop weekly in Cordova from mid-May through mid-September. Right now, what they need most is access to land in PWS where they can stop and explore, between ports - Cordova is really their only port call, they focus on bays, beaches, pristine wilderness areas, wild landscapes for their clients/passengers to explore. The main obstacle is USFS permitting is difficult to navigate for Chugach NF lands. One piece of infrastructure we are lacking is ground transportation. A couple of vans or a bus tour would be a great addition to Cordova's tourism infrastructure.

## P. Council Comments

**Glaser** thanked citizens for public comments tonight.

**Bailer** thanked everyone for showing up.

**Meyer** as far as AMHS they saw a 23% funding cut and Cordova got a 66% service cut. Glad that the healthcare plan with NVE is in the works - she hopes we can be good partners with them. Thanks to the audience for participating tonight.

**Q. Executive Session**

~~14. Recommendations from City Attorney regarding Beecher v. City of Cordova in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government~~

This executive session was not needed.

**R. Adjournment**

*M/Glasen S/Bailer* to adjourn the meeting.

Hearing no objection Mayor Koplin adjourned the meeting at 8:43 pm.

Approved: August 7, 2019

Attest:   
Susan Bourgeois, CMC, City Clerk

