Mayor
Clay Koplin

Council Members
Tom Bailer
Cathy Sherman
Jeff Guard
Melina Meyer
Anne Schaefer
David Allison
David Glasen

City Manager
Helen Howarth

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council
vacant

Special City Council Meeting
September 25, 2020 @ 12:00 pm
Cordova Center Community Rooms
and via YouTube and Teleconference
Agenda

A. Call to order

B. Roll call

Mayor Clay Koplin, Council members Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison and David Glasen

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

D. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in 3.10.010 https://library.municode.com/ak/cordova/codes/code_of_ordinances should be declared, then Mayor rules on whether member should be recused, Council can overrule
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

E. Communications by and petitions from visitors

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

F. New Business

2. Direction to Manager to negotiate with *Cordova Construction, LLC*…….. **(roll call vote)(page 1)** for Little League Restrooms Upgrades

3. Direction to Manager to negotiate with *Cordova Construction, LLC*……..…. **(roll call vote)(page 4)** for Bidarki Fountain, Closet, Sinks Project

4. Burn-Pile Temporary Closure Press Release 09-23-2020…….. **(page 6)** **(informational item)**

G. Audience participation

H. Council comments

I. 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 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 during debate on that agenda item or could move to do so later in the meeting.

J. Adjournment

Public Call-in number 907-253-6202, each call is placed on hold, calls will ring through in the order received, stay on the phone until you've been addressed or thanked by the Chair or Council, then hang up, comments limited to 3 minutes

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: 9/25/2020
CITY COUNCIL COMMUNICATION FORM

FROM: **Samantha Greenwood, Public Works Director & Susie Herschleb, Director of Parks and Recreation**

DATE: **09/22/20**

ITEM: **Award of RFP# PW20-04 Upgrades to the little league restrooms (snack shack)**

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

_____	ORDINANCE	_____	RESOLUTION
__X__	MOTION	_____	INFORMATION

I. <u>REQUEST OR ISSUE:</u> This form constitutes the memorandum required per Code per 5.12.040 setting forth the following:

A. Identity of Contractor: Cordova Construction LLC
B. Contract Price: *$34,650*
C. Nature & quantity of the work that the City shall receive under the contract:

To provide all the labor and materials to install bathroom stalls, FRP, touchless faucets, and sinks at the little league restrooms (Snack Shack)

II. <u>RECOMMENDED ACTION / NEXT STEP:</u> Council suggested motion "to direct the City Manager to negotiate a contract with Cordova Construction LLC to install bathroom stalls, FRP, touchless faucets, sinks at the little league restrooms (Snack Shack) for a sum not to exceed thirty-four thousand and six hundred and fifty dollars ($34,650)".

III. <u>FISCAL IMPACTS:</u> The work will be paid for with COVID Cares funding.

IV. <u>BACKGROUND INFORMATION:</u> This project has been solicited under the 5.12.160 - Emergency procurements.

The city may procure supplies, services or construction without competition, formal advertising, or other formal procedure where the city manager determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. The award of any contract

under this section shall be subject to prior council approval in accordance with Section 5.12.040.

This memo is written in accordance with section 5.12.040.

The upgrades to the Snack Shack qualify for COVID Cares funding for several reasons. The existing surfaces within the building are raw wood and are difficult to clean. The upgrades will provide easy-cleaning surfaces and provide touchless sinks, soap, and toilet fixtures, which will be significantly more sanitary than what was existing prior.

V. LEGAL ISSUES: Contract shall be negotiated and awarded per Code sections 5.12.040 and 5.12.160.

VI. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract.

5.12.040 - 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. 1019 § 1, 2008: Ord. 874, 2000: Ord. 809 (part), 1998).

(Ord. No. 1093, § 1, 1-4-2012)

5.12.160 - Emergency procurements.

The city may procure supplies, services or construction without competition, formal advertising or other formal procedure where the city manager determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.

(Ord. 809 (part), 1998).

AGENDA ITEM 3
City Council Meeting Date: 9/25/2020
CITY COUNCIL COMMUNICATION FORM

FROM: **Samantha Greenwood, Public Works Director & Susie Herschleb, Director of Parks and Recreation**

DATE: **09/22/20**

ITEM: **Award of RFP# PW20-03 Installing water fountain, mop sinks and enclosing janitor closet**

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

_____ ORDINANCE _____ RESOLUTION
__X__ MOTION _____ INFORMATION

I. <u>REQUEST OR ISSUE:</u> This form constitutes the memorandum required per Code per 5.12.040 setting forth the following:

A. Identity of Contractor: Cordova Construction LLC
B. Contract Price: *$40,650*
C. Nature & quantity of the work that the City shall receive under the contract:

To provide all the labor and materials to install water fountain, mop sinks, and a janitor closet.

II. <u>RECOMMENDED ACTION / NEXT STEP:</u> Council suggested motion "to direct the City Manager to negotiate a contract with Cordova Construction LLC to install water fountain, mop sinks, and enclose a janitor closet for a sum not to exceed forty thousand and six hundred and fifty dollars ($40,650)".

III. <u>FISCAL IMPACTS:</u> The work will be paid for with COVID Cares funding.

IV. <u>BACKGROUND INFORMATION:</u> This project has been solicited under the 5.12.160 - Emergency procurements.

The city may procure supplies, services or construction without competition, formal advertising, or other formal procedure where the city manager determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. The award of any contract

under this section shall be subject to prior council approval in accordance with Section 5.12.040.

This memo is written in accordance with section 5.12.040.

The upgrades to Bidarki qualify for COVID Cares funding for several reasons. There are numerous CDC requirements for physical distancing and cleaning for Bidarki to be open and considered safe. The addition of mop sinks and a janitor's closet will provide cleaning stations on all floors of the building. This will make cleaning the building easier and will allow staff to meet the CDC requirements for disinfecting the building. The installation of a water fountain and touchless handwashing sink will allow the patrons to wash their hands frequently and safely.

V. LEGAL ISSUES: Contract shall be negotiated and awarded per Code sections 5.12.040 and 5.12.160.

VI. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract.

CITY OF CORDOVA

For Immediate Release:
September 23, 2020

Temporary Closure of Cordova Burn-Pile

The ADOT is replacing the culverts at Fleming Lagoon Pond which requires the Burn Pile be pushed back toward the mountain (East) about 50 feet onto City property.

The City of Cordova will temporarily close the Cordova Burn Pile from 6 AM on Tuesday September 29 through 7 PM Monday October 5th to move it out of the ADOT right of way and onto city property.

The move will provide improved access, beautification of the area and will allow vehicles to completely pull off the road for safer access.

City request citizens not dump during the closure to expedite completion of the project and limit closure time.

For more information contact Sam Greenwood, Public Works Director, City of Cordova at 424-6231.

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