

**Regular City Council Meeting**  
**July 3, 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 7:05 pm on July 3, 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 **Tom Bailer, Kasey Kinsman, Wendy Ranney, Kristin Carpenter,** and **Ken Jones**. Council members **Cathy Sherman** and **Dave Zastrow** were present via zoom videoconference. 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 Allison** 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: CCMC Authority CEO **Dr. Hannah Sanders** reported: 1) in May they finished up their audit and the first time in a long time it was a totally clean audit, she is super proud of her finance team; 2) that audit showed an operational loss of \$207K, with City appropriation, almost net-neutral year; 3) she continues to seek out collaborations, with hospitals within Alaska or integration with NVE, super hopeful that something will happen.
4. Student Council Report – none

**G. Approval of Consent Calendar**

**5. Minutes:** **a.** June 5, 2024, City Council Public Hearing Minutes; **b.** June 5, 2024, Regular City Council Meeting Minutes

~~**6. Ordinance 1217** An ordinance of the Council of the City of Cordova, Alaska repealing Chapter 5.36 “Property Tax” and replacing same with a new Chapter 5.05 “Property Tax”, Chapter 5.06 “Property Tax Exemptions and Deferrals”, and Chapter 5.07 “Property Tax Exemption and Deferral Criteria” – 2<sup>nd</sup> reading~~

**7. Ordinance 1218** An ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code Section 2.18.040 - Determination of elected candidates and passage of propositions, and repealing Section 2.20.100 - Run-off elections, to prevent conflict with charter which was changed with voter approval of Proposition One at the March 5, 2024, Regular City Election – 2<sup>nd</sup> reading

**8. Council action** to waive protest for renewal of liquor license #2587 for *The Moose Caboose* Seasonal Beverage Dispensary

**9. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022,** recordation of excused absence of Council member **Kasey Kinsman** from the June 5, 2024, Regular Meeting

Agenda item 6 was pulled from the consent calendar by Council member **Ranney**. **Mayor Allison** placed it under ordinances and resolutions as item 17a.

Vote on the Consent Calendar: 7 yeas, 0 nays. Ranney-yes; Carpenter-yes; Bailer-yes; Kinsman-yes; Sherman-yes; Jones-yes; and Zastrow-yes. Consent Calendar was approved.

**H. Approval of Minutes** – in consent calendar

## I. Consideration of Bids/Proposals/Contracts - none

### J. Reports of Officers

**10.** Mayor's Report – **Mayor Allison** reported: 1) Governor did veto some parts of the budget but the school will get the additional \$680 per student increase to the BSA; 2) July 4<sup>th</sup> celebration at Hollis Henrichs tomorrow starting at noon; 3) he is being asked to sign on to another letter about the emergency responder federal housing bill (HELPER Act).

**11.** City Manager's Report – **Greenwood** reported: 1) she and **Kevin Johnson** met with Senator Murkowski's aide, and they talked about a lot of different things, including the landfill bear fence – hoping to work on getting that to them for support; 2) Fire Marshal candidate coming for a visit 7/17; 3) new Chief of Police will be here on July 22.

**a.** South Harbor Rebuild, project update, **Collin Bronson** provided a written update.

**b.** Parks & Rec Summer Activity Guide, **Duncan Chisholm**, Director – **Chisholm** reported that the pool liner project is moving ahead, they just signed off on the engineer's drawings, plans are complete. Installation timeframe is looking like first week of August. Pool will likely close last 2 weeks of July to drain and prep the pool, clear the deck, etc. **Chisholm** also showed Council the Summer Activity Guide – filled with all sorts of happenings scheduled throughout the summer months. His plea to Council is to be the cheerleaders around town and let people know about the events and activities and encourage people to call/sign-up, register ahead. A lot of hard work went into this, and he hopes to do one each quarter.

**c.** Cruise Ship Visits, **Ashley Bivin**, Museum Director – **Bivin** reported that the Cordova Museum has been conducting walking tours of Cordova for the past month for the cruise ship passengers that have been coming on Mondays. Chamber of Commerce put them in touch with Uncruise and they have been doing 2 tours/day on the Monday's when Uncruise has their 36-passenger boat in town. Potentially end of this summer or next summer they may open this up to general public.

**Kevin Johnson** reported on a flyer he handed out and that will be in next packet. We are trying to get the word out to citizens. Homeowners are being asked to do a self-assessment of their water service lines. EPA is mandating this, seeking out where lead may be an issue so it can be removed and replaced. We need to show the state that we have sampled a certain percentage of homes. Flyer has a QR code for instructions.

**12.** City Clerk's Report - **Bourgeois** reported: 1) property tax bills were mailed Monday July 1; 2) Deputy Clerk **Tina Hammer** is meticulous about this huge mailing to ensure all bills are accurate and mailed appropriately to the correct owners; 3) Deputy Clerk job is out for hire as **Hammer** has given notice of her retirement on August 31, we are hopeful to have that hired and be able to have some overlap for training; 4) the cemetery map has been reformatted into a more user-friendly excel spreadsheet which is easier now to share with people wanting to locate loved ones – **Malvin Fajardo** has installed a beautiful new wooden sign at the Cordova Cemetery on the highway.

### K. Correspondence

**13.** 05-28-24 Letter from C. Harmon regarding Pico Shelters

**14.** 06-03-24 CDFU letter of support for Resolution 06-24-26

**15.** 06-10-24 Email from Grahams supporting Bayside Storage

### L. Ordinances and Resolutions

**16.** Resolution 07-24-27 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with GV Jones and Associates Inc. to complete a Wastewater Master Plan

**M/Bailer S/Kinsman** to approve Resolution 07-24-27 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with GV Jones and Associates Inc. to complete a Wastewater Master Plan

**Bailer** said he supports this. **Kinsman** said it is pretty clear, he is also supportive. **Sherman** said we have always worked well with GV Jones and this needs to be done – will enable us to get funding and grants once the master plan is in place.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**17.** Resolution 07-24-28 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with GV Jones and Associates Inc. to complete a Water Master Plan

**M/Bailer S/Kinsman** to approve Resolution 07-24-28 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with GV Jones and Associates Inc. to complete a Water Master Plan

**Bailer** and **Kinsman** both said they support – same/same as last resolution.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**17a. 6.** Ordinance 1217 An ordinance of the Council of the City of Cordova, Alaska repealing Chapter 5.36 “Property Tax” and replacing same with a new Chapter 5.05 “Property Tax”, Chapter 5.06 “Property Tax Exemptions and Deferrals”, and Chapter 5.07 “Property Tax Exemption and Deferral Criteria” – 2<sup>nd</sup> reading  
**M/Ranney S/Bailer** to adopt Ordinance 1217 An ordinance of the Council of the City of Cordova, Alaska repealing Chapter 5.36 “Property Tax” and replacing same with a new Chapter 5.05 “Property Tax”, Chapter 5.06 “Property Tax Exemptions and Deferrals”, and Chapter 5.07 “Property Tax Exemption and Deferral Criteria”

**M/Ranney S/Jones** to amend the ordinance as follows:

In 5.06.020 E delete the second to last sentence:

~~In addition, any entity that has been granted a tax exemption or deferral under this Chapter and Chapter 5.07 shall pay an annual review fee at a date specified by the City, and amend the last sentence by striking “and annual review.”~~

In 5.06.050 delete all of A and the letter B, the paragraph under B remains as 5.06.050 in its entirety.

~~A. Any tax exemption or deferral granted under this Chapter or Chapter 5.07 shall be subject to annual review by the City Clerk and/or assessor to ensure that the ownership and use of the property and any other qualifying criteria for the tax exemption or deferral continue to exist. Information justifying the continued exemption or deferral shall be submitted annually to the City Clerk at the same time the review fee required under CMC 5.06.020(E) is due. If the City Clerk and/or assessor determine that the property no longer qualifies for an existing exemption or deferral, the City Clerk and/or assessor’s determination may be reversed by a majority vote of Council.~~

~~B.~~

In 5.07.020 delete C, and re-letter the remaining subsections, now C, D, E

~~C. If the application is filed within the required time and is approved by the assessor, the assessor shall allow an exemption in accordance with the provisions of this section.~~

Divide E into E & F as follows:

E. The City Clerk and/or assessor shall require proof in the form they consider necessary of the right to, and amount of an exemption claimed under subsections (A) and (B) of this section.

F. The City may require such proof under this subsection at any time to ensure ongoing compliance with the eligibility requirements of subsection (A) and (B). It shall be the responsibility of every person who obtains an exemption under this section to notify the City of any change in use, ownership, or rental income.

And add G as follows:

G. Applicants for the non-profit exemption must apply annually.

In 05.07.060 C 1. Delete “up to five consecutive years” and add “a period determined by City Council and adopted by ordinance”

And in C 2. Delete “up to five consecutive years” and add “a period determined by City Council and adopted by ordinance”.

**Jones** and **Bailer** asked about whether this would come for another second reading – **Bourgeois** said it absolutely can and probably should. This would then be for public hearing and another second reading at the next regular meeting.

Vote on the motion to amend: 7 yeas, 0 nays. Motion was approved.

**Bailer** commented that it is a good idea for another second reading, so the public gets an opportunity to see it all written out including amendments as made tonight.

Vote on the main motion as amended: 7 yeas, 0 nays. Motion was approved.

**M. Unfinished Business - none**

**N. New & Miscellaneous Business**

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

Council opted to cancel the July 17 regular meeting. Council asked the Clerk and Planner to get with Planning Commission for availability of a joint work session with Planning Commission on July 31 at 6pm. Then Council would continue the economic development property tax exemption work in another work session after that – at 7pm on July 31. The joint work session would include a report from PWSEDD on results of the housing study they just completed.

**O. Audience Participation - none**

**P. Council Comments**

**Sherman** agreed with **Kinsman** as far as we have a lot on our plate, and she is ok with work sessions and/or staff throwing things at them and crossing things off the pending agenda list.

**Bailer** thanked everyone for being present. Thanked **Paul Trumblee** for his years of service to the City as Fire Marshal and he wished him well in future endeavors.

**Carpenter** mentioned Salmon Jam and Salmon Runs upcoming in a couple of weeks (July 19-20).

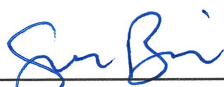
**Kinsman** echoed **Bailer's** thanks to **Paul Trumblee** and also offered thanks to **Robbie Mattson** for his years of service to the community as Fire Chief. He has been enjoying the new Harbor facility – it is really nice.

**Q. Executive Session - none**

**R. Adjournment**

Hearing no objection **Mayor Allison** adjourned the meeting at 7:58 pm.

Approved: August 7, 2024

Attest:   
\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

