

**PLANNING COMMISSION SPECIAL MEETING
JANUARY 20, 2016 AT 12:00 PM
CORDOVA CENTER COMMUNITY ROOMS A & B**

Chair

Tom Bailer

Commissioners

Tom McGann

Scott Pegau

John Baenen

Allen Roemhildt

Mark Frohnapfel

Heath Kocan

City Planner

Samantha Greenwood

Assistant Planner

Leif Stavig

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
Chair Tom Bailer, Commissioners Tom McGann, Scott Pegau, John Baenen, Allen Roemhildt, Mark Frohnapfel, and Heath Kocan
- 3. APPROVAL OF AGENDA** (voice vote)
- 4. DISCLOSURES OF CONFLICTS OF INTEREST**
- 5. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**
 - a. Audience comments regarding agenda items (3 minutes per speaker)
- 6. NEW/MISCELLANEOUS BUSINESS**
 - a. Rescind Motion on Disposal of Vacant Office Portion of the Old City Hall BuildingPage 2
 - b. Disposal of Vacant Office Portion of the Old City Hall BuildingPage 3-16
- 7. AUDIENCE PARTICIPATION**
- 8. COMMISSION COMMENTS**
- 9. ADJOURNMENT**

Memorandum

To: Planning Commission
From: Planning Staff
Date: 1/15/16
Re: Rescind Motion on Disposal of Vacant Office Portion of the Old City Hall Building

PART I – GENERAL INFORMATION

At the 1/12/16 Planning Commission Regular Meeting, the commission recommended to City Council to dispose the vacant office portion of the old City Hall Building by negotiating an agreement with the Alaska Wildlife Troopers. All seven commissioners were present at the meeting and the vote on the motion was 4-3, with Scott Pegau, John Baenen, and Mark Frohn Apfel dissenting.

On 1/13/16, Commissioner Baenen made a request to rescind the motion, with Tom Bailer as his second. Bailer, as chair of the commission, called a Special Meeting for this agenda item.

Effect of an affirmative vote on the motion to rescind: The previous recommendation becomes null and the commission may proceed with a new recommendation (the next agenda item), or they may choose to not have a recommendation at all.

Effect of a negative vote on the motion to rescind: The existing recommendation remains and no further action is necessary.

PART II – SUGGESTED MOTION

“I move to rescind the motion that was approved at the January 12, 2016 meeting: to recommend to City Council to dispose the vacant office portion of the old City Hall building for fair market value as outlined in the Cordova Municipal Code 5.22.060 B by negotiating an agreement with the Alaska Wildlife Troopers.”

Memorandum

To: Planning Commission
From: Planning Staff
Date: 1/15/16
Re: Disposal of Vacant Office Portion of the Old City Hall Building

If the motion to rescind wasn't passed, then no action should be taken on this agenda item.

PART I – GENERAL INFORMATION

Requested Actions: Disposal of Vacant Office Portion of the Old City Hall Building
Address: 602 Railroad Ave.
Zoning: Public Lands and Institutions District
Location Map: Attached

PART II – BACKGROUND

10/13/15 – From the Planning Commission Regular Meeting minutes:

M/Baenen S/McGann to recommend to City Council to remove the existing office portion of the old City Hall.

McGann said that he doesn't see any demand for office space. One benefit would be additional parking spaces for the Cordova Center. *Baenen* said that if the City started to rent office space, there is a good chance they would take business from the private sector. The City could possibly take somebody from a location they are already renting. The original intent of the Cordova Center was to get rid of the old buildings. He overheard a conversation about the old City Hall building and heard someone say they were getting rid of it. It is better to just cut off half of the building and move the boiler over. It may cost a little, but at least they are not putting more money into it and they are not in direct competition with a local business. *Roemhildt*, *Pegau*, and *Bailer* said they agreed.

Upon voice vote, motion **passed** 5-0.

Yea: *Bailer, McGann, Pegau, Baenen, Roemhildt*

Absent: *Greenwood, Frohnapsel*

12/2/15 – From the City Council Regular Meeting minutes:

10. Disposal of Old City Hall Building – *Mayor Kacsh* handed the gavel to *Vice Mayor Burton* and left the council table

M/Beedle S/Carpenter to remove the vacant office space in the existing City Hall building.

Joyce asked for clarification as to what that meant. *Beedle* said that was what was written in the memo from the Planning and Zoning Commission as a recommendation. *Bailer* asked if he could clarify – he said that P&Z received a memo that said that the City Council has made it a priority to maximize the use of the existing City Hall building while the fire and police remain in there. He said all of us on P & Z went back to the recollection that the City Hall was supposed to go away. Now, he said if you go back to the recommendation from 2009 – it was to either lease it out or let it go cold. *Bailer* said that option wasn't presented to P & Z – i.e. to let it go cold. He said P & Z may have come up with another recommendation if that was given to them as an option. *Joyce* said that back then there was a lot of public input and the opinion was to dispose of one

building and the choice was the Library/Museum building as the one that should be disposed of because it was going to be empty. Really, we couldn't do much with City Hall because fire and police are still there and that is why the next step after that committee was to look for a new place for fire and police. **Reggiani** said it is good to look back at opinions from the past but that could be stale as well. He suggests referring it back to staff, kicking it back to P&Z for a fresh look now that the Cordova Center is complete with a more informed recommendation.

M/Reggiani S/Joyce to refer to the Planning and Zoning Commission as stated above.

Hallquist said his comment would be that P & Z should look closely at the option that **Mr. Robertson** has presented with the supporting information from **Chief Hicks** and **Paul Trumblee** – it seems like a really good fit to consolidate all of the law enforcement into one location and rent the space to the Alaska State Troopers.

Vote on the motion to refer: 7 yeas, 0 nays. Beedle-yes; Carpenter-yes; Burton-yes; Hallquist-yes; Bailer-yes; Reggiani-yes and Joyce-yes. Motion approved.

Following this memo is background information that was provided to council, including letters from John Wilson, Randy Robertson, Michael Hicks, and Paul Trumblee, as well as a recommendation from the 2009 City Buildings Committee and the minutes from one of their meetings.

One of the applicable objectives of the 'Municipal Buildings' portion of the Comprehensive Plan is to "*Investigate partnerships with other governmental agencies for use of the public safety facility.*"

While the Planning Commission has already made the recommendation to remove the vacant office portion of City Hall, City Council referred it back to the commission to give a "more informed recommendation."

Staff have identified the following potential recommendations:

1. Remove the vacant office portion (not budgeted).
2. Not dispose of the vacant office portion ("leave it cold").
3. Dispose of the vacant office portion by one of the four disposal methods from 5.22.060 B.

PART III – SUGGESTED MOTION(S)

Here are motions for the three options above, or state your own:

1. I move to recommend to City Council to **remove** the vacant office portion of the old City Hall building.
2. I move to recommend to City Council to **retain** the vacant office portion of the old City Hall building.
3. I move to recommend to City Council to **dispose** the vacant office portion of the old City Hall building for fair market value as outlined in the Cordova Municipal Code 5.22.060 B by *

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with the Alaska Wildlife Troopers.
2. Inviting sealed bids to lease or purchase the property.
3. Offering the property for lease or purchase at public auction.
4. Requesting sealed proposals to lease or purchase the property.

Location Map



October 22, 2015

City of Cordova,
City Council
P.O. Box 1210
Cordova, Alaska 99574

Re: Lease to Alaska State Troopers

Dear Council Members:

I am the owner of Wilson Enterprises, LLC, which has, for over 30 years, leased office space to the Alaska State Troopers, in downtown Cordova. We have been looking forward to and have expected many further extensions of this year-to-year lease. To my knowledge, the tenant Troopers have been quite satisfied with our long term lease relationship. I am contacting you because I recently learned that the City of Cordova may be seeking to have the Troopers move out of my building into space to be provided by the City in Old City Hall.

I have resided and have engaged in numerous business activities in Cordova for many years, and in my experience, the City has always followed a policy of not competing directly with private enterprises in matters outside the City's own proprietary functions. A lease of City property to the Troopers would run contrary to that policy, and would adversely affect our business investment.

We have provided a beneficial lease to the Troopers. Our lease is based upon 1,600 square feet of building space, but the building actually covers 3,000 square feet, most of which is used by the Troopers. Approximately seven years ago, we spent \$15,000 adding a steel and Kevlar bullet-proof front wall to the premises, including a large glass panel and talk-through portal, in order to comply with the Troopers' lease requirements; there was no accompanying increase rental rate.

I am aware that leases of City property may ordinarily be done only through competitive bids or proposals, but that the City may negotiate an agreement with a party who has submitted a letter of interest in leasing; I do not know whether that has occurred.

In any case, I hope you will agree with me that it is not appropriate in a small city like Cordova to discourage local business investment and activity by creating fear that the City may later decide to directly compete with private commerce. I request that the City identify some other useful purpose for the Old City Hall space.

Sincerely,

Wilson Enterprises, LLC
by: John R. Wilson, Member

Mayor and Councilors:

Attached please find a position paper from Chief Hicks and Mr. Trumblee regarding the possibility of co-locating the Alaska Wildlife Troopers (AWT) with the Cordova Police Department (CPD) and Cordova Volunteer Fire Department (CVFD) within the old City Hall facility. An element we want to ensure you have complete visibility of is the AWT Commander, Colonel Bear, as well as leadership of Alaska's Department of Administration (DOA), who are responsible for state leasing functions, have repeatedly stated it is the intent of the AWT to vacate their current Cordova facility with the termination of their lease NLT June, 2016. AWT personnel have already examined a facility off Whiteshed Road. Discussion with the AWT and AOD suggests they are interested in leasing the old City Hall for \$2.5k per month, subject to the approval of City Council.

Also attached are recommendations from the 2009 City Buildings Committee addressing disposition of the old City Hall and a summary of the same by Mrs. Lila Koplín, then City Clerk. The building committee comments reflect Mr. Dave Roemhildt's estimate of \$100k to \$200k to remove the administrative/finance unit of the facility . . . a figure that undoubtedly has increased over the last 7 years. Both documents make it fairly clear that the recommendation was to lease or take the building "cold", and to not tear it down until all activities were vacated. Again, while these recommendations are now nearly seven (7) years old, they seem to convey essentially a comparable recommendation to what is on the table in 2015; long before there was any contemplation or discussion of the synergistic, economic and operational value in possibly leasing to the AWT.

v/r

R. Robertson



City of Cordova
602 Railroad Ave.
P.O. Box 1210
Cordova, Alaska 99574
Phone: (907) 424-6100
Fax: (907) 253-6120
Email: policechief@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of Chief of Police

November 24, 2015

Mayor Kacsh and Council members,

In the not too distant future we may have a unique opportunity to consolidate various Cordova-based police and emergency services in a central location. The opportunity stems from the Alaska Wildlife Troopers (AWT) Commander approaching the city to discuss the possibility of relocating the Cordova Trooper Post to the old city hall office.

Our initial impression suggest this proposal could represent a tremendous operational and economic opportunity. Not only would it centralize Cordova's first responders under a single roof, but also significantly enhance cooperative training as well as tactical and communication interoperability between all agencies.

Economically, we could also see the possible recoupmnt of funds recently lost from the state's reduction in reimbursing Cordova for its jail operations contract.

Other elements of the concept plan includes relocation of the City's Division of Motor Vehicles (DMV) Office, which is currently in a leased CEC facility, into space now occupied by the dispatch center.

The Fire Marshal's office, which has 3 doors and is the only corridor to the Fire Department is used by all Volunteers and the General public visiting the department during business hours. This office would be relocated upstairs to secure private, HIPPA and confidential information that now can be viewed by any visitors during business hours.

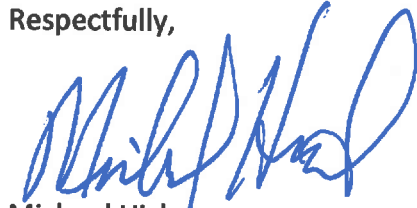
The firefighter/medic would be moved to the Fire Marshal's current office, allowing volunteers to have full, unobstructed use of the training room which they constructed several years ago.

A final note, the dispatch office, as outlined on the attached text below, is possibly located in the worst location from a safety and security perspective. As Chief I feel it is absolutely imperative to initiate action to relocate my dispatch team in 2016.

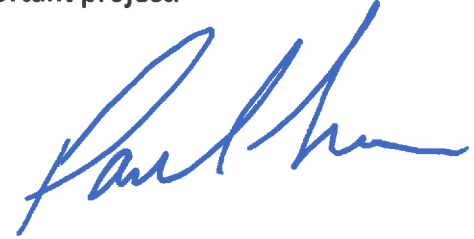
This action places the dispatch team in a secured upstairs location, providing staff with safety and security measures not now available. The attachment further outlines the advantages of this concept.

Thank you for your thoughtful consideration of this very important project.

Respectfully,



Michael Hicks
Chief



Paul Trumblee
Fire Marshal

Concept Plan
Consolidation of Cordova's Emergency Services Activities

1. Dispatch at its current location is a huge safety problem. In an active shooter situation our dispatchers are vulnerable to attack. If the bad guy takes out dispatch for example and decided to go to the high school, the victims there can call 9-1-1 but no one will be there to answer. Most active shooter scenarios are over within a few minutes. Stop and think of how many people could be killed if there is no way to tell law enforcement that there is a problem. I am not aware of any other dispatch center in the state that is as vulnerable as ours in its current location. In this day and age this is unwise.
2. There have been cases in the past where people have walked into the lobby and pointed guns at our dispatchers and officers. There have also been instances where officers had to subdue violent individual's right outside of the dispatch office. Had the officers not been present, the dispatcher would have been in immediate danger of injury, or worse.
3. It would be fiscally irresponsible to tear down a potential source of revenue and continue to pay rent for office space when the city has space available. Between city hall rental and DMV moving back to the police dept. it would save the city taxpayers approximately \$42,000.00 annually.

4. The cost of teardown, hauling off the material, re-plumbing, installing a new heating system, and rewiring the facility would be very expensive. In 2009 it was estimated that the cost associated with such a project was estimated at \$100k-\$200k. I am awaiting a current estimate of the estimated cost in today's climate.
5. Operations; It would make perfect sense operationally to have the Alaska State Troopers move in to the vacated space at city hall. They would be collocated with CPD, Dispatch, and CVFD, which is tremendous asset.
6. The Trooper boat dock is across the street.
7. 24 hours video surveillance for their vehicles. (2006 one of them was vandalized and a firearm was stolen while the vehicle was parked at the current Trooper Post).
8. Closer access to dispatch services.
9. Whoever moves in will offset the cost of heating the building for fire and police. Currently costs the city approximately \$30,000.00 annually.
10. The DMV office would be moved to where the dispatch office is currently located saving the city \$12,000.00 in rent annually.
11. Cross training of dispatchers could help lessen DMV service interruptions from time to time.
12. Moving two government entities into a government facility will free up space for the private sector to rent/purchase. (AWT/DMV).

A MEMO FROM LILA KOPLIN, CITY CLERK

DATE: March 12, 2009
TO: Mayor and City Council
CC: File
SUBJECT: Recommendation to City Council regarding old City Buildings

The City Buildings Committee met during the months of December, January and February to discuss options to eliminate one City structure (the library/museum or city hall) after completion of the Cordova Center and the library museum and city hall employees have moved into the new building.

The Committee did select a preferred option and held public hearings on February 9th and 23rd. The recommended option is as follows:

1. Sell the Library/Museum Building;
2. Lease the City Hall Building once the staff has been moved into the Cordova Center or zone it cold;
3. Begin immediately searching for grants that can be secured to fund the relocation of the Police and Fire Departments; and
4. Demolish the City Hall Building once it is vacated in order to provide additional parking for the Cordova Center.

The Committee also selected relocation options for the Police and Fire Departments as follows:

1. Second Street, Memorial Park location
2. Copper River Highway near cemetery
3. LeFevre Street near old power plant

Advantages:

- Revenue generated from sales
- Police and Fire departments out of tsunami zone
- Second Street provides a downtown location for Fire and Police departments
- CRH lot has ample space
- LeFevre Street lot has good earthwork which will cost less to develop than the CRH lot
- Both LeFevre Street and CRH locations have multiple access routes in a less congested traffic area

Disadvantages:

- LeFevre Street lot is too small, adjacent property would need to be purchased
CRH location would cost more to develop and is on the shady north side of the hill

CORDOVA CITY BUILDINGS COMMITTEE MEETING
FEBRUARY 23, 2009
LIBRARY MEETING ROOM
MINUTES

A. CALL TO ORDER

Chairman David Reggiani called the Cordova City Buildings Committee meeting to order at 7:30 p.m. on February 23, 2009 in the Library Meeting Room.

B. ROLL CALL

Present were *Chairman Reggiani*, Committee members *Dick Groff*, *Dan Logan* via teleconference, *Scott Hahn*, *Gary Squires*, *Cathy Sherman*, and *David Allison*. Also present were City Clerk *Lila Koplín* and Deputy City Clerk *Kimberly Escobedo*.

C. APPROVAL OF AGENDA

M/Groff S/Sherman to approve the Agenda.
Vote on motion: 6 yeas 0 nays. Motion carried.

D. AUDIENCE COMMENTS REGARDING AGENDA ITEMS - None.

E. APPROVAL OF MINUTES

1. Minutes of 2/9/09 public hearing
- 1.A. Minutes of 2/9/09 meeting

M/Allison S/Squires to approve the minutes.

M/Groff S/Allison to add "roof" to the minutes of the 2/9/09 meeting.
Vote on amendment: 6 yeas 0 nays. Motion carried.

Vote on main motion: 6 yeas 0 nays. Motion carried.

F. NEW & MISCELLANEOUS BUSINESS

2. Report from *Squires* in re: Demo of City Hall

Squires stated that *David Roemhildt* inspected the mechanical and electrical systems of the buildings and offered a ball park figure of how much it would cost to demolish portions of the building while leaving the fire and Police departments in their present location. He stated that it would cost no less than \$100K and it could be as high as \$200K. He stated that based on his experience, he felt that a project of that nature would require an engineer's stamp as it is a public access building and would therefore he would add about 15% to 20% more to the costs. *Squires* stated that the boiler would have to be

moved. *Allison* stated the facility contractor with whom he met stated that the boiler from the pool would be adequate to handle the Police and Fire departments as well as the City Hall building. *Hahn* stated that the current budget allows for replacement of the boiler at City Hall, but they are thinking now that they may look at what it would take to get that heating capacity from the pool to City Hall and maybe use the money to purchase a boiler for Bidarki which was not funded, but requested. *Logan* asked if there was a market for renters of City Hall. *Hahn* stated that he felt there would be more of a market for renters at City Hall than for purchasers because of the economy. He continued by stating that he has had several people comment that they may have an interest in the future. *Logan* asked if there was no interest in renting, how much it would cost to keep the City Hall portion heated per year. *Hahn* stated that *Roemhildt* suggested that they could reduce the temperature of the boiler. *Hahn* asked *Squires* if there was a way to zone off that branch of City Hall so that it was a lower temperature. *Squires* stated that there was probably a way to move some of the plumbing around. Right now the zones go through the whole building, but he stated that it probably would not be too complicated to put in zones that could be controlled individually.

3. Wrap-up from the public hearing and prepare a recommendation to City Council regarding the old City Hall, Fire and Police, and Library/Museum Buildings

Allison stated that based on the public comment, he felt that the first order of business would be to try to sell or lease the Library/Museum building. With regard to the City Hall building, *Allison* stated he felt the City should lease the City Hall portion. If leasing the City Hall portion doesn't go well, he stated he would like to have it zoned off in order to save some cost while they are looking for funds to relocate the Fire and Police Departments. *Sherman* stated that in planning for the Cordova Center, they did look at that City Hall space as eventually being all the parking they would ever need for that facility. She stated that she felt it made sense to lease the City Hall portion while the whole process is going on if there is a market for it. *Groff* stated that parking was a big issue during the public testimony and he felt that everybody agrees that the Library/Museum building was not the place for a parking lot as it was on Main Street. *Hahn* stated that he agreed with *Allison*, but felt that if parking was critical, then the City should not sell the City Hall building. *Squires* stated that as far as he can tell, the demand for commercial property has all been on the South Fill and as such, the parking is diminishing in that area especially during fishing season. *Hahn* stated that he was worried that the City Council and the Planning Commission are going to sell off too much land and then there will not be enough parking for the harbor and the businesses located in that area. *Groff* stated that in *Squires*' first report, he mentioned that one of the largest water mains in town is located directly under City Hall and then directly in front of the building is the largest storm drain in town. *Logan* asked if he understood that there needed to be a little bit more parking on Main Street and wondered if the five or six parking spaces on the right side of the Library/Museum building could be reserved for public parking and then sell the other two buildings. With regard to City Hall, he stated that the City Hall building was going to be demolished sooner or later based on the master plan for the Cordova Center. He stated that it was his concern that the City would spend \$60K-\$80K over the next five year period keeping it heated with nobody in it and

then spend the money to tear it down. He continued by stating that he felt that the City Hall building should be demolished. *Hahn* stated that it might be cheaper to tear the entire building down rather than tearing down half the building. *Chris Canaski* stated that it might be beneficial to begin looking for funding now to move the Police and Fire Departments.

M/Sherman S/Allison to recommend the preferred option which is to sell the Library/Museum Building; to lease or demolish the City Hall portion of the City Hall Building; leave the Police and Fire Departments in place until grant funding is secured for the relocation; encourage Council to task the Planning and Zoning Commission with a trails and pathways vision; and task the Chamber of Commerce with a downtown beautification plan.

Hahn stated that he didn't agree with recommending the demolition of the City Hall building. He stated that he would rather recommend that they lease it or zone it cold and at the same time begin looking for money to move the Police and Fire Department facility elsewhere. *Reggiani* asked if it was *Hahn's* intent to amend the motion so that the goal is to relocate the Police and Fire Department and after that occurrence, demolish the entire City Hall building. *Hahn* stated that he would recommend that grants to move the Police and Fire Departments be secured and then tear it down and keep it for parking.

The maker (*Sherman*) withdrew the motion with concurrence of the second (*Allison*).

M/Allison S/Sherman to recommend the following to Council: 1) sell the Library/Museum building; 2) lease the City Hall building once the staff has been moved into the Cordova Center or zone it cold; 3) begin immediately searching for grants that can be secured to fund the relocation of the Police and Fire Departments; and 4) demolish the City Hall building once it is vacated in order to provide additional parking for the Cordova Center.

Vote on motion: 6 yeas 0 nays. Motion carried.

M/Sherman S/Allison that the committee also recommends the expressed need from the public for a master plan for trails and pathways and a master plan for a vision of development for the downtown area.

Vote on motion: 6 yeas 0 nays. Motion carried.

Allison suggested passing the minutes from the meetings onto the Council for their information.

G. AUDIENCE PARTICIPATION - None.

H. COMMITTEE COMMENTS

4. Committee's comments

Allison stated that he wanted to pass on his appreciation to the committee for volunteering their time and thank the public for their input. He continued by thanking *Reggiani* for being the chairman of the committee.

Hahn stated that when the Cordova Center project is completed, he felt that it would make a positive impact on the City.

Groff expressed his hope that the process ends in a decision because the public was concerned and he was happy that the City had made a concrete step forward.

Reggiani stated that it has been a pleasure working with everyone on the committee.

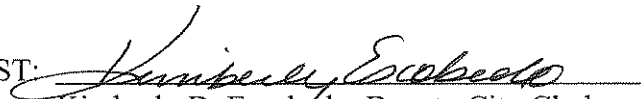
I. ADJOURNMENT

M/Allison S/Sherman to adjourn the meeting.

Hearing no objections, *Chairman Reggiani* adjourned the meeting at 8:15 p.m.

APPROVED: March 18, 2009

ATTEST:


Kimberly D. Escobedo, Deputy City Clerk

