

**Mayor**

James Kacsh

**Council Members**

Kristin Carpenter

Tim Joyce

Tom Bailer

Robert Beedle

Josh Hallquist

David Reggiani

James Burton

**City Manager**

Randy Robertson

**City Clerk**

Susan Bourgeois

**Deputy Clerk**

Tina Hammer

**Student Council**

New appointee

New appointee

**Regular City Council Meeting  
February 3, 2016 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Agenda**



**A. Call to order**

**B. Invocation and pledge of allegiance**

I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

**C. Roll call**

Mayor James Kacsh, Council members Kristin Carpenter, Tim Joyce, Tom Bailer, Robert Beedle, Josh Hallquist, David Reggiani and James Burton

**D. Approval of Regular Agenda..... (voice vote)**

**E. Disclosures of Conflicts of Interest**

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

**1. Guest Speakers**

a. **Clay Koplin**, CEC, Crater Lake feasibility study report..... (page 1)

**2. Audience comments regarding agenda items..... (3 minutes per speaker)**

**3. Chairpersons and Representatives of Boards and Commissions (Harbor, HSB, Parks & Rec, P&Z, School Board)**

**4. Student Council Representative Report**

**G. Approval of Consent Calendar..... (roll call vote)**

**5. Council's action on right to protest or waive protest of liquor license renewals..... (page 5)**

**6. Record excused absence of Council member *David Reggiani* from the 1/6/16 regular meeting**

**H. Approval of Minutes..... (voice vote)**

**7. 01-06-16 Regular Meeting Minutes..... (page 10)**

**I. Consideration of Bids - none**

**J. Reports of Officers**

**8. Mayor's Report**

**9. Manager's Report**

a. report on Forest Heights Subdivision (*Rodriguez*) culvert..... (page 14)

**10. City Clerk's Report**

**K. Correspondence**

**11. 01-15-16 Population determination from DCCED for Cordova 2015..... (page 29)**

**12. 01-19-16 Letter from Mayor to ADFG Commissioner Cotton regarding Tanner Crab..... (page 31)**

## L. Ordinances and Resolutions

13. Ordinance 1141..... (roll call vote)(page 34)  
An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$1,300,000 from the general reserve fund to the Cordova center capital project fund #426, to provide a source of money for the completion of the Cordova Center - 1<sup>st</sup> reading

## M. Unfinished Business

14. Council action on method of disposal for City land - old City Hall building..... (voice vote)(page 39)  
15. AMHS committee - council concurrence of Mayor's appointments to fill seats..... (voice vote)(page 58)

## N. New & Miscellaneous Business

16. Planning and Zoning Commission use of land disposal criteria..... (voice vote)(page 60)  
17. Pending Agenda, (*Iceworm festival schedule*) Calendar ..... (page 76)  
Elected & Appointed Officials lists

## O. Audience Participation

## P. Council Comments

18. Council Comments

## Q. Executive Session

## R. Adjournment

**Cordova Iceworm Festival Feb 1-7, 2016**  
**"Northern Nights" theme**  
**and Super Bowl 50 on 02/07/16**


**Executive Sessions: Subjects which may be discussed 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.

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# **CORDOVA ELECTRIC COOPERATIVE, INC.**

## **Memorandum**

DATE: January 27, 2016  
TO: Cordova City Council  
FROM:  Clay Koplin, CEC  
RE: Crater Lake Feasibility Study Executive Summary and Conclusions

Please find attached an executive summary and conclusions from the Crater Lake Feasibility Study Final Report. Both the City of Cordova and Cordova Electric Cooperative will be posting the study on their websites for access to the full document.

At the February 3 regular meeting of the Cordova City Council, I will be presenting a summary of findings, recommendations, and next steps and be available for questions.

If there are any questions in the interim, the City Manager can relay them to me for the presentation.

## Executive Summary

This report presents the results of a feasibility study of the Crater Lake Water and Power Project (CLWPP) performed by McMillen Jacobs Associates (McMillen Jacobs) for the Cordova Electric Cooperative (CEC) and City of Cordova (COC). This evaluation presents the fundamental geotechnical, engineering, construction, permitting and economic analyses required to make a Project feasibility determination. McMillen Jacobs analyzed the Project basis through a series of analyses, culminating in a Project conceptual cost estimate and cost/benefit analysis. These studies and conclusions are presented below.

Feasibility Study Focus	Conclusions
Geotechnical and Geohazards Analysis	No fatal flaw geotechnical or geologic hazards were identified, although significant field investigation will be required for design.
Baseline Hydrology Study	Crater Lake hydrology is sufficient to support a storage/hydro Project and represents both a water supply and renewable energy resource that could provide significant benefit to Cordova.
Water Supply System Evaluation and Penstock Sizing	COC of Cordova water system could benefit substantially from the additional, high quality water available through a storage resource. The existing water distribution pipeline can support this additional water.
Operations Modeling	The preliminary operations model showed multiple options for combined water/power supply and may offset as much as 25% of current diesel generation.
Initial Project Design Criteria and Conceptual Civil Design	The Project could employ conventional design and construction methods to develop a combined hydroelectric and water supply Project.
Permitting Evaluation and Strategy	No fatal flaws were identified in permitting. COC administers public lands and private land agreements could be negotiated. Permit requirements should be addressed early in the Project development cycle.
Constructability Review, Cost Estimate and Schedule	The Project is constructible with conventional and helicopter based methods. Cost estimates range from \$12M to \$26M, with a median cost of \$17.2M for the base Project. Further design is required to narrow this range.
Cost/Benefit Analysis	The Project shows promise with an estimated cost/benefit ratio for CEC of 1.36 (AEA method) and 1.27 (inflation adjusted). The Project shows both negative and positive outcomes for COC, depending on assumptions, with an estimated ratio of 0.83 (AEA method) and 1.09 (inflation adjusted).

This very interesting Project appears to be feasible to construct and operate and would provide significant energy and water supply benefits to CEC and COC. The economic analysis strongly supports Project development for CEC and appears marginal on a purely economic basis for COC, with the assumption of approximately equal cost-sharing for development. A more balanced cost/benefit is possible through modified assumptions on cost sharing. It is important to acknowledge the feasibility-level nature of this evaluation and recognize that additional analyses will be required to support design, cost estimating, additional operations modeling and cost/benefit sharing. These analyses will lead to a more refined cost and value for the Project. Lastly, CEC and COC should recognize the unique challenges and uncertainties associated with construction and operation of any Alaska heavy civil works Project.

## 11.0 Summary and Conclusions

This report presents the result of a feasibility level analysis and conceptual design for the CLWPPP. The analyses include:

- Existing data review and compilation
- Geologic and geotechnical reconnaissance
- Hydrologic evaluation
- Water supply and treatment evaluation
- Generation and operations model
- Conceptual civil design criteria and drawings
- Permitting scope and planning
- Feasibility-level cost/benefit analysis

The results of these efforts represent a feasibility-level assessment only to support whether or not to continue Project evaluations, evaluate further or move forward with the Project. These preliminary analyses indicate that:

- The Project appears to be constructible from a geotechnical perspective.
- The hydrologic resource at Crater Lake/Crater Creek is underutilized and appears to support the concept of a storage Project.
- The potential hydroelectric benefit may offset up to 25% of CEC diesel consumption.
- Crater Lake would provide high quality water supply and a more firm and reliable water supply resource for COC.
- The COC could incorporate planned UV treatment upgrades within a new CLWPP.
- The civil design for CLWPP is relatively straightforward and conventional.
- The Project appears to be constructible from a construction perspective, but will face the challenges of Alaska construction including steep, roadless access and reliance on helicopter material deliveries.
- The Project cost estimate provides a range of estimated costs from \$9.1 million to \$28.9 million, depending on configuration and level of estimate sophistication at the conceptual stage. The median cost for the preferred alternative is \$17.1 million.
- The Project is envisioned as a 3-year development effort, with the first year dedicated to design and permitting and the remaining 2 years for construction.
- It is anticipated that the permitting effort would be simplified through FERC non-jurisdiction, land ownership and administrative control and the assumption of interpretation by USACE as a Nationwide Permit #17 eligible Project.
- The Project cost/benefit analysis shows the Project as having a net benefit to CEC in all assumed Project configurations, while within the range of slightly negative to slightly positive net benefit

to COC, assuming a 52% to 48% equity sharing agreement, respectively. Future discussions toward an agreement between CEC and COC may alter this shared cost/benefit.

The overall results of the feasibility assessment appear to be favorable.

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## A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

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DATE: January 26, 2016  
TO: Mayor & City Council  
SUBJECT: Liquor License Renewals

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The Clerk's office has received notification that the following local establishments have applied for renewal of their liquor licenses with the State of Alaska Alcoholic Beverage Control Board. Police Chief Hicks and Finance Director Jon Stavig have been advised and their suggestions to Council are attached hereto or will be presented to Council on the night of the meeting. The Clerk's office opines as follows: at this time all businesses are current in property taxes. Per the Alcoholic Beverage Control Board's letter, Council can protest the renewal within 60 days of the date of the letter which would require action by March 6, 2015 for license numbers 919 and 3226 and by March 22, 2016 for license number 911.

Licenses:

# 3226 Ambrosia Restaurant	restaurant/eating place
# 919 Powder House	beverage dispensary
# 911 Laura's Liquor Shoppe, LLC	package store

**Suggested motion:** move to waive Council's right to protest these renewals – Council could separate these and waive the right to protest for one and do something else for the other.

**Required Action:** Majority voice vote or majority roll call vote of the consent calendar.



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

Sarah Daulton Oates  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Phone: 907.269.0350  
alcohol.licensing@alaska.gov

January 6, 2016

Ms. Susan Bourgeois  
City of Cordova  
VIA Email: [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

Re: Notice of 2016/2017 Liquor License Renewal Applications

Dear Ms.Bourgeois,

We have received a renewal application for each of the following licenses within your jurisdiction:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
919	Powder House	Beverage Dispensary	Libbie B Graham	1418 Copper River Hwy.
3226	Ambrosia Restaurant	Restaurant/Eating Place	Konstantinos Gialopsos	414 1 <sup>st</sup> Stree

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is arbitrary, capricious, and unreasonable. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

Under AS 04.11.420(a), the board may not issue a license or permit for premises in a municipality where a zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages, unless a variance of the regulation or ordinance has been approved. Under AS 04.11.420(b) municipalities must inform the board of zoning regulations or ordinances which prohibit the sale or consumption of alcoholic beverages. If a municipal zoning regulation or ordinance prohibits the sale or consumption of alcoholic beverages at the proposed premises and no variance of the regulation or ordinance has been approved, please notify our office and provide a certified copy of the regulation or ordinance if you have not previously done so.



Protest under AS 04.11.480 and the prohibition of sale or consumption of alcoholic beverages as required by zoning regulation or ordinance under AS 04.11.420(a) are two separate and distinct subjects. Please bear that in mind when responding to this notice.

AS 04.21.010(d), if applicable, requires the municipality to provide written notice to the appropriate community council(s).

If you wish to protest the application(s) referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information regarding local governing body protests, please refer to 3 AAC 304.145.

If you have any questions or concerns or require additional information, please feel free to contact our licensing unit at [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov).

Sincerely,



***Sarah Daulton Oates***

Records & Licensing Supervisor  
sarah.oates@alaska.gov



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

Sarah Daulton Oates  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Phone: 907.269.0350  
alcohol.licensing@alaska.gov

January 22, 2016

Ms. Susan Bourgeois  
City of Cordova  
VIA Email: [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

Re: Notice of 2016/2017 Liquor License Renewal Applications

Dear Ms.Bourgeois,

We have received a renewal application for each of the following licenses within your jurisdiction:

Lic. #	Doing Business As	License Type	Licensee	Premises Address
911	Laura's Liquor Shoppe	Package Store	Laura's Liquor Shoppe, LLC	608 1 <sup>st</sup> Street

A local governing body as defined under AS 04.21.080(b)(18) may protest the approval of an application(s) pursuant to AS 04.11.480 by providing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is arbitrary, capricious, and unreasonable. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

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If you have any questions or concerns or require additional information, please feel free to contact our licensing unit at [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov).

Sincerely,



***Sarah Daulton Oates***

Records & Licensing Supervisor  
sarah.oates@alaska.gov

**Regular City Council Meeting  
January 6, 2016 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

**Mayor James Kacsh** called the Council Regular Meeting to order at 7:00 pm on January 6, 2016 in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

**Mayor James Kacsh** led the audience in the Pledge of Allegiance.

**C. Roll call**

Present for roll call were **Mayor James Kacsh** and Council members **Kristin Carpenter, Tom Bailer, Robert Beedle, Josh Hallquist** and **James Burton**. Council member **Tim Joyce** was present via teleconference. Council member **David Reggiani** was absent. Also present were City Manager **Randy Robertson** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda**

**M/Burton S/Hallquist** to approve the Regular Agenda.

**Mayor Kacsh** mentioned that there would be an executive session tonight regarding CCMC and one concerning litigation. Vote on the motion: 6 yeas, 0 nays, 1 absent. Burton-yes; Joyce-yes; Beedle-yes; Hallquist-yes; Carpenter-yes; Reggiani-absent and Bailer-yes. Motion approved.

**E. Disclosures of Conflicts of Interest - none**

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

1. Guest Speaker - **Kate Morse**, Program Director, CRWP - mission of CRWP is to foster the health of the Copper River watershed in salmon-based communities, economies and cultures. She reported on several joint projects that the CRWP and the City of Cordova and other community partners have collaborated on. Odiak Pond restoration, storm water runoff management, health of salmon populations, bioswale and interpretive signs, native plant garden.

2. Audience comments regarding agenda items

**Jenny Grimwood** spoke regarding the marijuana ordinances before Council tonight. She gave a general overview of her opinions against legalization of marijuana.

3. Chairpersons and Representatives of Boards and Commissions

**Beedle** said that Harbor Commission hasn't met since last Council update.

**Carpenter** said HSB hasn't met since last Council update and under pending agenda she'll discuss a time for the next meeting.

School superintendent **Alex Russin** reported that next Wednesday January 13 will be the regular school board meeting. Friday January 15 is the end of second quarter and 1<sup>st</sup> semester. Also tipoff tournament upcoming on January 21-23 and everyone has been working hard on scheduling for that event.

4. Student Council Representative Report - was not present

**G. Approval of Consent Calendar**

**Mayor Kacsh** declared the consent calendar before Council. **Burton** called out item 7. **Mayor Kacsh** moved that item to 16a.

5. Ordinance 1139 An ordinance of the City Council of the City of Cordova, Alaska amending Cordova Municipal Code Title 8 entitled "Health and Safety" to adopt Chapter 8.40 entitled "Marijuana Regulation," and designating the Cordova City Council as the City's local regulatory authority on marijuana - 1<sup>st</sup> reading

6. Ordinance 1140 An ordinance of the City Council of the City of Cordova, Alaska amending Cordova Municipal Code Title 8 to add a new Chapter 8.44 to prohibit the extraction of tetrahydrocannabinol ("THC") or any cannabinoid by use of materials or methods deemed dangerous to public health and safety, unless otherwise permitted by law - 1<sup>st</sup> reading

~~7. Resolution 01-16-01 A resolution of the City Council of the City of Cordova, Alaska adding a section of fees, changing a service rate and correcting the wording within a section of the 2016 fee schedule approved as Resolution 12-15-51 on December 16, 2015~~

8. Council action on right to protest liquor license renewals for Cordova businesses

# 2587 Gandy Dancer Bar	beverage dispensary-seasonal
# 4786 Baja Taco	restaurant/eating place-public convenience
# 40 Alaskan Hotel & Bar	beverage dispensary
# 41 Alaskan Hotel & Bar	package store
# 3410 AC Company #235	package store

Vote on the consent calendar: 6 yeas, 0 nays, 1 absent. Beedle-yes; Joyce-yes; Hallquist-yes; Bailer-yes; Carpenter-yes; Burton-yes and Reggiani-absent. Consent Calendar was approved.

## H. Approval of Minutes

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

9. 12-16-15 Public Hearing Minutes

10. 12-16-15 Regular Meeting Minute

Vote on the motion: 6 yeas, 0 nays, 1 absent. Joyce-yes; Bailer-yes; Burton-yes; Beedle-yes; Reggiani-absent; Hallquist-yes and Carpenter-yes. Motion approved.

## I. Consideration of Bids - none

## J. Reports of Officers

13. Mayor's Report - **Mayor Kacsh** said he spoke with the McDowell group about the study they are doing on the AMHS. On Monday he had a meeting with the Governor, Lieutenant Governor, Representative Stutes, ADFG Commissioner Cotton and others about the Tanner Crab fishery in PWS. **Mayor Kacsh** said the outcome was positive. Test fishery forthcoming and they will put a management proposal in for 2016 Board of Fish.

14. Manager's Report - **Robertson** said he commended the Mayor for that work. **Robertson** introduced a new team member - **Matt Garner** - Public Works Department equipment operator. **Robertson** said that Public Works Director **Rogers** has informed him that the first LT2 reactors are up and running; four more to go, the project is moving along. CT Scanner room is almost done - scanner itself is not working (dropped in transit). It should be here mid-February. **Senator Micciche's** visit was really well-done, Cordova citizens were out in force, were engaged, respectful. **John Bitney** made that all happen, kudos to him for that event.

15. City Clerk's Report - **Bourgeois** reported on the upcoming Election, March 1, 2016. Declaration of candidacy now open until Feb 2. Mayor, 3 Council, 2 School Board, Prop 1 on Salty Steer lease-option referendum and possibly prop 2 if the resolution passes tonight for a water division loan.

**Mayor Kacsh** said to all that he will not be running for re-election.

## K. Correspondence

14. 12-14-15 Letter from Chamber of Commerce to Mayor & Council

15. 12-15-15 Letter to interested parties from DNR regarding shore fishery lease applications

## L. Ordinances and Resolutions

16. Resolution 01-16-02 A resolution of the City Council of the City of Cordova, Alaska, authorizing the City of Cordova to issue general obligation debt, consisting of bonds or a loan from the Alaska Department of Environmental Conservation, in the principal amount of not to exceed \$3,000,000 to finance the water division LT2 compliance upgrade project, and to submit the question of the issuance of such debt to the qualified voters of the city at the March 1, 2016 regular City election

**M/Burton S/Hallquist** to approve Resolution 01-16-02 a resolution of the City Council of the City of Cordova, Alaska, authorizing the City of Cordova to issue general obligation debt, consisting of bonds or a loan from the Alaska Department of Environmental Conservation, in the principal amount of not to exceed \$3,000,000 to finance the water division LT2 compliance upgrade project, and to submit the question of the issuance of such debt to the qualified voters of the city at the March 1, 2016 regular City election.

**Burton** said there is a subsidy component to this and it is smart money to go get - most fiscally efficient way to accomplish this. **Hallquist** asked if this is the work we are doing now - this \$3million is for that. **Rogers** said no - the work we are doing now is grant and loan funded already - this \$3 million is to get more work associated with LT2 compliance accomplished. **Hallquist** does believe we need to do this - he totally supports this.

**M/Beedle S/Bailer** to amend by removing the "of bonds or" in the title, in the last whereas and in the proposition ballot language.

**Beedle** said he wanted it clearer that this was a loan not bond.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent. Carpenter-yes; Hallquist-yes; Bailer-yes; Beedle-yes; Burton-yes; Reggiani-absent and Joyce-yes. Motion approved.

**Beedle** raised the question about “up to \$3million”. He wasn’t in favor of a vague number like that. **Rogers** explained the handouts in the packet that equaled an amount coming in close to the \$3 million – he thought it would be prudent because these are things that need to be done and we could get them covered under this loan. **Joyce** agreed with **Rogers** and he like the flexibility of the “up to” language. **Burton** said that we just got finished with our budget and could hardly accommodate a capital budget and something that has been on the list for a couple of years is the painting of the water tanks. If that kind of a project can fall under this subsidized loan then we have to try to get that accomplished. **Hallquist** agreed – as we get into things we will find more work to do – good to be flexible. **Beedle** wanted to postpone this to the next meeting or possibly have a special election if its time sensitive. **Joyce** said he would just as soon present it to the voters. \$1.1 million is potentially granted back to us on this type of subsidized loan. **Rogers** said that there is a \$70k/year loan payment that water is currently paying that will be gone in a couple of years. Also **Rogers** wanted to make clear that the amount that can be subsidized will decrease with time. It is all about who grabs these loans first from DEC. We could get less of a subsidy if we keep putting this off. **Rogers** also asked that the language be amended to express the fact that this is “post-LT2” work – it shouldn’t be called the same project as the one that is occurring presently. **Bourgeois** stressed the point that **Rogers** was making. She wanted to ensure that however it should appear on the ballot should be made very clear right now as this is when she needs it in order to make this Regular Election. **Bailer** agreed that it could confuse the voters as well – that is how he read it.

**M/Carpenter S/Burton** to amend the language in the resolution specifically in the ballot proposition portion to read “post-LT2 compliance” project. Also removing the phrase “federally mandated”.

**Beedle** asked again if this could be postponed until 1/20/16 meeting. **Mayor Kacsh** said we were still on the second amendment.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent. Hallquist-yes; Reggiani-absent; Bailer-yes; Beedle-yes; Carpenter-yes; Joyce-yes and Burton-yes. Motion approved.

**Beedle** urged Council to hold off on this. He said he will not support buying something for an “up to” amount. He can’t vote for an open-ended number. **Bailer** said if we need to do it then we need to know why – the public needs to understand. **Burton** said this is not a brand new subject. Some of the literature in the packet is five years old. He said that it is our job as City Council members to do our homework and this packet came out a week ago. **Burton** said that **Mr. Beedle** has all these questions, well last week should have been used to do some homework and get answers to these questions. **Burton** said he agreed with **Mr. Bailer** and that if we pass this tonight it is our job to get the accurate information out to the public and make them aware of the problems and what will be accomplished with this money. That can be done with some public information dissemination. I support this – and **Burton** said he will leave it at that.

Vote on the main motion as amended two times: 5 yeas, 1 nay, 1 absent. Beedle-no; Carpenter-yes; Burton-yes; Hallquist-yes; Bailer-yes; Reggiani-absent and Joyce-yes. Motion approved.

**16a. 7. Resolution 01-16-01** A resolution of the City Council of the City of Cordova, Alaska adding a section of fees, changing a service rate and correcting the wording within a section of the 2016 fee schedule approved as Resolution 12-15-51 on December 16, 2015

**M/Burton S/Hallquist** to approve Resolution 01-16-01 A resolution of the City Council of the City of Cordova, Alaska adding a section of fees, changing a service rate and correcting the wording within a section of the 2016 fee schedule approved as Resolution 12-15-51 on December 16, 2015

**Burton** said he pulled this from the consent calendar to amend one other section regarding chip seal repair.

**M/Burton S/Hallquist** to change patching chip sealed roads and patching asphalt roads from \$60/sf to \$15/sf.

**Bourgeois** and **Rogers** concurred – they had asked for this amendment it was an error. **Bourgeois** further clarified that even though this amendment appears to be made on the floor without notice, sometimes we have to step back and determine who could be harmed by such an amendment and a considerable decrease in a rate appears to harm no one.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent. Hallquist-yes; Reggiani-absent; Beedle-yes; Carpenter-yes; Joyce-yes; Bailer-yes and Burton-yes. Motion approved.

**M/Joyce S/Burton** to change the altered dog license fee to \$15 so there is an incentive to people to get their pets fixed and keep the unaltered fee at \$25.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent. Joyce-yes; Burton-yes; Beedle-yes; Reggiani-absent; Carpenter-yes; Hallquist-yes and Bailer-yes. Motion approved.

Council was now back on the main motion.

*Joyce* wanted to clarify for the record that the license fees for ATVs are for on-road use of ATVs.

Vote on the main motion as amended two times: 6 yeas, 0 nays, 1 absent. Beedle-yes; Joyce-yes; Hallquist-yes; Burton-yes; Carpenter-yes; Bailer-yes and Reggiani-absent. Motion approved.

#### **M. Unfinished Business**

17. Council concurrence of Mayor's appointments to the AMHS Committee

*Mayor Kacsh* asked for concurrence on the two appointees this time, *Wendy Ranney* and *Mike Anderson*.

*M/Carpenter S/Hallquist* to concur with *Mayor Kacsh's* two appointees *Wendy Ranney* and *Mike Anderson* to the AMHS Committee.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Carpenter-yes; Beedle-yes; Joyce-yes; Bailer-yes; Burton-yes; Reggiani-absent and Hallquist-yes. Motion approved.

#### **N. New & Miscellaneous Business**

18. Pending Agenda, Calendar, Elected & Appointed Officials list

*Carpenter* said that Council is scheduled to meet with *Ron Vigus* of QHR on January 11 at noon for his initial report on CCMC. Council opted to have it at 6pm instead in case more than one hour was needed. She wondered about HSB meetings and the group's opinion regarding timing of those. They kept with the second Thursday of the month time frame for HSB - next to be January 14.

*Robertson* said that the January 20 regular meeting would be kept light of action items as the five law firms would be her presenting the City Council. Council also agreed to start that meeting at 6pm - one hour early.

#### **O. Audience Participation - none**

#### **P. Council Comments**

13. Council Comments

*Beedle* suggested that we look into a different teleconferencing system.

*Joyce* agree with *Beedle* on teleconferencing. Thanked CRWP and all their efforts at Odiak Pond.

*Bailer* said as far as the post-LT2 loan ballot prop, we'll need to get the word out to help people understand.

*Burton* echoed the swamp project comments - coming along nicely. He said we may have to discuss how the composition around this Council table is going to change pretty significantly in a couple of months. Maybe we could have a little refresher for those who are staying on as to Council roles and responsibilities.

#### **Q. Executive Session**

*M/Hallquist S/Burton* to go into an executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect on the finances of the government, specifically CCMC and a possible litigation issue.

Vote on motion: 6 yeas, 0 nays, 1 absent. Beedle-yes; Hallquist-yes; Burton-yes; Joyce-yes; Carpenter-yes; Bailer-yes and Reggiani-absent. Motion was approved.

Hearing no objection, *Mayor Kacsh* called for a five minute recess at 8:42 pm.

Council was back in session at 8:47 pm.

Council entered executive session at 8:47 pm and was back in regular session at 9:14 pm.

#### **R. Adjournment**

*M/Bailer S/Hallquist* to adjourn.

Hearing no objections the meeting was adjourned at 9:14 pm.

Approved: February 3, 2016

Attest: \_\_\_\_\_

Susan Bourgeois, CMC, City Clerk

## INFORMATION PAPER

26Jan16

**Issue:** Clarify the City's legal and financial responsibility for relocating an existing culvert on Tony Rodrigues's private property where no easement exists.

### Background:

March 2015- Tony Rodrigues (TR) asked when the City could relocate a 24" diameter culvert that runs through the middle of his residential property in Forest Height Subdivision so he can build a residence.

March/April 2015- City Attorney Birch Horton provided input/legal opinion; researched plats, easements, relocation cost, etc.

May/June 15- Staff concluded the City was not financially nor legally responsible to relocate the culvert because the City did not install the culvert, no easement existed, and it is on private property.

29 July 15- City sent letter to TR explaining City's position and adverse possession due to City's and neighbors' interest in the culvert. Over time the culvert has provided protection to neighbors and there is vested interest in the culvert by multiple parties.

03 September 15- City rec'd letter (Attachment#1)) from TR's attorney Kneeland Taylor PC disagreeing with the adverse possession claim and provided these options:

*Mr. Rodrigues will file a quiet title action if the City refuses to be reasonable. Once a court order is obtained, and if a court order authorizes it, Mr. Rodrigues will destroy the culvert since it interferes with his use of Lot 8. **OR** A reasonable resolution of this dispute would provide (a) for a written drainage easement allowing the placing of a culvert in an expressly defined location; (b) in a place on Lot 8 that will allow Mr. Rodrigues to build a residence; (c) and an agreement requiring the City to relocate or replace the existing culvert in the expressly defined drainage easement, (d) at City expense."*

28 October 15- City Attorney sent letter (Att#2) to TR attorney disputing TR's position adding that any action to destroy the culvert would result in liability for the landowner and potential action by the State, City, and neighbors. City's attorney then called Kneeland Taylor and left a message stating a willingness to discuss options. Kneeland Taylor did not return the call.

06 January 16 TR sent letter to Council (Att#3) asking it to direct City Manager to find a solution that will allow for the highest tax revenue and best use of the property even if it requires funding by the City.

### Discussion:

TR's culvert relocation cost estimate is around \$20K while the City's is twice that at \$41K (Att#4). This is a rough order of magnitude (ROM) estimate and assumes there would not be additional work to route water to the stream on the bottom of the cliff, that Streets Crew performs the work, and that the culvert on the downhill side of the cliff could be above ground (Att#5,#6). Additional cost would include legal time for easement and recording fees. The City has already incurred costs of about 20 staff-hours and several attorney hours.

Based on the current taxes paid on the property, a \$400,000 new home, and the 2015 mil rate, it would take about 7½ years to re-coup a construction cost of \$41K.

Mr. Rodrigues claims that the City erred when the plat was accepted in 2005 without an easement in place for the culvert. In Chapter 17.08.010 "Information Required", it is the responsibility of *the applicant to provide* the location of watercourses and or culverts. In 17.16.070 Easements –Along Streams it states *the subdivider shall provide* an adequate easement along a stream for drainage purposes. There are no legal easements recorded. The most recent subdivision developer appears to have been Wilson Construction. At no point has Mr. Rodrigues stated that he did not know the culvert was present when he bought the lot.



It has appeared from discussions and correspondence that Mr. Rodrigues believes the only option was for the City to accept the financial responsibility to relocate the culvert.

This case may set precedent for the City as it appears there have been no similar cases of public funds being used to correct a drainage issue on private property.

**Options:**

1. “APPLICANT PAYS TO RELOCATE”: Mr. Rodrigues will be responsible for the costs of moving the culvert. The City will provide direction on how the pipe in the road and the catchment across the street will be altered to accept the relocated culvert. The City will take over the culvert once Mr. Rodrigues provides a recorded easement.
2. “SHARED COSTS TO RELOCATE”: Mr. Rodrigues will be responsible for cost and materials to relocate the portion of culvert on his property (about 260’). The City will incur the cost of the pipe and catchment work in the City road (about 40’). The City will take over the culvert once Mr. Rodrigues provides a recorded easement.
3. “PIPE NOT RELOCATED”: The City will issue a building permit that will include specific legal language relieving the city of any responsibility for the unrelocated culvert at its current location which will be beneath a new residence built by Mr. Rodrigues. This will be a liability to future lot owners.

**Recommendation:**

Pursue Option 1 “Applicant Pays to Relocate” for the following reasons:

- this is not the City’s problem or responsibility to fix
- this is a landowner’s “quality of investment” issue and public monies should not be used to remedy a citizen’s personal problem not caused by the City nor by its citizens
- Option 2 may be an alternate solution if for some reason Option 1 becomes unpalatable
- Option 3 should be avoided due to lingering long-term failure prospects of an old culvert beneath a new residence

S. Greenwood / R. Rogers

## ATTACHMENT 1

### LAW OFFICE OF KNEELAND TAYLOR, P.C.

425 "G" Street, Suite 610  
Anchorage, AK 99501  
907-276-6219 telephone  
907-258-7329 FAX  
e-mail: [kneelandtaylor@ak.net](mailto:kneelandtaylor@ak.net)

September 3, 2015

City of Cordova  
P.O. Box 1210  
602 Railroad Avenue  
Cordova, AK 99574

Attention Samantha Greenwood, City Planner  
e-mail [planning@cityofcordova.net](mailto:planning@cityofcordova.net)

Dear Ms. Greenwood:

I have been retained by Tony Rodrigues to represent him in the matter of his request that the City remove a drainage culvert lying under his property. That property is more specifically described as follows:

Lot 8, Block 1, Forest Heights Subdivision.

Mr. Rodrigues has provided me with a copy of your letter dated July 29, 2015. In that letter, you make several statements, one of which is as follows:

“...[A]n easement has effectively been created through adverse possession for the benefit of the City as well as other benefitted property owners in the subdivision.”

The purpose of this letter is to provide an outline of the relevant legal authorities. These authorities make clear that you are mistaken. It is also the purpose of this letter to propose that the City enter into a practical compromise agreement with Mr. Rodrigues which will make Mr. Rodrigues' property functionally useable, and that will provide the drainage which is allegedly needed for the benefit of nearby property owners. I will address first the legal authorities; then address a practical compromise.

## ATTACHMENT 1

The Alaska Legislature in 2003 radically changed Alaska's law regarding adverse possession. The changes were made by Senate Bill 93 which was signed into law by the Governor on July 17, 2003.

Senate Bill 93 amended two Alaska statutes, namely AS 09.10.030 and AS 09.45.052. AS 09.10.030 as amended now provides as follows:

(a) Except as provided in (b) of this section, a person may not bring an action for the recovery of real property or for the recovery of the possession of it unless the action is commenced within 10 years. An action may not be maintained under this subsection for the recovery unless it appears that the plaintiff, an ancestor, a predecessor, or the grantor of the plaintiff was seized or possessed of the premises in question within 10 years before the commencement of the action.

(b) An action may be brought at any time by a person who was seized or possessed of the real property in question at some time before the commencement of the action or whose grantor or predecessor was seized or possessed of the real property in question at some time before commencement of the action, and whose ownership interest in the real property is recorded under AS 40.17, in order to

(1) quiet title to that real property; or

(2) eject a person from that real property.

AS 09.45.052 as amended now provides as follows:

(a) The uninterrupted adverse notorious possession of real property under color and claim of title for seven years or more, or the uninterrupted adverse notorious possession of real property for 10 years or more because of a good faith but mistaken belief that the real property lies within the boundaries of adjacent real property owned by the adverse claimant, is conclusively presumed to give title to the property except as against the state or the United States. For the purpose of this section, land that is in the trust established by the Alaska Mental Health Enabling Act of 1956, P.L. 84-830, 70 Stat. 709, is land owned by the state.



## ATTACHMENT 1

(b) Except for an easement created by Public Land Order 1613, adverse possession will lie against property that is held by a person who holds equitable title from the United States under paragraphs 7 and 8 of Public Land Order 1613 of the Secretary of the Interior (April 7, 1958).

(c) Notwithstanding AS 09.10.030, the uninterrupted adverse notorious use of real property by a public utility for utility purposes for a period of 10 years or more vests in that utility an easement in that property for that purpose.

(d) Notwithstanding AS 09.10.030, the uninterrupted adverse notorious use, including construction, management, operation, or maintenance, of private land for public transportation or public access purposes, including highways, streets, roads, or trails, by the public, the state, or a political subdivision of the state, for a period of 10 years or more, vests an appropriate interest in that land in the state or a political subdivision of the state. This subsection does not limit or expand the rights of a state or political subdivision under adverse possession or prescription as the law existed on July 17, 2003.

The foregoing statutory language is lengthy, and somewhat complex. But what AS 09.10.030 does is to abolish, with limited exceptions set forth in AS 09.10.052, the right of anyone to claim adverse possession of an interest in real property, unless that person, or that person's grantor owned the property within 10 years of the commencement of the action; and their interest in the property was recorded under AS 40.17. The City and other lot owners in the subdivision do not qualify. Let me explain.

It was on December 30, 1996 that a plat for the subdivision was first recorded. See Plat No. 96-8. A replat of the subdivision was recorded January 18, 2005. See Plat No. 2005-1. Neither plat shows an easement for a culvert. In other words, no easement for a culvert was ever recorded under AS 40.17.

The developer was Wilson Construction Inc. The developer conveyed Lot 8 to Mr. Rodrigues predecessor Jesse D. Rockwell on August 12, 2005, and the deed was recorded August 25, 2005. That was more than 10 years ago. The conveyances were by warranty deed, without reservation for an easement for a culvert, or drainage purposes.

## ATTACHMENT 1

If it were to be the City's position that the developer intended to retain an easement for the culvert, or that the City and nearby lot owners have been openly, notoriously, and adversely using an easement for a culvert, then AS 09.10.030(a) bars any action to establish an easement for a culvert. That is because more than 10 years have passed since the conveyance of the property by the developer to Mr. Rockwell, during which period of time no property owner whose lot is allegedly benefitted by the easement has filed an action to claim adverse title. Nor has the City of Cordova filed an action to claim an easement within the ten years from the time it received title to the roads within the subdivision.

On the other hand, the statute, at AS 09.10.030(b), expressly authorizes Mr. Rodrigues, as the current owner of Lot 8, to file an action to file at any time a quiet title action.

There are exceptions to the above cited statutory provisions. They are provided in AS 09.45.052 (c) and (d), which are quoted above. One exception is for a "a public utility". AS 09.45.052(c). But the City of Cordova is not a public utility, and the culvert is not something that a public utility might operate.

The other exception is provided in AS 09.45.052(d), which is also quoted above, in full. That exception concerns easements for access and transportation, and requires that there have been for 10 years or more "adverse notorious use".

I recognize that Subpart (d) contains language stating that the intention of Subpart (d) is to neither expand or limit the law as it applied to cities for these purposes. But the culvert under Lot 8 has not been used for "public access" or "public transportation", and the use of the culvert certainly has not been "adverse or notorious". Instead, the use is for drainage, and the culvert is hidden from view, with its precise location currently unknown.

Mr. Rodrigues will file a quiet title action if the City refuses to be reasonable. Once a court order is obtained, and if a court order authorizes it, Mr. Rodrigues will destroy the culvert since it interferes with his use of Lot 8.

A reasonable resolution of this dispute would provide (a) for a written drainage easement allowing the placing of a culvert in an expressly defined location; (b) in a place on Lot 8 that will allow Mr. Rodrigues to build a residence; (c) and an agreement requiring the City to relocate or replace the existing culvert in the expressly defined drainage easement, (d) at City expense. That's Mr.

## ATTACHMENT 1

Rodrigues' proposal.

Please let me know if the City wants to be reasonable, and wishes to discuss specifics.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Kneeland Taylor". The signature is fluid and cursive, with the first name "Kneeland" written in a larger, more prominent script than the last name "Taylor".

Kneeland Taylor



Birch Horton Bittner & Cherot

*a professional corporation*

Holly C. Wells

Respond to Anchorage Office  
T 907.263.7247 • F 907.276.3680  
hwells@bhbc.com

October 28, 2015

**VIA ELECTRONIC DELIVERY**  
**AND U.S. MAIL**

Kneeland L. Taylor  
Law Office of Kneeland Taylor, P.C.  
425 G Street, Suite 610  
Anchorage, Alaska 99501

RE: City of Cordova  
Our File No.: 401777.238

Dear Mr. Taylor:

The City received your response to its July 29, 2015 letter. While the City of Cordova, Alaska ("City") disagrees with your contention that the City does not have an interest in the culvert, it is unnecessary to debate the issue as the fundamental principles affecting the culvert remain the same. Specifically,

- 1) Removal of the culvert would make your client liable for any and all resulting damage to the affected properties;<sup>1</sup>
- 2) Improper removal of the culvert could also subject your client to a nuisance claim;<sup>2</sup> and
- 3) Improper removal of the culvert may also result in criminal liability under State law.<sup>3</sup>

Again, the City did not install the culvert and certainly is not responsible for its management or relocation. However, the City has a strong interest in protecting City property

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<sup>1</sup> See *Weinberg v. Northern Alaska Development Corp.*, 384 P.2d 450, 452 (Alaska 1963)("[T]hat each possessor is legally privileged to make a reasonable use of his land, even though the flow of surface waters is altered thereby and causes some harm to others, but incurs liability when his harmful interference with the flow of surface water is unreasonable.")(internal citation omitted); *G&A Contractors, Inc. v. Alaska Greenhouses, Inc.*, 517 P.2d 1379, 1984 (Alaska 1974).

<sup>2</sup> See CCC 8.08.010.

<sup>3</sup> AS 46.15.180 provides, in relevant part, that "[a] person may not construct works for an appropriation, or divert, impound, withdraw, or use a significant amount of water from a source without a permit, certificate of appropriation, or authorization issued under this chapter."

## ATTACHMENT 2

Birch Horton Bittner & Cherot

*a professional corporation*

Kneeland L. Taylor

October 28, 2015

Page 2 of 2

and private property within its boundaries; a properly functioning culvert that prevents erosion and provides proper drainage is necessary to protect those interests.

If you have any questions or would like to discuss this matter further please do not hesitate to contact me.

Sincerely,

BIRCH HORTON BITTNER & CHEROT



*for*  
Holly C. Wells

HCW:dsg



## ATTACHMENT 3

January 06, 2016

Members of the Cordova City Council,

Please bear with me as I provide a brief history:

In January of 2005, Cordova City (COC) staff approved a subdivision plat for the "Forest Heights Subdivision", commonly referred to as "Wilson's Subdivision", which is located near mile 2 of the Copper River Hwy.

One of the lots located at the east end of Forest Heights Subdivision has a small stream bisecting the lot. The developer of the subdivision channeled the stream into a 2' diameter galvanized steel culvert. The culvert in question begins its underground journey within the street right-of-way on the uphill side of Woodland Dr. before flowing under Woodland Dr., ...then under lot #8 on the downhill side of Woodland Dr. before finally re-surfacing from the culvert on the uphill side of Mt Eccles Estates.

When COC staff approved the subdivision plat in 2005, there was no easement or right-of-way established for the stream in question. It is my opinion as well as that of my legal council that COC staff made a serious error in approving the subdivision plat in 2005 without requiring the developer to deal with the stream in question. (See Sec. 17.08 Muni Code).

Some Council members may recall that this same stream eroded the ground beneath a home in Mt Eccles Estates some years back, just a quarter mile to the north of lot #8. The mitigation of THAT erosion cost the COC dearly, and the lot remains unbuildable to this day.

I purchased lot #8, FHS, from a private party in 2008 with the intention of building a home there. And in fact, I did live on the property in a mobile home from approx. 2008-2012.

More recently, as I began designing a permanent home for the property, I inquired with current COC planning staff about what the COC could do to mitigate the risk of stream erosion under my future home. In response to my inquiry to COC planning staff, I received a letter dated July 29, 2015 (attached), telling me they intend to declare an easement across the middle of the property through adverse possession. So rather than accept that COC staff erred in accepting the subdivision plat in 2005, COC staff and management have chosen to declare an easement 10 years later, ...in essence making the property worthless as a home site.

If COC's position on the issue is not reversed, the value of the lot is substantially diminished as it's best use may be as just another permanent storage yard for boats and trailers, as has occurred on a nearby lot. The cost of COC defending such a position in court would also likely exceed the cost of re-routing the stream.

Alternatively, if COC's accepts their error and funds the re-routing of the stream, their investment will likely be returned quickly through the taxation of a new home in the subdivision.

Re-routing the stream in HDTP culverts along Woodland Dr. is a logical solution; or even re-routing the stream to the east of the subdivision may be a viable option. I would also be willing

### ATTACHMENT 3

to grant the COC an easement along the edge of the lot in question, if the COC is willing to absorb the anticipated 15-20K in associated costs of re-routing the culvert with HDTP culvert.

And so, Council members, my request is that you direct the City Manager to promptly find a solution that will allow for the highest tax revenue and best use of this property, even if it requires a monetary investment by the COC.

Thank you for your attention to this matter.

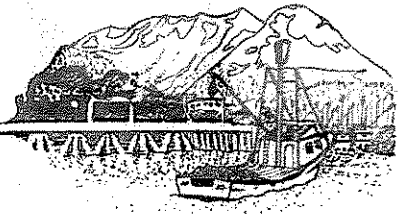
Sincerely,

A handwritten signature in black ink, appearing to read "Tony Rodrigues", written in a cursive style.

Tony Rodrigues P.O. Box 163 Cordova, AK 99574

# CITY OF CORDOVA

ATTACHMENT 3



July 29, 2015

Anthony Rodrigues  
P.O. Box 163  
Cordova, Alaska 99574

RE: Culvert Relocation Request on Lot 8, Block 1 Forest Heights Subdivision

Dear Mr. Rodrigues:

The City of Cordova, Alaska ("City") received your request for relocation of the culvert located on Lot 8, Block 1, Forest Heights Subdivision, 826 Woodland Drive, 02-086-315 (the "Property"). After reviewing records regarding the installation of the culvert and the purposes it serves, the City has determined that the culvert was installed by the owner of the Property at or around the time the Forest Heights Subdivision was created as early as 1996, but no later than January 2005. Therefore, the City does not own the culvert nor is it responsible for its relocation.

That said, the culvert was installed to provide for drainage and prevent flooding, erosion, and instability on several lots within the Forest Heights Subdivision. It also ensures the integrity of the City road providing access to the Property and the other adjacent lots in the Forest Heights Subdivision. Consequently, while there is no recorded easement on the Property for the culvert, an easement has effectively been created through adverse possession for the benefit of the City, as well as other benefited property owners in the Subdivision. Thus, any relocation of the culvert requires consent by the property owners, including the City, who have adversely possessed an interest in the culvert on the Property.

If you have any questions please do not hesitate to contact me.

Sincerely,

Samantha Greenwood  
City Planner  
907-424-6233  
planning@cityofcordova.net

Rough ROM Cost Estimate - Rodriguez Culvert Abandonment 2015 as of: 08Jun15									
	Woodland Drive								
Mobilize	1 LS	1000	1000						
SWPP erosion control	100 LF	7	700						
abandon pipe- install plug	1 EA	2000	2000						
abandon pipe- tremie in concrete 300FT	41 CY	290	11890						
new 24" CPP culvert - material	240 FT	30	7200						
new 24" CPP culvert- eqpt,labor	240 FT	30	7200						
new 24" CPP culvert-open on slope,placed	60 FT	40	2400						
enlarge,protect upper inlet pond	4 HRS	250	1000						
misc	EA	0	0						
	EA	0	0						
	EA	0	0						
	EA	0	0						
*concr vol.. 300 x 3.14x1x1=942/27=35CY			0						
* pipe cost-RSMeans p.359			0						
			0						
			0						
			0						
Demobilize	1 LS	1000	1000						
contingency 20%	1 LS	6,800	6800						
<b>subtotal \$</b>			<b>41190</b>						
engineering 7%	0.07 percent	0	0						
<b>total \$</b>			<b>41190</b>						
RCR, Public Works Director									

ATTACHMENT 5

21 JAN 16  
RODRIGUES

83.00'

231.54'

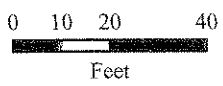
RELOCATION ROUTE OF CULVERT (TYPICAL)

RODRIGUES

243.47'

EXISTING CULVERT  
(APPROX)

Highland Dr







THE STATE  
of **ALASKA**

GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

P.O. Box 110809  
Juneau, Alaska 99811-0809  
Main: 907.465.3961  
Programs fax: 907.465.4761

January 15, 2016

City of Cordova  
P.O. Box 1210  
Cordova, AK 99574

RE: POPULATION DETERMINATION

Dear Mayor:

The Department of Commerce, Community, and Economic Development annually certifies the population of each municipality for use in various financial assistance programs based upon population estimates prepared by the State Demographer at the Department of Labor and Workforce Development. The following population will be used for all FY17 programs that the Department administers.

**The 2015 population of the City of Cordova has been determined to be 2,321.**

If you do not agree with this figure, you may request an adjustment to your population by using two approved methods – Head Count Census and Housing Unit. Municipalities with a population of less than 1,000 must conduct a “head count census”. Municipalities with a population of 1,000 or more may conduct a “head count census” or use the “housing unit” method, to estimate the population. The department requires that the population adjustment process be completed and postmarked by April 1, 2016 and that the request include:

1. Comprehensive documentation of the proposed population figure using either of the approved methods, and
2. A resolution of the governing body (assembly or council) adopting the new population.

If you choose to request a population adjustment, please review the Head Count Census and Housing Unit Method manuals that the department has published to assist you with this process. These manuals are available at <https://www.commerce.alaska.gov/web/dcra/>. You may also contact the department for a copy of the manuals. Call (907) 269-7959 or send an email to [DCRAREsearchAndAnalysis@alaska.gov](mailto:DCRAREsearchAndAnalysis@alaska.gov) for additional information.

Sincerely,

A handwritten signature in cursive script, reading "Katherine Eldemar".

Katherine Eldemar  
Division Director

Cc: Division of Community and Regional Affairs, Research and Analysis Section  
Division of Community and Regional Affairs, Community Aid and Accountability Section

### City of Cordova Population Statistics

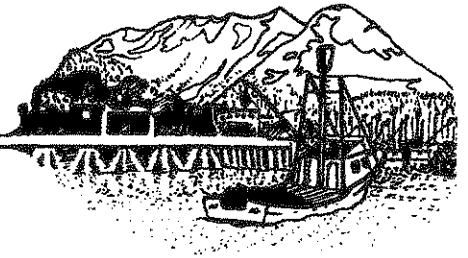
year	population	% chg
1910	1152	
1920	955	-17.10%
1930	980	2.62%
1940	938	-4.29%
1950	1165	24.20%
1960	1128	-3.18%
1970	1164	3.19%
1980	1879	61.43%
1990	2110	12.29%
2000	2454	16.30%
2001	2454	0.00%
2002	2434	-0.81%
2003	2372	-2.55%
2004	2298	-3.12%
2005	2288	-0.44%
2006	2211	-3.37%
2007	2194	-0.77%
2008	2161	-1.50%
2009	2126	-1.62%
2010	2239	5.32%
2011	2289	2.23%
2012	2316	1.18%
2013	2302	-0.60%
2014	2286	-0.70%
2015	2321	1.53%

fed census



# CITY OF CORDOVA

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Mr. Sam Cotten  
Commissioner, Department of Fish & Game  
P.O. Box 11526  
Juneau, Alaska 99811-5526

19 January 2016

Dear Commissioner Cotton:

Thank you for the opportunity to review and comment on the proposal for the Prince William Sound (PWS) Tanner Crab Test Fishery.

I have shared the proposal with stakeholders from across Cordova. To be perfectly candid the vast majority do not feel the concept, as outlined by Alaska Department of Fish and Game (ADF&G) is a sound one and in the best interest of the fishing community, PWS and the State. We believe the concept is flawed at the on-set by representing itself as a fishery proposal but in reality is little more than a survey methodology. In my correspondence and discussions with Alaska's leadership, we envisioned an initiative developed around a collaborative effort between the fleet and ADF&G. Under those discussions a framework to use the existing fleet was already contemplated to provide the state with data at little to no additional cost to the Department and taxpayers. Again, our foundation was based on collaboration. Given the daunting State wide economic crisis we all face, we knew the goal was to expand the market without committing additional resources.

As reflected above, we strongly recommend using the fleet as the data collection and management tool for this endeavor. The PWS fishing community are imminently qualified and thoroughly capable of taking on this task. As vested stakeholders in the proposal, their economic, social and cultural way of life revolves around actively sustaining the Sound's natural resources. Considering that, who better than them to perform this task?

Below are direct comments from the fleet:

600 pot pulls provide inadequate and possibly misleading data for an area of the size of PWS upon which to formulate a decision. Odds of finding sufficient crab with a limited amount of recent crab fishing experience in this area may be slim. With the ADF&G proposal there is a distinct possibility crab may not be found. This in turn might drive a Departmental conclusion that there are insufficient crab to support a fishery. Shouldn't the concept be reversed . . . to find the crab and then determine if there is an acceptable level of harvest?

Having two vessels and an extremely limited number of lifts, while providing "control", will not allow enough area coverage in this limited time frame to be truly meaningful.

Is it truly the desire of ADF&G to charge fisherman by "bidding" on the ability to collect data? Those with I have spoken strenuously object to this proposition given the tremendous financial burden of commercial fishing.

As a suggestion consider limiting the number of pots, the length of time allowed to fish and regulating the number of boats as control measures. 300 pots divided by a relatively small number of boats spread across the tens-of-thousands of miles in PWS will not damage the crab population if conducted in specified, regulated reasonable time frames. Certainly two weeks would seem be a risk-neutral start. And as it relates to a bid or RFQ, has there been thought to simply putting out a request for proposals and then selecting only a set number if interest exceeds capacity?

My fishing constituents strongly recommend not limiting pot pulls. It can take many strings of pots just to find where the crab might be. Undoubtedly reflecting the data point of an empty pot is just as important as one with crab, but doesn't that support the idea of determining if there is a fishable biomass within the Sound? With daily reporting, there is effective command and control of the test fishery and if the results reflect an abundance of crab then the trial can be terminated. My constituents also raised some pointed questions regarding observers. Are observers on-board primarily to collect data? If the answer is "yes" consider the classroom environment to teach those who would be fishing what data needs to be collected. To be perfectly frank, no one envisioned PWS would be a high speed fishery after lying dormant for nearly three decades! Just like every other sustainability and conservation program ADF&G conducts, it will take time, growth and maturity of the system to collect and analyze specific data needs. Observers can be a liability and are extremely expensive. Many to most of Cordova's "small boat fishery" would be unable to work with a mandatory observer.

Two final suggestions: first, require daily radio reporting of specific data to ADF&G to assist with overall count; and second, have a fee-split of 80% to boat and 20% ADF&G to help offset the costs associated with this test fishery. Eliminate the "bid."

You know better than I the challenges facing Alaska's financial posture. Cultivating, nurturing and marketing our natural resources are what we do best. Here in PWS we have a tremendous opportunity to revive a business and a way of life that has been dead for 30 years. To do that though will take bold vision and timely, deliberate action. Fishing is not only our foremost industry, it is our way of life. While there may be some who try and exploit our resources, again, who best to monitor and control that than the men and women who livelihood comes from the sea. I, and those that I represent, respectfully ask reconsideration of the draft Tanner Crab Test Fishery proposal. Demand a cooperative, collaborative initiative that can begin this year. Thank you for your service to our State and for your consideration of these comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim Kacsh', written over the word 'Sincerely,'.

Mayor Jim Kacsh

CF:

Governor Walker

Lt. Governor Mallott

Senator Gary Stevens

Representative Louise Stutes

City Council

City Manager

City Clerk

# Memo

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**TO:** Randy Robertson, City Manager, Jon Stavig, Finance Director

**FROM:** Rich Rogers, Public Works Director, Cathy Sherman, Information Services Director, Weston Bennett, Facility Manager

**RE:** Cordova Center Financials

**Date:** January 25, 2016

An update on efforts to 'close out' the Cordova Center Construction accounting.

**Dawson Construction**

Pay Request # 14	\$377K
Balance to Finish	\$215K
COP's Not Yet Approved	\$206K

**Other**

FF&E	\$ 6K
MRV	\$ 40K
1% for Art	\$113K
Cistern	\$ 45K
Southwest Stairs	\$ 40K
<b>Total</b>	<b>\$1,042,000</b>

**Previous Cordova Center costs**

Applied to line of credit (Pay Request # 10)	\$750K
Paid from general fund reserve (Remainder Pay Request # 10)	\$ 40K
Paid from general fund reserve (Pay Request # 11)	\$303K
Paid from general fund reserve (Pay Request # 12)	\$298K
Paid from general fund reserve (Pay Request # 13)	\$169K
<b>Total</b>	<b>\$1,560,000</b>

**Funding**

Capital Campaign Cash	\$486K
Rasmuson Match	\$750K
<b>Total</b>	<b>\$1,236,000</b>

Outstanding Payments	\$1,042,000
Repayments to the line of credit and central treasury	\$1,560,000
<b>Total of outstanding and repayments</b>	<b>\$2,602,000</b>

Cash Funding as of 1.25.2016	\$1,236,000
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<b>Amount outstanding</b>	<b>\$1,366,000</b>
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**CITY OF CORDOVA, ALASKA  
ORDINANCE 1141**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
AUTHORIZING THE TRANSFER OF \$1,300,000 FROM THE GENERAL RESERVE FUND  
TO THE CORDOVA CENTER CAPITAL PROJECT FUND #426, TO PROVIDE A SOURCE  
OF MONEY FOR THE COMPLETION OF THE CORDOVA CENTER**

**WHEREAS**, the City Council of the City of Cordova, Alaska, has adopted the City Budget and appropriated funds for FY16 for the period of January 1, 2016 to December 31, 2016; and

**WHEREAS**, the interfund transfers pursuant to this Ordinance are for providing a source of money to pay for the completion of the Cordova Center Capital Project Fund #426, in the amount of \$1.3M, which excludes money from grant sources; and

**WHEREAS**, this Ordinance provides for an interfund transfer of \$1.3M to Fund #426, which is the amount identified by the Cordova Center Project Team; and

**WHEREAS**, the Dawson Construction LLC., contract with the City of Cordova was capped at \$9.997M; and

**WHEREAS**, construction change orders of nearly \$500K associated with the Center's construction for replacement of windows, addition of fire dampeners, recessed slabs, and other items were necessary; and

**WHEREAS**, nearly \$500K in expenses for the Center's audio-visual and information technology equipment and installation as well as furniture and art related expenses which were not connected to the actual construction of the Center were incurred; and

**WHEREAS**, outstanding future costs to repair the cistern and complete exterior stairs are estimated to be between \$80K and \$100K; and

**WHEREAS**, the City will restore General Reserve Funds used for this effort by placing money from the Cordova Center Capital Campaign and fees associated with the use of the Cordova Center back into the General Reserve Fund until repayment is complete; and

**WHEREAS**, proceeds from the sale of the 'old museum and library' facility and money derived from the temporary lease or rental of the 'old city hall' will be directly placed in the General Reserve Fund as partial restitution for this action.

**NOW, THEREFORE BE IT ORDAINED THAT** the City Council of the City of Cordova, Alaska, hereby authorizes the transfer of \$1,300,000 from the General Reserve Fund into the Cordova Center Capital Project Fund #426, to provide a source of money for the completion of the Cordova Center in fiscal year 2016.

This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska and published in the Cordova Times, a newspaper of general circulation, within ten (10) days of its passage.

1<sup>st</sup> reading and Public Hearing: February 3, 2016

2<sup>nd</sup> reading and Public Hearing: February 17, 2016

**PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF FEBRUARY, 2016.**

\_\_\_\_\_  
Jim Kacsh, Mayor

ATTEST:

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

DRAFT

## **Charter regarding Permanent Fund**

### **Section - 5-22.**

There shall be established as a separate fund within the finances of the City of Cordova to be known as Cordova General Reserve Fund and administered by city code, charter and state laws. The purpose for establishment of the fund is to provide for a continuing source of funding for capital and operating expenses for the city. The council may not consider any revenue from the fund as anticipated revenue for the purpose of funding operating expenses when preparing and approving the budget. The establishment of the fund is intended to assist in minimizing the tax burden to the citizens of Cordova, and preserve in trust assets of the city for the benefit of present and future generations of Cordova residents. The council may, from time to time, make deposits to the fund in the same manner as it makes other appropriations. Any funds received by the city from any source may be deposited into the fund. The fund principal, once established, shall be appropriated only by ordinance. An ordinance to appropriate funds from the principal of the Cordova General Reserve Fund shall require the favorable roll call vote of all seven city council members, or six city council members and the mayor, the results to be entered into the journal. The mayor shall be allowed to vote only if exactly six (6) council members vote in favor of any such ordinance.

## **Code regarding Permanent Fund**

### **Chapter 5.44 - CORDOVA GENERAL RESERVE FUND**

5.44.010 - Cordova general reserve fund established.

5.44.020 - Purpose.

5.44.030 - Deposits to the fund.

5.44.040 - Management of fund.

5.44.050 - Income and distribution.

5.44.060 - Principal.

### **Chapter 5.44 - CORDOVA GENERAL RESERVE FUND**

#### Sections:

#### **5.44.010 - Cordova general reserve fund established.**

There is established as a separate fund within the finances of the city a fund to be known as the Cordova general reserve fund (hereinafter referred to as "the fund"). The Cordova general reserve fund is also referred to as the "city permanent fund." The fund shall be administered in accordance with the provisions of this chapter.

(Ord. 789 (part), 1997: Ord. 615 § 1, 1987).

#### **5.44.020 - Purpose.**

The purpose for establishment of the fund is to provide a continuing source of funding for the capital and operating expenses of the city. The council may not consider any revenue from the Cordova general reserve fund as anticipated revenues for the purpose of funding operating expenses when approving the budget. The establishment of the fund is intended to assist in minimizing the tax burden to the citizens of Cordova, and preserve in trust assets of the city for the benefit of present and future generations of Cordova residents.

(Ord. 789 (part), 1997: Ord. 615 § 2, 1987).

#### **5.44.030 - Deposits to the fund.**

The council may, from time to time, make deposits to the fund in the same manner as it makes other appropriations. Any funds received by the city from any source may be deposited into the fund; provided, however, it shall be the policy of the city council that any windfall funds from legal settlements received by the city shall be deposited into the fund to fulfill the purpose as set forth in [Section 5.44.020](#).

(Ord. 702 (part), 1992; Ord. 615 § 3, 1987).

#### **5.44.040 - Management of fund.**

An investment policy consistent with the Prudent Investor Act shall be adopted by the city council by resolution, and may be amended as necessary by resolution. The city treasurer shall follow the investment policy adopted by the city council for investment and management of amounts in the fund.

(Ord. 615 § 4, 1987).

(Ord. No. 1059, § 1, 11-4-2009)

#### **5.44.050 - Income and distribution.**

A. In conjunction with the audit of the city's financial statements each year, the city treasurer shall prepare a report for the city council which shows, as of the last day of the preceding fiscal year, the nature of each outstanding investment, including the purchase date, purchase price, and estimated net yield rate at the time of purchase, and the income earned from each investment from the initial date of purchase to the date of the report. The report shall be delivered to the city council in conjunction with the audited financial statements.

B. In conjunction with audit of the city's financial statements each year, the net income of the fund shall be determined as of the last day of the preceding fiscal year in accordance with this section and utilizing generally accepted accounting principles. The city treasurer shall report such determination to the city council in conjunction with delivery of the audited financial statements.

C. For the purposes of determining the net income of the fund, "net income" means the total income yielded from investment of the principal of the fund for the preceding fiscal year, less any amounts needed;

1. To reimburse the fund principal in the event a transaction results in an actual dollar loss in principal;
2. To offset any reduction in fund principal due to administrative costs;
3. To offset any depletive effect of inflation on the fund principal during the fiscal year, as may be determined by a nationally recognized inflation index.

D. The net income of the fund is unrestricted general income of the city.

(Ord. 933, 2003; Ord. 915, 2002; Ord. 615 § 5, 1987).

#### **5.44.060 - Principal.**

A. Fund principal may be appropriated only by ordinance. A public hearing shall be held on the introduction and first reading of such ordinance. The procedure for passage of any such ordinance shall be governed by subsection B of this section.

B. No ordinance to appropriate principal from the fund shall be passed, except upon the favorable roll call of all seven city council members, or six city council members and the mayor, the results of which shall be entered in the minutes of the meeting. The mayor shall be allowed to vote only if exactly six of the city council members vote in favor of any such appropriation.

(Ord. 789 (part), 1997; Ord. 702 (part), 1992; Ord. 615 § 6, 1987).



# Memorandum

**To:** City Council  
**From:** Planning Staff  
**Date:** 1/27/16  
**Re:** Disposal of Vacant Office Portion of the Old City Hall Building

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## **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, Frohnappfel**

**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.

**1/12/16** – From the unapproved Planning Commission Regular Meeting minutes:

**M/Baenen S/Pegau** to recommend to City Council to remove the vacant office portion of the old City Hall building.

**Baenen** said he doesn't think the city should be in the business of leasing building space to anyone. He thinks that the boiler is on its last legs and if you downsize the space you could probably get a new, smaller boiler. He doesn't think it would cost \$100,000 to demolish the portion of the building. City Council gives money to the hospital all the time and this would be money well spent. **Pegau** verified with **Hicks** that any remodeling that would need to occur for the Troopers would be at the Troopers' expense. **Bailer** clarified that the portion of City Hall the commission is referring to is the first floor area only.

**Pegau** said that he does see value in combining all of the law enforcement. He says there is a stated opposition to moving a government entity from private enterprise, which rubs him raw. **Hicks** said that the Troopers have stated that they are planning to move when their lease is up. The city is not competing as the city has leases all over town. They have checked with the city's attorney and there is no basis for a lawsuit. The city is paying for that building to be heated; why not let somebody else pay for it? The state cut the jail budget. Eagle Contracting quoted the demolition at \$148,000. He doesn't see where they have the money to do that.

**Pegau** said that the disadvantage to having all the law enforcement together is if something happens to that building it takes them all. **Hicks** said that they are trying to move the building to a safer location in the future, but for now they are stuck where they are. **Frohnappfel** said if they keep the portion of the building, someone is going to fill it up; if they get rid of it they can't. They could add parking which would connect with the stairway. **Hicks** said there is ample parking. The issue is educating the public on where to park.

**Baenen** asked why the Troopers haven't written a letter of interest. **Hicks** said they could get one if they asked. **Baenen** said he doesn't care if it's the Troopers or someone else; they shouldn't rent that space. **McGann** said if they weren't going to rent it, he would like to see it removed. They really need to push for the new building. **Kocan** said he thinks the Troopers are a good fit for right now; he agrees that it needs to go, but he doesn't understand spending money to demolish half of it now. **Roemhildt** thinks if they have an opportunity to rent to the Troopers that is good. **Bailer** said the big driver of all of this is the tsunami zone.

**Bailer** said that even though rent is coming in, the city has to worry about maintenance, cleaning, sewer, water, trash, electrical, snow plowing, and sanding. **Hicks** said that was negotiable. **Bailer** said he was leaning towards letting the area go cold. **Frohnappfel** said if the building had tenants in it then people would say the building couldn't be tore down with the Troopers renting it. **Paul Trumblee**, Fire Marshal, said what was really bothering him was that they were talking about using taxpayer's dollars to tear down a building. He was turned down by council to hire a grant writer to find grants for a new building; where would they find the money to tear the building down? **Robertson** said that the additional costs for the Troopers renting the area would not come out of the rent. They have not been able to negotiate the terms yet because they first have to get approval from City Council. **Baenen** said it would probably cost the Troopers more to move to

the old City Hall than somewhere else. **Robertson** said they can't lose anything by trying. He said there may even be other potential renters, but they don't know because they can't even get that far.

Upon voice vote, motion failed 3-4.

Yea: **Pegau, Baenen, Frohnappfel**

Nay: **Bailer, McGann, Roemhildt, Kocan**

M/**Roemhildt** S/**McGann** 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.

**Roemhildt** said the city has nothing to lose by working with the Troopers. **McGann** said if the city can negotiate a deal that works out to the advantage of the city than it's worth it. There's no reason they can't revisit this if the Troopers don't work out. **Baenen** thinks over the next three years, the cost of renting the space to the Troopers is going to cost three times more than the cost to demolish that portion of the building. **Bailer** said he thinks council will see the dissent in making their decision.

Upon voice vote, motion passed 4-3.

Yea: **Bailer, McGann, Roemhildt, Kocan**

Nay: **Pegau, Baenen, Frohnappfel**

**1/13/16** – Commissioner John Baenen requested to rescind the motion passed at the Regular Meeting, with Tom Bailer as his second. Bailer, as chair of the commission, called a Special Meeting for motion to rescind the commission's recommendation.

**1/20/16** – At the Planning Commission Special Meeting, the commission rescinded their recommendation from the 1/12/16 meeting and made a new recommendation. From the unapproved minutes:

M/**Baenen** S/**Roemhildt** 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

**Baenen** said he felt the original motion should have never been made due to the fact the Troopers had no proposal or letter of interest. **Roemhildt** said he has always been a proponent of government entities working together, but he feels that the decision they made was over-zealous. **McGann** said that all they did was recommend the city start the negotiating process. They would not be accepting any proposal. The negotiation may go nowhere, but that is not for them to decide. **Pegau** verified that there was no new information since their last meeting. **Frohnappfel** said that if the Troopers were interested they need to submit a letter of interest as it feels like they are seeking out people.

Upon voice vote, motion to rescind passed 5-2.

Yea: **Bailer, Baenen, Roemhildt, Frohnappfel, Kocan**

Nay: **McGann, Pegau**

M/**McGann** S/**Pegau** to recommend to City Council to retain the vacant office portion of the old City Hall building.

**McGann** said they could turn that portion off with not very much money. **Pegau** said there has been a promise that the area would become a parking lot, so he is nervous. **Frohnappfel** said if they have an empty building, it will get filled up. **Baenen** said he would like to see it go cold and not be used for storage.

M/Pegau S/Baenen to amend the motion so that it reads: to recommend to City Council to retain, in an unused state, the vacant office portion of the old City Hall.

Upon voice vote, motion to amend passed 7-0.

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

Upon voice vote, main motion passed 7-0.

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

**The final recommendation from the Planning Commission to City Council is to retain, in an unused state, the vacant office portion of the old City Hall.**

Following this memo is a memo from the City Manager with a letter of interest from the Alaska Wildlife Troopers and other background information 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.”*

In accordance with Cordova Municipal Code Chapter 5.22, the City Council will decide whether or not to offer the real property interest for disposal.

Staff have identified the following potential options:

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 direct the City Manager to **remove** the vacant office portion of the old City Hall building.
2. I move to direct the City Manager to **retain** the vacant office portion of the old City Hall building.
3. I move to direct the City Manager 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



SUBJECT: Discussion of possible leasing to the Alaska Wildlife Troopers (AWT)

27 Jan 2016

From: City Manager

To: Cordova Mayor and City Council

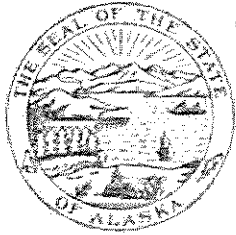
The purpose of this memo is to outline current actions related to the possible lease of office space in the "Old City Hall" to the Cordova Section of the AWT.

1. The leadership of the AWT and the Alaska State Department of Administration approached the undersigned and Chief Mike Hicks in late September/early October 2015 posing the question of relocating the Cordova section of the AWT to the Old City Hall once their current lease contract expires later this year.
2. In December, the AWT deployed two of its senior officers to make a reconnaissance review of the space in Old City Hall. They advised the space appeared to be highly usable, and in concert with their needs.
3. In January, the Cordova Planning and Zoning Board met at their regular session to formulate a recommendation to City Council regarding the possible lease of the Old City Hall. The Board initially concurred in recommending the lease, and two days later subsequently rescinded their recommendation. It is my understanding the recension was based upon the lack of a formal letter of interest from the State.
4. Attached please find a formal letter of interest from the appropriate state officials requesting the City consider engaging in discussions to lease space to the AWT.
5. The leadership and members of the CPD and the CVFD are in strong favor of this action. Co-location of the Troopers with the Fire and Police Department essentially serves as a force multiplier for emergency services and first responders.
6. Co-location not only improves interoperability, but facilitates training, communication capabilities, manpower during critical situations, and collegial interaction between Cordova's volunteers and State professionals.
7. This is in direct alignment of recommendations made in the City's 2009 facilities study. Review of the study suggests that when the time came to consider removing the Old Library and Museum, while examining opportunities to utilize or sell the Old City Hall.
8. While it is premature to solidify terms, tentative discussions with the AWT and Department of Administration strongly indicate leasing the facility would be a revenue generator to the city. It was also noted that the facility would be leased "as is," with no or minimal investment made by the City. It has also been clearly noted, and would be specified by any contract developed, that is the intent of the City to vacate the entire facility as soon as a new location for the Fire and Police Departments are secured. The leadership of both the Department of Administration and the AWT are fully aware and have been agreeable to this condition.

Recommend Council's concurrence with moving forward to explore leasing options with the AWT/Department of Administration.

Respectfully,

R. Robertson



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER


## Department of Administration

Division of General Services

550 W. 7<sup>th</sup> Avenue, Suite #1960  
Anchorage, AK 99501  
Main: 907.269-0303  
Fax: 907.269-0308  
[www.doa.alaska.gov/dgs](http://www.doa.alaska.gov/dgs)

# Memorandum

To: Randy Robertson  
Manager  
City of Cordova

From: Steve Smith   
Contracting Officer I  
Division of General Services  
Department of Administration

Date: January 27, 2016

Subject: Potential DPS/AWT Lease Space

This is a follow up to our phone conversation of January 26, 2015 to confirm the State of Alaska's intentions to enter into discussions with the City of Cordova in efforts to establish a lease of office space on behalf of the Department of Public Safety, Division of Alaska Wildlife Troopers (AWT). As we discussed on the phone the AWT division currently occupies leased space in Cordova and intends to remain in the community for the foreseeable future, however our current lease will expire June 30, 2016.

In a cost savings effort, it is the States intent to discuss with the City of Cordova as soon as it may be possible the potential lease of office space in the current City of Cordova Police Department Building also known as the "Old City Hall Building." Time is of the essence.

CC: Tanci Mintz  
State Leasing and Facilities Manager

Ken Stewart  
Contracting Officer IV

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 Koplin, 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](mailto:policechief@cityofcordova.net)  
Web: [www.cityofcordova.net](http://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 recoupment 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.

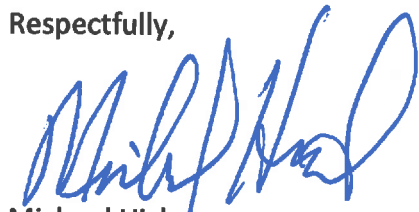
The firefighter/medic would be moved to the Fire Marshal's current office, allowing volunteers to have full, unobstructed use of the training room which they constructed several years ago.

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).

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## A MEMO FROM LILA KOPLIN, CITY CLERK

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DATE: March 12, 2009

TO: Mayor and City Council

CC: File

SUBJECT: Recommendation to City Council regarding old City Buildings

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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 9<sup>th</sup> and 23<sup>rd</sup>. 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 Koplin* 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

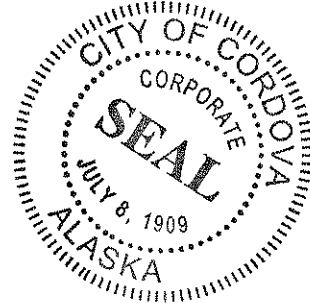
*M/Allison S/Sherman* to adjourn the meeting.

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

APPROVED: March 18, 2009

ATTEST:

  
Kimberly D. Escobedo, Deputy City Clerk



# *Cordova Volunteer Fire Department*

FIRE CHIEF MICHAEL HICKS



P.O. Box 304  
Cordova, Alaska 99574  
(907) 424-6117 or (907) 424-6100  
Fax (907) 424-6120  
email: fire@cityofcordova.net

From: CVFD Board of Managers

January 27, 2016

**RECEIVED**

P.O. Box 1210, Cordova, Alaska 99574

JAN 27 2016

To: Cordova City Council

**City of Cordova**

Lady and Gentlemen of the Council,

We, the undersigned members of the Cordova Volunteer Fire Department (CVFD) and the City of Cordova's first Line of defense for a natural or manmade disaster, wish to respond to the Planning & Zoning (P&Z) board's decision to rescind their motion to dispose of the old city hall facility by possibly leasing it to the Alaska Wildlife Troopers (AWT).

Leasing the space to AWT would be a force multiplier which would enhance our capabilities to respond to both natural and man-made disasters within our service area.

Many of you may not remember the Humpback Creek fire in 2005, but it was a major fire that caused several hundreds of thousands in damage. By teaming up with AWT we were able to quickly respond and extinguish the blaze in fairly short order in a remote area where all of our firefighting equipment had to be transported by boat and packed ¾ mile up a trail to reach the plant.

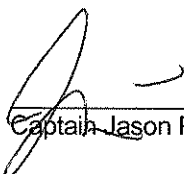
By being collocated it would offer continued dialogue and training opportunities between all of our public safety entities which would significantly improve interoperability, readiness, communications, and overall relationships.

Previous committees have stated that the use of the old facility should be explored. That said, this is an opportunity to try something that could potentially turn into a long lasting relationship with another public safety organization. Several years ago, when the city was exploring options on a new public safety building space was included in that concept to include space for AWT.

It is several years down the road, but when we vacate our current facility, hopefully AWT would want to move with us to a new facility at that time. The synergistic effect of this can't be understated and is truly a win-win for all parties.

We wholeheartedly request the city council's support to enter into discussions with AWT to lease the vacated city hall space.

Respectfully,

  
\_\_\_\_\_  
Captain Jason Perkins

  
\_\_\_\_\_  
Firefighter/Medic James Thorne

Cordova Volunteer Fire Department Board of Managers  
on behalf of the CVFD Membership

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## A Memo from Susan Bourgeois, CMC, City Clerk

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DATE: December 28, 2015, updated January 13, 2016,  
updated January 27, 2016

TO: Mayor, City Council and Public

SUBJECT: Mayor's appointment to fill the AMHS committee

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Wendy Ranney and Mike Anderson were appointed to this committee at the January 6, 2016 meeting. Since then, Mayor Kacsh has also received letters of interest from Steve Graves

At this the February 3, 2016 meeting Mayor Kacsh asks for Council confirmation of Pete Hoepfner as the School represented appointee

### RECOMMENDED MOTION:

Move to approve Mayor Kacsh's appointments to the AMHS committee as follows:

1 NVE seat	...
1 School seat	<b>Pete Hoepfner, School Board</b>
1 Chamber of Commerce seat	<b>Steve Graves, Nichols Front Door Store</b>
1 City seat	...
5 Community seats	<b>Wendy Ranney, Mike Anderson...</b>

REQUIRED ACTION: Majority voice vote.

From: Peter Hoepfner <[hoepfner@alaskan.com](mailto:hoepfner@alaskan.com)>

Sent: Wednesday, January 20, 2016 12:06 PM

To: Jim Kacsh

Cc: Alex Russin; Barb Jewell

Subject: Ferry committee

Greetings Honorable Mayor Kasch,

I am interested and willing to sit on the Cordova ferry committee to represent the Cordova school district. The students of Cordova travel extensively on the AMHS to attend student activities, leadership meetings and multiple sporting events. This ferry travel enables all of Cordova's children to attend events. Should the ferry system service get cut back, the increased cost of flying children to activities will be detrimental to the districts funds, and bring the possibility of fewer children participating in statewide events.

Thank you,

Pete Hoepfner

Cordova school board member

Sent from my iPhone

# Memorandum

**To:** City Council, Public for 2-3-16 agenda packet  
**From:** Council member Tim Joyce, City staff  
**Date:** 1/27/2016  
**Re:** Planning and Zoning Roles and Responsibilities

## **PART I – GENERAL INFORMATION**

The Planning and Zoning Commission’s use of evaluation criteria as outlined in Planning and Zoning Commission Resolution 11-06 approved by the Commission on December 13, 2011 and then accepted by City Council on December 21, 2011 has come into question. *Council member Tim Joyce* has brought forward a suggestion to realign these criteria with Title 18 of the City Code.

### **Cordova Municipal Code regarding Zoning – General Provisions**

#### **Title 18 – Zoning**

#### **Chapter 18.04 – General Provisions**

#### **18.04.010 - Purpose.**

The zones and regulations pertaining thereto as set forth in this title are made for the purpose of promoting health, safety, morals and general welfare of the community. They are designed to lessen congestion in streets, to secure safety from fire, panic and other dangers, to provide adequate light and air, to prevent overcrowding of land, to avoid undue concentration of population, to facilitate adequate provision of transportation, water, sewerage, schools, parks and other public requirements. They are made with reasonable consideration, among other things as to the character of each district and its peculiar suitability for particular uses, and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout the city. This title is based on a comprehensive study of the area and becomes one part of the complementation of the general plan.

## **PART II – BACKGROUND MATERIAL**

Exhibit 1 – Memo, and P&Z resolution as included in Council packet of 12-21-11.

Exhibit 2 – Minutes of 12-21-11 Council meeting with agenda item 18 highlighted.

Exhibit 3 – Currently being used, Land Disposal Evaluation Criteria.

Exhibit 4 – Suggested new criteria.

Exhibit 5 – Cordova Municipal Code 3.40

Exhibit 6 – Cordova Municipal Code 5.22

## **PART III – SUGGESTED MOTION**

“I move to review and amend the Planning and Zoning Commission’s Land Disposal Evaluation Criteria”

# Memorandum

**To:** City Council  
**From:** Sam Greenwood, City Planner  
**Date:** 12/14/11  
**Re:** Land Disposal Evaluation Criteria

## **PART I. BACKGROUND:**

The Planning and Zoning Commission felt that having written and defined criteria was an important part of evaluating proposals that are **submitted for land disposal**. The commissioners felt that such criteria should be easily understood and should provide explicit direction for the proposers to understand how the commissioners would be evaluating the proposals. Below is the time line of meetings where these criteria were discussed and developed.

- July 12<sup>th</sup> P&Z Mtg - discussed creating land disposal criteria
- August 9<sup>th</sup> P&Z Mtg - discussion of types of criteria and how criteria could be used
- September 13<sup>th</sup> P&Z Mtg - no discussion at meeting; homework was given to commissioners to read and think about criteria
- October 11<sup>th</sup> P&Z Mtg - discussion of criteria and weights; request to develop fake proposals to test criteria; commissioners to review and develop weights for criteria
- November 8<sup>th</sup> P&Z Mtg - fake proposals were reviewed, weights finalized, criteria defined and finalized, and policy for residential criteria and commercial proposals finalized
- December 13<sup>th</sup> P&Z Mtg - criteria, ranks, weights and formula were finalized and Resolution 11-06 was passed to recommend the criteria to City Council

## **PART II. GENERAL INFORMATION:**

At this time Planning and Zoning is recommending to City Council the Land Disposal Evaluation Criteria for residential and commercial land disposal. When City Council directs that city property be “disposed by proposals” the weighted criteria developed by the Planning and Zoning Commission will be included in the proposal packets. After the 30 day proposal period the Planning and Zoning Commission will use the weighted criteria to evaluate the proposals and make a recommendation to City Council.

Each proposal will be evaluated on the criteria in the table below. Each criteria will be scored from 1-10 for the individual proposals. The multiplier will then be applied to the scores to determine a final score. It was decided that if a proposal was a **residential** proposal that sales tax revenue and number of employees would be eliminated from the

## **Exhibit 1**

evaluation process. Changing the total possible score to 8, but the ranking would still be 1-10 for individual criteria.

### **PART III. REVIEW OF APPLICABLE CRITERIA:**

#### **Final Land Disposal Evaluation Criteria**

<b>Criteria</b>	<b>Multiplier</b>	<b>Proposal A Rank 1-10</b>	<b>Proposal B Rank 1-10</b>	<b>Proposal C Rank 1-10</b>	<b>Subtotal For Proposal A</b>	<b>Subtotal For Proposal B</b>	<b>Subtotal For Proposal C</b>
Value of improvements	1.75						
Number of Employees*	1						
Sales Tax Revenue*	1						
Importance to Community	1.75						
5yr Business Plan/Time line	0.75						
Enhanced Architectural Design	1.25						
Proposal Price	1						
Consistency with Comprehensive Plan	1.5						
<b>Total</b>	<b>10</b>						

\*Residential properties will not be evaluated with these criteria

### **PART IV. SUGGESTED MOTION:**

“I move City Council accept Resolution 11-06 of the Cordova Planning and Zoning Commission.”



**CITY OF CORDOVA, ALASKA  
PLANNING AND ZONING COMMISSION  
RESOLUTION 11-06**

**A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE  
CITY OF CORDOVA, ALASKA, RECOMMENDING LAND DISPOSAL  
EVALUATION CRITERIA TO THE CITY COUNCIL OF THE CITY OF  
CORDOVA**

**WHEREAS**, the Planning and Zoning Commission of the City of Cordova is directed by the Cordova Municipal Code Section 5.22.060(D); A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals shall be evaluated, which may include without limitation the type of proposed development and its benefit to the community, the qualifications and organization of the proposer, the value of the proposed improvements to the real property, and the required rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall recommend a proposal to the city council for award.

**WHEREAS**, the City of Cordova's Planning and Zoning Commission has determined that creating weighted evaluation criteria for land disposal will assist the commission in formulating a recommendation of a proposal to city council that is deemed most appropriate and beneficial for the city of Cordova ; and

**WHEREAS**, the City of Cordova's Planning and Zoning Commission has determined that the each proposal will be evaluated on the following criteria. Each criteria will be scored from 1-10. The multiplier will be applied to the rankings to determine final score.

**WHEREAS**, the City of Cordova's Planning and Zoning Commission has identified these criteria as important criteria in determining the proposal that will benefit the citizens of Cordova,

**Exhibit 1**

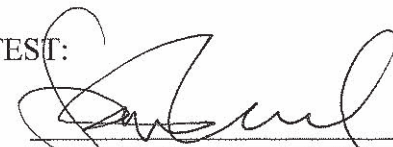
<b>Criteria</b>	<b>Multiplier</b>	<b>Proposal A Rank 1-10</b>	<b>Proposal B Rank 1-10</b>	<b>Proposal C Rank 1-10</b>	<b>Subtotal For Proposal A</b>	<b>Subtotal For Proposal B</b>	<b>Subtotal For Proposal C</b>
Value of improvements	1.75						
Number of Employees*	1						
Sales Tax Revenue*	1						
Importance to Community	1.75						
5yr Business Plan/Time line	0.75						
Enhanced Architectural Design	1.25						
Proposal Price	1						
Consistency with Comprehensive Plan	1.5						
<b>Total</b>	<b>10</b>						

\*Residential properties will not be evaluated with these criteria

**NOW, THEREFORE, BE IT RESOLVED THAT** the City of Cordova's Planning and Zoning Commission hereby recommends the Land Disposal Evaluation Criteria to City of Cordova's City Council.

**PASSED AND APPROVED THIS 13th DAY OF DECEMBER, 2011**

  
Tom Bailer, Chairman

ATTEST:   
Samantha Greenwood, City Planner

## **Exhibit 2**

**Bradford** stated that at first thought it sounded good but after talking to people he has decided against it. The time we have set up currently works well for everybody. He will not support the resolution. **Beedle** stated he would like more discussion because the idea was just presented at the last meeting and now it is requiring action. He would like to table it for another meeting. **Bourgeois** responded that the only way for this to possibly be ready for March's ballot is for it to get passed now so it can get pre-clearance from the Department of Justice. If it gets tabled the action will have to wait till the next election. **Lynch** pointed out that if the election was in November than the newly elected council members could go to the Newly Elected Officials training at AML right away. **Reggiani** stated that if we change it there really wouldn't be any cost saving which is what the thinking was behind a change. He likes that the new elected council members get some experience under their belt before getting into the budget process. **Mayor Kallander** stated that he is opposed to the resolution. Cordova is such a seasonal community that we are unique in our timing but it works for us. It made a lot of sense what the council did back then to change it to March. **Beedle** stated that when he went to the AML training it was helpful to him to have some experience under his belt so he knew what they were talking about. He does not see a cost saving in a change and so would like to table it for more research or let it pass. **Allison** he will not support it as a resolution because it would make a council member stay until November not March.  
Vote on motion: 1 yeas, 5 nays, 1 absent (Kacsh). Motion failed.

### 16. Resolution 12-11-48

A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the 2011 budget, and authorizing the supplemental appropriation of \$463,250

**M/Beedle S/Reggiani** to approve Resolution 12-11-48, a resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the 2011 budget, and authorizing the supplemental appropriation of \$463,250.

**Lynch** explained that this is all the changes that were made to the budget this year. The specific items are listed out in the packet. Some of this money is actually grant money but it still has to be appropriated. **Allison** clarified that this money is being appropriated from multiple funds. **Reggiani** added that it would be helpful to include a column that shows where the money is coming from.

Vote on motion: 6 yeas, 0 nays, 1 absent (Kacsh). Motion passes.

## **M. UNFINISHED BUSINESS**

### 17. Capital Priorities List (Resolution 09-11-39) – looked at quarterly by Council

**Mayor Kallander** informed Council that Anchorage and the Valley are looking to create a Ports and Harbor bond for roughly \$500M. They are looking at using \$350M and will increase it to the \$500M to get votes across the State. He would like to bring forward a new CIP list at the next meeting to include a G-float replacement for \$2M and municipal ocean dock renovations for \$1.5M. He thinks they should have \$10-\$20M in ports and harbors projects on the list. **Reggiani** agreed with **Mayor Kallander** and added that location on the list doesn't really matter as long as it is on the list. **Mayor Kallander** stated that CH2MHill gave them numbers for the Shipyard fill \$18.2M but he asked a local contractor to drum up some numbers and thinks it can be done for \$7.8M if we do the project ourselves. **Beedle** invited **Mayor Kallander** to the next Harbor Commission meeting. **Reggiani** pointed out that Council has a Harbor feasibility study on their CIP list and he wonders if there was some way it could be fast tracked to be included on this list. **Beedle** suggested the sidewalks are a safety concern to add to the list. **Mayor Kallander** stated that this all will be in front of them at the next meeting.

## **N. NEW & MISCELLANEOUS BUSINESS**

### 18. Council approval of P&Z Resolution 11-06 in re Land Disposal Criteria

## Exhibit 2

**M/Reggiani S/Bradford** the City Council accepts Resolution 11-06 of the Cordova Planning and Zoning commission.

**Greenwood** stated that the commission wanted agreed upon criteria to look at and base their decisions on for the proposals. **Van den Broek** stated he strongly supports this adding that it was tough last time. He is glad to see this come forward. **Cheshier** agreed with **Van den Broek**.

Vote on motion: 6 yeas, 0 nays, 1 absent (Kacsh). Motion passes.

### 19. Pending Agenda and Calendar

January 6<sup>th</sup> Home Land Security Evacuation training

January 10<sup>th</sup> Declaration of Candidacy opens

January 18<sup>th</sup> town hall meeting with DOT prior to the Council meeting

January 27<sup>th</sup> work session on zoning with Holly for P&Z

### O. AUDIENCE PARTICIPATION

**Jennifer Gibbens**, Browning St, stated that she appreciates the paper packet at the meetings and added that many people in the community are not digital. A story on Mile 36 Bridge will be in Friday's paper. It helped her appreciate how massive a project this is. The community will have to put on some pressure to get it moved forward and help with the funding. We will be lucky to get this completed by 2015.

### P. COUNCIL COMMENTS

#### 20. Council Comments

**Beedle** stated that there is lots of time being put into the black highway he would like to see more consideration put into the blue highway. He would like the Harbor commission to be used more.

**Cheshier** stated that this year the roads are tough so be careful.

**Allison** wished everyone a Merry Christmas and was thankful for his Christmas gift.

**Reggiani** was also thankful for his gift and welcomed **Lynch** back from vacation. He offered compliments to the City crew and added that he hopes we are putting some pressure on the State to get those road fixed.

**Bradford** welcomed Katrina to Cordova. He stated that he is a supporter of the Aurora coming back to town for winter service. Merry Christmas!

**Van den Broek** wished everyone a Merry Christmas! He added that the proclamations should be read at the next meeting when it can be on the radio.

### Q. EXECUTIVE SESSION

#### 21. Cordova Center Financial Update

**M/Bradford S/Reggiani** to go into executive session subjects that may be discussed are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government specifically to hear a Cordova Center Financial Update.

Vote on motion: 6 yeas, 0 nays, 1 absent (Kacsh). Motion passes.

Council took a 5 minute recess at 9:40 pm; Council entered executive session at 9:46 pm; Council came out of executive session at 10:12 pm

### R. ADJOURNMENT

**M/Allison S/Reggiani** to adjourn the regular meeting at 10:13 pm

Hearing no objection. Motion approved.

Approved: February 1, 2012

Attest:

  
Robyn Kincaid, Deputy City Clerk



### **Exhibit 3**

Each proposal will be evaluated on the criteria in the table below. Each criteria will be scored from 1-10. The multiplier will then be applied to the scores to determine a final score.

#### **Final Land Disposal Evaluation Criteria**

<b>Criteria</b>	<b>Multiplier</b>	<b>Proposal Rank 1-10</b>	<b>Subtotal for Proposal</b>
Value of improvements	1.75		
Number of Employees	1		
Sales Tax Revenue	1		
Importance to Community	1.75		
5yr Business Plan/Timeline	0.75		
Enhanced Architectural Design	1.25		
Proposal Price	1		
Consistency with Comprehensive Plan	1.5		
<b>Total</b>	<b>10</b>		



#### **Exhibit 4**

Is the use permitted in the zone district

Can the use be permitted with Conditional use permit

Does the proposal promote health, safety, morals and general welfare of the community-( is a part of the purpose)

Does the Height of building fit in the zone

Does the proposal meet all the requirements of the district—thinking here is Business district-residential is allowed with 0 lot line if a business is operating on the lower level of the building—this may be something that the Planner would provide but could be a criteria that would eliminate the proposal.

Does the use fit within the Comprehensive Plan

## **Exhibit 5**

### **3.40.080 - Planning commission—Powers and duties—Designated.**

The commission shall be required to do the following:

- A. Develop, adopt, alter or revise, subject to approval by the city council, a master plan for the physical development of the city. Such master plan with accompanying maps, plats, charts, descriptive and explanatory matter, shall show the commission's recommendations for the development of the city territory, and may include among other things:
  - 1. Development of the type, location and sequence of all public improvements,
  - 2. The relocation, removal, extension or change of use of existing or future public ways, grounds, spaces, buildings, properties and utilities,
  - 3. The general extent and location of rehabilitation areas.

When a master plan for the city has been approved by the council, amendments, revisions and extensions thereof may be adopted by the council after consideration and report by the planning commission. All amendments, revisions or extensions shall correspond to major geographical divisions of the city or to functional divisions of the subject matter of the plan. When such master plan has been approved by the city council, no amendments, revisions or extensions thereto shall be approved except upon the affirmative vote of four members of the city council;

- B. Exercise control over platting and subdivision of lots, blocks or lands within the city limits. All proposed plans, plats or replats of lots, blocks or lands within the city limits and all streets, alleys and other portions of the same intended to be dedicated to public or private use within the corporate limits shall first be submitted to the commission for its approval or rejection before such plans, plats or replats shall be entitled to record in the office of the district recorder for the Cordova Precinct. Unless the city council disapproves the action of the planning commission within twenty days, its decision shall be final. If the commission has approved any plan, plat or replat and city council has not within twenty days disapproved this action, the planning commission through its chairman shall endorse its approval on the plan, plat or replat and the owner thereof may then offer it for recording. In exercising the powers granted it by this section, the planning commission shall prepare and recommend for city council adoption regulations governing the subdivision of land within the city limits. Such regulations may provide for the harmonious development of the city and its environs, for the coordination of streets and other ways within the subdivided land with other existing or planned streets and ways or for conformance to the master plan or official map, for adequate open spaces, for spaces for traffic, utilities, recreation, light and air, and for the avoidance of congestion of population. Subdividing, for the purposes of this section, means and includes the division of any lot, tract or parcel of land into two or more lots, sites or other divisions of land for the purpose, whether immediate or future, of sale or building development. No lot, tract or parcel of land may be divided for any purpose whatsoever by means of metes or bounds, description or by any means other than platting or replatting as provided in [Title 17](#) of this code;
- C. Draft an official map of the city and recommend or disapprove proposed changes in such map;
- D. Make and adopt plans for the clearance and rebuilding of slum districts and blighted areas within the city;
- E. Submit annually to the city council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year;
- F. Promote public interest in and understanding of the master plan and of planning, zoning and slum clearance;
- G. Make and develop plans for the replanning, improving and redevelopment of any areas within the city;
- H. Make and develop plans for the replanning, reconstruction or redevelopment of any area or district within the city which may be destroyed in whole or in part or damaged by fire, earthquake or other disaster;
- I. Make investigations regarding any matter related to city planning;
- J. Make and prepare reports, prints, plats and plans for approval by the city council;

### **Exhibit 5**

- K. Make or cause to be made surveys, maps and plans relating to the location and design of any public building, dock, beach, ski ground, statue, memorial, park, parkway, boulevard, street, alley or playground. For the purpose of implementing this subsection, all departments of the city considering any such improvement are required, and all public agencies not a part of the city are requested, to inform the commission of the proposed improvement and submit such pertinent information to the commission and within such time as will enable the commission to recommend to city council whether the proposed improvement is consistent with the general plan and established planning principles. No public improvement shall be authorized by city council until the recommendation of the planning commission has been received and reviewed by the city council.

#### **3.40.090 - Planning commission—Powers and duties—Zoning commission.**

A. Planning Commission to be Zoning Commission. The planning commission is designated as the zoning commission and the terms, method of filling vacancies, ex officio members, selection of chairman, and meeting applicable to the planning commission shall also apply to the zoning commission. They shall be considered as one and the same commission for the purposes of this chapter, and all actions may be taken and all records kept in the name of the planning commission.

B. Powers and Duties. It shall be the duty of the planning commission, exercising the powers of zoning commission:

1. To develop, adopt, alter or revise, subject to approval by the city council, a building code, plumbing code, electrical code, and other codes and regulations that may be required from time to time to regulate building construction;
2. To develop, alter, adopt or revise, subject to approval by city council, a plan establishing fire zones within the city;
3. To develop, adopt, alter or revise, subject to approval by city council, a comprehensive plan designed to lessen congestion in streets, to secure safety from fires, panic and other danger, to promote health and the general welfare, to provide adequate light and air, to prevent over-crowding of land to avoid undue concentration of population, to facilitate adequate provision for transportation, water, sewage, schools, parks and other public requirements. To accomplish the above objectives, the commission is hereby empowered to:
  - a. Regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts and use of buildings, structures and land for trade, industry, residence or other purposes,
  - b. Condemn buildings which have become a fire or health hazard or public nuisance, and, after hearing on thirty days' notice to the owner or his agent, order or cause the removal or demolition; provided, the owner shall be given at least thirty days time after hearing within which to remove the objectionable building or buildings before the city may proceed to do so. The cost incurred by the city shall be chargeable to the property, first against the salvaged material, which may be sold at public auction, the balance of cost, if any, against the land, the same as taxes,
  - c. Divide the municipality into districts of such number, shape and area as may be deemed best suited to carry out the purposes of this code, and within such districts to regulate and restrict the erection, construction, reconstruction, alterations, repair or use of buildings, structures or land,
  - d. Provide for the manner in which regulations and restrictions and the boundaries of districts shall be determined, established and enforced, and from time to time amended, supplemented or changed. However, no such regulation, restriction or boundary shall become effective until after a public hearing in relation thereto at which parties in interest and citizens shall have an opportunity to be heard, as hereinafter provided. At least fifteen days' notice of the time and place of such hearing shall be published in an official paper or a paper of general circulation in such municipality. Such regulations, restrictions and boundaries may from time to time be amended, supplemented, changed, modified or repealed. In case, however, of a protest against such change, signed by the owners of twenty percent or more, either of the area of the lots included in such proposed change, or by the owners of twenty percent or more of the area of the lots immediately abutting either side of the territory included in such proposed change or separated therefrom only in



### **Exhibit 5**

an alley or street, such amendment shall not become effective except by the favorable vote of three-fourths of all the members of the council. The provisions relative to public hearings and official notice shall apply equally to all changes or amendments.

e. Develop, adopt, alter, or revise, subject to approval by city council a coastal management element to the comprehensive plan for the community; said coastal management element shall be prepared in conformance with applicable state and federal law. To accomplish these objectives, the commission is empowered to:

- i. Prescribe and recommend an area to be designated the Cordova coastal zone into management districts of such number, shape, and area as may be deemed best suited to carry out the purposes hereof; and within each management district, to prescribe proper and improper water and land uses and activities and policies which shall apply,
- ii. Hear and decide upon those applications which involve uses or activities that are permissible only upon a showing of certain specified conditions; said conditions being a part of the ordinance codified in this section. When such decisions are to be heard, they shall be conducted in a manner as that prescribed in [Chapter 18.60](#),
- iii. Provide for a manner in which the requirements of the coastal management program may be amended including revisions to the size and areal extent of the coastal zone and extent and classification of the management districts, and the determination of proper and improper uses and policies pertaining thereto; provided such modifications shall be subject to approval by the city council and the state of Alaska,
- iv. Hear and decide upon appeals pertaining to decisions by the planning director regarding the coastal management program. Such appeals shall be conducted in the manner set forth in [Chapter 18.64](#).

## **Exhibit 6**

### **Chapter 5.22 - DISPOSAL OF REAL PROPERTY**

5.22.010 - Disposal authority.

5.22.020 - Documentation of conveyance.

[5.22.030 - Reserved.]

5.22.040 - Letter of interest to lease or purchase.

5.22.050 - Letter of interest to lease or purchase school building property.

5.22.060 - Methods of disposal.

5.22.070 - Disposal for less than fair market value.

5.22.090 - Disposal by lease.

5.22.100 - Deposit—Disposal costs.

5.22.110 - Valuation—Consideration.

5.22.120 - Effect of city actions.

### **Chapter 5.22 - DISPOSAL OF REAL PROPERTY<sup>[4]</sup>**

#### Sections:

#### **5.22.010 - Disposal authority.**

Except where state statute, the Charter or this code establishes a specific mandatory procedure for disposing of city real property, the city may dispose of city real property by resolution of the council.

#### **5.22.020 - Documentation of conveyance.**

Every document conveying an interest in city real property under this chapter shall include the terms that are required by this chapter and any additional terms that the council or city manager requires, and shall be executed by the city manager, attested by the clerk, and approved as to form by the city attorney.

#### **[5.22.030 - Reserved.]**

#### **5.22.040 - Letter of interest to lease or purchase.**

A. A person may submit a letter of interest to the city raising an interest in the purchase or lease of city property. Except as otherwise provided in this chapter, a letter of interest shall be submitted to the city manager and must include the following information:

1. The name of the interested party and any other names under which the party does business;
2. The interested party's mailing address and the address of the interested party's registered office in the state, if applicable;
3. The use or purpose for which the interested party proposes to lease or purchase the property, and any additional information required by the city manager, school board, city planner or the planning commission.

B. The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission.

C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in [Section 5.22.060\(B\)](#).

D. The city council shall review the letter of interest and the planning commission's recommendation, and determine, in the city council's sole discretion, whether to offer the real property interest for disposal by one of the methods as described in [Section 5.22.060\(B\)](#).

#### **5.22.050 - Letter of interest to lease or purchase school building property.**

A. A letter of interest to lease or purchase an interest in a school building shall be submitted directly to the school board and shall include all the information required in [Section 5.22.040](#).

B. Upon receipt of a letter of interest, the school board shall have authority to draft a resolution recommending action on the letter of interest and including recommended terms and conditions for any sale or lease of city owned real property with a school located on it.

## **Exhibit 6**

C. The city council shall review the letter of interest and school board's recommendation, and determine, in the city council's sole discretion, whether to offer the real property interest for disposal by one of the methods described in [Section 5.22.060\(B\)](#).

### **5.22.060 - Methods of disposal.**

A. Except as this chapter provides otherwise, all disposals of interests in city real property shall be for no less than fair market value. The city may accept in exchange for an interest in city real property any consideration of sufficient value not prohibited by law.

B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:

1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;
2. Invite sealed bids to lease or purchase the property;
3. Offer the property for lease or purchase at public auction;
4. Request sealed proposals to lease or purchase the property.

C. If the city elects to dispose of an interest in city real property under one of the competitive methods described in subsections (B)(2) through (B)(4), notice of the disposal shall be published in the manner which the city manager deems most likely to inform the public of the proposed disposal for a period of at least thirty days. At a minimum, the notice shall describe the interest in city real property to be disposed of, the method of disposal, and the time and place for submitting bids or proposals.

D. An invitation for bids to lease or purchase city real property shall specify any minimum price requirement and any required terms.

E. A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals will be evaluated and the minimum rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall make a recommendation to the city council to accept or decline any or all of the proposals. The city council shall review the proposals and the planning commission's recommendation and accept or decline any of the proposals.

### **5.22.070 - Disposal for less than fair market value.**

A. The city may dispose of an interest in city real property for less than fair market value to the United States, the state of Alaska or any political subdivision thereof, or a nonprofit or tribal corporation or association, upon a finding by the council that the disposal will allow the use of the real property for a purpose beneficial to the city.

B. The city may lease city real property for less than fair market value where a commercial or industrial facility or use will be established and maintained on a continuous, year-round basis under the lease, if the council finds each of the following:

1. The reduction in rent below fair market value substantially increases the likelihood that the facility or use will be located in Cordova; and
2. The operation of the facility or use in the city will confer an economic benefit on the city and no equivalent benefit could be obtained by leasing the real property at its fair market value.

C. The city shall publish notice of a proposed disposal of an interest in city real property for less than fair market value at least one week before the date on which the council will consider the agreement for the disposal. At a minimum, the notice shall describe the real property, summarize the terms on which it may be disposed of, identify the proposed lessee or purchaser, and state the date and time of the meeting at which the council will consider the proposal.

### **5.22.090 - Disposal by lease.**

In addition to the other requirements in this chapter, a lease of city real property shall conform to the following requirements:

- A. The lease may not be assigned without the approval of the city, which may be granted at the sole discretion of the city council.

### **Exhibit 6**

- B. The term of the lease may not exceed thirty years, including renewals, unless the city council approves a longer term upon finding that the longer term will be beneficial to the city or the citizens of Cordova in light of the purpose of the lease, the use of the premises and the nature of any improvements to be constructed thereon.
- C. A lease having a term longer than two years may be subject to a rental adjustment at intervals no less frequent than every two years, but no such adjustment shall cause a reduction in the rent under the lease.
- D. A lease may grant the lessee one or more options to renew, provided that:
  - 1. The term, including all available renewal terms, does not exceed the term permitted under subsection (B); and
  - 2. Upon each renewal, the lease shall be subject to all provisions of this code in effect at the time of the renewal.
- E. The lease shall reserve to the city the right to designate or grant rights-of-way or utility easements across the leased premises without compensation; provided, that the lessee shall be compensated for any resulting, taking or destruction of improvements owned by the lessee, and provided further that the rent shall be adjusted to reflect any resulting reduction in the fair market value of the leased premises.
- F. The lessee's performance under a lease shall be secured in the manner that the city council may require, including without limitation, a security deposit, surety bond or guaranty.
- G. Unless the council provides otherwise in authorizing the lease, the lessee shall pay rent to the city on an annual basis, in advance, with payments due upon commencement of the term and on each anniversary thereof during the term.
- H. The lease shall provide for payment of interest or a late fee for rent past due, and provide for recovery by the city of attorneys' fees and costs to the maximum extent allowed by law in the event the city is required to enforce the lease in court, and such additional provisions pertaining to defaults and remedies as the city manager may determine to be in the city's interest.
- I. A lease of space within a city school building shall provide that payments received for rent shall be made payable to the school district and assigned to a special revenue fund designated by the city council in consultation with the school board.

#### **5.22.100 - Deposit—Disposal costs.**

- A. When disposal of an interest in city real property is by the method in [Section 5.22.060\(B\)\(1\)](#), the interested party shall deposit the sum of one thousand dollars, and shall deposit such additional sums as the city manager may from time to time require to cover ongoing expenses incurred by the city in connection with the transaction, including without limitation staff time, appraisal costs, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees. The interested party shall reimburse the city in full at or before the closing of a sale or exchange, or the execution by the city of the lease or other document conveying the property interest, for all fees and costs the city incurred to third-parties in the transaction. Any unexpended deposit shall be applied to this reimbursement obligation. If negotiations with the interested party are terminated by either the city or the interested party and the disposal is not executed the city will keep the deposit to cover expenses incurred by the city in connection with the negotiation. The city will refund any unexpended part of the deposit to the interested party no later than ten days after consummation or termination of the transaction.
- B. Proposals and bids submitted to the city for disposal of city real property under [Section 5.22.060\(B\)\(2\)](#) or [5.22.060\(B\)\(4\)](#) shall include a deposit less than or equal to ten percent of the minimum purchase price to cover costs associated with the disposal process. The amount of the required deposit shall be indicated in the bidding or proposal documents. The deposit will be put toward the fees and costs the city incurs, including without limitation city staff time, appraisal costs, attorney's fees and costs, and platting fees. In the event that the city notifies an interested party that its proposal or bid has been selected and the interested party subsequently withdraws its proposal or bid, the city will retain the interested party's entire deposit. The city will refund in full an interested party's deposit if the interested party's proposal or bid is not selected by the city or the city withdraws the invitation or request for proposal after selection. Any unexpended portion of a winning bidder's deposit shall be applied toward the property's purchase price or rental rate.

## **Exhibit 6**

### **5.22.110 - Valuation—Consideration.**

Prior to the disposal of any interest in city real property, the city will determine the fair market value of the interest by using a qualified appraisal, tax assessment values, comparable property values or any other method the city determines, in its sole discretion, calculates the fair market value of the interest.

- A. Where the disposal is by lease at fair market value, the minimum annual rent shall be the fair market value as determined by the city.
- B. Where the disposal is by sale or other disposition at fair market value, the minimum purchase price shall be the fair market value of the city's interest.
- C. Where the disposal is to accommodate a structure that encroaches on city property or fails to conform to code requirements in [Title 18](#), the purchase price of the property shall be three times the property's fair market value, which value is determined by the city according to this section.
- D. Where the disposal is for less than fair market value, the city council will determine the rent, purchase price or other consideration owed to the city for the property interest.

### **5.22.120 - Effect of city actions.**

No action or inaction by the city council, city manager or any other officer, agent or employee of the city relating to or in furtherance of the development, preparation for disposal or disposal of city real property or any interest therein shall be deemed to constitute an express or implied representation or warranty that such real property, or any interest therein, is suitable or usable for any specific purpose whatsoever. Any such action or inaction shall be deemed to be and constitute performance of a discretionary policy and planning function only and shall be immune and give no right of action as provided in AS [Section] 9.65.070, or any amendment thereto.

## **Pending agenda:**

**Winter/Spring 2016:** Code change regarding HSB and/or creation of a Health Care Advisory Board – awaiting QHR input (possibly more info forthcoming after **Jan 11** QHR meeting w-council)

Capital Priorities List Meeting **Mar 2, 2016; Jun 1, 2016; Sep 7, 2016; Dec 7, 2016** – on hold due to limited (none) capital budget at state level

HSB Quarterly regular meetings **Apr 6, 2016; July 6, 2016; Oct 5, 2016; Jan 4, 2017**

Presently the board is meeting monthly – special meetings between the regular quarterly meetings

Staff quarterly reports in packets: **April 20, 2016; Jul 20, 2016; Oct 19, 2016; Jan 18, 2017**

Joint Work Session with the **Native Village of Eyak Tribal Council** – met 11-9-15 (no City Council quorum); to meet quarterly – next tba (**February?**)

**Date TBD** - discussion regarding water charges at the harbor

**February 17 per City Manager suggestion** – work session with Sheridan Ski Club

Formation of a **marijuana**-related committee

**October 1, 2016** - effective date of substitute ordinance 1137 (plastic bag and polystyrene container ban) Council wants this on Pending Agenda so as to keep an eye on public opinion/effectiveness of the enactment of this ordinance

## **Committees:**

**Cordova Center Committee:** Tim Joyce, Sylvia Lange, Randy Robertson, Kristin Carpenter, Native Village of Eyak Representative, Chamber of Commerce Representative, Business Community Representative, PWSSC Representative, Stage of the Tides Representative.

**Fisheries Advisory Committee:** David Reggiani, PWSAC; Ken Roemhildt, Seafood Sales; Jim Holley, AML; Torie Baker, Chair, Marine Advisory Program Coordinator; Chelsea Haisman; and Jeremy Botz, ADF&G

**Cordova Trails Committee:** Elizabeth Senear, VACANCY, VACANCY, Toni Godes, and David Zastrow

**AMHS Committee:** (9 member board) 1) Steve Graves, 2) Wendy Ranney, 3) Mike Anderson, other seats to be filled in 2016 as names are brought forward.

**Marijuana Committee:** pending

## **Calendars:**

3 months of calendars are attached hereto  
Feb 2016; Mar 2016; Apr 2016

## ICEWORM WEEK

- Sunday January 31<sup>st</sup>
  - o 1-3 PM Iceworm Paper Airplane Contest @ Bidarki
  - o 2 PM – Ping Pong Doubles/Singles Tournament (warm up and registration 12-2)
  - o 2PM- Cribbage Tournament at the Alaskan
  - o All day – Spaghetti special at the Powder House
  - o 7pm- Cordova Fiber Arts Guild hosts "Seven Brides for Seven Brothers" at the Cordova Center
- Monday February 1<sup>st</sup>
  - o 12 PM on – Mexican Lunch Special at the Powder House
  - o 5:30-7 PM Iceworm Classic Dodgeball Tournament @Bidarki
  - o 7PM – Monday Night Poker at the Anchor
  - o 7-9:30 PM Iceworm Classic Basketball Tournament @ Mt Eccles
- Tuesday Feb 2<sup>nd</sup>
  - o 12 PM on- Kalua Pork Lunch Special at the Powder House
  - o 5:30-7 PM Iceworm Classic Dodgeball Tournament @Bidarki
  - o 7-9:30 PM Iceworm Classic Basketball Tournament @ Mt Eccles
- Wednesday Feb 3<sup>rd</sup>
  - o 10AM-5PM- Iceworm Photo Show drop off at the City Center Museum
  - o 12PM on- BBQ Baby Back Rib Lunch Special @ the powder house
  - o 5:30-7 PM Iceworm Classic Dodgeball Tournament @Bidarki
  - o 7-9:30 PM Iceworm Classic Basketball Tournament @ Mt Eccles
- Thursday Feb 4<sup>th</sup>
  - o 10AM-5PM- Iceworm Photo Show at the City Center Museum
  - o 5 PM – Chilli Cook off at the Powder House
  - o 5PM on – Baked Chicken Dinner Special at the Powder house
  - o 6pm - Mexican feed and Homebrew contest at the Moose
  - o 6:30-10:30 PM Iceworm Classic Basketball tournament @ ?
- Friday Feb 5<sup>th</sup>

- 10AM-5PM- Iceworm Photo Show at the City Center Museum
- 10AM-12PM – Iceworm Cake Bake Drop off at City Center Museum.
- 5 PM – Potato Salad Cook off at the Powder House
- 5 PM on – Libbies Famous Seafood Lasagna @ the Powder House
- 6 PM- Steak night at the Moose
- 7 PM CTC & CWC Present the Iceworm Variety Show @ CHS Gym; Miss Iceworm Coronation; CDV Times Citizen of the Year
- Saturday Feb 6<sup>th</sup>
  - 7-11 AM Iceworm Breakfast St. Josephs Hall
  - 10am-4pm at the Cordova Center
    - Arts and Crafts Show in council chambers
    - Food Fair outside council chambers
    - Iceworm photo Show
    - Cake Competition in the project room
  - 10AM – Prayer and Reading of Plaques at Fishermens Memorial from local church leaders
  - 10:30 AM Survival Suit races @ G Float (AC side of Harbor)
  - 1 PM – Parade. Treasure Chest Drawing at the start. Grand Marshal will be the Citizen of the year
  - Immediately after the parade
    - Oyster Shuck and Suck at the Powder House
    - Ice Cream Feed at the Pioneer
    - CTC Iceworm Birthday Party at Mt Eccles
    - Dell Wickham Memorial 9 ball tournament at the Alaskan
    - Iceworm Cookie Contest at Northern Delights/Children's Pallas
  - 4-7 Iceworm Classic Championships; Dodge, Volley, and Basketball
  - 700-7:30 Hike the Ski hill for the Torch Light Parade. Ski/hike down right after grand finale!



- 8 PM Iceworm Fireworks Show put on by Copper River Seafoods, Trident Seafoods and Ocean Beauty Seafoods.
- Directly following Grand Finale, turn towards ski hill for Torch Light Parade
- After the fireworks - live music at the Moose with Jack and Fred
- 9 PM - Per-aoke at the Anchor
- Sunday Feb 7th
  - 12-3PM- Iceworm Photo Show at the City Center Museum
  - 2:30 – Super Bowl 50
    - Powder House- BYO Appetizer to share. Prizes and drawing throughout
    - Moose - Door prizes and more!

# FEBRUARY 2016

CALENDAR MONTH	<b>FEBRUARY</b>
CALENDAR YEAR	<b>2016</b>
1ST DAY OF WEEK	<b>SUNDAY</b>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
			6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB			
	iceworm festival	iceworm festival		iceworm festival	iceworm festival	iceworm festival
7	8	9	10	11	12	13
superbowl '50'		6:30 P&Z CCB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB			
iceworm festival				Bball @ Vdz Elks	Bball @ Vdz Elks	Bball @ Vdz Elks
14	15	16	17	18	19	20
	CSD Holiday	absentee voting	absentee voting	absentee voting	absentee voting	absentee voting
	Presidents' Day-City Hall Offices Closed	CSD Inservice	6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB			
21	22	23	24	25	26	27
	absentee voting	absentee voting	absentee voting	absentee voting	absentee voting	absentee voting
					home Bball vs Tok	home Bball vs Tok
28	29	1	2	3	4	5
	absentee voting					
6	7	Notes				
		Legend: CCAB-Cordova Center Community Rms A&B HSL-High School Library	CCA-Cordova Center Community Rm A CCB-Cordova Center Community Rm B	CCM-Cordova Center Mayor's Conference Rm		

# MARCH 2016

CALENDAR MONTH	MARCH
CALENDAR YEAR	2016
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	1	2	3	4	5
		ELECTION DAY	6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
6	7		8	9	10	11
		6:30 P&Z CCB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB	12:00 Council spec mtg CCAB	CSD Basketball Conference Tourney @ Tok	
13	14	15	16	17	18	19
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
	CSD Spring Break	CSD Spring Break		CSD Spring Break	CSD Spring Break	
20	21	22	23	24	25	26
27	28	29	30	31	1	2
			CSD parent/teacher conferences 3/30, 3/31, 4/1			
3	4	Notes				
		Legend: CCAB-Cordova Center Community Rms A&B HSL-High School Library	CCA-Cordova Center Community Rm A CCB-Cordova Center Community Rm B	CCM-Cordova Center Mayor's Conference Rm		

# APRIL 2016

CALENDAR MONTH	APRIL
CALENDAR YEAR	2016
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
			CSD parent/teacher conferences 3/30, 3/31, 4/1			
3	4	5	6 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	7	8	9
10	11	12 6:30 P&Z CCB	13 7:00 Sch Bd HSL 7:00 Harbor Cms CCB	14	15 CSD Inservice	16
17	18	19	20 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	21	22	23
24	25	26	27	28	29	30
1	2	<b>Notes</b>  <b>Legend:</b> CCAB-Cordova Center Community Rms A&B HSL-High School Library CCA-Cordova Center Community Rm A CCB-Cordova Center Community Rm B CCM-Cordova Center Mayor's Conference Rm				

**CITY OF CORDOVA, ALASKA – ELECTED OFFICIALS  
& APPOINTED MEMBERS OF CITY BOARDS and COMMISSIONS**

**MAYOR AND CITY COUNCIL - ELECTED**

seat/length of term	email	Date Elected	Term Expires
<b>Mayor:</b> 3 years	<b>James Kacsh</b> <a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>	March 5, 2013	March-16
Council members:			
Seat A: 3 years	<b>Kristin Carpenter</b> <a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 5, 2013	March-16
Seat B: 3 years	<b>Timothy Joyce</b> <a href="mailto:CouncilSeatB@cityofcordova.net">CouncilSeatB@cityofcordova.net</a>	March 4, 2014 March 14, 2013 August 2, 2012	March-17 filled vacancy appt to A
Seat C: 3 years	<b>Tom Bailer</b> <a href="mailto:CouncilSeatC@cityofcordova.net">CouncilSeatC@cityofcordova.net</a>	March 4, 2014	March-17
Seat D: 3 years	<b>Robert Beedle</b> <a href="mailto:CouncilSeatD@cityofcordova.net">CouncilSeatD@cityofcordova.net</a>	March 3, 2015	March-18
Seat E: 3 years	<b>Josh Hallquist</b> <a href="mailto:CouncilSeatE@cityofcordova.net">CouncilSeatE@cityofcordova.net</a>	March 3, 2015	March-18
Seat F: 3 years	<b>David Reggiani</b> <a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>	March 5, 2013 March 2, 2010 March 3, 2009	March-16 1 yr trm
Seat G: 3 years	<b>James Burton, Vice-Mayor</b> <a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>	March 5, 2013	March-16

**SCHOOL BOARD - ELECTED**

length of term		Date Elected	Term Expires
3 years	<b>Bret Bradford</b>	March 3, 2015	March-18
3 years	<b>Tammy Altermott</b>	March 5, 2013	March-16
3 years	<b>Peter Hoepfner</b>	March 3, 2015 March 6, 2012 March 3, 2009 March 7, 2006	March-18
3 years	<b>Sheryl Glasen</b>	March 4, 2014	March-17
3 years	<b>Barb Jewell, President</b>	March 5, 2013	March-16
3 years	<b>Vacant (appointed, non-voting) City Council Rep</b>		

**LIBRARY BOARD - APPOINTED**

length of term		Date Appointed	Term Expires
3 years	<b>Wendy Ranney</b>	November-15 April-13	November-18
3 years	<b>Shannon Mallory</b>	November-13	November-16
3 years	<b>Krysta Williams</b>	December-14 November-11	November-17
3 years	<b>Kay Groff</b>	December-14 December-11 January-09	November-17
3 years	<b>Mary Anne Bishop, Chair</b>	November-13 November-10 November-06	November-16

# CORDOVA COMMUNITY MEDICAL CENTER – HEALTH SERVICES BOARD - with Council election

length of term		Date Appointed	Term Expires
3 years	<b>Kristin Carpenter, President</b>		with Council office
3 years	<b>Tom Bailer</b>		with Council office
3 years	<b>Tim Joyce</b>		with Council office
3 years	<b>James Burton</b>		with Council office
3 years	<b>Robert Beedle</b>		with Council office
3 years	<b>Josh Hallquist</b>		with Council office
3 years	<b>David Reggiani</b>		with Council office

## PLANNING AND ZONING COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	<b>Allen Roemhildt</b>	January-14	November-16
3 years	<b>Scott Pegau</b>	December-14 December-11	November-17
3 years	<b>John Baenen</b>	November-15 December-12	November-18
3 years	<b>Tom Bailer, chair</b>	November-13 December-11 November-08	November-16
3 years	<b>Tom McGann, vice chair</b>	December-14 December-11 April-11	November-17
3 years	<b>Heath Kocan</b>	November-15	November-18
3 years	<b>Mark Frohnapfel</b>	February-15	November-17

## HARBOR COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	<b>Robert Beedle, chair</b>	January-14	November-17
3 years	<b>Greg LoForte</b>	February-13 January-10 January-07	November-16
3 years	<b>Max Wiese</b>	January-14 March-11	November-17
3 years	<b>Ken Jones</b>	February-13	November-16
3 years	<b>Jacob Betts</b>	November-15	November-18

## PARKS AND RECREATION COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	<b>Kara Johnson</b>	February-15 December-12	November-17
3 years	<b>Miriam Dunbar</b>	November-15 August-14	November-18
3 years	<b>Wendy Ranney, Chair</b>	November-15 August-14	November-18
3 years	<b>Stephen Phillips</b>	November-15	November-18
3 years	<b>Marvin VanDenBroek</b>	February-14	November-16
3 years	<b>Karen Hallquist</b>	November-13	November-16
3 years	<b>Dave Zastrow</b>	February-15 September-14	November-17

seat up for re-election in 2016

termed out in 2016