

Mayor

Clay Koplin

Council Members

James Burton

Kenneth Jones

Jeff Guard

Melina Meyer

Anne Schaefer

David Allison

James Wiese

City Manager

Alan Lanning

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

Olivia Carroll

Regular City Council Meeting
February 20, 2019 @ 7:00 pm
Cordova Center Community Rooms
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 Clay Koplin, Council members James Burton,
Kenneth Jones, Jeff Guard, Melina Meyer, Anne Schaefer,
David Allison and James Wiese

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

E. Disclosures of Conflicts of Interest and Ex Parte Communications

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

F. Communications by and Petitions from Visitors

1. Guest Speakers - City Legislative Lobbyist, *John Bitney*
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (CCMCABoD, School Board)
4. Student Council Representative Report

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

5. Council action to waive right to protest the renewal of liquor license 2433, for..... (page 1)
Dae J. Chung, dba, OK Restaurant
6. Council approval of CVFD Constitution & Bylaws..... (page 8)
7. Council concurrence of Mayor's appointment of the 2019 Election Board..... (page 27)
8. Record excused absences of Council members *James Burton*, *Jeff Guard* and *Anne Schaefer* from
the Jan 16, 2019 Regular Meeting
9. Record excused absences of *Mayor Clay Koplin* and Council member *Anne Schaefer* from the Feb
6, 2019 Regular Meeting

H. Approval of Minutes

10. Minutes of the 01-16-19 Regular Council Meeting..... (page 28)
11. Minutes of the 02-06-19 Council Public Hearing..... (page 33)

I. Consideration of Bids

12. Council approval of change order - ADoT Hippie Cove Culvert Relocation Project..... (voice vote)(page 34)
State funded project - City to be reimbursed

J. Reports of Officers

13. Mayor's Report..... (page 36)
14. Manager's Report
 - a. Harbor Department Mug-Up 02-27-19 public notice..... (page 37)
15. City Clerk's Report
16. City Attorney Report

K. Correspondence

- 17. 02-05-19 **Mayor Koplin** letter to **Gov Dunleavey** supporting appointment of **Ruffner** to BoF..... (page 38)
- 18. 02-05-19 **Mayor Koplin** letter to **Gov Dunleavey** supporting appointment of **Laukitis** to NPFMC..... (page 39)
- 19. 02-12-19 Email from **E. Americus** concerning a Cordova Community Garden..... (page 40)
- 20. 02-13-19 Public Notice from DNR re NVE Easement app for a portion of Shepard Point Rd..... (page 41)

L. Ordinances and Resolutions

M. Unfinished Business

N. New & Miscellaneous Business

- 21. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 50)

O. Audience Participation

P. Council Comments

Q. Executive Session

- 22. City Clerk's Annual Evaluation

R. Adjournment

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.

**If you have a disability that makes it difficult to attend city-sponsored functions, you may
contact 424-6200 for assistance.**

Full City Council agendas and packets available online at www.cityofcordova.net



AGENDA ITEM 5
City Council Meeting Date: 2/20/2019
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 2/7/2019
ITEM: Council option to protest Liquor License Renewal
NEXT STEP: Approval of Consent Calendar

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

- I. **REQUEST OR ISSUE:** A Cordova restaurant owner has applied for a Liquor License Renewal with the State through the AMCO (Alcohol and Marijuana Control Office).
- II. **RECOMMENDED ACTION / NEXT STEP:** Council action to protest the renewal or waive right to protest.
- III. **FISCAL IMPACTS:** Finance staff has advised Council that said business has been compliant regarding sales tax, business license renewal, property tax and utility payments to the City.
- IV. **BACKGROUND INFORMATION:** Interim Finance Director Dean Baugh, City Clerk Susan Bourgeois and Police Chief Mike Hicks have advised that there is no financial or public safety reason for Council to protest this renewal.
- V. **LEGAL ISSUES:** The local governing body's right to protest is defined in AS 04.11.480.
- VII. **SUMMARY AND ALTERNATIVES:** Suggested motion is to move to waive Council's right to protest approval of the renewal of liquor license #2433 (Restaurant Eating Place License) for Dae Chung dba OK Restaurant. Approval of consent calendar accomplishes approval of this motion.
Deadline to protest is 60 days from receipt of letter from DCCED, AMCO – which was received on Jan 31, 2019.



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

January 31, 2019

City of Cordova

Attn: Susan Bourgeois

VIA Email: cityclerk@cityofcordova.net

Re: Notice of 2019/2020 Liquor License Renewal Application

License Type:	Restaurant/Eating Place	License Number:	2433
Licensee:	Dae J Chung		
Doing Business As:	O.K. Restaurant		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in cursive script that reads "Erika McConnell".

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Master Checklist: Renewal Liquor License Application

Doing Business As:	O.K. Restaurant	License Number:	2433
License Type:	Restaurant or Eating Place		
Examiner:	<i>John</i>	Transaction #:	1001480

Document	Received	Completed	Notes
AB-17: Renewal Application	12/21	1/17/19	
App and License Fees	12/26	12/26/18	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	12/24		
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
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Yes No

Selling alcohol in response to written order (package stores)?

☒ Yes ☐ No

Mailing address and contact information different than in database (if yes, update database)?

☐ Yes ☒ No

In "Good Standing" with CBPL (skip this and next question for sole proprietor)?

☒ Yes ☐ No

Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?

☒ Yes ☐ No

LGB 1 Response:

LGB 2 Response:

☐

Waive

☐

Protest

☐

Lapsed

☐

Waive

☐

Protest

☐

Lapsed



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

Form AB-17a: 2019/2020 Renewal License Application

What is this form?

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that will expire on December 31, 2018. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete. Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees that an application will be considered complete, or that a license will be renewed.

Section 1 – Establishment and Contact Information

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Dae J Chung	License #:	2433
License Type:	Restaurant or Eating Place	Statute:	AS 04.11.100
Doing Business As:	O.K. Restaurant		
Premises Address:	616 1st Street		
Local Governing Body:	City of Cordova		
Community Council:	None		

Mailing Address:	P O Box 670		
City:	Cordova	State:	Alaska
		ZIP:	99574

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Contact Licensee:	Dae J CHUNG	Contact Phone:	907-424-3432
Contact Email:	graceb1ck@gmail.com		

Optional: If you wish for AMCO staff to communicate with individual who is not a licensee named on this form (eg: legal counsel) about this application and other matters pertaining to the license, please provide that person's contact information in the fields below.

Name of Contact:		Contact Phone:	
Contact Email:			

**Form AB-17a: 2019/2020 Restaurant Renewal License Application****Section 2 – Entity or Community Ownership Information**

This top subsection must be completed by any licensee that is a **corporation** or **LLC**. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). This number is neither your EIN/tax ID number, nor your business license number. **You may view your entity's status or find your CBPL entity number by using the following site:** <https://www.commerce.alaska.gov/cbp/main/search/entities>

General partnerships and local governments should skip to the second half of this page. Licensees who directly hold a license as an individual or individuals should skip to Section 3.

Alaska CBPL Entity #:	
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You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

--

This subsection must be completed by any **community** or **entity**, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each **stockholder who owns 10% or more** of the stock in the corporation, and for each **president, vice-president, secretary, and managing officer**.
- If the applicant is a **limited liability organization**, the following information must be completed for each **member with an ownership interest of 10% or more**, and for each **manager**.
- If the applicant is a **partnership**, including a limited partnership, the following information must be completed for each **partner with an interest of 10% or more**, and for each **general partner**.

Important Note: The information provided in the below fields (including spelling of names, specific titles, and percentages held) must match that which is listed with CBPL. If one individual holds multiple titles mentioned in the bullets above, all titles must be listed for that individual on this application and with CBPL. Failure to list all required titles constitutes an incomplete application.

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



Alaska Alcoholic Beverage Control Board

Form AB-17a: 2019/2020 Restaurant Renewal License Application**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any licensee who directly holds the license as an individual or multiple individuals and is applying for license renewal. If more space is needed, please attach a separate sheet that includes all of the required information. Entities should skip to Section 4. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☒ affiliate (spouse)

Name:	Grace CHUNG	Contact Phone:	907-424-3432
Mailing Address:	P.O. Box 670		
City:	Cordova	State:	Alaska
ZIP:	99574		
Email:	grace61ck@gmail.com		

This individual is an: ☒ applicant ☐ affiliate (spouse)

Name:	DAE J CHUNG	Contact Phone:	907-424-3432
Mailing Address:	P.O. Box 670		
City:	Cordova	State:	Alaska
ZIP:	99574		
Email:	grace61ck@gmail.com		

Section 4 – Alcohol Server Education

Read the line below, and then sign your initials in the box to the right of the statement:

Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as set forth in AS 04.21.025 and 3 AAC 304.465.

Section 5 – License Operation

Check a single box for each calendar year that best describes how this liquor license was operated:

2017 2018

The license was regularly operated continuously throughout each year.

☒ ☒

The license was regularly operated during a specific season each year.

☐ ☐

The license was only operated to meet the minimum requirement of 240 total hours each calendar year.

If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.

☐ ☐

The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both of the calendar years.

☐ ☐

If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement, unless a complete copy of the form (including fees) has already been submitted for that year.



**Form AB-17a: 2019/2020 Restaurant Renewal License Application****Section 6 – Violations and Convictions**

Applicant violations and convictions in calendar years 2017 and 2018:

Yes No

Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2017 or 2018?

☐ ☒

Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2017 or 2018?

☐ ☒

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

Section 7 – Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

☒

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently approved and on file with the Alcoholic Beverage Control (ABC) Board.

☒

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

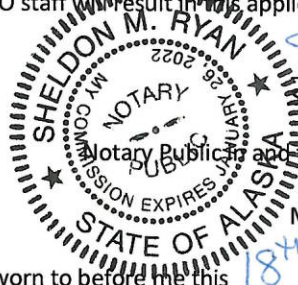
☒

I am submitting as part of this application a completed copy of Form AB-33: Restaurant Receipts Affidavit, to provide evidence to the ABC Board that this establishment met the food sales requirement set forth in AS 04.11.100(e).

☒

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board or AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

DAE JEONG CHUNG
Printed name of licensee

Signature of Notary Public

Notary Public for the State of Alaska

My commission expires: Jan. 26, 2022

Subscribed and sworn to before me this 18th day of December, 2018.

Seasonal License? Yes ☐ No ☒

If "Yes", write your six-month operating period: _____

License Fee:	\$ 600.00	Application Fee:	\$ 300.00	TOTAL:	\$ 900.00
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

AMCO

Susan Bourgeois

From: Katherine Mead <m_k_mead@yahoo.com>
Sent: Monday, December 17, 2018 2:52 PM
To: Clay Koplin
Cc: James Burton; Ken Jones; Jeff Guard; Melina Meyer; Anne Schaefer; David Allison; James Wiese; Mike Hicks; Susan Bourgeois; Kara Johnson
Subject: Please add adoption of CVFD Constitution and Bylaws to next city council agenda
Attachments: 2018 approved CVFD Constitution.docx; 2018 approved CVFD Bylaws.docx

Greetings,

The Cordova Volunteer Fire Department has recently passed a new constitution and bylaws. The current Cordova City municipal code (chapter 3.20.160) indicate that the city council needs to adopt both of these measures for them to become enacted.

The Cordova Volunteer Fire Department would appreciate it if the City Mayor added the adoption of both the CVFD Constitution and Bylaws to the next city council agenda.

If you have any questions or concerns please contact Fire Chief Mike Hicks, Secretary Kara Johnson or myself.

The CVFD is in the process of submitting an ordinance to up date the City of Cordova municipal codes in regards to the CVFD to be in compliance with the CVFD new Constitution and Bylaws. We are requesting the city council approve the CVFD new Constitution and Bylaw before the new municipal codes are submitted. So the CVFD can be in compliance with regular business transactions.

Have a great day.

Katherine Mead
CVFD Treasurer
907-429-7177

3.20.010 - Fire department—Established—Membership—Government. ^[5]

There is established in this city a volunteer fire department consisting of a chief, a deputy chief, a full-time paid firefighter, and not less than eight nor more than the compliment of firefighters required for the city. The department shall provide for its own government through a constitution, bylaws, and any other rules and regulations it deems necessary. All provisions of this chapter shall take precedence.

(Ord. 855 (part), 2000: prior code § 2.601).

3.20.160 - Fire department—Confirmation of constitution and bylaws.

The volunteer fire department now existing shall continue until such time as the council by ordinance shall provide otherwise. The constitution and bylaws of the Cordova fire department adopted April 9, 1952, may be amended, repealed or replaced by the volunteer fire department with approval of the city council.

(Prior code § 2.511, as amended during 1979 codification).

**CONSTITUTION
of the
CORDOVA VOLUNTEER FIRE DEPARTMENT
September 2018**

Article I - Name, Purpose, and Affiliation

- Section I.** This organization shall be known as the Cordova Volunteer Fire Department, hereinafter referred to as the "Department."
- Section II.** The purpose of the Department shall be to preserve life, property, and the environment of the community by providing fire and life safety services, and education to meet the needs and expectations of those we serve.
- Section III.** The Department is solely responsible to the City Council.
- Section IV.** The Department should register with the State of Alaska.
- Section V.** The Department should register as a chapter with the Alaska State Firefighters Association.
- Section VI.** The Department is a non-profit association registered with the Internal Revenue Service.

Article II - Membership

- Section I.** The Department shall not have less than the Fire Chief, a Deputy Fire Chief, and eight Active Members.
- Section II.** An Active Member is a voting member who has served a probationary period and is not in violation of the Department Constitution. Only Active Members have the right to serve as elected officers, in appointed positions, and have the privilege of nominating candidates for election to office.

- Section III.** Any person at least 18 years of age (or 17 years of age with parental/guardian permission) may apply for membership. An applicant may be admitted as a Probationary Member.
- Section IV.** A Probationary Member does not have voting privileges. The Probationary Member may be nominated by the Board of Managers (BOM) for membership upon satisfactory completion of a probationary period.
- Section V.** Honorary Member is a title bestowed by the membership. Honorary Members do not have voting rights. Honorary Members cannot serve as elected officers or in appointed positions.
- Section VI.** The Reserves are former Active Members in good standing who voluntarily removed themselves from the membership. The Reserves do not have voting rights. The Reserves cannot serve as elected officers or in appointed positions. The Reserves have the right to request reinstatement as Active Members.
- Section VII.** For Active and Probationary Members to remain in good standing, the members shall participate in training, responses, meetings, and other activities.
- Section VIII.** Members may face disciplinary action up to and including removal from the Department for unacceptable behavior or violation of laws, bylaws, policies, procedures, or orders.
- Section IX.** The Department shall promote health and wellness for all members.

Article III – Officers

- Section I.** The elected Officers of the Department shall be a Fire Chief, a Deputy Fire Chief, a Secretary, and a Treasurer; all of whom shall be elected by secret ballot at the annual meeting and serve for a term of one year. The Fire Chief and Deputy Fire Chief shall not take office until confirmed by authorities set up by the City Council as per Cordova Municipal Code.

The membership may create additional elected officers as needed.

Section II. The Fire Chief shall have the following duties including but not limited to: general supervision over all affairs and ultimate authority for all emergency operations of the Department; sole responsibility of all Department apparatus and equipment; responsibility for training; and the appointment, removal, and command of line officers as necessary.

In addition, the Fire Chief shall have the following administrative duties: preside and preserve order at all official Department Meetings; appoint committees; ensure proper and required record keeping; oversee all orders drawn on the treasury; ensure that all elected officers execute their obligations and duties to the best of their abilities; enforce the Constitution and Bylaws; and create and implement policies and standard operating procedures in conjunction with any governing board. The Fire Chief shall be the Primary Member in Charge of Games.

The Fire Chief shall report annually to the City Council as to the condition and needs of the Department and may submit additional reports and recommendations at any meeting of the City Council.

Section III. The Deputy Fire Chief shall have the following duties including but not limited to: assist the Fire Chief and assume the duties and responsibilities of the Fire Chief as necessary. The Deputy Fire Chief shall be the Alternate Member in Charge of Games.

Section IV. The Secretary shall have the following duties including but not limited to: issue meeting notices; prepare the agenda for the presiding officer; call the roll; and record and publish the minutes for all official Department Meetings.

In addition, the Secretary shall maintain all the minutes and maintain current accurate copies of all organizational documents.

Section V. The Treasurer shall have the following duties including but not limited to: receive and collect all monies and issue proper receipts; keep records of accounts payable and accounts receivable; present monthly balance on all accounts and an annual itemized statement; and submit books and official documents for examination by an outside auditing entity.

Section VI. The Board of Managers consists of three members who shall be elected by secret ballot at the annual meeting. Terms of office will run consecutively so that only one member of the Board of Managers is elected at each annual meeting and serves a term of three years. Only one of the three elected Managers may be a line Officer. Any time the BOM has more than one line Officer, resignations must occur until there is only one line Officer in the Board of Managers. The remaining positions will be filled by special election.

Board of Managers shall have the following duties including but not limited to: determine and execute administrative policies and procedures; propose new administrative policies that will go to membership for approval; review and recommend applicants for probationary membership; review performance of Probationary Members before they go to the general membership for action; act as the nominating committee and oversee annual and special elections; determine and execute the attendance policy to maintain the official membership roster.

In addition, Board of Managers shall examine all concerns, complaints, and petitions that cannot be resolved through the chain of command in order to promote good fellowship and harmony in the Department.

Board of Managers may act as arbitrators between the City Council and the Department, if necessary.

Board of Managers Meetings are generally open meetings.

Section VII. The Board of Officers shall consist of all Department line officers. The Board of Officers shall have the following duties including but not limited to: establish standard operation procedures; examine apparatus and equipment needs; and create operational plans and goals.

Officer meetings are generally closed meetings.

Section VIII. The City of Cordova may employ paid staff to support the Department. Paid staff are eligible for membership in the Department and shall be accorded any rights and privileges membership provides.

Article IV Meetings

Section I. The Annual Meeting is held on the second Thursday in April or as soon as possible thereafter.

Section II. All members shall attend weekly Department Meetings. Weekly meetings will be divided between drill, classroom instruction, maintenance, and business.

Article V – Compensation

Section I. Department members serve without pay, however, the City does offer compensation to the Department.

Article VI - Amendment and Dissolution

Section I. All alterations or amendments to the Department Constitution must be proposed in writing and all members shall receive a copy at least one week prior to the vote at a regular business meeting.

Section II. An alteration or amendment to the Department Constitution requires a three-fourth approval vote of the members at a business meeting provided that a quorum of the official membership roster is present.

Section III. To disband the Department, a public notice of the meeting and its purpose must be posted and all members must receive a copy of notice at least one month before the disbandment vote. The Department may disband only by a three-fourth approval vote of the members provided that three-fourths of the official membership roster is present.

Section IV. Upon the dissolution of the Department, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (4) of the Internal Revenue Code, or corresponding sections of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Section V. Upon dissolution of the Department, any remaining net proceeds from gaming activity under AS 05.15 will be distributed to one or more existing permittees, other than a multiple-beneficiary permittee, in accordance with 15 AAC 160.020(a)(5).

Article VII. Authority and Interpretation

Section I. Legal Authority. All provisions of the Constitution shall be deemed supplementary to an ordinance now or hereinafter enacted by the City Council, and any ordinance inconsistent with any provision herein shall govern.

Section II. Administration Authority. The latest edition of Robert's Rules of Order Newly Revised shall guide the administrative proceedings of the Department when applicable.

Section III. Operations Authority. The Department shall use the Incident Command System and members shall operate under the supervision of the Department Line Officers.

Section IV. The Department Constitution shall be effective from the date of approval by the Cordova City Council.

Adopted by the Cordova Volunteer Fire Department on September 2018


Approved by the Cordova City Council on



Fire Chief Michael Hicks



Date



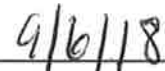
Deputy Fire Chief Robert Matteson



Date



Secretary Kara Johnson



Date



Board of Manager Member



Date

**Bylaws
of the
Cordova Volunteer Fire Department
September 2018**

ARTICLE I – Name, Purpose and Affiliation

- Section I.** These Bylaws supplement the CVFD Constitution.
- Section II.** Annual dues to Firefighter and Chief's associations and the National Fire Protection Association may be legitimate expenditures of the Department.
- Section III.** In order to further the Department's mission, it may sponsor an Explorer Post and/or Club.
- Section IV.** In order to further the Department's mission, it may associate with other emergency service organizations such as the Citizen Corps program.

ARTICLE II – Membership

- Section I.** Applicants shall reside within the Cordova area.

All applications shall be reviewed by the Board of Managers. Following the investigation of the applicant, the Board of Managers may recommend the applicant for membership.

An applicant must be approved by at least two-thirds of the membership present before becoming a probationary member.

Acceptance as probationary member into the Department shall be done with the objective of improving the operation, efficiency, and general excellence of the Department.

- Section II.** All probationary members shall serve a probation period.

Probationary members shall receive all compensations and privileges of an active member except the right to vote or introduce motions.

Explorers, once approved into the membership, shall not be required to serve a probationary period and shall be considered active members.

Section III. After successful completion of the probationary period, they shall be considered an active member and they shall be awarded a badge.

Section IV. Any member who would be unable to participate in Department activities for a period no greater than four months, may ask their company officer to be placed on leave.

Section V. Any member who would be unable to participate in Department activities for a period greater than four months, may make a written request to the Board of Managers to be placed in Reserves.

Section VI. All issued equipment will remain the property of the Department and will be returned to the Department immediately upon leaving the membership. Any member who leaves the Department for any reason, or is placed in the Reserves, and fails to return their badge and equipment to the Fire Chief, shall forfeit any money owing to them, for any previous runs and/or calls.

A badge or token of service may otherwise be kept only by majority vote of the Department.

Section VII. The Purpose of Disciplinary action is to be a tool to allow members in charge to deal effectively with another member whose performance and/or conduct is unacceptable.

Any member who witnesses an unsafe action, shall immediately stop it and report it.

Section VIII. Any expelled or suspended member shall have the right to appeal to the Board of Managers.

Section IX. Members of the Department are held to a higher standard of conduct both on and off duty. All members are responsible to make themselves familiar with, and follow the Department Constitution, Bylaws, policies, procedures, and orders. The department members shall have a clear understanding of the policy and procedures of giving and receiving orders.

Any member who witnesses a violation of the Code of Conduct shall immediately report it.

To remain in good standing, a member must meet all minimum current certifications as required by the Department.

Additionally, each member must meet all mandatory training requirements as determined by the Fire Chief or their delegate.

Members shall exercise proper precautionary safety measures to avoid injury to oneself and others. Report all injuries to Fire Marshal or their delegate.

ARTICLE III – Officers

Section I. The Fire Chief, or their delegate, is empowered by the State of Alaska to inspect all buildings and premises where accumulations of combustible materials and/or other hazardous conditions exist. They may order such changes or removals as in their opinion are necessary or appropriate to protect life, property, or public health.

Section II. The Fire Chief shall see that each fire is carefully investigated to determine its cause and origin. When arson or foul play is suspected, the Fire Chief shall secure and preserve all possible evidence and shall have the building or area posted and guarded.

Section III. The Fire Chief shall keep records as prescribed by the State of Alaska.

In addition, the Fire Chief shall keep complete records of every member.

The Fire Chief shall maintain all pre-planning records including inspections, notes and sketches. These shall be made a permanent part of the records of the Department.

Section IV. The Fire Chief or their delegates shall prepare the annual department budget that reflects the needs for the succeeding year. The budget should be reviewed by the Board of Officers and the Board of Managers prior to submission to the City of Cordova.

Section V. The Fire Chief or their delegates shall inspect the fire hydrants, cisterns, and other sources of water supply. Each hydrant shall be numbered and a permanent record kept of inspections, tests, condition, and repairs of each. A permanent record of all reports of defective, inoperative, or improperly set fire hydrants shall be submitted to the Public Works Director.

Company Officers in charge of Companies at fires or drills shall report to the Chief all fire hydrants that are found frozen, out-of-order, leaky, or that are set in such a manner to make it difficult to connect thereto.

Section VI. The Fire Chief shall appoint member(s) to serve as training coordinator(s) with responsibility to establish a Department wide training program, supervise its operation, and maintain records pertaining thereto. They shall have the responsibility to establish and maintain a Department library.

Section VII. The Primary Member in Charge of Games shall be the Fire Chief unless there is a conflict of interest. If a conflict of interest occurs then the Fire Chief is free to appoint a Primary Member in Charge of Games. The Primary Member must be an active member of the

Department. The Primary Member in charge may not be licensed as an operator, be a registered pull-tab vendor or an employee of a vendor. The Primary Member shall be responsible for gaming activities and work with the Treasurer of the fire department.

Section VIII. Arrangement shall be made so that the Deputy Fire Chief will always be present in the absence of the Fire Chief. In the absence of both, arrangements will be made to designate an Acting Fire Chief.

Section IX. The Alternate Member in Charge of Games shall be the Deputy Fire Chief unless there is a conflict of interest. If a conflict of interest occurs then the Deputy Fire Chief is free to appoint an Alternate Member in Charge of Games. The Alternate Member shall meet the same requirements as the Primary Member in Charge of Games. The Alternate Member shall have the following duties: to assist the Primary Member in the discharge of his several duties, and in the event of the absence of the Primary Member, to assume the duties and responsibilities of the Primary Member.

Section X. The Secretary is the official custodian of correspondence and all administrative books, records and papers of the Department.

Section XI. The Treasurer is the official custodian of the funds of the Department and shall be responsible for maintaining nonprofit status with the Internal Revenue Service.

The financial records shall at all times be subject to inspection by the Fire Chief and shall be made available to auditors for annual audits as required by the Department Constitution.

Section XII. No confidence vote: an elected officer of the Department may be removed from office by a two-thirds vote of the active membership roster. The charge against the elected officer shall be made in writing and filed with the Board of Managers at least one month before any vote shall be taken, and a copy of said charge

shall be served upon the elected officer at least two weeks before such vote shall be taken.

Section XIII. Board of Managers may only have one line Officer. In the event of an appointment that results in two or more line Officers serving on the Board, the Board will decide who resigns followed by a special election to fill the open position(s).

Article IV. Meetings

Section I. All members shall attend weekly Department meetings.

Section II. Workers' Compensation: A member with a current Workers' Compensation claim is excused from weekly Department meetings.

Section III. Medical Leave: A member unfit for duty or with a family emergency shall be placed on medical leave. During this time they are excused from weekly Department meetings. After four months the member will automatically be placed in Reserves until they return to duty.

Section IV. Leave: A member may request to be placed on leave if they will be unable to participate in Department activities for a period less than four months. During this time they are excused from weekly Department meetings. After four months the member shall return or will be dismissed from the Department and will be required to immediately return all department issued gear.

Section V. Any issue regarding member's attendance may be dealt with on a case-by-case basis between the member and the Fire Chief.

Article V – Compensation

Section I. Department members serve without pay, however, the City does offer compensation to the Department. The amount of the Department's compensation is negotiated each October.

Section II. An annual disbursement may be given to all members based on their activities from the previous year.

Section III. A member may accept as much or as little from any disbursement from the Department. All monies not accepted by the member will go to the Department's general fund or may be applied towards the member's uniform purchase.

Article VI – Amendment and Dissolution

Section I. All alterations or amendments to the Department Bylaws must be proposed in writing and all members shall receive a copy at least one week prior to the vote at a regular business meeting.

Section II. An alteration or amendment to the Department Bylaws requires a majority approval vote of the members present at a business meeting provided that a quorum is met.

Article VII – Authority and Interpretation

Section I. The rules contained in the latest edition of Robert's Rules of Order Newly Revised shall govern the Department in all cases unless they are not consistent with the Constitution and Bylaws of the Department.

Section II. The following will be the Special Order of Business as adopted by the Department.

1. Call to Order
2. Roll Call and Line of Duty Deaths
3. Approval of the Minutes of Previous Meeting
4. Approval of the Agenda
5. Board of Managers Reports
6. Communications
7. Interdepartmental Reports
8. Unfinished Business
9. New Business
10. Good of the Order
11. Adjournment

ARTICLE VIII – Committees

Section I. All committees must have at least three active members.

The Fire Chief may be an ex officio member of any committee, without affecting a quorum, and may vote.

All committees may request a specialist, with relevant expertise or interest, to serve on a committee as a non-voting member.

Section II. There shall be at least three standing committees – a Financial Standing Committee, a Gaming Standing Committee, and an Alaska State Firefighters Association (ASFA) Standing Committee.

The purpose of the Financial Standing Committee is to ensure that proper accounting procedures are maintained and all regulations of the Internal Revenue Service are followed. This committee shall approve the Annual Treasurer's Report. This committee shall be comprised of at least two appointed members and the Treasurer.

The purpose of the Gaming Standing Committee is to ensure that proper accounting procedures are maintained, and all regulations of the Alaska Department of Revenue are followed. This committee shall be comprised of at least the Treasurer, the Primary Member and the Alternate Member.

The purpose of the ASFA Standing Committee is to conduct the business of the Cordova Chapter of the Alaska State Firefighters Association. This committee is comprised of the three elected officers of the Cordova Chapter of the ASFA.

Section III. Special Committees may be appointed as needed by the presiding officer at the regular business meeting to accomplish a specific assignment. The findings and recommendations of a special committee shall be presented at a regular business meeting and the committee shall be dissolved when the assignment is

completed.

Each member of a special committee shall serve until the completion of the committee's assignment, or until a successor is appointed.

Section IV. No confidence vote: A committee member may be removed from any committee with a unanimous vote by the rest of the committee provided a quorum is present. The Fire Chief may remove a member from any committee at any time.

ARTICLE IX - COMPANIES

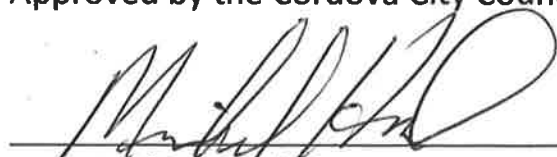
Section I. Each Company will consist of at least one Company Officer, firefighters and/or medics and when appropriate an engineer. Properly equipped and manned apparatus as defined per Standard Operation Procedures in active service, is to be considered a Company.

Section II. The Company Officer shall be appointed by the Fire Chief, and shall be accountable to the Fire Chief for the efficient operation of the Company. The Company Officer shall, under the direction of the Fire Chief, have absolute command of their respective Company.


The Company Officer should select a Second Officer in the line of command.

Section III. The Company Officer of a pumping apparatus shall select an engineer. Engineers are firefighters, who are specifically trained in pumping operations and driving.

Adopted by the Cordova Volunteer Fire Department on September 2018
Approved by the Cordova City Council on


Fire Chief Michael Hicks



Date



Deputy Fire Chief Robert Matteson 9-6-18
Date



Secretary Kara Johnson 9/6/18
Date



Board of Manager Member 9/6/18
Date

A memo from Susan Bourgeois, CMC, City Clerk

DATE: February 8, 2019

TO: Mayor and City Council

SUBJECT: Appointment of 2019 Election Board members

Below are the names of the individuals who have been selected to serve on the election board for the 2019 General Election on March 5, 2019.

Recommended motion: Move to concur with the Mayor's appointment of the 2018 General Election board members as follows:

Ruth Steele, as Chairperson
Seawan Gehlbach
Sarah Trumblee
Theresa Stavig
Marleen Moffitt
Audrey Burton
Susan Bourgeois
Tina Hammer

Required action: Majority voice vote or approval of the consent calendar.

**Regular City Council Meeting
January 16, 2019 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes**

A. Call to order

Mayor Clay Koplin called the Council regular meeting to order at 7:14 pm on January 16, 2019, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance

Mayor Koplin asked for a moment of silence tonight for the victims of a tragic accident, the Mayor of Skagway and her mother were both killed in late December in Washington, DC.

Mayor Koplin then led the audience in the Pledge of Allegiance.

C. Roll call

Present for roll call were **Mayor Clay Koplin** and Council members **Ken Jones**, **Melina Meyer**, **David Allison** and **James Wiese**. Council members **James Burton**, **Jeff Guard** and **Anne Schaefer** were absent. Also present were City Manager **Alan Lanning** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

M/Allison S/Wiese to approve the Regular Agenda by removing the executive session on City Clerk evaluation since there are only 4 council members present.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Guard, Schaefer). Motion was approved.

E. Disclosures of Conflicts of Interest

F. Communications by and Petitions from Visitors

1. Guest Speakers

2. Audience comments regarding agenda items

Matt McDaniel, former resident, current Vice-Chair of Chugach Alaska Corporation spoke in favor of Council passing a resolution against the PWS Borough.

Tom Bailer of 304 Orca Inlet Drive commented on the proclamation for **Dick Groff**, said it was great to recognize him. He also spoke in support of items 18-21, advocated for infrastructure projects in the community. He spoke against the passage of item 23 unless they were to include an access easement and have a good plan.

Katherine Mead of 104 West Davis spoke about the proclamation for **Dick Groff** and said that what is in there is only a small list of what he has done, he's been the driving force behind the work on bylaws and constitution that have been accomplished recently and will be before the Council soon.

3. Chairpersons and Representatives of Boards and Commissions

CCMCA Board, Executive Director **Scot Mitchell** introduced **Randall Draney** the new Chief Financial Officer for CCMC. Nursing home had an annual review and major strides have been made over the last few years, there were only 2 deficiencies on the health side - lowest ever - both were policy related not about patient care. They continue to investigate adding services - Pediatrician - hopefully before end of 1Q -at least once per quarter. They are also reaching out to a podiatrist. OT and Speech therapy services also in place and recently they have added sleep studies through the clinic.

PWSAC Board - City representative **Tom Bailer** reported on recent meeting and he offered some handouts. He said the fall PWSAC board meetings were in Anchorage this year and customarily those are in Cordova, so spring meetings were being discussed as being in Anchorage as well, luckily members on the board from Cordova were quick to encourage the board to have spring meetings in Cordova. **Bailer** hoped Council would pay attention to that in the future, along with the fact that some key staff members of PWSAC aren't full-time residents of Cordova. He said the board is 45 or 47 members, 15 are Cordova residents and we are well-represented on the Executive Committee. Overall he is just fearful that without good representation and the City Council and others looking out for it, we could lose PWSAC to Cordova which would be a negative impact.

4. Student Council Representative Report - was not present

G. Approval of Consent Calendar

5. Ordinance 1173 An ordinance of the City Council of the City of Cordova, Alaska, appropriating \$500 from the general fund reserve to advocate and provide public information regarding a proposition to levy a .5% raw fish tax on fish landed in Cordova and a proposition approving the issuance of a harbor revenue bond in the principal amount not to exceed

\$5,000,000 both appearing on the ballot of the March 5, 2019 regular City election, including without limitation advocacy and the dissemination of information that may influence the outcome of the election on the propositions – 1st reading

6. Resolution 01-19-05 A resolution of the City Council of the City of Cordova, Alaska, adopting an alternative allocation method for the FY19 shared fisheries business tax program and certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in FMA 15: Prince William Sound

7. Resolution 01-19-06 A resolution of the City Council of the City of Cordova, Alaska, supporting continuation of the University of Alaska Fairbanks (UAF) College of Fisheries and Ocean Sciences (CFOS) Marine Advisory Program's (MAP) Cordova faculty position

8. Proclamation of Appreciation to *Richard Groff*

Vote on the approval of the consent calendar: 4 yeas, 0 nays, 3 absent. Allison-yes; Meyer-yes; Jones-yes; Guard-absent; Wiese-yes; Burton-absent and Schaefer-absent. Consent calendar was approved.

Mayor Koplín then read the proclamation into the record for *Richard Groff* – there was lengthy audience and Council applause and a standing ovation.

H. Approval of Minutes - none

I. Consideration of Bids

9. Direction to Manager to negotiate with Wilson Construction for City Shop roof replacement

M/Jones S/Wiese to direct the City Manager to negotiate a contract with Wilson Construction for the City Shop roof replacement.

Jones said he believes it is important to invest in the upkeep of our buildings. **Wiese** also spoke in favor.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Guard, Schaefer). Motion was approved.

J. Reports of Officers

10. Mayor's Report – **Mayor Koplín** said he had a written report in the packet and he added that he will be writing a letter of support for **Mr. Ruffner** for BoF, he'll be traveling for business next Council meeting on February 6, so he'll ask **Vice Mayor Allison** to chair, he has also been working with the Fisheries Development Committee on the Tanner Crab announcement – a very short 7 day window and he tentatively has a meeting set for next week with **Representative Stutes**, her chief of staff, the new commissioner of ADF&G, the director of comm fish – **Forrest Bowers** and fisheries biologist **Jan Rumble**.

11. Manager's Report – City Manager **Alan Lanning** introduced **Dean Baugh** the interim Finance Director who is here for 6 months, then he reported 1) with **Dean** on board, he hopes to be able to provide some comprehensive financial reporting that we have talked about for a long time – not sure of the time-frame for that just yet, including changes in the way we report our budget with different information on the bottom line and fund balances, restricted funds vs. available funds, these sort of things, we will do this in conjunction with CCMC so we have a complete financial picture of the two entities together; 2) he hopes to have an E-911 plan with structure before you too; 3) we will in the near future also discuss components of the strategic plan – one of those is taxes, what those look like in the coming years as well as organizational issues within our structure.

12. City Clerk's Report

a. email from City Attorney re recently received public correspondence

Bourgeois said she's begun advertising for the election, these are posted around town and available on the City website, declaration of candidacy is open now, until February 5 – there are many seats open – Mayor, 3 Council, 2 School Board and 3 CCMCA Board; absentee by mail apps available online, absentee in person will begin February 19.

K. Correspondence

13. 12-12-18 Email from J. Severson re school funding

14. 12-12-18 Email from B. Reynolds re school funding

15. 12-18-18 Letter from J. Beckett of CTC re E-911 surcharge

16. 12-19-18 Email from B. Johnson re school funding and borough

17. 01-07-19 Mayor Koplín letter to ADF&G re PWS Tanner Crab collaboration

L. Ordinances and Resolutions

18. Resolution 01-19-01 A resolution of the City Council of the City of Cordova, Alaska, declaring the eligibility of the City of Cordova to submit an application to the Alaska department of transportation and public facilities (ADOT&PF) for use of transportation alternatives program funds set for by MAP-21 for the project "Cordova Center Pedestrian Connector", and declaring that the City of Cordova will commit to ownership/management and maintenance and operations of the project, and authorizing the City Manager to sign the application and future project agreements

M/Jones S/Allison to approve Resolution 01-19-01 A resolution of the City Council of the City of Cordova, Alaska, declaring the eligibility of the City of Cordova to submit an application to the Alaska department of transportation and public facilities (ADOT&PF) for use of transportation alternatives program funds set for by MAP-21 for the project "Cordova Center Pedestrian Connector", and declaring that the City of Cordova will commit to ownership/management and maintenance and operations of the project, and authorizing the City Manager to sign the application and future project agreements

Allison said he will echo some of what the public said earlier - it is a good investment when we can leverage our money this way, it is worth a shot. **Jones** asked if a wheel chair accessible ramp downstairs is included in this or if we could add that or if it would help our application. **Sam Greenwood**, Public Works Director, said she didn't have that included, and the pool and Cordova Center do have other ADA accessible entrances which already scored those points for us this time. She also said we have already had a cost-estimate worked up but she could put that on the next such grant opportunity.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Guard, Schaefer). Motion was approved.

19. Resolution 01-19-02 A resolution of the City Council of the City of Cordova, Alaska, authorizing expenditure of an amount not to exceed \$41,825.10 to provide the required match for the Alaska transportation alternatives program (ATAP) grant "Cordova Center Pedestrian Connector Project".

M/Jones S/Allison to approve Resolution 01-19-02 A resolution of the City Council of the City of Cordova, Alaska, authorizing expenditure of an amount not to exceed \$41,825.10 to provide the required match for the Alaska transportation alternatives program (ATAP) grant "Cordova Center Pedestrian Connector Project".

Jones said it is a no-brainer like **Allison** said earlier - these projects will benefit the community.

Vote on the motion: 4 yeas, 0 nays, 3 absent. Meyer-yes; Jones-yes; Schaefer-absent; Guard-absent; Allison-yes; Wiese-yes and Burton-absent. Motion was approved.

20. Resolution 01-19-03 A resolution of the City Council of the City of Cordova, Alaska, declaring the eligibility of the City of Cordova to submit an application to the Alaska department of transportation and public facilities (ADOT&PF) for use of transportation alternatives program funds set for by MAP-21 for the project "Seventh Street ADA Sidewalks and Drainage Improvements", and that the City of Cordova will commit to ownership/management and maintenance and operations of the project, and authorizing the City Manager to sign the application and future project agreements.

M/Meyer S/Jones to approve Resolution 01-19-03 A resolution of the City Council of the City of Cordova, Alaska, declaring the eligibility of the City of Cordova to submit an application to the Alaska department of transportation and public facilities (ADOT&PF) for use of transportation alternatives program funds set for by MAP-21 for the project "Seventh Street ADA Sidewalks and Drainage Improvements", and that the City of Cordova will commit to ownership/management and maintenance and operations of the project, and authorizing the City Manager to sign the application and future project agreements.

Meyer said it's another project that we will get a lot for our money, will improve drainage and add sidewalks, a great combination.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Guard, Schaefer). Motion was approved.

21. Resolution 01-19-04 A resolution of the City Council of the City of Cordova, Alaska, authorizing expenditure of an amount not to exceed \$95,485.60 to provide the required match for the Alaska transportation alternatives program (ATAP) grant "Seventh Street ADA Sidewalks and Drainage Improvements Project".

M/Meyer S/Jones to approve Resolution 01-19-04 A resolution of the City Council of the City of Cordova, Alaska, authorizing expenditure of an amount not to exceed \$95,485.60 to provide the required match for the Alaska transportation alternatives program (ATAP) grant "Seventh Street ADA Sidewalks and Drainage Improvements Project".

Vote on the motion: 4 yeas, 0 nays, 3 absent. Wiese-yes; Jones-yes; Meyer-yes; Schaefer-absent; Allison-yes; Burton-absent and Guard-absent. Motion was approved.

M. Unfinished Business

22. Performance Deed of Trust extension for Dan Nichols, Lot 2, Block 3, CIP

M/Jones S/Allison to extend the substantial completion date for the performance deed of trust for Dan Nichols until December 30, 2021.

Jones said he has run into permitting problems and contractor problems, but he is gaining ground, has a foundation in, it is a no-brainer to extend this, it will add to the tax base and grow the economy in town.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Guard, Schaefer). Motion was approved.

N. New & Miscellaneous Business

23. Land Disposal for Power Creek Lot 1, USS4606

M/Jones S/Allison to approve the proposal from Tania Harrison for Lot 1, USS 4606.

Jones commented that at the last meeting he spoke heavily in favor of disposal of this lot but now having looked at the lot and having talked to several contractors around town he might not be so in favor of the disposal at this time, without

disposing of the larger piece with it due to the access that has been brought up many times. He would like to grow the pie and increase the development of lots in town, but he'd hate to see us block the development of six lots in favor of the one. **Meyer** asked if the RFP was clear that the proposer would have to work with the City on an easement. **Greenwood** approached to respond to questions; she said no, that was not in the RFP. She agreed with the member of the public that spoke earlier that the last time this lot went through the land disposal process that was included in the RFP but this time, P&Z did not include language like that when they recommended that City Council put the lot out for proposals, and she cannot remember but she assumes Council agreed because the RFP went out without such language this time. **Jones** said he had another issue too with this proposal, that the lot in front of it is needed to gain access to the proposed house and this proposal is not to purchase both lots, just the one behind. **Greenwood** replied that the lot in front is not owned by the City. She said the RFP included the requirement to work that logistic out; the lot in question is believed to be owned by DoT. **Meyer** asked if we could amend this to include a requirement for working with Planning to establish an easement. **Greenwood** said her opinion would be that that would possibly void the RFP, as it was advertised. She thought we could bring back the information and the map with the easement drawn in as was included last time within the RFP for Council to see; she said that really does change the look of this lot. **Meyer** said she would not be in favor of the disposal without understanding why the RFP didn't include the easement this time.

M/Meyer S/Wiese to refer to staff for that information to be brought back to Council and so that it can be voted upon by a fuller council presence.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Guard and Schaefer). Motion was approved.

24. City Council direction to staff regarding a draft resolution opposing PWS Borough

Mayor Koplin wanted to gauge Council's interest in passing a resolution against the borough because there was money spent and he wondered if Council didn't want to see the results of the study before taking such an action.

M/Jones S/Wiese to direct staff to draft a resolution against a PWS borough.

Jones said many of the other communities in PWS oppose the creation of a borough and many of our constituents oppose the creation of a borough and the findings of the study - he's not convinced it is worth spending more money on. He would like to see Cordova get on the record as opposing the borough. **Wiese** said he sees little to no support for this in the community. **Meyer** said if we are to pass a resolution against the borough, she'd like us to include information learned from this study, so future Councils see what we gained from this. **Jones** said he had a draft written. He thought maybe a work session to draft this would be beneficial. **Allison** said he doesn't have much heartburn over how we write the resolution, it doesn't really ever have any teeth.

Through discussion, the motion got amended with concurrence of the maker of the motion and the second to read as follows:

M/Jones S/Wiese to have a work session to discuss and decide specific whereas' of a resolution about the PWS borough.

Vote on the motion: 3 yeas, 1 nay (Meyer), 3 absent (Burton, Guard and Schaefer). Motion was approved.

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

Council decided that the February 6 work session is going to be about Bears, the February 20 work session can be the borough work session. **Lanning** said he wants to ensure **Leif Stavig** is present for such a work session as he has been to all of the Borough meetings / teleconferences/ committee meetings, etc. **Allison** wanted to remind everyone about how busy the first week of March will be with PWSAC meeting and the conference basketball, hopefully the word is out for the local business owners to be prepared. **Wiese** asked if the Manager could report soon on how CCMC is doing with reimbursements back to the City on the pharmacy start up costs.

O. Audience Participation

Tania Harrison said she was at the Planning Commission meeting and there was discussion about the larger lot and they concluded that there was other access to the larger piece.

Tom Bailer gave a shout out to the police department - at the ball games this last weekend, before everyone left, there was a public service announcement made about weather and road conditions outside and then there was an officer assisting with traffic at the stop sign. He gave further advice to Council in moving ahead on the Power Creek Lot, he advised that a surveyor should survey the lots, put in setbacks and maybe we could punch a road in.

Dan Nichols of 607 Alder Street thanked Council for the extension.

P. Council Comments

Wiese congratulations and a huge thank you to **Dick Groff**. As far as Power Creek, we don't want to stand in the way of people building, we want to look long term.

Jones also thanked Mr. Groff, echoed the land disposal process comments.

Allison appreciated people's input and comments tonight, thanked and appreciated **Mr. Groff**, he passed along his concern for federal employees in town who are working without pay or not working at all hopefully the City is being accommodating.

Q. Executive Session

~~26. City Clerk's Annual Evaluation~~

Mayor Koplin mentioned that they had decided not to have the Clerk's eval tonight, but he did say he wanted to have an executive session with the facilitator from the Foraker Group that came down for some coaching and development work with the City Manager and the City Clerk. While she is here and available, he wanted her to be allowed to debrief council on the process and there is a fiscal note attached as well.

M/Allison S/Wiese to enter executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Guard and Schaefer). Motion was approved.

Mayor Koplin recessed the meeting at 8:38 pm with no objection to clear the room before the executive session.

Council entered executive session at 8:42 pm and re-entered open session at 9:23 pm.

Mayor Koplin stated that the content of the executive session was the process of the facilitation and the follow-up reporting, no personnel were discussed, and no action was taken in the executive session.

R. Adjournment

M/Allison S/Wiese to adjourn the meeting.

Vote on the motion: 4 yeas, 0 nays, 3 absent (Burton, Guard and Schaefer). Motion was approved.

Mayor Koplin adjourned the meeting at 9:25 pm.

Approved: February 20, 2019

Attest: _____
Susan Bourgeois, CMC, City Clerk

**City Council Public Hearing
February 6, 2019 @ 6:45 pm
Cordova Center Community Rooms A & B
Minutes**

A. Call to order

Vice Mayor David Allison called the Council public hearing to order at 7:00 pm on February 6, 2019, in the Cordova Center Community Rooms.

B. Roll call

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

C. Public hearing

1. Ordinance 1173 An ordinance of the City Council of the City of Cordova, Alaska, appropriating \$500 from the general fund reserve to advocate and provide public information regarding a proposition to levy a .5% raw fish tax on fish landed in Cordova and a proposition approving the issuance of a harbor revenue bond in the principal amount not to exceed \$5,000,000 both appearing on the ballot of the March 5, 2019 regular City election, including without limitation advocacy and the dissemination of information that may influence the outcome of the election on the propositions

Vice Mayor Allison opened the hearing up for public testimony on the ordinance. There was no public testimony.

D. Adjournment

Hearing no objection, *Vice Mayor Allison* adjourned the public hearing at 7:04 pm.

Approved: February 20, 2019

Attest: _____
Susan Bourgeois, CMC, City Clerk



AGENDA ITEM 12

City Council Meeting Date: 2/20/19

CITY COUNCIL COMMUNICATION FORM

FROM: Public Works

DATE: February 13, 2019

ITEM: Change order to R&M engineering contract

NEXT STEP: Review and Vote on Change order approval

☐ INFORMATION
☒ MOTION
☐ RESOLUTION
☐ ORDINANCE

I. REQUEST OR ISSUE:

Vote on Change order over \$25,000 per City Code 5.12.050 (B).

II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Change Order 001 for \$40,800 for the additional engineering work mandated by ADOT for the relocation work on the Hippy Cove Culvert Relocation Project.”

III. FISCAL IMPACTS:

This Change order amount and all expenses are fully funded/reimbursed by the ADOT&PF per the ADOT letter of May 22, 2014 “Order to Relocate Utility Facility”.

IV. BACKGROUND INFORMATION:

At the October 4th, 2017 Regular City Council meeting, council approved and awarded the contract to R&M

- I. *Consideration of Bids Reg Mtg Min October 4, 2017 Page 2 of 4 8. Direction to Manager to negotiate contract for engineering of waterline relocation as part of ADOT Hippy Cove culvert project M/Allison S/Wiese to direct the city manager to negotiate a contract with R&M Consultants, Anchorage, AK, to provide engineering services for water line relocation per RFP#17-01 for a sum not to exceed twenty nine thousand nine hundred ninety one dollars and forty five cents (\$29,991.45). **Vote on the motion: 6 yeas, 0 nays, 1 absent (Hallquist). Motion was approved.***

The city was notified in late September of 2018 that additional culverts would be replaced in conjunction with the Hippy Cove water line relocation project, these culverts are along the New England Cannery road. The new culverts to be replaced are in direct conflict with the city's water main. The city asked R&M to submit a change order proposal for the additional work on October 1st. The city received the proposal on October 25th and forwarded it to the ADOT for approval. ADOT approved the change order on February 2, 2019.

V. LEGAL ISSUES:

No known legal concerns.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

R&M will address all DEC permitting and conflicts for the project.

VII. SUMMARY AND ALTERNATIVES:

N/A

City of Cordova
Mayor's Report
February 14, 2019

I have been supporting fisheries development opportunities including letters of support for Alaska Board of Fisheries applicants, North Pacific Fisheries Management Council, and the SeaGrant position in Cordova. I worked with the Alaska Department of Fish and Game to restore a 30-day tanner crab commissioner's permit and clarify this intent by the Department, and encouraged local participation in the healthy and growing Prince William Sound shrimp fisheries (pot and trawl). Jan Rumble, Forrest Bowers, and acting commissioner Douglas-Vincent Lange have been very responsive and supportive of our requests, and Jan teleconferenced in for an evening meeting of the Cordova Fisheries Development committee to outline the shrimp fishery and encourage participation. Her PowerPoint summary is available at Viking Supply and LFS in Cordova who can also provide gear for the fishery.

While traveling on business, I was able to tour the Edison Chouest shipyards, control center, and training center in Port Fourchon, Louisiana and was impressed with the new technologies they are developing, independently and above and beyond the regulatory requirements and citizens advisory board requests, to protect our pristine waters from another oil spill.

Alaska command has been in touch regarding Northern Edge 2019 and are planning a visit/presentation to the City. I have been working with Cordova EMO to improve communications and the knowledge base of Cordova assets at our disposal during emergencies.

I extend my appreciation to all who have declared for candidacy for Mayor, City Council, School Board, and CCMC Health Authority Boards and wish you all the best in your bids for elected office. I also encourage the community to vote – strong turnout at local elections gets noticed at the state and federal level, and leads to broader representation from elected officials. I also encourage support for the bond and revenue measures to support renovation of our harbor.

I am in frequent contact with our lobbyist John Bitney on an almost daily basis as the Governor's budget sinks in, as the House structures its leadership, and as AMHS and other service issues arise for our community. I have also been in correspondence with Alaska Airlines and look forward to their freight and customer service corporate managers come to Cordova to meet with City and select business and community leaders to try and resolve the inadequate freight service to our community.

I have also continued to participate in the collaborative process between the City and NVE for working more closely to improve health services in Cordova, and the comprehensive plan and borough overview.

Finally, I look forward to welcoming the Points North Heli-Adventure team who have been such a great asset and promoter of our community and her surrounding beauty. It will be particularly welcome this year as they enjoy new ski areas for more clients thanks to the great work of USFS District Ranger Robert Skorkowsky and his staff, with the strong support of the City of Cordova.

Have a great week Cordova.

Respectfully,

Mayor Clay Koplin

CORDOVA PORT & HARBOR

WOULD LIKE TO INVITE YOU TO A QUESTION AND ANSWER SESSION REGARDING THE \$5 MILLION BOND FOR THE MUNICIPAL HARBOR FACILITY MATCHING GRANT AND THE IMPLEMENTATION OF A .5 PERCENT LOCAL RAW FISH TAX THAT WILL BE ON THE MARCH 5TH, 2019 BALLOT.



WEDNESDAY FEBRUARY 27, 2019, 5:30PM TO 7:30PM IN COMMUNITY ROOM A

REFRESHMENTS WILL BE SERVED

A QUORUM OF THE CITY COUNCIL AND/OR OTHER CITY BOARDS OR COMMISSIONS MAY BE PRESENT,

NO DECISIONS REGARDING CITY BUSINESS WILL BE MADE

CITY OF CORDOVA



February 5, 2019

The Honorable Governor Michael Dunleavy
Office of the Governor
P.O. Box 110001
Juneau, AK 99811-0001

RE: Support for Appointing Robert Ruffner to the Alaska Board of Fisheries

Governor Dunleavy:

The City of Cordova supports the appointment of Robert Ruffner to the Alaska Board of Fisheries. His demonstrated commitment to a science-based approach to fisheries management will help assure healthy stocks of Alaskan seafood resources for all user groups

Robert's past service on the Board of Fisheries has included a balanced, factual based decision-making process. As the pressures of climate change and shifts in environment and biology pose new challenges and opportunities for Alaskan stakeholders, his experience will provide continuity to help the Board successfully manage into the future. His work ethic for thoroughly researching staff reports and management plans and considering input and proposals from the Department of Fish and Game and user groups will assure successful outcomes and sustainable fisheries.

Thank you for your consideration in re-appointing Robert Ruffner to the Alaska Board of Fisheries.

Respectfully,

A handwritten signature in blue ink that reads "Clay R. Koplin". The signature is written in a cursive style and is underlined.

Clay Koplin
Mayor of Cordova

CITY OF CORDOVA



February 5, 2019

The Honorable Governor Michael Dunleavy
Office of the Governor
P.O. Box 110001
Juneau, AK 99811-0001

RE: Support for Buck Laukitis Appointment to NPFMC

Governor Dunleavy:

The City of Cordova supports the appointment of Buck Laukitis to the North Pacific Fisheries Management Council. At a time when federal and state co-managed groundfish stocks are declining and pressures on resource sustainability include new threats of climate change and growing pressures of market demand, continuity on the council is critical.

Buck has proven to have a firm grasp on the needs and tensions between user groups and importance of balancing those needs in a fair and thoughtful manner. He has consistently dedicated his time and attention to researching and understanding the issues and contributing to council decisions, while considering input and feedback from the diverse stakeholder groups.

Please re-appoint Buck to the NPFMC; we believe it will serve the stakeholders and our precious wild fisheries resources well.

Respectfully,

A handwritten signature in blue ink, reading "Clay R. Koplin". The signature is written in a cursive style and is positioned above the printed name of the signatory.

Clay Koplin
Mayor of Cordova

Susan Bourgeois

From: ellen americus <ellenleea@gmail.com>
Sent: Tuesday, February 12, 2019 9:47 AM
To: Susan Bourgeois
Subject: Community garden proposal (Please put on agenda for next council meeting, thank you.)

Hello Mayor, Council Members and City Manager,

Although it is mid winter, I already have GARDENING on my mind. I want to propose a CORDOVA COMMUNITY GARDEN to be located behind the hospital. This location is city owned, has a greenhouse, a water source, is south facing, and has a history of previous gardening. Having a garden behind the hospital will be nice for the hospital residents.

A community garden will improve the quality of life for Cordova's citizens with better nutrition, increased fitness, less plastic use, social interaction, and FOOD SECURITY. It will also provide an opportunity to teach youngsters about how to grow food.

People who are interested could build their own garden beds, and it would not have to cost the city money. We have been discussing a community garden idea for years, with various locations in mind. It is important not to locate it over toxic substrate. After meeting with Micah Hahn who has been leading the plan for a community garden behind St George, we have concluded that there is enough interest to fill both sites. Wouldn't it be such a great accomplishment to establish Cordova Community Garden during your administration! In my view it seems SO EASY to designate the area behind the hospital, and let interested parties build their own garden beds.

Fresh organic produce is important for cancer survivors in our community, and for preventing cancer. It is important for the growth of our children. Because of our geographic location we are at risk for food security. I see community gardens on blocks in Seattle, and they look so nice, and so good for people's fitness and community building.

I appreciate any suggestions you have, and financial input is also appreciated. In my humble opinion people have discussed this idea for too long, and we need to just GO FOR IT and GET IT GOING THIS SUMMER ! Thanks so much!!

Ellen Americus
PO Box 802
Cordova, Alaska 99574
907 253 3276
Ellenleea@gmail.com



THE STATE
of **ALASKA**

GOVERNOR MICHAEL J. DUNLEAVY

Department of Natural Resources

DIVISION OF MINING, LAND & WATER
Southcentral Regional Land Office

550 West 7th Avenue, Suite 900C
Anchorage, Alaska 99501-3577
Main: 907.269.8503
TDD: 907.269.8411
Fax: 907.269.8913

PUBLIC NOTICE
ADL 233183
The Native Village of Eyak

February 13, 2019

Subject to AS 38.05.850, the Southcentral Regional Land Office has received an application for easement as follows:

APPLICANT: The Native Village of Eyak

PROJECT NAME: ADL 233183

GEOGRAPHIC LOCATION: Cordova, Alaska

LEGAL DESCRIPTION: 12 discontiguous tideland parcels of varying length and width that will occupy a total of 16.71 acres, more or less:

- Township 15 South, Range 3 West: Section 10, Segment A (0.61 acres); Section 11, Segment B (0.20 acres), Segment C (0.12 acres), and Segment D (2.86 acres); Sections 2 and 11, Segment E (1.55 acres); Section 2, Segment F (0.29 acres), Segment G (1.61 acres), Segment H (0.22 acres), and Segment I (0.13 acres).
- Township 14 South, Range 3 West: Sections 25 and 36, Segment J (4.89 acres); Section 25, Segment K (0.14 acres) and Segment L (4.09 acres), all of Copper River Meridian.

Please see attachment for additional location information.

REQUESTED ACTIVITY: The proposed easement is required to construct that portion of Shepard Point Road on state tidelands west of Orca Cannery to Shepard Point. The easement, if approved, may differ from that described herein.

REQUESTED TERM: Until no longer needed.

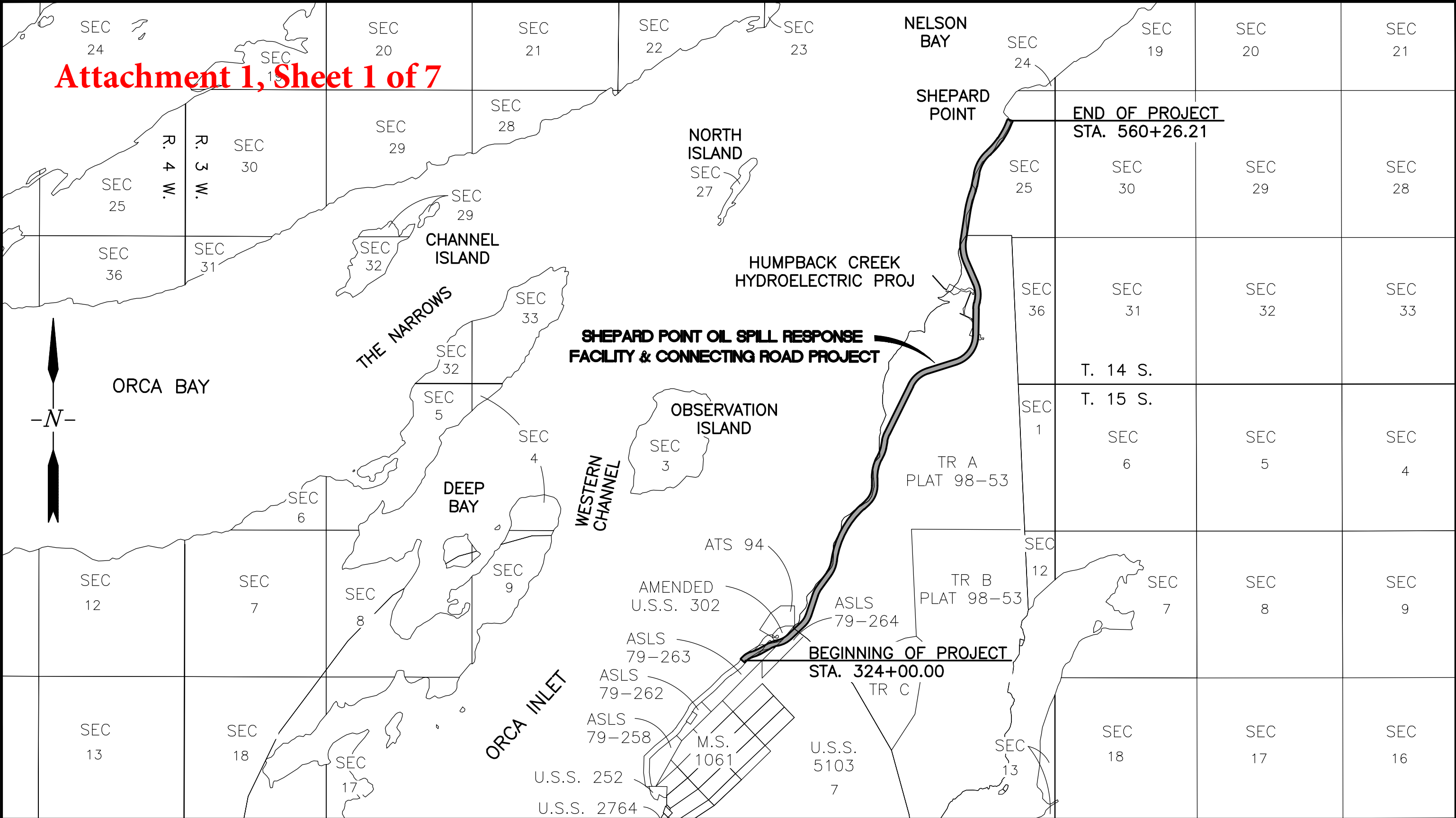
DEADLINE FOR COMMENTS: March 18, 2019

The public is invited to comment on this activity. The purpose of this notice is to gather input before a decision is made. To ensure consideration, written comments must be received by the Division of Mining, Land and Water at Southcentral Regional Land Office, Anchorage, AK 99501-3577 on or before 5:00 p.m. on the date noted above. Questions concerning this activity or requests to view the full application packet should be directed to Elizabeth Sherwood, Telephone: (907)269-7472; Fax: (907) 269-8913 or e-mail: elizabeth.sherwood@alaska.gov.

After review and adjudication, the Southcentral Regional Land Office may issue an authorization with stipulations for the activity. The activity may be modified during the review and adjudication process.

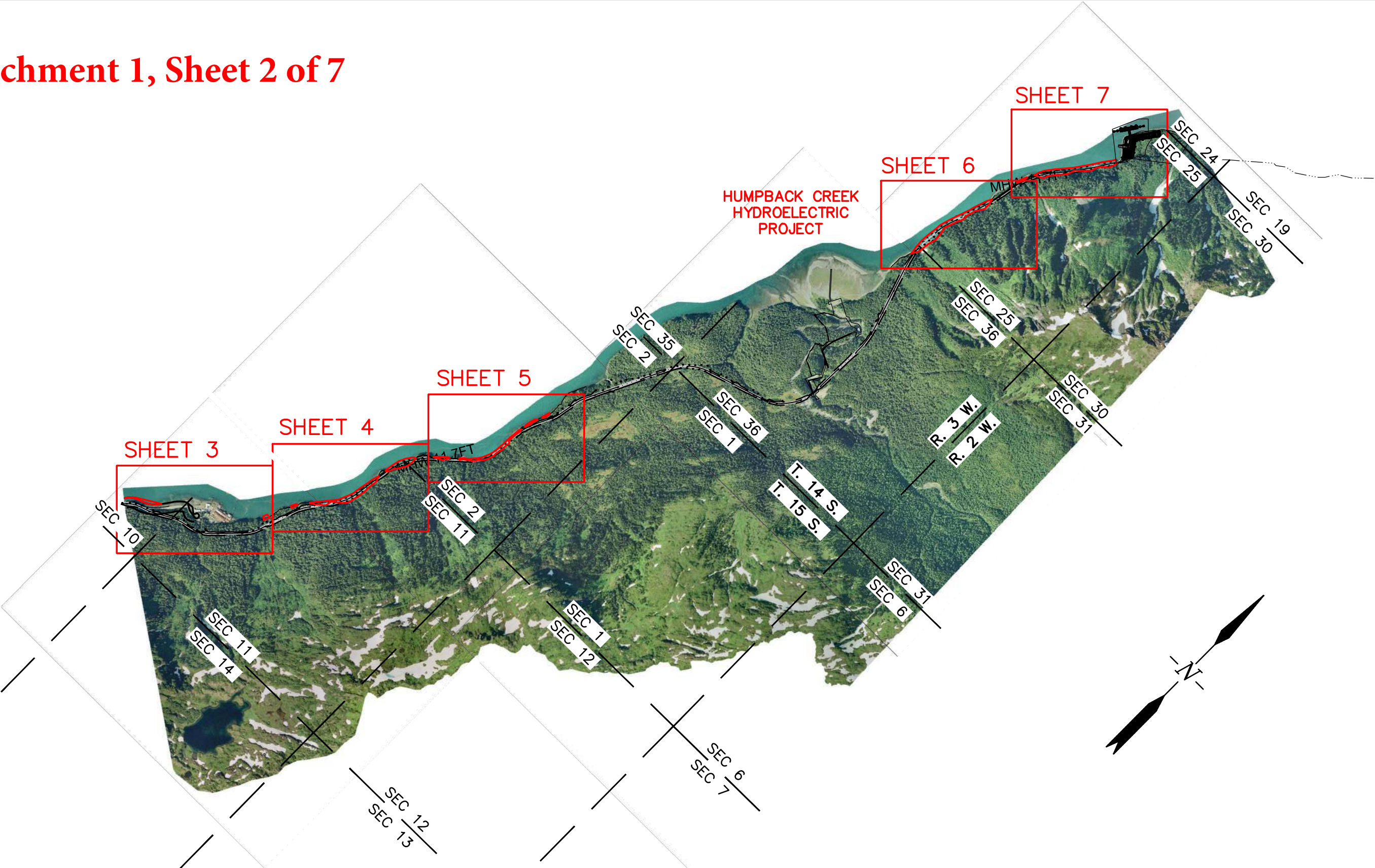
Individuals with audio impairments who have questions concerning this PD may call Relay Alaska at 711 or 1-800-770-8973 for assistance at no cost.

DMLW reserves the right to waive technical defects in this notice.



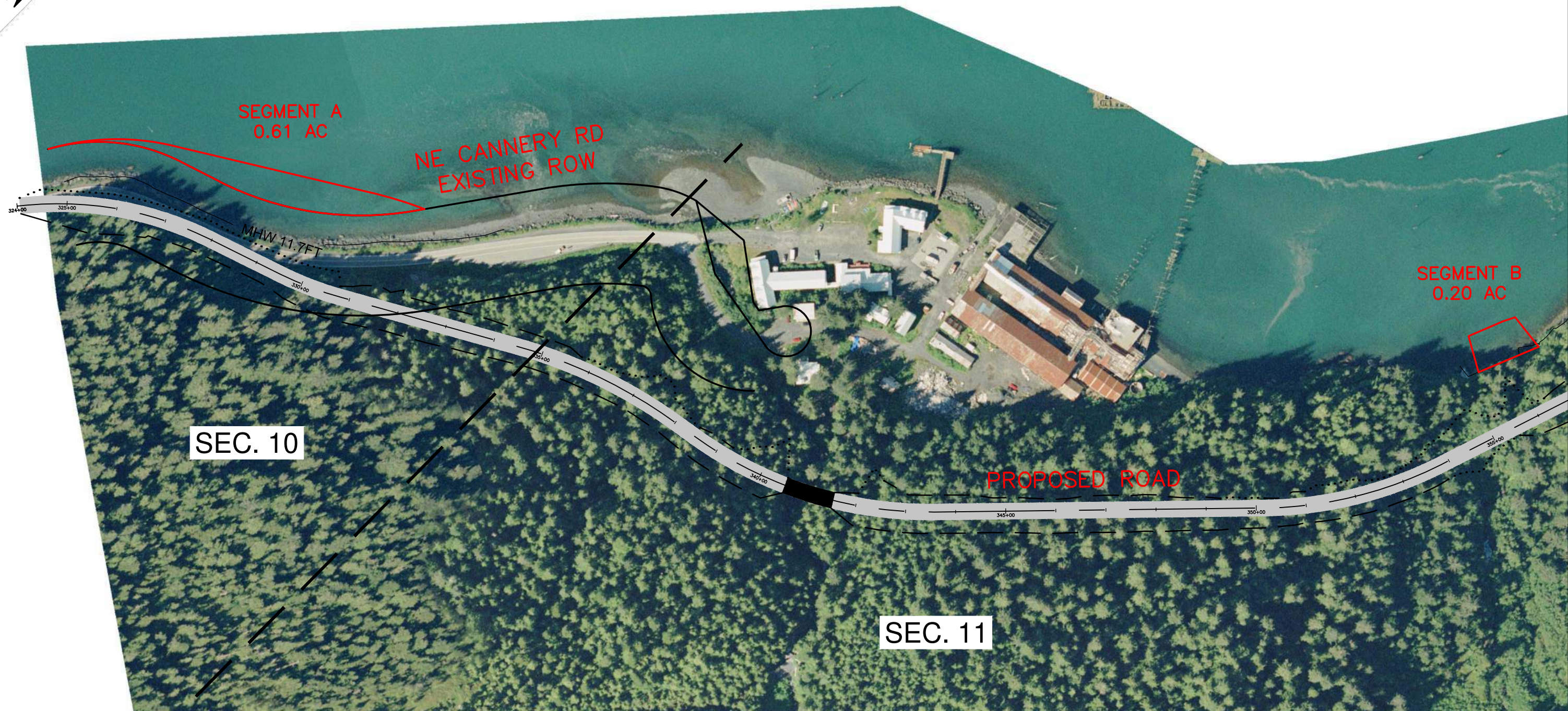
<p>PREPARED FOR:</p> <p>STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND, AND WATER ANCHORAGE, ALASKA</p>	<p>LOCATION</p> <p>CORDOVA, ALASKA SECS. 2, 10 & 11, T. 15 S., R. 3 W., & SECS. 25, & 36, T. 14 S., R. 3 W., COPPER RIVER MERIDIAN CORDOVA RECORDING DISTRICT</p>	<p>SHEPARD POINT ROAD SEGMENTS</p> <p>(BASED ON AUG. 30th, 2017 ALIGNMENT)</p> <p>DRAWN: 2018-11-09</p>	<p>NOTES:</p> <p>Segment areas were determined based on the proposed road profile extending seaward of MHW line.</p> <p>SCALE: 1"=1000'</p> <p>SHEET: 1 OF 7</p>	<p>PREPARED BY:</p> <p>MIDNIGHT SUN ENVIRONMENTAL, LLC 7941 SANDLEWOOD PLACE ANCHORAGE, ALASKA 99507 (907) 344-3244</p>
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Attachment 1, Sheet 2 of 7



<div>PREPARED FOR:</div> <div>STATE OF ALASKA</div> <div>DEPARTMENT OF NATURAL RESOURCES</div> <div>DIVISION OF MINING, LAND, AND WATER</div> <div>ANCHORAGE, ALASKA</div>	<div>LOCATION</div> <div>CORDOVA, ALASKA</div> <div>SECS. 2, 10 & 11, T. 15 S., R. 3 W.,</div> <div>& SECS. 25, & 36, T. 14 S., R. 3 W.,</div> <div>COPPER RIVER MERIDIAN</div> <div>CORDOVA RECORDING DISTRICT</div>	<div>SHEPARD POINT</div> <div>ROAD SEGMENTS</div> <div>(BASED ON AUG. 30th, 2017 ALIGNMENT)</div> <div>DRAWN: 2018-11-09</div>	<div>NOTES:</div> <div>Segment areas were determined based on the</div> <div>proposed road profile extending seaward of</div> <div>MHW line.</div> <div>SCALE: 1"=2000'</div> <div>SHEET: 2 OF 7</div>	<div>PREPARED BY:</div> <div>MIDNIGHT SUN ENVIRONMENTAL, LLC</div> <div>7941 SANDLEWOOD PLACE</div> <div>ANCHORAGE, ALASKA 99507</div> <div>(907) 344-3244</div>
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Attachment 1, Sheet 3 of 7



PREPARED FOR:
STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND, AND WATER
ANCHORAGE, ALASKA

LOCATION
CORDOVA, ALASKA
SECS. 2, 10 & 11, T. 15 S., R. 3 W.,
& SECS. 25, & 36, T. 14 S., R. 3 W.,
COPPER RIVER MERIDIAN
CORDOVA RECORDING DISTRICT

**SHEPARD POINT
ROAD SEGMENTS**
(BASED ON AUG. 30th, 2017 ALIGNMENT)
DRAWN: 2018-11-09

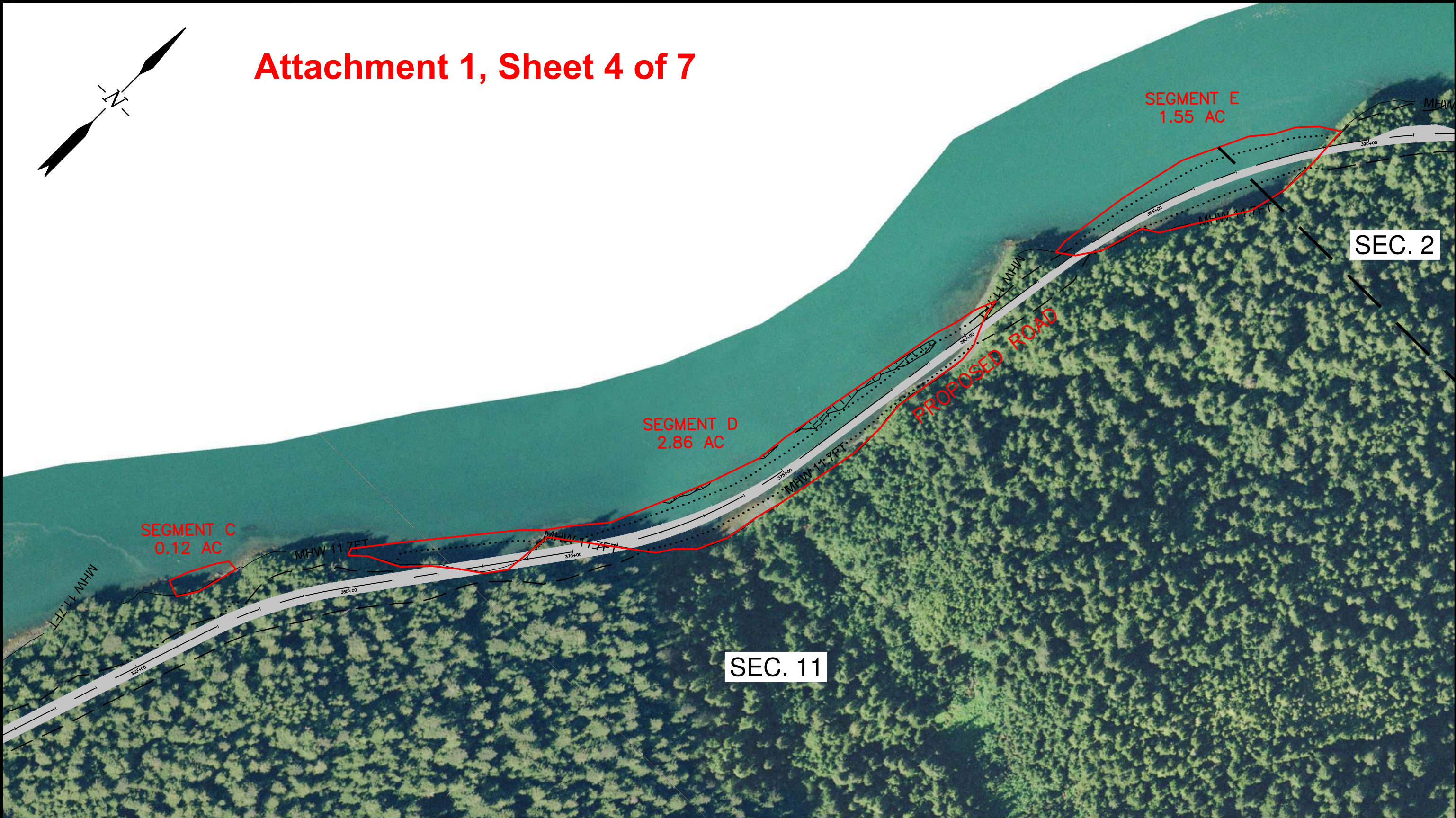
NOTES:
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MHW line.

SCALE: 1"=200'

SHEET: 3 OF 7

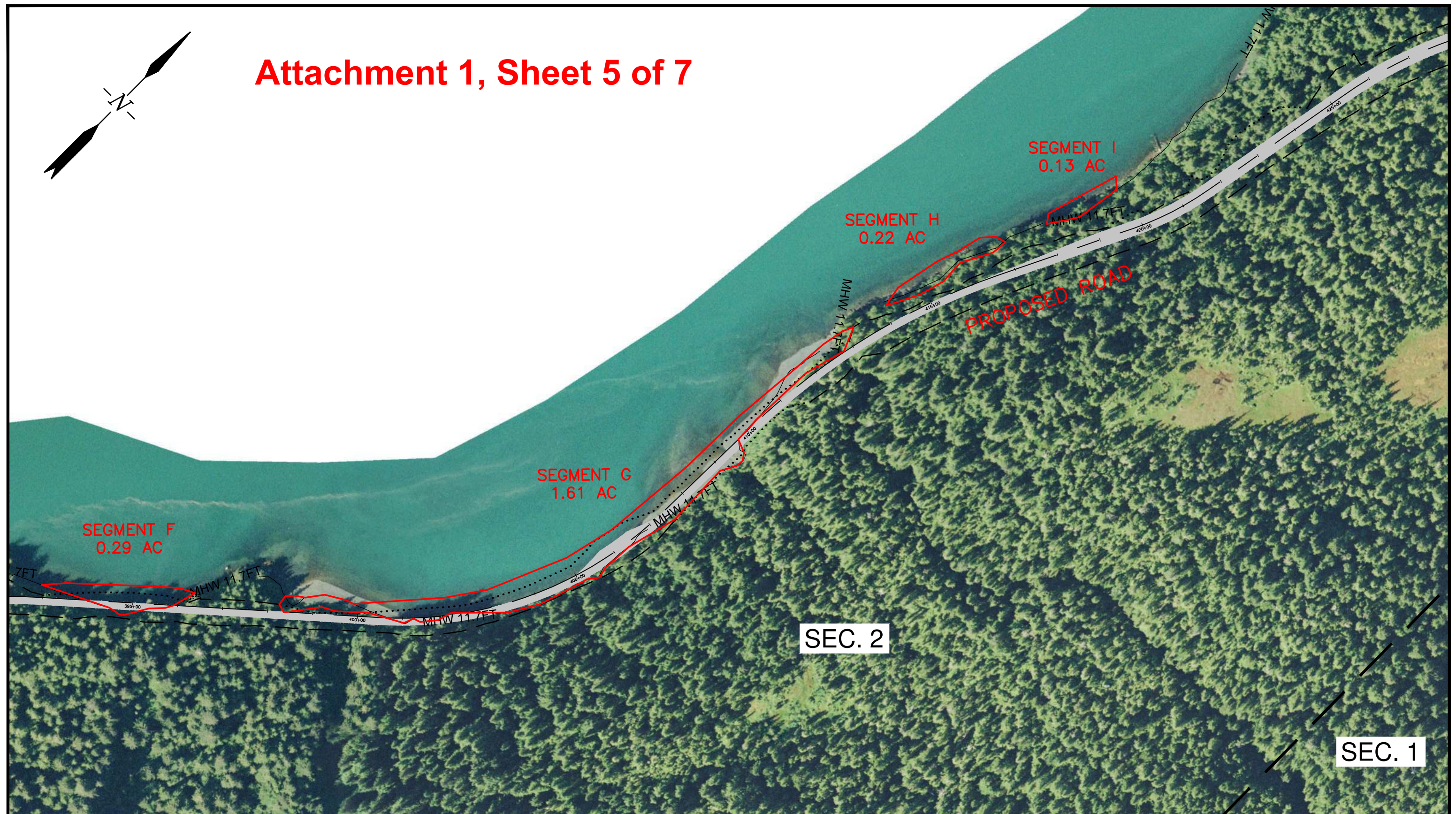
PREPARED BY:
MIDNIGHT SUN ENVIRONMENTAL, LLC
7941 SANDLEWOOD PLACE
ANCHORAGE, ALASKA 99507
(907) 344-3244

Attachment 1, Sheet 4 of 7



<p>PREPARED FOR:</p> <p>STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND, AND WATER ANCHORAGE, ALASKA</p>	<p>LOCATION</p> <p>CORDOVA, ALASKA SECS. 2, 10 & 11, T. 15 S., R. 3 W., & SECS. 25, & 36, T. 14 S., R. 3 W., COPPER RIVER MERIDIAN CORDOVA RECORDING DISTRICT</p>	<p><i>SHEPARD POINT ROAD SEGMENTS</i> (BASED ON AUG. 30th, 2017 ALIGNMENT)</p> <p>DRAWN: 2018-11-09</p>	<p>NOTES:</p> <p>Segment areas were determined based on the proposed road profile extending seaward of MHW line.</p> <p>SCALE: 1"=200'</p> <p>SHEET: 4 OF 7</p>	<p>PREPARED BY:</p> <p>MIDNIGHT SUN ENVIRONMENTAL, LLC 7941 SANDLEWOOD PLACE ANCHORAGE, ALASKA 99507 (907) 344-3244</p>
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Attachment 1, Sheet 5 of 7



PREPARED FOR:
STATE OF ALASKA
 DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF MINING, LAND, AND WATER
 ANCHORAGE, ALASKA

LOCATION
 CORDOVA, ALASKA
 SECS. 2, 10 & 11, T. 15 S., R. 3 W.,
 & SECS. 25, & 36, T. 14 S., R. 3 W.,
 COPPER RIVER MERIDIAN
 CORDOVA RECORDING DISTRICT

***SHEPARD POINT
 ROAD SEGMENTS***
(BASED ON AUG. 30th, 2017 ALIGNMENT)
 DRAWN: 2018-11-09

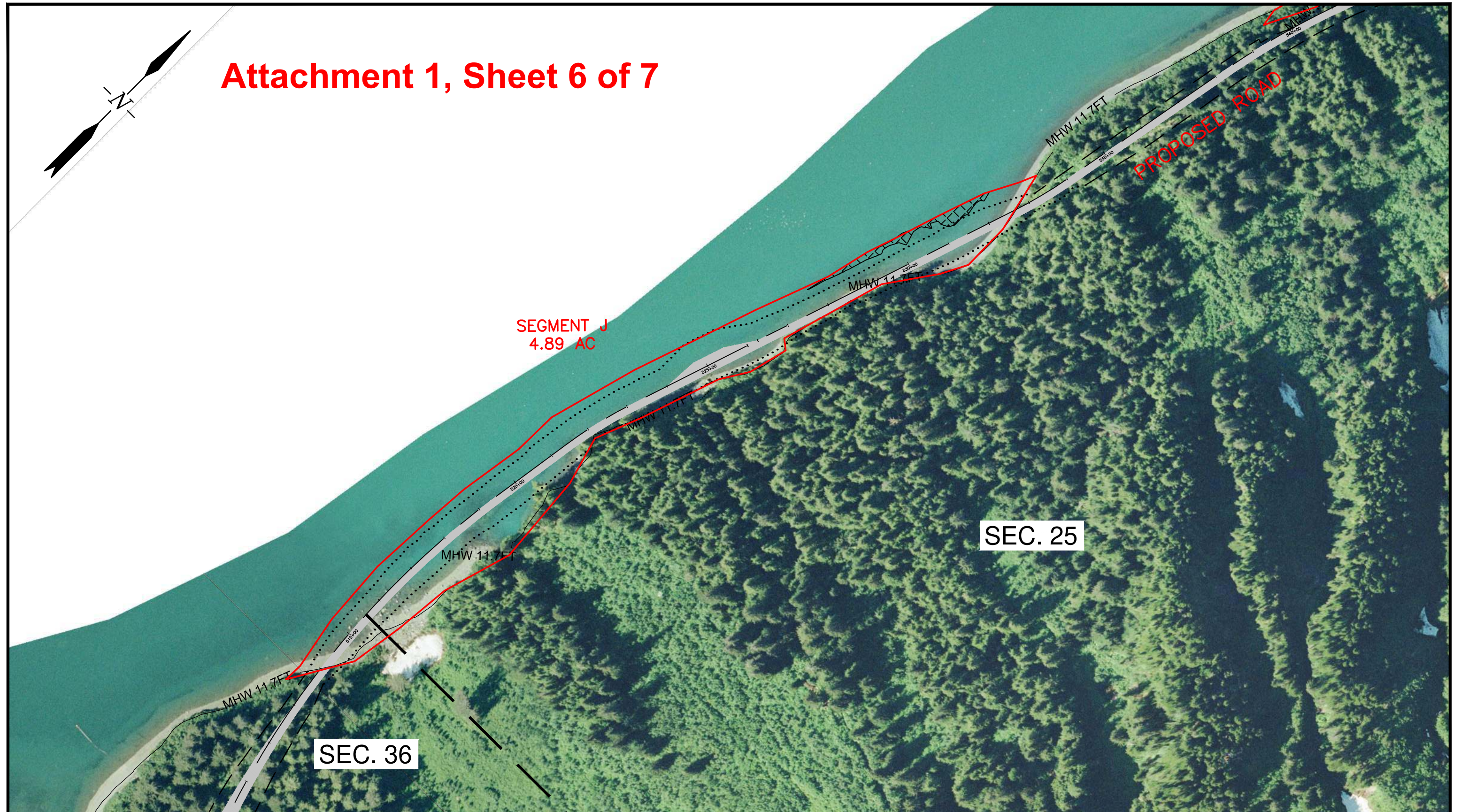
NOTES:
 Segment areas were determined based on the
 proposed road profile extending seaward of
 MHW line.

SCALE: 1"=200'

SHEET: 5 OF 7

PREPARED BY:
MIDNIGHT SUN ENVIRONMENTAL, LLC
 7941 SANDLEWOOD PLACE
 ANCHORAGE, ALASKA 99507
 (907) 344-3244

Attachment 1, Sheet 6 of 7



PREPARED FOR:
STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND, AND WATER
ANCHORAGE, ALASKA

LOCATION
CORDOVA, ALASKA
SECS. 2, 10 & 11, T. 15 S., R. 3 W.,
& SECS. 25, & 36, T. 14 S., R. 3 W.,
COPPER RIVER MERIDIAN
CORDOVA RECORDING DISTRICT

**SHEPARD POINT
ROAD SEGMENTS**
(BASED ON AUG. 30th, 2017 ALIGNMENT)
DRAWN: 2018-11-09

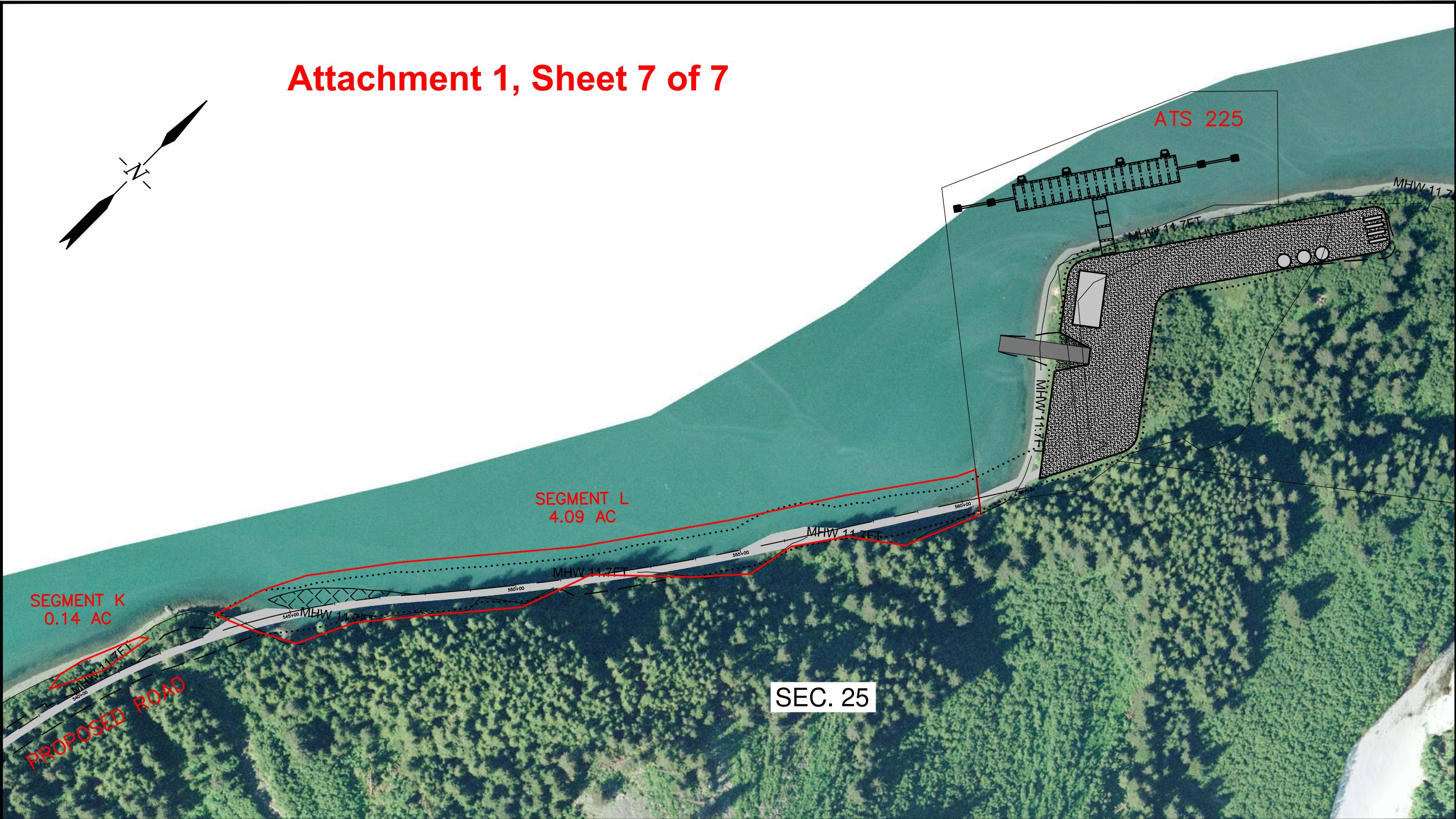
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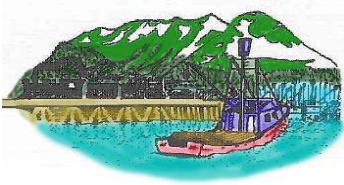
SHEET: 6 OF 7

PREPARED BY:
MIDNIGHT SUN ENVIRONMENTAL, LLC
7941 SANDLEWOOD PLACE
ANCHORAGE, ALASKA 99507
(907) 344-3244

Attachment 1, Sheet 7 of 7



<div>PREPARED FOR:</div> <div>STATE OF ALASKA</div> <div>DEPARTMENT OF NATURAL RESOURCES</div> <div>DIVISION OF MINING, LAND, AND WATER</div> <div>ANCHORAGE, ALASKA</div>	<div>LOCATION</div> <div>CORDOVA, ALASKA</div> <div>SECS. 2, 10 & 11, T. 15 S., R. 3 W.,</div> <div>& SECS. 25, & 36, T. 14 S., R. 3 W.,</div> <div>COPPER RIVER MERIDIAN</div> <div>CORDOVA RECORDING DISTRICT</div>	<div>SHEPARD POINT</div> <div>ROAD SEGMENTS</div> <div>(BASED ON AUG. 30th, 2017 ALIGNMENT)</div> <div>DRAWN: 2018-11-09</div>	<div>NOTES:</div> <div>Segment areas were determined based on the</div> <div>proposed road profile extending seaward of</div> <div>MHW line.</div> <div>SCALE: 1"=200'</div> <div>SHEET: 7 OF 7</div>	<div>PREPARED BY:</div> <div>MIDNIGHT SUN ENVIRONMENTAL, LLC</div> <div>7941 SANDLEWOOD PLACE</div> <div>ANCHORAGE, ALASKA 99507</div> <div>(907) 344-3244</div>
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City Council of the City of Cordova, Alaska

Pending Agenda February 20, 2019 Regular Council Meeting

A. Future agenda items

- 1) Code change re Council member service on boards/commissions, re mobile restaurant approval
- 2) Need for a Federal Lobbyist/RFP
- 3) Odiak Camper Park and/or other locations for long term rv/trailer space rentals in Cordova
- 4) Harbor expansion Town Hall type meeting - public input
- 5) Resolution 12-18-36 re E-911, will be back when a plan has been made, referred 12/19/18

B. Upcoming Meetings, agenda items and/or events:

- 1) Capital Priorities List and Resolution to come before Council quarterly:

3/6/2019 6/5/2019 9/4/2019 12/4/2019

- 2) Staff quarterly reports will be in the following packets:

4/17/2019 7/17/2019 10/16/2019 1/15/2020

- 3) Healthcare study joint meetings Council, CCMCA Board & NVETC - mtg of the principles held 1/29/19

next principles mtg tba

- 4) Public meeting with US Command - Navy Region NW re: Northern Edge 2019

3/6/2019 work session @ 6, before reg meeting

- 5) Strategic Planning - revisit plan

3/14/2019 work session immediately following spec mtg to certify election

- 6) Mug-Up with Mayor-Staff-Council-Harbor Commission-Public about the ballot propositions

2/27/2019 5:30 pm in Cordova Center Community Room A

- 7) Work Session with UBS and Finance Department - update on City Investments/Finances

3/20/2019 6:00 pm before regular meeting

- 8) ADoT reps in town for Whiteshed Road Pedestrian Path Project Kickoff meetings

3/21/2019 evening public meeting time & location tba

Clear direction should be given to Clerk/Manager on any proposed agenda item including who is being tasked / what the action will be / when it will be on an agenda

item for action

tasking which staff

proposed date

1) ...

2) ...

3) ...

Mayor Koplin or the City Manager can either agree to such an item and that will automatically place it on an agenda, or a second Council member can concur with the sponsoring Council member.



City Council of the City of Cordova, Alaska

Pending Agenda February 20, 2019 Regular Council Meeting

D. Membership of existing advisory committees of Council formed by resolution:

- 1) Fisheries Advisory Committee:**
 authorizing resolution 04-03-45
 approved Apr 16, 2003
 Mayor Koplin is currently contacting existing members and hopes to have new appointments for Council concurrence soon

1-Torie Baker, chair (Marine Adv Prgm)	2-Jeremy Botz (ADF&G)
3-Tim Joyce (PWSAC)	4-Jim Holley (AML)
5-Chelsea Haisman (fisherman)	6-Tommy Sheridan (processor)

- 2) Cordova Trails Committee:**
 re-auth res 11-18-29 app 11/7/18
 auth res 11-09-65 app 12/2/09

1-Elizabeth Senear	2-Toni Godes
3-Dave Zastrow	4-Ryan Schuetze
5-Wendy Ranney	6-Michelle Hahn

- 3) Fisheries Development Committee:**
 authorizing resolution 12-16-43
 approved Dec 23, 2016

1-Warren Chappell	2-Andy Craig	3-Bobby Linville
4-Gus Linville	5-Tommy Sheridan	6-Bob Smith

- 4) PWS Borough Advisory Committee:**
 authorizing resolution 09-18-26
 approved Sept 19, 2018

1-Ezekiel Brown	2-Angela Butler	3-Hayley Hoover
4-Sylvia Lange	5-Barb Jewell	6-
7-		

- 5) Comprehensive Plan Committee:**
 authorizing resolution 10-18-28
 approved Oct 3, 2018

1-Cathy Long	2-Kristin Carpenter	3-Tom McGann
4-Nancy Bird	5-Brooke Johnson	6-Katrina Hoffman
7-Bret Bradford	8-Dave Zastrow	9-Olivia Carroll
10-	11-	12-

E. City of Cordova appointed reps to various non-City Boards/Councils/Committees:

- 1) Prince William Sound Regional Citizens Advisory Council**

Robert Beedle	re-appointed June 2018	2 year term until May 2020
	re-appointed March 2016	
	re-appointed March 2014	
	appointed April 2013	

- 2) Prince William Sound Aquaculture Corporation Board of Directors**





Tom Bailer	re-appointed October 2018	3 year term until Sept 2021
	appointed February 2017-filled a vacancy	

- 3) Southeast Conference AMHS Reform Project Steering Committee**

Mike Anderson	appointed April 2016	until completion of project
Sylvia Lange	alternate	

FEBRUARY 2019

CALENDAR MONTH	FEBRUARY
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
			OUT OF THIS WORLD JANUARY 26th - FEBRUARY 2nd 2019			
	Iceworm festival Jan 26-Feb 2, 2019				Iceworm festival Jan 26-Feb 2, 2019	
3	4	5	6	7	8	9
 Atlanta Georgia			6:00 Council work session 7:00 Council reg mtg CCAB			
10	11	12	13	14	15	16
					CHS Inservice	
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCM	CHS Basketball @ Elks Tournament in Valdez 2/ 14-16		
17	18	19	20	21	22	23
	Presidents' Day Holiday City Hall Offices Closed	CHS Basket ball home games 2/ 19-20		- absentee voting @ City Hall Feb 19 - Mar 4 M-F 8a-5p -		
				5:30 CTC Board Meeting		
		6:00 P&R CCM	6:00 Council work session 7:00 Council reg mtg CCAB			
24	25	26	27	28	1	2
		----- absentee voting @ City Hall Feb 19 - Mar 4 M-F 8a-5p -----				
			5:30 Harbor Mug-Up CCA			
			6:00 CEC Board Meeting	6:00 CCMCAB HCR		
3	4	Notes				

Legend:
CCAB-Community Rms A&B
HSL-High School Library






CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
CCER-Education Room

LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

MARCH 2019

CALENDAR MONTH **MARCH**
CALENDAR YEAR **2019**
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	1	2
3	4	PWSAC Spring Mtg 9am CCAB	2019 assessments notices mailed	7	CSD Spring Break March 7 - 15, 2019	
	absentee voting @ City Hall Feb 19 - Mar 4 M-F 8a-5p	 Cordova General Election 7am - 8pm CCER	CHS end of 3Q 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	 CSD Spring Break March 7 - 15, 2019		
10	11	CSD Spring Break March 7 - 15, 2019		14	15	16
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCM	6:00 Council spec mtg & Council wrk session CCAB		
17	18	19	20	21	22	23
			 5:30 CTC Board Meeting 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
24	25	26	27	28	29	30
	 Seward's Day City Hall Offices Closed	6:00 P&R CCM	6:00 CEC Board Meeting	6:00 CCMCAB HCR		
31	1	CSD Parent Teacher Conferences March 27 - 29, 2019				

Notes

Legend:

CCAB-Community Rms A&B
HSL-High School Library




CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
CCER-Education Room

LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

APRIL 2019

CALENDAR MONTH	APRIL
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1  <i>April Fool's Day</i>	2	3 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	4	5 appeal period for 2019 property assessments closes	6
7	8	9	10 7:00 Sch Bd HSL 7:00 Harbor Cms CCM	11	12	13
14	15 7:00 Board of Equalization Meeting CCAB	16 6:30 P&Z CCAB	17 5:30 CTC Board Meeting 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	18	19  April 19-27	20
21 Easter Sunday 	22	23	24 6:00 CEC Board Meeting	25 6:00 CCMCAB HCR	26	27
28	29	30 6:00 P&R CCM	1	2	3	4
5	6	Notes				

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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
Mayor: 3 years	Clay Koplin Mayor@cityofcordova.net	March 1, 2016	March-19
Council members:			
Seat A: 3 years	James Burton CouncilSeatA@cityofcordova.net	March 1, 2016 March 5, 2013	March-19
Seat B: 3 years	Kenneth Jones CouncilSeatB@cityofcordova.net	March 7, 2017	March-20
Seat C: 3 years	Jeff Guard CouncilSeatC@cityofcordova.net	March 7, 2017	March-20
Seat D: 3 years	Melina Meyer CouncilSeatD@cityofcordova.net	March 6, 2018	March-21
Seat E: 3 years	Anne Schaefer <small>elected by cncl</small> CouncilSeatE@cityofcordova.net	March 6, 2018 December 6, 2017	March-21
Seat F: 3 years	David Allison, Vice Mayor CouncilSeatF@cityofcordova.net	March 1, 2016	March-19
Seat G: 3 years	James Wiese CouncilSeatG@cityofcordova.net	March 1, 2016	March-19

Cordova School District School Board - Elected

length of term		Date Elected	Term Expires
3 years	Barb Jewell, President bjewell@cordovasd.org	March 1, 2016 March 5, 2013	March-19
3 years	Bret Bradford bbradford@cordovasd.org	March 6, 2018 March 3, 2015	March-21
3 years	Tammy Altermott taltermott@cordovasd.org	March 1, 2016 March 5, 2013	March-19
3 years	Peter Hoepfner phoepfner@cordovasd.org	March 6, 2018 March 3, 2015 March 6, 2012 March 3, 2009 March 7, 2006	March-21
3 years	Sheryl Glasen saglasen@cordovasd.org <i>Vacant (appointed, non-voting)</i> <i>City Council Rep</i>	March 7, 2017 March 4, 2014	March-20

seat up for re-election in 2019	vacant
board/commission chair	
seat up for re-appt in Nov 19	

City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

CCMC Authority - Board of Directors - Elected

length of term			Date Elected	Term Expires
3 years	Kristin Carpenter		March 7, 2017	March-20
3 years	Greg Meyer	elected by board to fill a vacancy due to resignation	July 19, 2018	March-19
3 years	April Horton		March 7, 2017	March-19
3 years	Linnea Ronnegard		March 6, 2018	March-21
3 years	Gary Graham	elected by board to fill a vacancy due to resignation	May 31, 2018	March-21
			seat will be up for a 2 yr term in 2019	

Library Board - Appointed

length of term			Date Appointed	Term Expires
3 years	Mary Anne Bishop, Chair		November-16 November-13 November-10 November-06	November-19
3 years	Wendy Ranney		November-18 November-15 April-13	November-21
3 years	Sherman Powell		June-18	November-19
3 years	Sarah Trumblee		February-18	November-20
3 years	Krysta Williams		February-18	November-20

Planning and Zoning Commission - Appointed

length of term			Date Appointed	Term Expires
3 years	Nancy Bird		November-16	November-19
3 years	Allen Roemhildt		November-16 January-14	November-19
3 years	Scott Pegau, vice chair		November-17 December-14 December-11	November-20
3 years	John Baenen		November-18 November-15 December-12	November-21
3 years	Tom McGann, chair		November-17 December-14 December-11 April-11	November-20
3 years	Chris Bolin		November-18 September-17	November-21
3 years	Trae Lohse		November-18	November-20

seat up for re-appt in Nov 19

seat up for re-election in 2019

vacant

board/commission chair

City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

Harbor Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Mike Babic	November-17	November-20
3 years	Andy Craig	November-16	November-19
3 years	Max Wiese	November-17 January-14 March-11	November-20
3 years	Ken Jones	November-16 February-13	November-19
3 years	Jacob Betts, Chair	November-18 November-15	November-21

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Wendy Ranney, Chair	November-18 November-15 August-14	November-21
3 years	Anne Schaefer	November-17	November-20
3 years	Ryan Schuetze	August-18	November-21
3 years	Kirsti Jurica	November-18	November-21
3 years	Marvin VanDenBroek	November-16 February-14	November-19
3 years	Karen Hallquist	November-16 November-13	November-19
3 years	Dave Zastrow	November-17 February-15 September-14	November-20

Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Cathy Sherman	August-16	November-19
3 years	Heather Hall	August-16	November-19
3 years	Brooke Johnson	August-16	November-19
3 years	John Wachtel	November-18 August-16	November-21
3 years	Wendy Ranney	November-18	November-21
3 years	Nancy Bird	November-18 November-17	November-21
3 years	Jim Casement, Chair	November-17	November-20

seat up for re-election in 2019

board/commission chair

seat up for re-appt in Nov 19

vacant