

**Mayor**

*Clay Koplín*

**Council Members**

*James Burton*

*Tim Joyce*

*Tom Bailer*

*Robert Beedle*

*Josh Hallquist*

*David Allison*

*James Wiese*

**City Manager**

*Alan Lanning*

**City Clerk**

*Susan Bourgeois*

**Deputy Clerk**

*Tina Hammer*

**Student Council**

*Corinne Pegau*

**City Council Public Hearing  
March 15, 2017 @ 6:45 pm  
Cordova Center Community Rooms  
Agenda**



**A. Call to order**

**B. Roll call**

Mayor Clay Koplín, Council members James Burton, Tim Joyce, Tom Bailer, Robert Beedle, Josh Hallquist, David Allison and James Wiese

**C. Public Hearing**

**1. Ordinance 1150..... (page 4)**

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$876,000 from the general reserve fund as follows: \$860,000 to the general fund for debt service, \$16,000 to the governmental capital projects fund #401 for the purchase of hospital equipment, both which were appropriated in the adopted budget for fiscal year 2017- 2<sup>nd</sup> reading

**2. Ordinance 1151..... (page 7)**

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$271,466.96 from the general reserve fund as follows: \$136,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project - 2<sup>nd</sup> reading

**D. Adjournment**

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

All City Council agendas and packets available online at [www.cityofcordova.net](http://www.cityofcordova.net)



**Mayor**

*Clay Koplin*

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*James Burton*

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*Corinne Pegau*

**Regular City Council Meeting  
March 15, 2017 @ 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, Tim Joyce, Tom Bailer, Robert Beedle, Josh Hallquist, David Allison and James Wiese

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

**E. Disclosures of Conflicts of Interest**

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

- 1. Guest Speakers
- 2. Audience comments regarding agenda items..... (3 minutes per speaker)
- 3. Chairpersons and Representatives of Boards and Commissions (**Harbor, HSB, Parks & Rec, P&Z, School Board**)
- 4. Student Council Representative Report

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

- 5. Record excused absences of **Mayor Koplin**, Council members **Burton** and **Beedle** from the March 1, 2017 Regular meeting

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

- 6. Minutes of 03-01-17 Council Public Hearing ..... (page 1)

**I. Consideration of Bids**

**J. Reports of Officers**

- 7. Mayor's Report..... (page 2)
- 8. Manager's Report
- 9. City Clerk's Report

**K. Correspondence**

- 10. 02-16-17 Letter from Cece Wiese re Lots 8 & 9, Odiak Park Subdivision..... (page 3)

**L. Ordinances and Resolutions**

**11. Ordinance 1150..... (roll call vote)(page 4)**

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$876,000 from the general reserve fund as follows: \$860,000 to the general fund for debt service, \$16,000 to the governmental capital projects fund #401 for the purchase of hospital equipment, both which were appropriated in the adopted budget for fiscal year 2017 - 2<sup>nd</sup> reading

**12. Ordinance 1151..... (roll call vote)(page 7)**

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$271,466.96 from the general reserve fund as follows: \$136,000 to the general fund for hospital

equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project - 2<sup>nd</sup> reading

**M. Unfinished Business**

**N. New & Miscellaneous Business**

- 13. Council right to protest renewal of a liquor license..... (voice vote)(page 12)
- 14. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 19)

**O. Audience Participation**

**P. Council Comments**

**Q. Executive Session**

- 15. City land disposal performance deed of trust negotiations
- 16. Personnel code legal issue

**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.  
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**City Council Public Hearing  
March 1, 2017 @ 6:45 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

*Vice Mayor Tom Bailer* called the Council public hearing to order at 6:45 pm on March 1, 2017, in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were Council members *Tom Bailer, Josh Hallquist, David Allison* and *James Wiese*. Council member *Tim Joyce* was present via teleconference. *Mayor Clay Koplín* and Council members *James Burton* and *Robert Beedle* were absent. Also present were City Manager *Alan Lanning* and City Clerk *Susan Bourgeois*.

**C. Public hearing**

1. Ordinance 1150 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$876,000 from the general reserve fund as follows: \$860,000 to the general fund for debt service, \$16,000 to the governmental capital projects fund #401 for the purchase of hospital equipment, both which were appropriated in the adopted budget for fiscal year 2017- 1<sup>st</sup> reading

2. Ordinance 1151 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$271,466.96 from the general reserve fund as follows: \$136,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project - 1<sup>st</sup> reading

*Vice Mayor Bailer* opened the hearing up for public testimony on Ordinances 1150 & 1151.

City Manager *Alan Lanning* mentioned that the dollar amounts in Ordinance 1151 needed to be changed he told Council that the \$136,000 should be \$117,000 and then that would make the full amount \$252,466.96. Council would need to make that amendment when the ordinance comes before them at the regular meeting.

*Scot Mitchell* of 5 Alpine Falls Drive and CEO of CCMC spoke in favor of passage of both ordinances.

*M/Allison S/Hallquist* to recess the public hearing from 6:50 until 6:59.

Hearing no objection, the *Vice Mayor Bailer* recessed the public hearing at 6:50 pm

The public hearing was called back to order at 6:59 pm and *Vice Mayor Bailer* asked if there was any further public comment; there was none.

**D. Adjournment**

*M/Allison S/Hallquist* to adjourn the hearing.

Hearing no objection, *Vice Mayor Bailer* adjourned the hearing at 6:59 pm

Approved: March 15, 2017

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

Mayor's Report  
3-8-15  
Clay Koplín

City Council and I met last night with Manager Lanning to complete the 7<sup>th</sup> and final strategic planning session. This included development of the 2017 and 2018 operating plans for implementing the strategic plan. The meetings were well attended by Council and the public and provides a roadmap for Cordova.

I have had conflicts on the two March City Council meetings and appreciate Vice Mayor Bailer presiding those meetings. During the March 1<sup>st</sup> meeting I attended an unexpected energy project funding summit in Anchorage and was able to present the Crater Lake Water and Power Project to a team of funders both public and private, both loans and grants. Next week I will be travelling to Washington, D.C., to testify regarding federal energy infrastructure investments, including opportunities in Cordova such as battery energy storage and Crater Lake preliminary work included in CEC's budget. The CEC annual meeting is March 27<sup>th</sup> and I encourage you to attend to hear about the joint City-CEC water and power project proposed for Crater Lake.

Representative Louise Stutes will be in Cordova this Saturday, March 11<sup>th</sup>, hosting an open house at LIO. Please take the time to stop by and discuss the work she has been doing for fisheries, education, and the marine highway system.

Congratulations to all who ran in the election yesterday, and for the voters who exercised their privilege to vote; the turnout was approximately 20%. A disappointing voter turnout, but not entirely unexpected for a municipal-only election with no propositions or bond proposals.

The beautiful weather persists and I encourage Cordova to visit the Sheridan Ski Club as they enjoy good skiing conditions and more powder in the forecast for next week. It has been fun to stop by and see, by my count, over 100 Cordovan's skiing the hill on the nice weekends.

Have a great week Cordova

Mayor Clay

February 27, 2017

Cordova City Council

We were recently made aware of the Planning Commission's recommendation to sell by sealed proposal lots 8 and 9 in the Odiak Subdivision, lot 8 being in front our property and bordering our home located at 400 Railroad Row. We want to express our opposition.

We have lived on Railroad Row for 40 years and this is the first time we were aware the city had taken action in regard to the property adjacent to our home. We have understood with the cliff configuration the land was not suitable for building purposes or development.

With the lot being mostly cliff, the composition of the lot being muskeg on top of rock, I would understand considerable excavation would be required to provide any room for building or development. Concerns are that the disturbance from removing large amounts of rock would affect my home and the city water line which runs across the front of my home or within lot 8 in question. We have concerns about the stability and/or removal of the trees growing on the cliff which provide protection as a wind break or greenbelt for the homes above.

We have concerns with the accuracy of property lines as depicted on city maps for the lots 8 and 9. They appear to overlap our property line as shown on USS 828, Lot 10-A. If the city feels the property is available for change of ownership, it should bear the fiscal responsibility to ensure the accuracy of what it is offering by surveying and platting to avoid property disputes.

Our request is that the city remove the lots 8 and 9 Odiak Subdivision from the available to purchase list.

If the city feels the property should remain available for owner transfer, we would appreciate being able to negotiate an agreement with the city as was done for two other property owners on Railroad Row for the lots bordering their properties

If the city feels the need to sell the lots with the sealed proposal process, we ask for the city amend lot 8 of the Odiak Subdivision to a partial lot defined by the actual space available for limited use, therefore maintaining the greenbelt and stability of the area.

Thank you for your time and consideration of our concerns and request.

Regards,



Cecilia Wiese

400 Railroad Row



**AGENDA ITEM # 11**  
**City Council Meeting Date: 3/15/2017**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Alan Lanning, City Manager

**DATE:** 3/3/2017

**ITEM:** General Reserve Fund Transfer

**NEXT STEP:** Seeking Council Approval

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ORDINANCE  
 MOTION

RESOLUTION  
 INFORMATION

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**I. REQUEST OR ISSUE:**

As we discussed during the FY 2017 budget process, a transfer from the “permanent fund” was necessary to develop a workable budget for FY 2017 in the amount of \$860,000. Upon the advice of the HSB, the City Council chose to add an additional \$16,000 for a blood refrigerator at CCMC for a total transfer of \$876,000. Ordinance 1150 authorizes that transfer on first reading.

**II. RECOMMENDED ACTION / NEXT STEP:**

Council motion to approve Ordinance 1150, approving the transfer of \$876,000 from the Cordova General Reserve Fund or “Permanent Fund” to cover FY 2017 budgeted expenses for debt service and Hospital Equipment.

**III. FISCAL IMPACTS:**

The fiscal impact is \$876,000 reduction to the Cordova General Reserve Fund.



**IV. BACKGROUND INFORMATION:**

The City Council approved the FY 2017 budget, acknowledging reductions in the Fish Tax, USFS receipts and State debt service share. In order to mitigate those impacts, the City Council included in the FY 2017 budget a transfer of \$876,000 from the Cordova General Reserve Fund “Permanent Fund” in order to specifically pay bonded debt payments and provide for Hospital Equipment, a blood refrigerator. While the budget has been officially adopted and approved, an Ordinance is required to authorize the transfer of funds in Charter Section 5.22.

At first reading on March 1, 2017, amendment was made to the ordinance, adding the language in the “be it further ordained” that expresses Council’s intent for a payback to the general reserve fund by December 31, 2020.

**V. LEGAL ISSUES:**

I believe Ordinance 1150 conforms to Charter Section - 5-22.

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

And Section;

**5.44.060 - Principal.**

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

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

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

There are none anticipated.

**VII. SUMMARY AND ALTERNATIVES:**

Approve the Ordinance.  
Deny the Ordinance.  
Suggest other alternative.

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1150**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA,  
ALASKA, AUTHORIZING THE TRANSFER OF \$876,000 FROM THE GENERAL  
RESERVE FUND AS FOLLOWS: \$860,000 TO THE GENERAL FUND FOR DEBT  
SERVICE, \$16,000 TO THE GOVERNMENTAL CAPITAL PROJECTS FUND #401  
FOR THE PURCHASE OF HOSPITAL EQUIPMENT, BOTH WHICH WERE  
APPROPRIATED IN THE ADOPTED BUDGET FOR FISCAL YEAR 2017**

**WHEREAS**, the City Council of the City of Cordova, Alaska, has adopted the City Budget and appropriated funds for FY17 for the period of January 1, 2017 to December 31, 2017; and

**WHEREAS**, the inter fund transfers pursuant to this Ordinance are intended to provide a source of money to pay for the duly adopted budget appropriations as follows:

<b>Fund #</b>	<b>Fund Title</b>	<b>Purpose</b>	<b>Amount</b>
#101	General Fund	Long Term Debt Service	\$860,000
#401	Hospital Equipment	Blood Refrigerator	\$ 16,000
	Total		\$876,000

**NOW, THEREFORE BE IT ORDAINED** that the City Council of the City of Cordova, Alaska, hereby authorizes the transfer of \$876,000 from the General Reserve Fund as follows: \$860,000 to the general fund-Long Term Debt Service and \$16,000 to the general fund-Other Capital Items-Hospital Equipment both of which were appropriated in the adopted or amended budget for fiscal year 2017.

**BE IT FURTHER ORDAINED** that the City Council of the City of Cordova, Alaska, hereby intends to reimburse the General Reserve Fund a total of \$876,000 by December 31, 2020.

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

1<sup>st</sup> reading and Public Hearing: March 1, 2017

2<sup>nd</sup> reading and Public Hearing: March 15, 2017

**PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF MARCH, 2017**

\_\_\_\_\_  
Clay R. Koplín, Mayor

ATTEST:

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



**AGENDA ITEM # 12**  
**City Council Meeting Date: 3/15/2017**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Alan Lanning, City Manager

**DATE:** 3/3/2017

**ITEM:** General Reserve Fund Transfer

**NEXT STEP:** Seeking Council Approval

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ORDINANCE  
 MOTION

RESOLUTION  
 INFORMATION

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**I. REQUEST OR ISSUE:**

Staff was directed at the last Council meeting to bring forward a request to authorize an additional Cordova General Reserve Fund transfer in order to complete the Adams St. sidewalk project in 2017 and to purchase a UPS for CCMC that was contemplated, but not funded. Ordinance 1151 authorizes that transfer.

**II. RECOMMENDED ACTION / NEXT STEP:**

Council motion to approve Ordinance 1151, approving the transfer of \$271,466.96 from the Cordova General Fund Reserve or "Permanent Fund" to cover the Adams St. sidewalk project, specifically matching funds and to purchase a UPS for CCMC.

**III. FISCAL IMPACTS:**

The fiscal impact is \$252,466.96 reduction to the Cordova General Fund Reserve.

Adams St. Grant Match: \$135,466.96

UPS: \$117,000

#### **IV. BACKGROUND INFORMATION:**

The City Council approved the FY 2017 budget, denying funding for two specific project requests. Additional expenses that were not authorized were the grant match funds for the Adams St. sidewalk project, noting those funds would still be available until 2018 and the purchase of a UPS for CCMC, while other alternatives were being sought.

Adams St.: Adams St. funds are being sought to complete the project in FY 2017 and staff was directed to bring forward an ordinance requesting those funds. Ordinance 1151 is that authorization.

CCMC UPS: After exploring other alternatives the proved not to be feasible and after experiencing a significant power outage, combined with the expiration of warranty, the Council directed staff to bring forward and ordinance to fund the UPS. Ordinance 1151 is that authorization.

Both issues are immediate, due to bidding, warranty and damage issues. However, staff will not again, the Adams St. sidewalk project grant funds are secure until 2018 and could be completed next summer. Staff would also note, during Strategic Planning discussions, an examination of exemptions and exceptions was prioritized and the 1% seasonal sales tax remains available. A seasonal sales tax would restore this funding to the permanent fund, but does not supplant the urgency.

I have received some discussion regarding the need to implement some type of replacement funding for these transfers and the 1% seasonal sales tax has often been mentioned. Attached is documentation of that effort that was previously prepared as an ordinance.

The ordinance was amended on first read – the original amount that was thought to be needed for the UPS was \$136,000 and it has been determined that the new amount is \$117,000 therefore, the ordinance dollar amounts have been changed accordingly. Also, the “be it further ordained” paragraph was added to this ordinance by amendment on first read on March 1, 2017.

#### **V. LEGAL ISSUES:**

I believe Ordinance 1150 conforms to Charter Section - 5-22.

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

council members vote in favor of any such ordinance.

**And Section;**

**5.44.060 - Principal.**

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

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

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

There are none anticipated.

**VII. SUMMARY AND ALTERNATIVES:**

Approve the Ordinance.

Deny the Ordinance.

Suggest other alternative.

## **Susan Bourgeois**

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**From:** Sam Greenwood  
**Sent:** Monday, March 06, 2017 2:29 PM  
**To:** Susan Bourgeois; Alan Lanning; Tina Hammer  
**Cc:** Rich Rogers

Alan and Susan

We talked with the State and DOWL below is a draft timeline based on their responses.

### **Draft Timeline**

3/15/17 City Council Approves grant match  
3/16/17 Letter to State- check in the mail-State begins process  
3/20-3/24 Project Agreement prepared and signed by State & City  
3/27-/3/31 DOWL Tweaks specs & Prepares final bid documents  
4/3/17 Bid Out  
4/21/17 Bid Closes  
4/25/17 Special Meeting to approve contract  
4/26/2017 Contract Awarded

**Samantha Greenwood**  
**City Planner**  
**City of Cordova**  
**PO Box 1210**  
**Fax 907-424-6000**  
**Phone 907-424-6233**

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1151**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA,  
ALASKA, AUTHORIZING THE TRANSFER OF \$252,466.96 FROM THE GENERAL  
RESERVE FUND AS FOLLOWS: \$117,000 TO THE GENERAL FUND FOR  
HOSPITAL EQUIPMENT AND \$135,466.96 TO THE GENERAL FUND FOR A  
GRANT MATCH FOR THE ADAMS ST. SIDEWALK PROJECT**

**WHEREAS**, the City Council of the City of Cordova, Alaska, has adopted the City Budget and appropriated funds for FY17 for the period of January 1, 2017 to December 31, 2017, and

**WHEREAS**, additional inter fund transfers pursuant to this Ordinance are intended to provide a source of money to pay for additional budget appropriations as follows:

<b>Fund #</b>	<b>Fund Title</b>	<b>Purpose</b>	<b>Amount</b>
#401	General Fund	Hospital Equipment	\$117,000
#401	General Fund	Adams St. Grant Match	\$135,466.96
	Total		\$252,466.96

**NOW, THEREFORE BE IT ORDAINED** that the City Council of the City of Cordova, Alaska, hereby authorizes the transfer of \$252,466.96 from the General Reserve Fund as follows: \$117,000 to the General Fund-Hospital Equipment and \$135,466.96 to the General Fund-Adams St. Grant Match which were not appropriated in the adopted or amended budget for fiscal year 2017.

**BE IT FURTHER ORDAINED** that the City Council of the City of Cordova, Alaska, hereby intends to repay the General Reserve Fund \$252,466.96 by December 31, 2020.

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

1<sup>st</sup> reading and Public Hearing: March 1, 2017  
2<sup>nd</sup> reading and Public Hearing: March 15, 2017

**PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF MARCH, 2017**

\_\_\_\_\_  
Clay R. Koplín, Mayor

ATTEST:

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



**AGENDA ITEM #13**  
**City Council Meeting Date: 03/15/2017**  
CITYCOUNCILCOMMUNICATIONFORM

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**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 02/06/2017  
**ITEM:** Council option to protest Liquor License Renewal  
**NEXT STEP:** Approval of Consent Calendar

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ORDINANCE  
 MOTION

RESOLUTION  
 INFORMATION

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- I. **REQUEST OR ISSUE:** Local Cordova Bar/package store has applied for Liquor License Renewals with 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:** If said business has not been compliant regarding sales tax, business license renewal, property tax and utility payments to the City, staff will advise Council.
- IV. **BACKGROUND INFORMATION:** Finance Director Jon Stavig and Police Chief Mike Hicks have attached letters with any issues or concerns. I, Susan Bourgeois, City Clerk will say that the business is within the foreclosure proceedings that the City pursues when a property owner is delinquent in property taxes owing. The owner owes a little over seven thousand dollars to the City for the tax years 2015 & 2016 including penalties, fees and interest. Foreclosures take approximately 2 years and in the past this owner has come through during the expiration of the redemption period to pay enough to get the building out of foreclosure.
- 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 Cordova Hotel & Bar liquor licenses #277 –



Beverage Dispensary & #278 – Package Store.

Deadline to protest approval is 60 days from receipt of letter from DCCED, AMCO – which was on March 6, 2017. If circumstances change before May 5, 2017, staff will advise and bring this before Council again.

In the past when Council is wavering about whether to protest based on delinquencies of the business applying for the renewal(s), they have referred this item until closer to the deadline of 60 days and asked staff to report back with any movement towards the delinquencies.



March 6, 2017

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

**Re: Notice of 2017/2018 Liquor License Renewal Application**

<b>License Type:</b>	Beverage Dispensary	<b>License Number:</b>	277
<b>Licensee:</b>	Dorene K. Wickham		
<b>Doing Business As:</b>	Cordova Hotel & Bar		

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,

Jedediah Smith, Local Government Specialist  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



March 6, 2017

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

**Re: Notice of 2017/2018 Liquor License Renewal Application**

<b>License Type:</b>	Package Store	<b>License Number:</b>	278
<b>Licensee:</b>	Dorene K. Wickham		
<b>Doing Business As:</b>	Cordova Hotel & Bar		

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,

Jedediah Smith, Local Government Specialist  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

## **Alaska Statutes**

**Sec. 04.11.480. Protest.** (a) A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license by sending the board and the applicant a protest and the reasons for the protest within 60 days of receipt from the board of notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer. The local governing body may protest the continued operation of a license during the second year of the biennial license period by sending the board and the licensee a protest and the reasons for the protest by January 31 of the second year of the license. The procedures for action on a protest of continued operation of a license are the same as the procedures for action on a protest of a renewal application. The board shall consider a protest and testimony received at a hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) when it considers the application or continued operation, and the protest and the record of the hearing conducted under [AS 04.11.510\(b\)\(2\)](#) or (4) shall be kept as part of the board's permanent record of its review. If an application or continued operation is protested, the board shall deny the application or continued operation unless the board finds that the protest is arbitrary, capricious, and unreasonable.

# CITY OF CORDOVA



To: Mayor and City Council  
Through: City Manager Alan Lanning  
Subject: Liquor License Renewal -- Cordova Hotel & Bar #277 and #278  
Date: March 7, 2017  
From: Jon K. Stavig, Finance Director

I have reviewed the status of Cordova Hotel & Bar as it relates to compliance with City Code pertaining to business license, sales tax and utility services.

From such review, I recommend to protest renewal at this time as this business is chronically delinquent on payments and is currently in arrears with sales tax.

Respectfully,

Jon K Stavig  
Finance Director  
City of Cordova

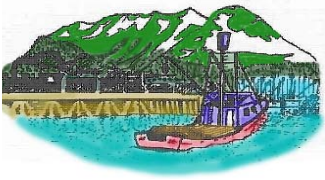
## Susan Bourgeois

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**From:** Mike Hicks  
**Sent:** Monday, March 06, 2017 2:17 PM  
**To:** Susan Bourgeois; Jon Stavig  
**Subject:** RE: liquor license renewals

I/we have had no issues from a law enforcement standpoint. Mike

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**City Council of the City of Cordova, Alaska**  
**Pending Agenda - March 15, 2017 Regular Council Meeting**

**A. Future agenda items - when will these be heard before Council?**

- 1) Council direction to staff in pursuing Crater Lake Water & Power project from City (water) side future Council agenda item
- 2) Discussion/action regarding water charges at the Harbor
- 3)
- 4)

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

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

<b>6/7/2017</b>	<b>9/20/2017</b>	<b>12/6/2017</b>	<b>3/7/2018</b>
-----------------	------------------	------------------	-----------------
- 2) **10/1/16** was the effective date of Ordinance 1137 (plastic bag and polystyrene container ban), Council wants this as a reminder and to gauge the effectiveness of the enactment of this ordinance
- 3) Ordinance 1146 put marijuana moratorium until January 1, 2017
- 4) Staff quarterly reports will be in the following packets:
 

<b>4/19/2017</b>	<b>7/19/2017</b>	<b>10/18/2017</b>	<b>1/17/2018</b>
------------------	------------------	-------------------	------------------
- 5) After election is certified - Training Session for Board & Commisison members  
 coordinate with other boards in town/Foraker Group or other entity

**C. Mayor/Council member/staff member suggestions for future agenda items:**

Clear direction should be given to staff on the what and when of this proposed agenda item.

**item:**

**suggested  
agenda date:**

- 1) ...
- 2) ...
- 3) ...

Mayor Koplín 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 - March 15, 2017 Regular Council Meeting

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

- |   |   |   |
|---|---|---|
| <p><b>1) Fisheries Advisory Committee:</b><br/>authorizing resolution 04-03-45<br/>approved Apr 16, 2003</p>    | <p>1-Torie Baker, chair (Marine Adv Prgm)<br/>3-Ken Roemhildt (Seafd Sales)<br/>5-Chelsea Haisman</p> | <p>2-Jeremy Botz (ADF&amp;G)<br/>4-Jim Holley (AML)<br/>6-Dave Reggiani (PWSAC)</p> |
| <p><b>3) Cordova Trails Committee:</b><br/>authorizing resolution 11-09-65<br/>approved Dec 2, 2009</p>         | <p>1-Elizabeth Senear<br/>3-Dave Zastrow<br/>4-vacant</p>   | <p>2-Toni Godes<br/>5-vacant</p>  |
| <p><b>2) Fisheries Development Committee:</b><br/>authorizing resolution 12-16-43<br/>approved Dec 23, 2016</p> | <p>1-Warren Chappell<br/>4-Gus Linville</p>   | <p>2-Andy Craig<br/>3-Bobby Linville<br/>5-Tommy Sheridan<br/>6-Bob Smith</p>       |





**E. City of Cordova appointed representatives to various other Boards et al:**

- |  |  |                              |
|--|--|------------------------------|
| <p><b>1) Prince William Sound Regional Citizens Advisory Council</b></p>         | <p><b>Robert Beedle</b> appointed April 2013<br/>re-appointed March 2014<br/>re-appointed March 2016</p> | <p>2 year term</p>           |
| <p><b>2) Prince William Sound Aquaculture Corporation Board of Directors</b></p> | <p><b>Tom Bailer</b> term until Oct 2018<br/>appointed February 2017</p>                                 | <p>3 year term</p>           |
| <p><b>3) Southeast Conference AMHS Reform Project Steering Committee</b></p>     | <p><b>Mike Anderson</b> appointed April 2016<br/><b>Sylvia Lange</b> alternate</p>                       | <p>through December 2017</p> |



# MARCH 2017

CALENDAR MONTH **MARCH**  
 CALENDAR YEAR **2017**  
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	1	2	3	4
	----- absentee voting @ City Hall Feb 21 - Mar 6 M-F 8a-5p -----					
			6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB			
5	6	7	8	9	10	11
	last day of absentee voting	 Cordova General Election 7 am - 8 pm CCA	7:00 Sch Bd HSL 7:00 Harbor Cms CCB	7:00 HSB CCAB	 CSD end 3Q Mar 9-11	
					conference basketball tourney @ Glennallen	
12	13	14	15	16	17	18
	CSD spring break Mar 13-17					
		6:30 P&Z CCAB	6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB	CSD spring break Mar 13-17		
19	20	21	22	23	24	25
26	27	28	29	30	31	1
	Sewards Day- City Hall Offices Closed	6:00 P&R CCM		CSD parent-teacher conferences Mar 29-31		

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Notes




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

CCA-Cordova Center  
 Community Rm A  
 CCB-Cordova Center  
 Community Rm B

CCM-Cordova Center Mayor's  
 Conference Rm  
 CCER-Cordova Center  
 Education Room

# APRIL 2017


CALENDAR MONTH **APRIL**  
 CALENDAR YEAR **2017**  
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 
2	3	4	5	6	7	8
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
9	10	11	12	13	14	15
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB	5:00 Hist Prsv CCB 7:00 HSB CCAB		
16 	17	18	19	20	21	22 
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
23	24	25	26	27	28	29
		6:30 P&R CCM			CSD Inservice	
30	1	Notes				

Legend:  
CCAB-Cordova Center  
 Community Rms A&B  
HSL-High School Library  
CCA-Cordova Center  
 Community Rm A  
CCB-Cordova Center  
 Community Rm B  
CCM-Cordova Center Mayor's  
 Conference Rm  
CCER-Cordova Center  
 Education Room

# MAY 2017

CALENDAR MONTH **MAY**  
 CALENDAR YEAR **2017**  
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
7	8	9	10	11	12	13
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB	7:00 HSB CCAB	CSD Inservice	
14	15	16	17	18	19	20
 Happy Mother's Day			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
21	22	23	24	25	26	27
				CSD last day of school		
28	29	30	31	1	2	3
	Memorial Day- City Hall Offices Closed	6:00 P&R CCM				

4 5 **Notes**

Legend:  
CCAB-Cordova Center  
 Community Rms A&B  
HSL-High School Library  
CCA-Cordova Center  
 Community Rm A  
CCB-Cordova Center  
 Community Rm B  
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