REGULAR COUNCIL MEETING
APRIL 02, 2014 @ 7:00 PM
LIBRARY MEETING ROOM

AGENDA

A. CALL TO ORDER

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

C. ROLL CALL
Mayor James Kacsh, Council members Kristin Carpenter, Tim Joyce, Tom Bailer Bret Bradford, EJ Cheshier, David Reggiani and James Burton

D. APPROVAL OF REGULAR AGENDA................................................................. (voice vote)

E. DISCLOSURES OF CONFLICTS OF INTEREST

F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
1. Guest Speaker(s) – Joanie Behrends and/or Dick Groff – after action report Alaska Shield
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. Ordinance 1114................................................................................................. (page 1)
   An ordinance of the City Council of the City of Cordova, Alaska, repealing section 8.04.170 entitled trapping to eliminate contradiction in the Cordova Municipal Code – 2nd reading
6. Resolution 04-14-18........................................................................................... (page 3)
   A resolution of the City Council of the City of Cordova, Alaska, approving the site plan from BKR & Associates for Ocean Beauty Seafoods to construct eight 320 sq. ft. modular units on Lot 4, Block 2, Cordova Industrial Park
7. Council concurrence of Mayor’s reappointment of Robert Beedle as City of ....................... (page 26)
   Cordova representative to the PWSRCAC Board of Directors
8. Record excused absence of Council member Burton from the March 19, 2014 Regular Meeting

H. APPROVAL OF MINUTES
9. Special Meeting Minutes 05-29-13.......................................................................... (page 28)
10. Special Meeting Minutes 06-04-13.......................................................................... (page 29)
11. Work Session Minutes 09-18-13.......................................................................... (page 31)
12. Special Meeting Minutes 10-23-13.......................................................................... (page 33)
13. Regular Meeting Minutes 03-19-14.......................................................................... (page 34)

I. CONSIDERATION OF BIDS

J. REPORTS OF OFFICERS
14. Mayor’s Report
15. Manager’s Report
16. City Clerk’s Report............................................................................................... (page 39)

K. CORRESPONDENCE
17. Letter from Bob Smith in re Refuse Collection 03-14-14.......................................... (page 40)
18. Letter from AMHS in re proposed fall-winter-spring 2014-2015 schedule.................. (page 45)
L. ORDINANCES AND RESOLUTIONS
19. Ordinance 1115……………………………………………………………………………………………………. (voice vote)(page 59)
An ordinance of the City Council of the City of Cordova, Alaska, amending sections 3.40.020 entitled “planning commission created- membership,” 4.20.050 entitled “planning commission-members’ terms of office,” 3.52.020 entitled “advisory parks and recreation commission” and 11.08.020 entitled “harbor commission” to clarify and make consistent council member designation for service on city commissions – 1st reading
20. Resolution 04-14-19……………………………………………………………………………………………………. (voice vote)(page 63)
A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY14 budget and authorizing the transfer of $73,996.67 to the Cordova School District for the purpose of purchasing 60 student computers, to be recorded in the City’s budget account # 101-902-57004, school capital projects

M. UNFINISHED BUSINESS
21. Council designation of Council member to the Planning and Zoning Commission….. (voice vote)(page 65)
22. Council decision on requested extension of Brian Wildrick, Lot 8 Blk 2, SFDP,……. (voice vote)(page 66)
Performance Deed of Trust (may be discussed in executive session)

N. NEW & MISCELLANEOUS BUSINESS
23. Pending Agenda and Calendar…………………………………………………………………………………………. (page 76)

O. AUDIENCE PARTICIPATION

P. COUNCIL COMMENTS
24. Council Comments

Q. EXECUTIVE SESSION
(See item 22. unfinished business)

R. ADJOURNMENT

== Happy Seward's Day March 31, 2014 ==

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
Susan,

As we discussed, Cordova Municipal Code 8.04.195 essentially amends CMC 8.04.170 by revising the types of trapping permitted within certain areas of the City of Cordova, Alaska. Consequently, it is necessary to repeal CMC 8.04.170 by ordinance to eliminate any contradiction in the Code regarding where and how animals are trapped in the City of Cordova. That is the purpose of the ordinance repealing CMC 8.04.170.

If you need any additional information regarding this matter please do not hesitate to contact me.

Thanks,

Holly Wells
Birch Horton Bittner & Cherot
CITY OF CORDOVA, ALASKA
ORDINANCE 1114

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
REPEALING SECTION 8.04.170 ENTITLED TRAPPING TO ELIMINATE CONTRADICTION
IN THE CORDOVA MUNICIPAL CODE

WHEREAS, Proposition Number 1, which adopted Section 8.04.195 of the Cordova Municipal Code (“CMC”), passed at the March 4, 2014 General Election; and

WHEREAS, Section 8.04.195 of the CMC essentially amends Section 8.04.170 of the CMC by revising the types of trapping permitted within certain areas of the City of Cordova, Alaska; and

WHEREAS, it is necessary to repeal Section 8.04.170 of the CMC to eliminate any contradiction in the CMC,

BE IT ORDAINED by the City Council of the City of Cordova, that:

Section 1. Section 8.04.170 is hereby repealed.

Section 2. This ordinance shall be effective thirty (30) days after its passage and publication. 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 after its passage.

1st reading: March 19, 2014
2nd reading and public hearing: April 2, 2014

PASSED AND APPROVED THIS 2nd DAY OF APRIL, 2014

________________________________
James Kacsh, Mayor

Attest:

________________________________
Susan Bourgeois, CMC, City Clerk
Memorandum

To: Cordova City Council  
From: Planning Staff  
Date: 3/24/14  
Re: Site Plan Review – Ocean Beauty Seafoods Modular Homes

PART I – GENERAL INFORMATION

Requested Actions: Site Plan Review  
Applicant: BKR & Associates  
Owner Name: Ocean Beauty Seafoods LLC  
Address: 304 Jim Poor Ave.  
Parcel Number: 02-060-227  
Zoning: Waterfront Industrial District  
Lot Area: 15,341 sq. ft.

PART II – BACKGROUND

Ocean Beauty Seafoods and BKR & Associates are proposing to construct eight 320 sq. ft. modular homes to be used primarily by Ocean Beauty employees as a bunkhouse. The modular homes will be stacked two high and will be located toward the back of the lot. Part of an existing storage building has been removed to make room for the modular homes.

On March 20, 2014, the Planning Commission held a Special Meeting and made the following motion:

*M/Pegau S/Greenwood* moved that the Planning and Zoning Commission recommend to City Council to approve the Site Plan Review requested by Ocean Beauty Seafoods to construct eight 320 sq. ft. modular units on Lot 4, Block 2, Cordova Industrial Park based on the findings as contained in the staff report.

After some discussion, the Planning Commission made the motion to amend the main motion:

*M/Bailer S/Greenwood* moved to amend the main motion by adding the special conditions to dissolve the lot line between Lot 2, Block 4 and Lot 4, Block 4, Cordova Industrial Park and to provide four on-site parking spaces.

Vote on motion to amend: 5 yeas (Bailer, Greenwood, Pegau, Baenen, Roemhildt), 0 nays, 1 absent (Reggiani). Motion passes.

Vote on main motion: 5 yeas (Bailer, Greenwood, Pegau, Baenen, Roemhildt), 0 nays, 1 absent (Reggiani). Motion passes.
PART III – STAFF RECOMMENDATION

Staff recommend that the City Council approve Resolution 04-14-18.

PART VI – SUGGESTED MOTION

“I move that the City Council approve Resolution 04-14-18.”
CITY OF CORDOVA, ALASKA
RESOLUTION 04-14-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, APPROVING THE SITE PLAN FROM BKR & ASSOCIATES FOR OCEAN BEAUTY SEAFOODS TO CONSTRUCT EIGHT 320 SQ. FT. MODULAR UNITS ON LOT 4, BLOCK 2, CORDOVA INDUSTRIAL PARK

WHEREAS, BKR & Associates have submitted a Site Plan Review for the construction of eight 320 sq. ft. modular units; and

WHEREAS, the Planning Commission, at its Special Meeting held on March 20, 2014, reviewed the Site Plan and found it to be consistent with current zoning laws; and

WHEREAS, the Planning Commission approved the Site Plan with the following special conditions in place:

1. The Planning Department must be in receipt of a Site Plan Approval from the Division of Fire and Life Safety prior to issuance of a Building Permit.
2. Ocean Beauty Seafoods will consult with the Public Works Department about the water and sewer services and provide a Water Sewer Connection Permit to the Planning Department prior to the issuance of a Building Permit.
3. Ocean Beauty Seafoods will dissolve the lot line between Lot 2, Block 4 and Lot 4, Block 4, Cordova Industrial Park.
4. Ocean Beauty Seafoods will provide four on-site parking spaces; and

WHEREAS, the Planning Commission recommends the City Council approve the Site Plan and special conditions.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby approves the Site Plan from BKR & Associates for Ocean Beauty Seafoods to construct eight 320 sq. ft. modular units on Lot 4, Block 2, Cordova Industrial Park.

PASSED AND APPROVED THIS 2nd DAY OF APRIL, 2014

____________________________________
James Kacsh, Mayor

ATTEST:

____________________________________
Susan Bourgeois, CMC, City Clerk
Ocean Beauty Seafoods Modular Home Construction

- Trident
- Ocean Beauty Seafoods
- Proposed Construction Site
- Breakwater Ave
- Marine Way
- Cordova Outboard
- Coastal Ave
- Harbor
- Railroad Ave
- Copper River Highway
- Inlet Way
- AML
- Jim Dow Ave
SITE PLAN REVIEW - ZONING APPLICATION
CITY OF CORDOVA

INSTRUCTIONS
Print or type requested information. Incomplete applications will be returned to the applicant and will delay the processing of your request. All applications must be filed with the Planning Department 21 days prior to the next Planning Commission meeting date.

<table>
<thead>
<tr>
<th>TYPE OF REQUEST</th>
<th>FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Plan Review</td>
<td>varies</td>
</tr>
<tr>
<td>Residential</td>
<td>$50</td>
</tr>
<tr>
<td>Multi-Family</td>
<td>$100</td>
</tr>
<tr>
<td>Commercial</td>
<td>$150</td>
</tr>
<tr>
<td>Industrial</td>
<td>$200</td>
</tr>
</tbody>
</table>

APPLICANT INFORMATION

Name | BKR & Associates
Address | 4026 217th ST SE Bothell, WA 98021
Telephone [home] | (480) 452 3393
Business Name | BKR & Associates, INC.
Business Address | 4026 217th ST SE Bothell, WA 98021
Telephone [business] | (480) 452 3393
Business FAX | (425) 481 4003
Project architect/engineer | Paul Rogness, DCI Engineers
Address of architect/engineer | 310 K Street, Suite 200 Anchorage, AK 99501
Telephone of architect/engineer | (907) 264 6677

PROPERTY/PROJECT INFORMATION

| Address of subject property | 304 Jim Poor Ave. |
| Parcel identification number | |
| Property owner [name/address] | Ocean Beauty Seafoods/PO Box 70739, Seattle, WA 98107 |
| Current zoning | Waterfront Industrial |
| Proposed use | Temporary Housing |
| Construction start date | March 4, 2014 |
| WAA | |
ZONING APPLICATION

Owner of property (if different than applicant).
If multiple owners, list names and addresses of each and indicate ownership interest. Attach additional sheet if necessary.

Ocean Beauty Seafoods
PO Box 70739
Seattle, WA 98107

Real Estate Firm/Broker handling sale of property. Provide name and address. Note: If you do not own the property, you must provide a copy of a Purchase Agreement or instrument acceptable to the city indicating the owner is fully aware of, and in agreement with, the requested action.

City Business License Permit Number (if applicable) 6978

APPLICANT CERTIFICATION

By the signature(s) attached hereto, I (we) certify that the information provided within this application and accompanying documentation is, to the best of my (our) knowledge, true and accurate. Furthermore, I (we) hereby authorize the City and its representatives to enter the property associated with this application for purposes of conducting necessary site inspections.

By: ____________________________  (Signature)  Agent  By: ____________________________  (Signature)

Name: Brian Hamm

Agent Name:

(Type/Print)

(Type/Print)

Date: March 4, 2014  

Appeal Procedures: A decision of the Planning Commission may be appealed to the Board of Adjustment. An appeal must be filed in writing with the City Clerk within ten (10) days of the decision. In accordance with the procedures outlined in Section 18.64.030 of the City of Cordova Zoning Code.

CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ACTION</th>
</tr>
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<tbody>
<tr>
<td>Date application received:</td>
<td></td>
</tr>
<tr>
<td>Fee paid:</td>
<td></td>
</tr>
<tr>
<td>Does application require a public hearing?</td>
<td></td>
</tr>
<tr>
<td>Planning Commission:</td>
<td></td>
</tr>
<tr>
<td>City Council:</td>
<td></td>
</tr>
<tr>
<td>Staff review date/reviewer name:</td>
<td></td>
</tr>
<tr>
<td>Planning Commission final action:</td>
<td></td>
</tr>
<tr>
<td>City Council final action:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>
### SITE PLAN REVIEW 18.42

A zoning compliance permit for property within the City of Cordova expires eighteen (18) months after the date it is issued. Excavation is not considered construction.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please describe the proposed construction/alteration and intended use:</td>
<td></td>
</tr>
<tr>
<td>Temporary Housing</td>
<td></td>
</tr>
<tr>
<td>2. Please give dimensions and square footage of construction: 28'x92'; SF 2,560; (8 40'x8' modular units)</td>
<td></td>
</tr>
<tr>
<td>3. Intended use: [ ] Single Family [ ] Duplex [ ] Multifamily [X] Commercial/Industrial [ ] Home Occupation (describe) [ ] Mobile Building [ ] Change of use</td>
<td></td>
</tr>
<tr>
<td>4. No. of Living Units: 8 5. No. of Bedrooms: N/A</td>
<td></td>
</tr>
<tr>
<td>6. Has a variance been granted? [ ] Yes [X] No</td>
<td></td>
</tr>
<tr>
<td>8. Is there an apartment above the garage? [ ] Yes [X] No</td>
<td></td>
</tr>
<tr>
<td>9. Off-street parking: Existing N/A Proposed</td>
<td></td>
</tr>
<tr>
<td>10. Required Setbacks: Front 20' Left Side 0' Right side 0' Rear 0' Height 0'</td>
<td></td>
</tr>
<tr>
<td>11. Proposed Setbacks: Front 90'-5&quot; Left Side 10' Right side 22'-4&quot; Rear 4' Height 16'</td>
<td></td>
</tr>
<tr>
<td>12. Sewage Disposal:</td>
<td></td>
</tr>
<tr>
<td>[ ] Private marine outfall: [ ] Existing [X] New Specify owner/location:</td>
<td></td>
</tr>
<tr>
<td>[ ] Private on-site sewer: [ ] ADEC Certification Attached</td>
<td></td>
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</tbody>
</table>

**NOTE:** Property owners with a private system need an ADEC permit showing sewer system is operational before Permit can be issued. Please contact ADEC at (907) 255-5200

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Water supply: [X] City</td>
<td></td>
</tr>
<tr>
<td>14. Is the construction occurring on a grandfathered structure (build prior to August 7, 1967)? No</td>
<td></td>
</tr>
<tr>
<td>15. Is there a building currently on the property? [X] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>If YES, an As-built survey must be attached.</td>
<td></td>
</tr>
<tr>
<td>16. Which licensed surveyor will be doing your foundation/As-built Survey?</td>
<td></td>
</tr>
<tr>
<td>17. Is your driveway exit and adjoining roads shown on the site plan?</td>
<td></td>
</tr>
<tr>
<td>[X] Yes [ ] No Are you building a new driveway that exits onto a State road or highway? [ ] Yes [X] No</td>
<td></td>
</tr>
<tr>
<td>If YES, an ADOT Driveway Permit is required. (See bottom page 4)</td>
<td></td>
</tr>
<tr>
<td>18. Does this property contain drainageways, ditches, wetlands, or other water features? [X] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>Does your lot abut salt water? [ ] Yes [X] No</td>
<td></td>
</tr>
<tr>
<td>Have you or will you be using fill to develop your lot? [ ] Yes [X] No</td>
<td></td>
</tr>
</tbody>
</table>

(If you answered YES to any of the above three questions, you may need to contact the U.S. Army Corps of Engineers or other state agencies about additional permitting requirements. Please see Planning staff for information.)

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>19. Is this permit for a tax-exempt use? [X] Yes [ ] No</td>
<td></td>
</tr>
<tr>
<td>20. Has a Conditional Use Permit been issued? [ ] Yes [X] No</td>
<td></td>
</tr>
<tr>
<td>21. Is this permit for a mobile building? [ ] Yes [X] No</td>
<td></td>
</tr>
<tr>
<td>Year Model Serial Number</td>
<td></td>
</tr>
<tr>
<td>22. Is your property within a Flood Plain or Coastal Zone? (see staff for interpretation) No</td>
<td></td>
</tr>
<tr>
<td>Elevation Certificate/Flood Hazard form attached</td>
<td></td>
</tr>
</tbody>
</table>
APPLICATION INFORMATION

Parking: Each residential dwelling unit must have at least two (2) vehicular off-street parking spaces. Parking is permitted in the setbacks. The number of parking spaces required for public, commercial, or industrial uses can be determined by consulting the Planning Department.

Water and Sewer: Applicants must obtain a water/sewer application from City Hall. Fees vary.

Sewage Disposal: All proposed sewage systems outside of City Limits (unrestricted district) must be designed by a registered professional engineer. The engineer must submit the proposed design to the Department of Environmental Conservation (DEC) for approval. A DEC "Certificate to Install" must be attached to the zoning permit application.

Site plan, Building Height, and Building plan: Two copies of a site, building height, and building plan, drawn to scale (1" = x'), must be submitted with the application. Plans must show all property lines, roads or water ways abutting the lot, the water tank, sewer lines, drain fields (if applicable), proposed setback distances, and parking areas. Plans should identify existing or proposed foundation location and extensions beyond the foundation, landings, decks, porches, and overhangs. Please include a building height (elevation) drawing. As-built surveys prepared by a licensed land surveyor to establish the location of existing improvements on the property must be submitted within 60 days of issuance of Zoning Permit. Building without an as-built survey is done at your own risk.

Snow and Wind load: 150 lbs. per square inch snow and 100 mph wind load

Lot and Yard Regulations: Cornices, canopies, eaves or other similar architectural features not providing additional floor space within the building may extend into a required yard not to exceed two ft.

Seismic Zone: D

State-Owned Roads in Cordova
Loke Avenue
Power Creek Road
Copper River Highway/New England Cannery Road
Whitsed Road
March 10, 2014
13097 102259

Samantha Greenwood
CITY OF CORDOVA - PLANNING AND ZONING
602 RAILROAD AVE
CORDOVA AK 99574
RE: TEMPORARY HOUSING ZONING APPLICATION

Dear Samantha:

Ocean Beauty Seafoods and BKR and Associates are proposing to install temporary housing on Ocean Beauty’s property in Cordova, AK. This will include eight 40 foot by 8 foot by 8.5 foot modular units, stacked 2 high. Please see the attached drawings for layout and other information.

Please be advised of the following:
A. This will be temporary housing used primarily by Ocean Beauty employees. These workers frequently do not have vehicle on site, so no parking is included at the site. As such, there are no new parking spaces included in this project.
B. Operations are seasonal only early summer to early fall temporary housing is not required in the winter season. As such, snow will not be an issue when accessing the modular units. There is enough space between the units for equipment to get in and remove snow if necessary.

Please feel free to contact me with any questions.

Respectfully,

Brian Hamm
Project Manager
23" 40/20 C-D PLYWOOD SHEATHING. ATTACH W/ 0.131" \#8 NAIL @ 6" O.C. PANEL EDGES, 12" FIELD.

19/32" BLOCKING @ 16" O.C.

'PE Kl.'

STEEL CONTAINER
BY OTHERS

NOTE:

1) JOISTS & SHEATHING ARE DESIGNED TO ACCOMODATE A GROUND SNOW LOAD OF 150 PSF.

2) SIMPSON CLIPS AT EACH JOIST ARE DESIGNED FOR UPLIFT TO ACCOMODATE A 100 MPH, EXPOSURE D WIND LOAD.

SECTION @ STEEL CONTAINER ROOF
<table>
<thead>
<tr>
<th>Comment No.</th>
<th>Comment</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Snow load needs to be 150 lbs per square ft., wind load needs to be 100 mph.</td>
<td>See attached DCI Engineers drawing</td>
</tr>
<tr>
<td>2</td>
<td>Approximate location of vehicular entrances and loading points.</td>
<td>There will be no parking on the site, so no vehicles should around these units. As such, vehicle entrances and loading points are not applicable.</td>
</tr>
<tr>
<td>3</td>
<td>We need the height from the ground to the top of the structure in the application itself and in the drafts.</td>
<td>See attached revised drawing. (Detail A7, sheet A-401)</td>
</tr>
<tr>
<td>4</td>
<td>We need to know how a unit is secured on top of another unit.</td>
<td>There are interlocks designed for the base.</td>
</tr>
<tr>
<td>5</td>
<td>We need a drawing showing the proposed water drainage of the area.</td>
<td>The temporary housing units will be set slightly above grade and the lot will be minimally graded so the slope is away from the unit.</td>
</tr>
<tr>
<td>6</td>
<td>We know there is an existing fence on the back end of the lot that isn’t indicated on any of the drawings. Please add.</td>
<td>See attached revised drawing. (Sheet A-110)</td>
</tr>
<tr>
<td>7</td>
<td>Exterior finish and color.</td>
<td>The temporary housing modulars have a tan, steel exterior.</td>
</tr>
<tr>
<td></td>
<td>Cover letter needs to be signed.</td>
<td>See attached</td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>8</td>
<td>In the cover letter where parking is addressed, add a potential location where parking would be available.</td>
<td>Michael will be able to address this during the meeting</td>
</tr>
<tr>
<td>9</td>
<td>Is the check in the mail?</td>
<td>Yes, a check was placed in the mail from the southwest office on March 13th.</td>
</tr>
</tbody>
</table>
DATE: March 26, 2014

TO: Mayor and City Council

SUBJECT: PWSRCAC Board of Directors

Prince William Sound Regional Citizens’ Advisory Council has a dedicated seat for a representative from the City of Cordova. Robert Beedle has held that seat for the past year and is interested in remaining the City of Cordova representative on the RCAC Board of Directors. This next term would take him through the May 2016 quarterly meeting.

RECOMMENDED MOTION: Move to approve Mayor Kaesh’s reappointment of Robert Beedle to serve as the City of Cordova’s representative on the PWSRCAC board of directors.

REQUIRED ACTION: Majority voice vote or Majority Roll Call vote on the Consent Calendar.
March 5, 2014

Sent via email and USPS mail

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

Dear Mayor Kasch:

The Prince William Sound Regional Citizens’ Advisory Council (PWSRCAC) is writing to advise you that Robert Beedle’s term on our Board of Directors expires at the upcoming May 1-2, 2014, annual meeting in Valdez.

The dedicated seat for the City of Cordova is its opportunity to influence decisions having profound implications for oil transportation safety in Alaska, and for the state’s oil spill prevention and response capabilities. We greatly value your past participation.

City of Cordova would best be served by a representative who:

• understands her/his community, its needs, concerns and perspectives;
• has a rudimentary familiarity with oil transportation issues;
• has a home and work schedule flexible enough to allow travel;
• is committed to our mission of promoting environmentally safe operation of the Alyeska terminal and associated tankers; and
• seeks opportunities to foster cooperative relationships with citizens, industry and regulatory agencies.

A PWSRCAC director can expect to devote an average of 10 hours a month on PWSRCAC business. The full Board conducts three 2-day meetings in January, May, and September. In addition, annual budget and planning meetings are held, as well as special meetings and opportunities to participate in committees or work groups. PWSRCAC staff provides support to board members whenever possible.

Please notify us in writing, no later than April 15, 2014, of your selected individual for the City of Cordova’s next two-year term on the PWSRCAC board. Ideally, this individual will then be expected to attend our May 1-2, 2014, meeting for confirmation. If Robert Beedle will continue to be your representative, we ask that you still notify PWSRCAC in writing.

If you have further questions about the PWSRCAC or the responsibilities of its directors, please don’t hesitate to call. Thank you for your cooperation, and we look forward to the City of Cordova’s continued valuable contribution.

Sincerely,

Jennifer Fleming
Executive Assistant

Cc: Robert Beedle
CITY COUNCIL SPECIAL MEETING  
MAY 29, 2013 @ 12:15 PM  
LIBRARY MEETING ROOM  
MINUTES

A. CALL TO ORDER  
Mayor James Kacsh called the Council Special Meeting to order at 12:15 pm on May 29, 2013 in the Library Meeting Room.

B. ROLL CALL  
Present for roll call were Mayor James Kacsh and Council members Kristen Carpenter, Tim Joyce, David Allison, Bret Bradford, EJ Cheshier and David Reggiani. Council member James Burton was absent. Also present were Interim City Manager Don Moore and City Clerk Susan Bourgeois.

C. APPROVAL OF AGENDA  
M/Reggiani S/Bradford to approve the agenda.  
Vote on motion: 6 yeas, 0 nays, 1 absent (Burton). Motion carried.

D. DISCLOSURES OF CONFLICTS OF INTEREST – None.

E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS  
1. Audience Comments regarding agenda items – None.

F. NEW BUSINESS  
2. City Manager Candidate Review – discussion about interviews/questions, etc.  
Don Moore and Cindy Appleton provided Council with several lists of previously-used City Manager candidate interview questions and Council spent some time discussing the merits of these varied questions. Council discussed the timing of the interviews as well – one hour per candidate would be the allotted time. After the lengthy back and forth, these 8 questions were decided upon and Council intended to see how these were answered and possibly having follow-ups available if warranted, but to play that by ear as the follow-ups would be regarding playing off something that a candidate said, couldn’t be rehearsed.  
1) Now that you have spent a day or so in Cordova, what is your first impression and tell us why you picked Cordova?  
2) Describe how you would best facilitate the flow of ideas, information and understanding between the City and the public, and within City Hall.  
3) How do you develop trust and loyalty in your employees?  
4) How do you ensure employee accountability?  
5) Tell us about your experience managing large construction projects.  
6) How would you approach declining revenues and increasing expenses in the budget cycle?  
7) Based on what you have learned about Cordova, what do you expect to give you the most trouble as its City Manager?  
8) Tell us about a mistake you made and what you did to recover from it.

G. AUDIENCE PARTICIPATION - none

H. COUNCIL COMMENTS  
Bradford was curious on whether overtime was approved for moving the dirt pile. Moore said yes, they were if they couldn’t get it done on regular time.  
Mayor Kacsh asked if the conceptual designs for harbor boardwalks can be made available. He’s been asked about that recently.

I. ADJOURNMENT  
M/Joyce S/Bradford to adjourn. Hearing no objection, the meeting was adjourned at 01:12 pm.

Approved: April 02, 2014

Attest: _____________________________  
Susan Bourgeois, City Clerk
A. CALL TO ORDER
Mayor James Kacsh called the Council Special Meeting to order at 11:00 am on June 04, 2013 in the Library Meeting Room.

B. ROLL CALL
Present for roll call were Mayor James Kacsh and Council members Kristen Carpenter, Tim Joyce, David Allison, Bret Bradford, EJ Cheshier, David Reggiani and James Burton. Also present were Interim City Manager Don Moore and City Clerk Susan Bourgeois.

C. APPROVAL OF AGENDA
M/Reggiani S/Joyce to approve the agenda. Vote on motion: 7 yeas, 0 nays. Motion carried.

D. DISCLOSURES OF CONFLICTS OF INTEREST – None.

E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
1. Audience Comments regarding agenda items Nancy Bird said she appreciated this open forum type of interview.

F. NEW BUSINESS
2. City Manager Candidate Interviews (may be discussed in executive session)
   • Jon Cecil – Council asked 8 questions in an interview that lasted from 11:05 am until 11:50 am. M/Bradford S/Reggiani to recess for 10 minutes. With no objection the meeting was recessed at 11:50 am and reconvened at 12:14 pm.
   • Jon Erickson – Council asked 8 questions in an interview that lasted from 12:15 pm until 1:00 pm. M/Joyce S/Burton to recess until the next interview at 1:30 pm. With no objection the meeting was recessed at 1:00 pm and reconvened at 1:27 pm.
   • Randy Robertson – Council asked 8 questions in an interview that lasted from 1:30 pm until 2:26 pm. M/Joyce S/Burton to recess for a few minutes at 2:26 pm. With no objection the meeting was recessed and then reconvened at 2:31 pm.

3. Council discussion/review/decision regarding an offer of a contract to a City Manager candidate (may be discussed in executive session)
M/Bradford S/Burton to enter into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect on the finances of the City specifically, City Manager candidates and a contract offer. Vote on motion: 7 yeas, 0 nays. Motion carried.

Council entered executive session at 2:31 pm and reconvened the special meeting at 3:12 pm. M/Joyce S/Reggiani to direct Don Moore, Interim City Manager to enter into negotiations with Randy Robertson to be Cordova’s next City Manager. Vote on motion: 7 yeas, 0 nays. Motion carried.

M/Allison S/Bradford to recess until 7pm. With no objection the meeting was recessed at 3:13 pm.

Mayor Kacsh called the special meeting back to order at 7pm and he asked to hear from Mr. Don Moore. Moore said he found Mr. Robertson and started the negotiations for salary at $125K and he and his wife do not need health insurance as they are retired military and so he asked that the salary be $132K instead. As far as annual leave he is willing to be on the same schedule as the employees except that he would like 15 days in a leave bank when he starts employment. He would use his own car and would like a
$250/month car allowance. He would like 6 months of housing if he finds a place he like in that time he would take it immediately and the City wouldn’t have to cover the full six months. He would like $10K lump sum relocation costs and he wants no payback provision. He did agree to a three year contract. Joyce opined that he would not be willing to go along with paying him $10,000 before he even came here for relocation. Moore said that Robertson had expressed that none of these things are deal breakers; he is willing to negotiate on each of these items. Moore said that as far as start date, the Robertson’s thought August 1 could be workable. Also, the question was raised as to whether Darlene could work at CCMC. Joyce opined that the way to get around the code reference was to have her be hired first. Moore would further investigate this for Council. Moore said Robertson also wanted the contract to be in the same format as the template available from ICMA (International City Manager’s Association). He said he believes the norm severance on that contract is six months. Joyce mentioned that the outstanding issue is that with an August 1 start date, what we do for the month of July because Moore’s contract is up July 1. Moore opined that Acting CM’s are often from the Finance Department or the Public Works Department.

G. AUDIENCE PARTICIPATION

H. COUNCIL COMMENTS

Carpenter thanked Moore for the negotiating.
Bradford thanked Cindy (Appleton) and staff for the meet and greet and he was glad the candidates were impressed with the reception, etc. He hoped that could get conveyed to the rest of staff too.
Reggiani said ditto to Bradford’s comments; he said, very well said.

I. ADJOURNMENT

M/Allison S/Cheshier to adjourn. Hearing no objection, the meeting was adjourned at 07:17 pm.

Approved: April 02, 2014
Attest: ____________________________
Susan Bourgeois, City Clerk
A. CALL TO ORDER
Mayor James Kacsh called the Council Work Session to order at 7:00 pm on September 18, 2013 in the Library Meeting Room.

B. ROLL CALL
Present for roll call were Mayor James Kacsh and Council members Kristin Carpenter, Tim Joyce, David Allison, EJ Cheshier, David Reggiani and James Burton. Council member Bret Bradford was absent. Also present were City Manager Randy Robertson and City Clerk Susan Bourgeois.

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
1. Audience Comments regarding agenda items - none

D. WORK SESSION TOPIC
2. BDO (formerly Mikunda Cottrell) presentation of City of Cordova 2012 Financial audit.
Michelle Drew mentioned the three documents that Council should have: the Letter to Management, Letter to the Council and the bound Financial Statements. Clearly, she said there are no crises, the letters mention items that could be addressed for more efficiency but nothing is a crisis. She wanted to express her thanks to the City Management, Finance Office, Public Works, Harbor, etc. All those asked for assistance were professional, cooperative, got us what we needed timely. Page 2 has the auditor’s opinion, which was that it was a clean opinion. There were a number of journal entries which got corrected but do not affect the opinion. The balance sheet on page 8 – she mentioned a few highlights: $17.6 M in assets, of which $15 M are in cash or liquid assets. You ended the year with $15 M in fund balance, not such a big number because about $10 M of that is set aside for capital construction and there are other set-asides, so that only $2.8 M of that $15 M is unreserved/undesignated. Decline in funds of $312 K over the year (i.e. net reduction) – General Fund was down $116 K over the year. In the big picture Cordova doesn’t have a huge amount of outstanding debt which is good – biggest is 2009 school bonds GO debt ($14.9 M). No new debt in 2012 on the governmental side. On page 40 is the General Fund balance sheet and the GFOA says a good target to have on hand in the General Fund Balance is 3 – 6 months of operating expenses. City of Cordova for 2012 shows $2.936 M which is just over three months – which is the low end of the range. Tax revenues for 2012 were pretty consistent with 2011 but it was a little lower than had been budgeted – specifically sales tax. Snow removal in 2012 was $891 K over budget. The overall decrease in fund balance was $116 K. As far as enterprise funds she used Harbor as an example on page 55. Operating revenues in Harbor fund were $1.075 M and the operating expenses were $1.8 M ($706 K of depreciation expense included in this). If you take the loss from operations and add back the depreciation, you still wind up negative but in this case you should add back the PERS relief too and then you do wind up with a positive number. So, she believes that the Harbor user fees are covering the day to day of the harbor operations. The single audit is reported on page 73 and 74 which shows how much money was actually spent. The findings are on page 86 – 87 and there were a lot of journal entries for 2012, therefore, there was a finding regarding the preparation and the closing out of the year end for 2012. Drew wanted to point out that the current Finance Director was not the Finance Director during the year of 2012. She hopes to see some pretty big improvement to this allowing for a learning curve.

Joyce asked how we are going to be able to show the PERS debt without looking really bad (i.e. negative). Will it affect our bond rating and the like down the road? Drew said it will not affect your General Fund at all because it is long term debt. Nor will it affect your budgetary day-to-day accounting either. She reiterated that this is not a new liability, we have had it for a long time, it is just now it has to be reported.
E. AUDIENCE PARTICIPATION - None

F. COUNCIL COMMENTS - None

G. ADJOURNMENT

M/Reggiani S/Burton to adjourn.
Hearing no objection, the meeting was adjourned at 7:32 pm

Approved: April 2, 2014

Attest:____________________________________

Susan Bourgeois, CMC, City Clerk
A. CALL TO ORDER
Mayor James Kacsh called the Council Special Meeting to order at 12:00 pm on October 23, 2013 in the City Hall Conference Room.

B. ROLL CALL
Present for roll call were Mayor James Kacsh and Council members Tim Joyce, David Allison, Bret Bradford and James Burton. Council members Kristen Carpenter, EJ Cheshier and David Reggiani were absent. Also present were City Manager Randy Robertson and City Clerk Susan Bourgeois.

C. APPROVAL OF AGENDA
M/Allison S/Bradford to approve the agenda.

Vote on motion: 4 yeas, 0 nays, 3 absent (Carpenter, Cheshier and Reggiani). Motion carried.

D. DISCLOSURES OF CONFLICTS OF INTEREST - none

E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS
1. Audience Comments regarding agenda item - none

F. EXECUTIVE SESSION
Council member Kristen Carpenter arrived at 12:07 pm.
2. Cordova Center Finances, attorney update
M/Bradford S/Allison to enter into an executive session to receive attorney advice regarding Cordova Center finances a matter the immediate knowledge of which would clearly have an adverse effect on the finances of the City.

Vote on motion: 5 yeas, 0 nays, 2 absent (Cheshier, Reggiani). Motion carried.

Council entered executive session at 12:07 pm, invited to the executive session were Colin Murphy, Jim Quick of Dawson, and City attorneys Holly Wells and Steve Hutchings. The special meeting was reconvened at 12:56 pm.

G. AUDIENCE PARTICIPATION - none

H. COUNCIL COMMENTS - none

I. ADJOURNMENT
M/Joyce S/Allison to adjourn.

Hearing no objection, the meeting was adjourned at 12:57 pm

Approved: April 2, 2014

Attest: ________________________________
Susan Bourgeois, CMC, City Clerk
CITY COUNCIL REGULAR MEETING  
MARCH 19, 2014 @ 7:30 PM  
LIBRARY MEETING ROOM  
MINUTES

A. CALL TO ORDER  
*Acting Vice Mayor EJ Cheshier* called the Council Regular Meeting to order at 7:30 pm on March 19, 2014, in the Library Meeting Room.

B. INVOCATION AND PLEDGE OF ALLEGIANCE  
*Acting Vice Mayor EJ Cheshier* led the audience in the Pledge of Allegiance.

C. ROLL CALL  
Present for roll call were Council members *Tim Joyce, Tom Bailer, Bret Bradford* and *EJ Cheshier*. Council Members *Kristin Carpenter* and *Dave Reggiani* were present via teleconference and *Mayor James Kacsh* and Council member *James Burton* were absent. Also present were City Manager *Randy Robertson*, City Clerk *Susan Bourgeois* and Student Council Representative *Sarah Hoepfner*.

D. APPROVAL OF REGULAR AGENDA  
*M/Joyce S/Bailer* to approve the Regular Agenda.  
Vote on motion: 6 yeas, 0 nays, 1 absent (Burton). Motion passes.

E. DISCLOSURES OF CONFLICTS OF INTEREST – none

F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS  
1. Guest Speaker in re Tsunami Ready City  
*Joanie Behrends* introduced the four guests and then each spoke and showed slides. They were addressing the fact that Cordova had just become a Tsunami Ready and a Storm Ready community and they also gave a briefing on the upcoming Alaska Shield 2014 exercise which would be held on Friday March 28 and Saturday March 29 in Cordova and elsewhere across the State. *Whitmore* also mentioned the 1964 earthquake and the tsunami that affected Cordova and the Prince William Sound area. *John Madden* presented *Acting Vice Mayor EJ Cheshier* with two signs that read “You are now entering a Tsunami Ready City”. The invited guests were: *John Madden*, Director of Alaska Division of Homeland Security and Emergency Management, *Paul Whitmore*, Director of the National Tsunami Warning Center, *Cindy Prellar* (NOAA) and *Ervin Petty* (AK Division of Homeland Security and Emergency Management).

2. Audience comments regarding agenda items:  
*Robert Beedle* of 609 Spruce spoke to the Harbor dumpsters issue; he asked Council if they were going to make any specific decisions about it, that they should write it down so we don’t have to keep revisiting this issue. He said we had discussed this a while ago and he thought it had been figured out.

3. Chairpersons and Representatives of Boards and Commissions  
*Harbor – Burton* was not present, so Harbormaster *Schinella* mentioned their last meeting where the Commission discussed harbor dumpsters and he said they have a special meeting tomorrow.  
*Planning and Zoning – Reggiani* said the Commission met last week and one issue was the Comprehensive Plan which the commission unanimously decided to hold off on until next budget cycle and this way they could be better prepared to start right in on it in January 2015. If they were to start now, it is too close to fishing and everyone’s busy time to dedicate the appropriate time to it. Land disposal maps were before the commission as well and there was a split vote on a number of lots (specifically North Fill lots) so it was referred to come back before a full commission before they make their recommendation to Council.  
*School Board – Bradford* said he missed the last School Board meeting. *Allison* was in the audience and said he had been at the last School Board Special Meeting where they elected officers. *Barb Jewell* is the new president and *Tammy Allermott* the vice president.
4. Student Council Representative report – Sarah Hoepfner said this week there will be an all-school game night for seventh through twelfth graders at the Elementary School. In April there’s an AASG conference in Fairbanks and Cordova’s Student Council hopes to take 5 – 10 people there. Also coming up, there will be an Oscar Talent night.

G. APPROVAL OF CONSENT CALENDAR

Acting Vice Mayor EJ Cheshier informed Council that the consent calendar was before them.

5. Proclamation of Appreciation to David Allison
6. Record unexcused absence of Council member Carpenter and excused absence of Council member Cheshier from the March 05, 2014 Regular Meeting

Vote on Consent Calendar: 6 yeas, 0 nays, 1 absent (Burton). Cheshier – yes; Carpenter – yes; Bradford – yes; Bailer – yes; Reggiani-yes and Joyce-yes. Consent Calendar was approved.

Acting Vice Mayor EJ Cheshier read the Proclamation of Appreciation to David Allison into the record.

H. APPROVAL OF MINUTES

M/Bradford S/Joyce to approve the Minutes.

7. Regular Meeting Minutes 3-05-14

Bourgeois mentioned an edit that she would make because in page 5 of the packet there was an incorrect number relating to the PERS rate being capped in 2008. It should say capped at 22% but it says 22.5%. She will make the edit and speak to the correction in the minutes.

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

I. CONSIDERATION OF BIDS

J. REPORTS OF OFFICERS

8. Mayor’s Report – Mayor Kacsh was not present. Acting Vice Mayor EJ Cheshier said it was a really nice day today in Cordova and he did get some crab today went he went crabbing.

9. Manager’s Report – Robertson reported that: 1) he will be away for the next two Council meetings. In Washington DC for the next one and then Ms. Behrends and he will be at the Alaska Shield after action meeting on the April 16 meeting date; 2) NVE has an approved Clean Harbors Grant of $90K that will be spent over the course of the next year, kudos to Mr. Azure and his team; 3) he said we have 50#s of halibut that have been donated and they will make their way to Juneau in 2 – 3 weeks; 4) Alan Austerman’s daughter has announced her candidacy for his seat, FYI; 5) the Adjutant General for the State as well as the Governor will be here during Alaska Shield.

a. Finance Director Jon Stavig, financial update

b. Today in America, television show – Laura Cloward showed a five minute segment from the television show with host Terry Bradshaw. Cloward said this began in 2012 – Council approved it, then staff waited for summer months for the filming crew to come up here; was filmed eventually in July 2013, we received the finished product in October 2013. She wanted Council to see it before we started using it locally. It has aired seven times in two locations so far, Albany and Salt Lake City.

10. City Clerk’s Report – Bourgeois said she had a written report in the packet but just wanted to announce the change in Council Meeting start times beginning with our next regular meeting, Council meetings will begin at 7:00 pm.

K. CORRESPONDENCE

11. DoT plans for Avalanche gates 02-24-14
12. Email from Dave Janka in re Oil Spill Drill 02-28-14
13. DoT letter in re Whitshed Road 03-04-14

L. ORDINANCES AND RESOLUTIONS

14. Ordinance 1114 an ordinance of the City Council of the City of Cordova, Alaska, repealing section 8.04.170 entitled trapping to eliminate contradiction in the Cordova Municipal Code
Joyce said this is being done because of the passage of the trapping initiative at our recent election. The code that the people voted in conflicts with what’s in code so we are fixing the conflict with this ordinance. Vote on motion: 6 yeas, 0 nays, 1 absent (Burton). Joyce–yes; Bailer–yes; Cheshier – yes; Reggiani – yes; Bradford - yes and Carpenter – yes. Motion passes.

15. Resolution 03-14-17 a resolution of the City Council of the City of Cordova, Alaska, appropriating $205,000 from the Cordova Center fund balance to pay necessary professional services and other costs related to the Cordova Center construction project

Joyce said the Cordova Center Committee met last week and this is just an administrative resolution, catching up with some bills that we owe, appropriating the money to do so.

Vote on motion: 6 yeas, 0 nays, 1 absent (Burton). Joyce–yes; Cheshier – yes; Bradford – yes; Carpenter – yes; Reggiani – yes and Bailer–yes. Motion passes.

M. UNFINISHED BUSINESS – none

N. NEW & MISCELLANEOUS BUSINESS


Robertson and Dahl gave a presentation to Council on what has been changed recently; what they have been doing lately concerning refuse. Robertson began by reminding Council that one month ago they gave guidance to staff regarding the way forward at the baler as far as collections, equipment, etc. Mayor Kasch then asked for this agenda item, as a discussion tonight. Lengthy discussion ensued and Council was able to offer some suggestions to Dahl and Robertson especially regarding the dumpster lids (i.e. the small size of the opening and the difficulty in using the equipment). Also extended hours at the baler were suggested, currently the hours are 7 – 3:30 M-F (Dahl agreed he would like the hours better and will work toward that). Joyce mentioned that if we were to offer free bulk drop off, more often than just on the clean-up day annually, then we could save money in the staff time used to sort through dumpsters when people toss bulk items in there instead. Dahl liked the idea and said he would work through the details to see how it could be implemented. Another Council suggestion was putting a dumpster outside the gate of the baler when it is closed. Also maybe a steel collection bin could be placed somewhere so the public could dispose of these larger items properly.

17. Council election of Vice-Mayor

Bradford nominated Dave Reggiani to continue as Vice Mayor. Cheshier closed the nominations.

Upon roll call vote: 6 yeas, 0 nays, 1 absent (Burton). Cheshier – yes; Joyce–yes; Bradford – yes; Bailer–yes; Carpenter – yes and Reggiani – yes. Reggiani was elected Vice Mayor.

18. Council concurrence of suggested Council Representatives to City Boards and Commissions

Reggiani said that he couldn’t see in Code where the Council member that is designated to a board or commission doesn’t also have a three year term which is different from how we have been practicing that. Also he doesn’t like that they would be referred to as a Council representative because he thinks that person to be a full-fledged board or commission member; not there to give what they may believe to be Council’s point of view on a topic. Joyce said that they are one-year terms simply because Council members could be termed out of Council in less than the amount of time if they were to be appointed to three year terms on the board or commission. By default, they are one-year terms. Reggiani said that what he is describing is the way we have been practicing it, but it is not the way it is written in Code. Reggiani and Joyce suggested we clarify code. As far as the School Board liaison, Council made it clear that that was a non-voting member,
and the Council rep to School Board was a much different role than the Council rep to City Boards and Commissions. Conversation went back to the role of the Council designated board member. Reggiani was of the opinion that the Council member on a board is a full-fledged member, not a Council rep and not a liaison. M/Joyce S/Bailer to agree with the suggested Council members to act as Council reps to boards and commissions as follows:

- Carpenter as Council designated member to the Parks and Recreation Commission,
- Burton as Council designated member to the Harbor Commission and
- Bradford as Council rep to the School Board.

All to serve one year terms that expire after the 2014 regular election when new Council members are seated. Vote on motion: 6 yeas, 0 nays, 1 absent (Burton). Carpenter – yes; Bradford – yes; Bailer–yes; Cheshier – yes; Reggiani – yes and Joyce–yes. Motion passes.

Council asked the Clerk to bring the Planning & Zoning agenda item to the next meeting.

19. City Code on election noticing/publication requirements – discussion

After lengthy discussion, Council said the code was followed but maybe code needs to be changed to provide for more notification as far as elections. The Clerk was directed to bring the language regarding Elections notification to the April 2 meeting and Council would deal with it.

20. Pending Agenda and Calendar

Bourgeois said the Public Hearing on April 2 would be at 6:45 pm and then the Regular Meeting is at 7:00 pm – this is the new, earlier start time for Council regular meetings. HSB will also be meeting on April 2 – hospital staff will be in touch with the HSB members to let them know the start time of that meeting. March 26 there are two work sessions scheduled. First a joint work session with the School Board at 7pm and then a Council budget work session immediately following that. Bourgeois also mentioned the upcoming BOE meeting on April 21.

O. AUDIENCE PARTICIPATION

David Allison 203 Whiskey Ridge Rd, thanked Council for the Proclamation, said it was an honor to serve. He thanked Donald (Kurz) for broadcasting the meetings. He said we have a great City crew hopes that Council will continue to support the staff. Lastly, he said when you meet as HSB, don’t wash your hands of our Community Medical Center; staff morale is not great over there. Make sure your oversight is still there.

Robert Beedle 609 Spruce Street, reiterated his concerns about the dumpsters at the Harbor. He promoted the idea of transfer sites.

P. COUNCIL COMMENTS

21. Council Comments

Carpenter thanked David Allison and Brandon (Dahl) for all the work he puts in.

Reggiani thanked David Allison again as well and welcomed Tom Bailer.

Bailer said thanks again to Allison and said he looks forward to working with the rest of Council and in keeping these meetings shorter.

Bradford thanked David Allison again too. Dumpster issue is a tough one, we will continue to work on it and it will get solved.

Joyce also thanked Dave for his years of service. He said that the issues that we were dealing with tonight are somewhat insignificant when you think about the things we can be dealing with – but there were good discussions.

Acting Vice Mayor EJ Cheshier thanked Allison and asked for a recess before the executive session.

M/Joyce S/Bradford to recess for 5 minutes at 10:00 pm. Hearing no objection the meeting was recessed and then reconvened at 10:04 pm.

Q. EXECUTIVE SESSION

22. Attorney legal advice regarding Cordova Center finances
M/Bradford S/Bailer to enter an executive session to receive attorney legal advice regarding the Cordova Center a matter the immediate knowledge of which would clearly have an adverse effect on the finances of the government.

Vote on motion: 5 yeas, 0 nays, 2 absent (Carpenter, Burton). Motion passes. Council entered executive session at 10:04 pm and was back in regular session at 10:40 pm.

R. ADJOURNMENT

M/Bradford S/Joyce to adjourn. Hearing no objections the meeting was adjourned at 10:40 pm.

Approved: April 02, 2014

Attest: ________________________________

Susan Bourgeois, CMC, City Clerk
CITY CLERK’S REPORT TO COUNCIL

April 02, 2014 Regular Council Meeting

Date of Report: March 24-28, 2014

Things I need feedback on or am reporting to Council on:

- I am still advertising for 2 Parks and Rec seats – please talk to your constituents and drum up interest in serving on this important City commission – if there is Council or staff interest in reducing the P&R Commission, while Ord 1115 is before you would be the best time to do so, i.e. reduce the number to five
- Last agenda we had a discussion item regarding Election noticing requirements – I worked on ordinance language and in discussions with the Attorney, she determined that there was Department of Justice preclearance research she needed to do before such an ordinance should be put before Council – we will shoot for April 16 or May 2

Things the Clerk’s Office has been working on:

- Signed paychecks/other AP checks
- Prepared agenda and packet for work sessions on 03-26-14 and public hearing and regular mtg on 04-02-14
- Planned and then, unfortunately had to cancel two work sessions of 03-26-14, contacted school board president, superintendent and school staff regarding cancelation joint work session
- Continuing to update cemetery records, map, spreadsheet, when time allows
- Assessment notices are out, appeal period runs until April 7, 20154, Board of Equalization meeting is on April 14, 2014, 10 appeals as of 3/26/14
- Advertised Council meeting time change to 7pm beginning with the April 2, 2014 meeting date
- Minutes catchup continues, several sets of old minutes in tonight’s packet, finally!
- Worked with attorney on Ordinance concerning Council member designation to boards
- Worked with attorney on Election noticing ordinance – see feedback above
- Attended staff meeting on March 25 – excellent ethics discussion led by Library Director Miriam Dunbar
- Spoke with City Assessor regarding possibility of use of a program for mass appraisal which should work nicely with the City’s current assessing database and financial software – we will be allowed to test for a year – details to follow
To the Mayor & City Council,

I would like to compliment the City on their recent full page ad in the Cordova Times. It was gratifying to note that our fair city is finally taking steps to solve the problems associated with refuse disposal that have long plagued our city. It was especially gratifying to see a picture of our new dumpsters, chained and locked. It is nice to see our city officials are thinking outside the box, (or outside the dumpster as it were.) If the city is successful at
preventing citizens from throwing out their refuse we will be able to extend the life of our landfill indefinitely. I'm not sure why the City left the tiny trap doors on the dumpster lids. It appears that because of these tiny trap doors tall people could possibly throw out some trash. The tiny trap door however approach could lead to some traps for our City.

# The City could face potential discrimination litigation from short people who are unable to access those
tiny little trap doors
and
all people, and short people
with ladders will still be able to
throw out some trash. Thus shortening
the usable life of our landfill.

After conversations with several
movers and shakers around town I
propose a solution to these potential
problems.

Remove the chains and locks
from all dumpsters and install in-
lids
stabilizer bottoms. By installing
lids
false bottoms, all citizens, short
and tall would be prevented from
disposing of their trash. So any citizen attempting to dispose of trash would lift up the lid and find... not an empty dumpster but a second dumpster another lid! And beneath that another lid. Our dumpsters could be like those Russian' dolls stacked one inside another thus confounding any citizen attempting to throw out their trash.

By employing this solution the city could prevent the entry of any trash into our refuse stream as well as providing amusement for employees.
tasked with watching dumpster surveillance video cameras.

False locks would also eliminate the negative connotations associated with chains and locks and tiny trap doors.

It is of the utmost importance that the City NOT provide its citizens with easy options for disposing of their refuse. We should NOT provide dumpsters for steel, aluminum, copper, or just plain trash. If we did that our Refuse Department would have to deal with a lot of refuse, and our land fill, would be land full. Carry hate that! Sincerely Bob Smith
3/12/2014

Dear Community Advisory Group Members:

It is time to begin the public review process for the next Alaska Marine Highway scheduling cycle. The proposed schedule patterns that will be reviewed will cover fall/winter/spring 2014-2015.

The schedule patterns that are being proposed are based on a funding level for FY15. The operating plan has been designed to meet the needs for community service, staying within available funding, and maintaining regulatory and safety standards for the vessels.

Please take the time to review and comment on this proposal paying particular attention to any need for special events scheduling. Be sure to give the name of the event, date, location, and arrival/departure times needed for each special event.

Please provide your written comments prior to April 05, 2014. Information may be faxed to 907-586-8365 or emailed to dot.amhs.comments@alaska.gov. A teleconference to hear comments and consider adjustments is scheduled for Tuesday, April 08, 2014 at 10:00 a.m. for Southeast schedules and at 1:30 p.m. for Southwest and Southcentral schedules. The meeting will be held in Ketchikan at the Alaska Marine Highway Central Office, 7559 North Tongass Highway for participants wishing to attend in person.

The toll free number to participate in both teleconferences is: 1-800-315-6338, conference code 3902#. The link to access the proposed schedule patterns is:

http://www.dot.state.ak.us/amhs/share/schedule/considerations.pdf.

It is the policy of the Department of Transportation & Public Facilities (DOT & PF) that no person shall be excluded from participation in, or be denied benefits of any and all programs or activities we provide based on race, religion, color, gender, age, marital status, ability, or national origin, regardless of the funding source including Federal Transit Administration, Federal Aviation Administration, Federal Highway Administration and State of Alaska Funds.

The State of Alaska Department of Transportation & Public Facilities (DOT & PF) complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to participate in this public meeting should contact AMHS Operations Manager, Capt. Tony Karvelas at (907) 228-7252 and
TDD (907) 269-0743, TTY 1-800-770-8793, Alaska Relay, Voice: 7-1-1 or 1-800-770-8255 no later than April 02 to make any necessary arrangements.

If you have any additional questions or need additional information, please contact the AMHS Operations Manager, Captain Tony Karvelas, at (907) 228-7252.

Sincerely,

[Signature]

Captain John F. Falvey, Jr.
General Manager

JFF:gn

ENCLOSURES:
Draft FY15 Operating Plan 15.02
Calendars of Events
Weekly Vessel Pattern Graphs
FY15 Vessel Deployment Plan
Guide to Reading and using AMHS Scheduling Graphs

DISTRIBUTION:
All Southeast Alaska Mayors
All Southcentral Alaska Mayors
All Southwest Alaska Mayors
Alaska Travel Industry Association
ARDORS
Commercial Shipping Companies
CVBs
DOT/PF Southeast Regional Director
Marine Transportation Advisory Board
Managers, AMHS Terminals
Masters, AMHS Vessels
Unions
IBU
MM&P
MEBA
Tlingit & Haida Central Council
S.E. Alaska Tribal Government Advisory Committee
### Operating Plan 2014-2015

**Revision Number 15.3**
03/19/2014

<table>
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<th>JUL</th>
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<td>May 15, PWS</td>
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**LEGEND**
- **On Line**
- **Overhaul**
- **Layup**

Note: Dates represent the first day of the period. Overhaul and refurbishment periods include vessel travel time.

- **BEL** - Bellingham to Skagway Route
- **YPR** - Prince Rupert to Skagway Route
- **BEL-X-Gulf** - Bellingham Cross Gulf SW
- **PWS** - Prince William Sound
- **SW** - Southwest
- **NP** - Northern Panhandle
- **NLC + SIT** - Northern Lynn Canal + Sitka
- **MET** - Metlakatla Service
- **YPR-X-Gulf-SW** - Pr. Rupert Cross Gulf Southwest

**Mainline Vessels** 164.5
- **Feeder Vessels** 121.6
- **Southwest Vessels** 111.6

**Total Operating Weeks** 397.7
Vessel Deployment – Winter 2014-15

- Kennicott will enter a Federal CIP project in October and will commence Bellingham Cross Gulf service in early March.
- Columbia will enter Layup status in October and will resume the Bellingham to Skagway service in early May.
- Matanuska will be in Layup status mid-September until entering Overhaul in early February. In late March she will pick up the Friday Bellingham route until early May when she resumes the Prince Rupert to Juneau route.
- Malaspina will run the Bellingham to Skagway route until entering overhaul in early March.
- Taku will sail the Prince Rupert to Juneau route until entering Overhaul in May.
- Lituya will sail between Annette Bay and Ketchikan until January when she enters a two week Overhaul period.
- LeConte will enter a Federal CIP project in mid-September and will resume the Northern Panhandle route in early March.
- Tustumena will sail SW until entering overhaul in early March. She will resume service in SW mid-April. First chain scheduled for April 21.
- Aurora will sail in SE mid-September to cover the Northern Panhandle while LeConte is in Overhaul. Aurora will then enter Overhaul in March. She will resume service in PWS mid-April.
- Fairweather will be in Overhaul until mid-October and will then cover PWS until mid-April.
- Chenega will cover PWS until mid-October and will then enter a re-engine project until mid-May.
Guide to Reading and Using AMHS Scheduling Graphs
(Or Spider Graphs as they are affectionately known)

The AMHS scheduling graphs convey a massive amount of information on a single page, and they can be confusing to understand and interpret. The following explanations and suggestions may help.

1. The title of the graph defines the geographic area depicted by the chart and the time period to which it applies. When “Wk 1 & 3” or “Wk 2 & 4” appear, it implies that the schedule alternates every other week of the month (i.e. that the schedule is not the same every week). Essentially, a week 1 schedule would be followed by week 2, then back to week 3 (which is the same as week 1) and so on to round out the 4 weeks of a month.

2. The days of the week and times of the day are spread across the top axis of the chart. Midnight to midnight is shown for each day with only noon shown on the graph for reference and to declutter it.

3. The various ports are shown on the left side axis of the chart using their three letter AMHS designator. A key to decipher port and ship codes is on page 2 of this guide. Ports with only one dock or ship berth are shown on a single line. Ports with multiple docks have a line for each dock (e.g. JNU 1, JNU 2, JNU 3). They are generally arranged in geographic order, such as Skagway at the top (north) and Bellingham at the bottom (south).

4. Each ship is shown in a different color, and has the ship’s three letter identifier listed beside it throughout the chart for reference. A solid bar of a particular ship’s color in a specific port’s row on the chart indicates the time for that ship to be in that port. By reference to the top axis, you can determine the approximate times of those in port periods.

5. Thin lines of a ship’s color between ports indicate transit time for that particular ship between the two ports at either end of the line.

6. Thin lines that “run off the right edge of the chart” are continued, either on the left edge of the same chart (if running on a weekly scheduling cycle) or on the left edge of the alternating Wk 1&3, Wk 2&4 chart (if running on a two week scheduling cycle).

7. Ships that transition between geographic areas (e.g. Kennicott going across the Gulf of Alaska) have a notation box at the end of their thin transit line indicating such “To X-Gulf” or “Fr X-Gulf”

Suggestions for use:

1. To see what a particular ship does, just follow that ship’s colored line as it zigzags across the chart to determine what ports it visits and on what days and at what approximate times.

2. To see what service a particular community receives, just follow that community’s horizontal row across the chart to see what ships stop in that community and on which days of the week and times of the day that happens. You can also determine, by looking at that ship’s thin transit lines, where a ship serving your community is coming from and where it is going to next.
AMHS Community and Ship Three Letter Codes

**Communities**

- ANB = Annette Bay
- AKU = Akutan
- ANG = Angoon
- BEL = Bellingham, WA
- CBY = Cold Bay
- CDV = Cordova
- CHB = Chenega Bay
- CHG = Chignik
- FPS = False Pass
- GUS = Gustavus
- HNS = Haines
- HNH = Hoonah
- HOM = Homer
- JNU = Juneau (Auke Bay)
- KAE = Kake
- KCV = King Cove
- KOD = Kodiak
- KTN = Ketchikan
- OLD = Old Harbor
- ORI = Port Lions
- OUZ = Ouzinkie
- PEL = Pelican
- PSG = Petersburg
- SDP = Sand Point
- SDV = Seldovia
- SGY = Skagway
- SIT = Sitka
- TAT = Tatitlek
- TKE = Tenakee
- UNA = Unalaska/Dutch Harbor
- VDZ = Valdez
- WRG = Wrangell
- WTR = Whittier
- YAK = Yakutat
- YPR = Prince Rupert, BC

**Ships**

- AUR = Aurora
- CHE = Chenega (Fast Ferry)
- COL = Columbia
- FWX = Fairweather (Fast Ferry)
- KEN = Kennicott
- LEC = LeConte
- LIT = Lituya
- MAL = Malaspina
- MAT = Matanuska
- TAK = Taku
- TUS = Tustumena
2014-2015 F/W/S SOUTHEAST COMMUNITY EVENTS

OCTOBER
ANB/ANS Grand Camp Convention   PSG   Oct 8-11
Octoberfest Celebration           All month
Alaska Day Celebration             SIT   Oct 11-18
Annual Bridge Club Tournament
Region V Honor Festival

NOVEMBER
Bald Eagle Festival                HNS   Nov 12-16
Juneau Public Market               JNU   Nov 28-30
Whale Fest                        SIT   Nov 6-9
Volleyball 3A/4A
Region V Swim/Dive

DECEMBER
Victorian Yuletide Celebration     SGY
Wrestling 2A 3A/3A/4A
Clarke Cochrane Christmas Classic

JANUARY
Legislature Reconvenes            JNU   Jan-14
Alcan 200 Snowmachine Race        HNS   Jan 16-17
Edgecumbe Invitational

FEBRUARY
Dick Hotch Basketball Tourney      HNS   Feb 12-15
Sitka Jazz Fest                   SIT   Feb 5-7

MARCH
ArtiGras                          SIT   Mar 7-13
1A Basketball Tourney             SIT
2A/3A/4A Basketball Tourney
Buckwheat Ski Classic            SGY   Mar-14
Gold Medal Basketball Tourney    JNU   Mar 15-21
Spring Break Smithers            YPR

APRIL
Alaska State Folk Festival        JNU   Apr 6-12
High School Music Festival        JNU
Stikine River Birding Festival    WRG   Apr 3- May 3
Art Festival
Legislature session ends          JNU   Apr-14

Please review the above Community Calendar of Events and comment on any events that are missed for your community. Schedule patterns may be changed if warranted to be able to provide service to/from the events.
2014-2015 F/W/S SOUTHWEST COMMUNITY EVENTS
rev 3-18-14

OCTOBER
Valdez Museum Road House Dinner VDZ 4-Oct
Kachemak Heritage Land Trust Auction HOM 18-Oct

NOVEMBER
Sobriety Celebration CDV

DECEMBER
Nutcracker Faire HOM Dec 6-7

JANUARY

FEBRUARY
Iceworm Festival CDV Feb 2-8

MARCH

APRIL

Please review the above Community Calendar of Events and comment on any events that are missed for your community. Schedule patterns may be changed if warranted to be able to provide service to/from the events.
At the March 19 Regular Meeting there was lengthy Council discussion regarding the Council seats on the City Boards and Commissions. This is a suggested ordinance change that might clarify the way we have been approaching it in the past and what appeared to be the way most of the Council members were interested in continuing that practice.

Required action: Majority voice vote on first reading.
CITY OF CORDOVA, ALASKA
ORDINANCE 1115


WHEREAS, City Council members are designated as members on City of Cordova, Alaska (“City”) commissions during their service on City Council; and

WHEREAS, it is in the City’s best interest to provide clear appointment methods and terms for Council members serving on such commissions; and

WHEREAS, the method of appointing Council members to commissions should be consistent for all commissions;

BE IT ORDAINED by the City Council of the City of Cordova, that:

Section 1. Chapter 3.40.020 is hereby amended to read as follows:

3.40.020 Planning commission created – Membership
A. There is created a city planning commission consisting of seven members.
B. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 herein shall be entitled to serve on the planning commission. One of the members of the commission shall be designated by the council from its number. Each of the remaining six members shall be nominated by the mayor and confirmed by the council. Each term of membership shall be for three years, and terms of individual members shall be overlapping. All members shall serve without compensation.

Section 2. Section 3.40.050 is hereby amended to read as follows:

3.40.050 Planning commission—Members' terms of office.
A. Members of the commission, except the designated Council member, shall be appointed for three years and terms of individual members shall be overlapping; provided, however, that in the first instance one-third thereof shall be appointed for three years, one-third for two years, and one-third for one year.
B. A council member designated by the council from its number shall be appointed at the first meeting after the time prescribed for the beginning of the terms of the newly elected Council members, or as soon after as practicable and said designee shall serve as a commission member until the next such first meeting unless otherwise determined by council via resolution.

Section 3. Section 3.52.020 is hereby amended to read as follows:

3.52.020 Advisory parks and recreation commission
A. The advisory parks and recreation commission shall consist of seven members. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 of this code shall be entitled to serve on the commission. One of the members of the commission shall be designated by the council

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]
from its number at the first meeting after the time prescribed for the beginning of the terms of the newly elected Council members, or as soon after as practicable and said designee shall serve as a commission member until the next such first meeting unless otherwise determined by council via resolution. Each of the remaining six members shall be nominated by the mayor and confirmed by the council. Members shall serve without compensation.

B. Ex Officio Members. The mayor, the city manager, the public works director, parks and recreation director and the planning director shall be ex officio members of the commission, and shall have the privilege of the floor, but no right to vote.

C. Terms of Office. Members of the commission, except as otherwise provided in this chapter, shall be appointed for three year terms; provided however, that in the first instance two members be appointed for three years, two members for two years and one member for one year.

D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

Section 4. Section 11.08.020 is hereby amended to read as follows:

11.08.20 Harbor Commission

A. A harbor commission shall be established for the purpose of advising the city council on the operation, maintenance and improvement of the Port of Cordova's facilities, and for such additional purposes as the city council may from time to time designate. The harbor commission shall consist of five voting members. The city manager and harbormaster shall be ex officio members of the commission and shall have the right of the floor to participate in all discussions, however, they shall not have a vote. The commission shall elect a chairman and vice-chairman from its membership each January.

B. Only residents of the City who qualify as municipal voters pursuant to Section 2.08.010 of this code shall be entitled to serve on the harbor commission. One of the members of the commission shall be designated by the council from its number at the first meeting after the time prescribed for the beginning of the terms of the newly elected Council members, or as soon after as practicable and said designee shall serve as a commission member until the next such first meeting unless otherwise determined by council via resolution. Each of the remaining four members shall be nominated by the mayor and confirmed by the council.

C. Terms of membership for the members, not including the council member, shall be for three years each or until a successor in office is appointed by the council. Terms of individual members shall be overlapping, and shall commence January 1st of each year. The member from the council shall serve at the pleasure of the council. Members shall serve without compensation.

D. The harbor commission shall hold a minimum of one meeting per quarter or as needed at a date, time and place as set by the commission, except that the commission shall not be required to have meetings during the fishing season or any like period as may hereafter be set by the commission, during any given year, said period not to exceed six months.

E. The harbor commission shall conduct its meeting in accordance with Robert's Rules of Order.

F. The unexpired portion of any term remaining after a vacancy exists on the commission shall be filled as the original appointment.
G. The harbor commission shall recommend for adoption by the city council a general plan for the Port of Cordova, Port of Cordova rules and regulations, and Port of Cordova fees, payments and assessments, which recommendation shall be presented to the city council, in writing, by the city manager at the first regular city council meeting in the month of March each year.

H. The harbor commission shall review all plans for construction and development within the confines of the Port of Cordova or anywhere within ATS 220, and shall report to the city council the expected impact of such construction or development on the Port of Cordova. The harbor commission shall make appropriate recommendations to the council concerning such construction or development.

Section 5. This ordinance shall be effective thirty (30) days after its passage and publication. 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 after its passage.

1st reading: April 2, 2014
2nd reading and public hearing: April 16, 2014

PASSED AND APPROVED THIS 16th DAY OF APRIL, 2014

James Kacsh, Mayor

Attest:

Susan Bourgeois, CMC, City Clerk
March 26, 2014

To: City Council, City of Cordova
From: Theresa Keel, Superintendent of Schools, Cordova, AK
CC: Verna Reedy, Randy Robertson, Jon Stavig, CSD Board of Trustees

Council Persons,

During the 2013-2014 school year, Cordova School District has spent $73,996.67 on student computers. We are asking for capital funds to pay for student computers for the 2013-2014 school year.

I look forward to hearing from you in regards to these requests and thank you.

Sincerely,

[Signature]

Theresa Keel
Superintendent of Schools
CITY OF CORDOVA, ALASKA
RESOLUTION 04-14-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING AMENDMENT TO THE FY14 BUDGET AND AUTHORIZING THE TRANSFER OF $73,996.67 TO THE CORDOVA SCHOOL DISTRICT FOR THE PURPOSE OF PURCHASING 60 STUDENT COMPUTERS, TO BE RECORDED IN THE CITY’S BUDGET ACCOUNT # 101-902-57004, SCHOOL CAPITAL PROJECTS

WHEREAS, the City Council of the City of Cordova, Alaska has adopted the City Operating Budget and appropriated funds for FY 14 for the period of January 1, 2014 to December 31, 2014; and

WHEREAS, the funds will be transferred to Line # 101-902-57004 to fund the purchase of 60 student computers for the 2013-2014 School District Year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cordova, Alaska, that the amendment of the FY14 Budget and authorizing the transfer of $73,996.67 to the Cordova School District for the purpose of purchasing 60 student computers, to be recorded in the City’s budget account # 101-902-57004, School Capital Projects.

PASSED AND APPROVED THIS 2nd DAY OF APRIL, 2014

_______________________________
James Kaesh, Mayor

Attest:

_______________________________
Susan Bourgeois, CMC, City Clerk
DATE: March 26, 2014

TO: Mayor and City Council

SUBJECT: City Council Representative to P&Z Commission

Council designated members to three of the City Boards and Commissions at the 03-19-14 regular meeting. Council did not designate a Council member to the Planning & Zoning Commission.

RECOMMENDED MOTION: Move to designate ________________ as Council rep to the Planning and Zoning Commission to serve a one year terms that expire after the 2014 regular election when new Council members are seated.

REQUIRED ACTION: Majority voice vote.
Memorandum

To: Cordova City Council
From: Planning Staff
Date: 3/26/14
Re: Brian Wildrick DBA Harborside Pizza Extension of the Performance Deed of Trust

PART I – GENERAL INFORMATION

File No.: 02-473-144
Requested: Extension of the Performance Deed of Trust
Applicant: Brian Wildrick
PO Box 1606
Cordova, AK 99574
Zoning: Water Front Commercial

PART II – BACKGROUND

7/27/2007 Brian Wildrick’s proposal for lease with option to purchase was chosen from two applications. It was approved and recommended to Council by the Planning Commission.

8/23/2007 Council passed Resolution 08-07-32 approving a lease with option to purchase.

8/29/2007 Original lease with option to purchase was signed.

12/05/2007 Brian Wildrick sent a letter requesting to exercise his option to purchase the property that he was currently leasing.

1/9/2008 Wildrick’s request to purchase was heard at city council. A motion was made for the City Manager to negotiate a sale of Lot 8, Block 2 to Wildrick. A motion to amend the motion to include “and to get a letter of pre-approval from a conventional lending institution prior to sale” was brought forth and passed 7-0.

2/20/2008 Jim Goossens (City Planner at the time) and Brian Wildrick were at the city council meeting on 2/20/08. Jim Goossens stated that Wildrick was no longer trying to buy the property; he could not get pre-approved financing as required by the City Council at the 1/9/2008 meeting. He would like to request an amendment to his lease so that he could put a mobile pizza kitchen up instead of a building. He asked that the lease with option to purchase be for 5 years, this would allow him to get through the startup phase to improve his chances for financing.

3/17/2008 The second lease with option to purchase was signed with an amendment for a mobile kitchen.

8/27/2009 The amended lease was renewed which was now set to expire on 8/29/2011. Another renewal option for 2 years on 8/30/2011 was written in to the lease.

12/15/2010 Regular Council Meeting - Brian Wildrick wrote a letter requesting to exercise his option to purchase the property he is leasing. He also asked that his rent payments be applied toward a down payment. Below are the approved minutes from the December 15, 2010 City Council meeting.
N. NEW & MISCELLANEOUS BUSINESS

27. Brian Wildrick land purchase discussion and direction to staff

Wildrick, 940 Lake Ave, presented to Council the background of past-denied requests of Council to purchase the land. Wildrick requested Council consider the request now as they have a thriving business with design plans for a new building that will benefit the community. Wildrick requested that Council allow them to purchase the property they currently lease and that the funds previously paid as rent be applied towards the purchase of the land. He stated that this would level the playing field with other properties that have recently been sold next to the one in question as they were allowed to purchase the land outright and not required to lease first. Kallander highlighted the City’s property sale guidelines and that there would be a Performance Deed of Trust. He asked Wildrick if he could perform his plan on a time scale. Wildrick stated that he was going to ask for three years but could do it in two if that is what is required. Kacsh stated that Council should vote on the sale and have staff negotiate the details of the sale. Reggiani and Bradford agreed with Kacsh. Van den Broek asked about the part of the request to apply the rent payments as a down payment on the purchase. Council suggested to Wildrick that he enter into the property sale negotiations and present the second half of the request after the sale of the property has been negotiated. Wildrick agreed with the suggestion.

M/Reggiani S/Beedle to direct the City Manager to enter into negotiations with Brian Wildrick for the purchase of Lot A Block 2 of the South Fill Subdivision.

Vote on motion: 6 yeas, 0 nays, 1 absent (Allison). Motion was approved.

5/4/2011 Regular City Council Meeting - Mark Lynch (City Manager at the time) addressed his concerns with refunding the lease amount and then his solution if Council chose to move that way (memo from Mark Lynch attached). The approved minutes from the May 4th meeting are below:

16. Harborside Pizza lease payments refund

Lynch introduced the item by reviewing the three options for repayment listed in the proposal from Brain Wildrick of Harborside Pizza. Kallander asked if a precedent had been set by a previous similar action. Kacsh informed Council that Alaska Power had a similar issue and he’s sure there had been others. Kallander reminded Council that the decision today could be setting a precedent for the future. Lynch stated that there used to be a piece of code that allowed for lease repayments that no longer exists. Kacsh reminded Council that when Wildrick approached Council about purchasing the property we did not have a system set in place for selling those lots. He was not allowed to purchase, even though that was his intent, he was however, allowed to lease. Harborside Pizza had had many roadblocks along the way, many placed there by the City, and he has worked through them all and turned out a thriving business. Bradford agreed with Kacsh and reiterated that Harborside Pizza is a victim of the land sales not being set up right.

He is concerned with setting a precedent though. Kacsh stated that Wildrick has had to jump through hoops from day 1. He had an idea, he had a vision, and he did what he needed to do to get the business up off the ground. Kallander stated that he thought the reason he couldn’t purchase the property was because he didn’t have the financing to do it. Wildrick reminded Council that the City wanted him to build on the land before they would sell to him but he could not get a loan to build on leased property. Bradford stated that other business owners were given the option to purchase just after this incident. Wildrick stated he is just asking the City to level the playing field with his neighbors so he can get the building built as quickly as possible. Kallander informed Wildrick that the standard performance agreement on City sold properties
is two years and asked him if he thought he could get a building up in that time. *Wildrick* responded that he did not. He was hoping for a 5-year performance agreement if the lease payments were refunded or up to a 9-year performance agreement if the payments were not refunded. *Kallander* stated that *Wildrick*’s neighbors have signed a 2-year agreement. *Kacsh* stated that every case is unique, and he would like to right some of the wrongs. There have been other properties sold with different performance agreements for different reasons. *Wildrick* was put into a tough spot by Council and a small business owner does not have the same resources as a larger entity does. *Allison* stated that *Wildrick* was given a different kind of lease with different requirements because we didn’t have our land disposal process in place yet. So he has no problem giving him a different kind of performance agreement. He is in favor but not sure of the full lease repayment. *Allison* clarified that the City is not refunding Property Tax just the lease payments. He stated that he has no problem giving *Wildrick* a 2 or 3-year performance agreement and he can extend if he needs to as long as some progress is being made. *Bradford* asked if *Wildrick* had plans. *Wildrick* responded that the foundation has been laid and he has architect plans already. *Bradford* stated he liked the suggestion from *Allison* that we give him a 3-year performance agreement and if he needs more time he can come back and ask for it. *Kallander* reminded Council they are considering two things; lease repayments and a performance agreement. *Lynch* told Council the total amount of his lease payments to date is $21,718.64.

*M/Kacsh S/Bradford* to approve the refund of $20,000 to Brian Wildrick contingent on his entering into a performance agreement for purchase.

Vote on motion: 5 yea’s, 0 nay’s, 2 absent (Cheshier, Reggiani). Allison – yes; Bradford – yes; Beedle – yes; van den Broek – yes and Kacsh – yes. Motion was approved.

5/20/2011 Regular City Council meeting - the amendment to provide *Mr. Wildrick* a $20,000 credit for his lease payments as direct by city council at their May 4, 2011 meeting was passed. The ordinance to sell the property was passed at this meeting. The approved minutes are below.

30. Brian Wildrick (dba Harborside Pizza) lease amendment

*Lynch* explained that per the lawyer’s direction, in order to accomplish the Council direction to him for Mr. *Wildrick*, this lease amendment must be passed by Council.

M/Kacsh S/Bradford to approve the first amendment to the amended and restated lease for Brian Wildrick of Harborside Pizza.

Vote on motion: 6 yea’s, 0 nay’s, 1 absent (van den Broek). Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes; Reggiani – yes and Beedle – yes. Motion was approved.

27. Ordinance 1080

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the conveyance to Brian Wildrick of Lot Eight (8), Block Two (2) South Fill Development Park

M/Bradford S/Kacsh to approve Ordinance 1080, an ordinance of the City Council of the City of Cordova, Alaska, authorizing the conveyance to Brian Wildrick of Lot Eight (8), Block Two (2) South Fill Development Park

Vote on motion: 6 yea’s, 0 nay’s, 1 absent (van den Broek). Beedle – yes; Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes and Reggiani – yes. Motion was approved.

6/1/2011 Public Hearing and Regular City Council meeting - the ordinance was voted on and passed at the regular meeting and there were no comments at the public hearing.
G. APPROVAL OF CONSENT CALENDAR

Mayor Kallander informed Council that the Consent Calendar was before them.

4. Record excused absence of Council member van den Broek from the 05-20-11 Regular Meeting

5. Ordinance 1080 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the conveyance to Brian Wildrick of Lot Eight (8), Block Two (2) South Fill Development Park – 2nd reading

Vote on Consent Calendar: 6 ayes, 0 nays, 1 absent (van den Broek). Cheshier – yes; Reggiani – yes; Beedle – yes; Kacah – yes; Allison – yes and Bradford – yes. Consent Calendar was approved.

1/21/14 A letter was received from Mr. Wildrick asking to activate the extension of his performance deed of trust. The first two pages of the performance deed of trust are included. I highlighted the sections referring to timeframes of performance deed of trust and the criteria to extend the performance deed of trust.

2/5/14 Council directed the City Manager to enter into negotiations with Harborside Pizza for a conditional extension on their performance deed of trust ensuring that Council would hear from them within 60 days on their plans to proceed with their development.

PART III – STAFF RECOMMENDATION

Staff recommend that the City Council extend the term of the performance deed of trust.

PART VI – SUGGESTED MOTION

“I move to extend the term of the performance deed of trust for Brian Wildrick dba Harborside Pizza for an additional two years.”
March 26, 2014

Harborside Pizza
PO Box 1606
Cordova, AK 99574
harborsidepizza@gmail.com

Randy Robertson, City Manager
Cordova City Council
City of Cordova
PO Box 1210
Cordova, AK 99574

Re: Harborside Pizza Performance Deed of Trust extension request

Dear Mr. Robertson and Council Members,

Per your request at the February 7, 2014 Council meeting, we are submitting the attached proposed timeline for the two-year extension we are seeking for our Harborside Pizza development project. This extension will provide us the operating time we require to save the cash reserves needed for construction contingency, expenses while our business is closed during construction, and reopening costs.

In recent weeks we have had multiple meetings with loan specialists from First National Bank Alaska (FNBA) and Evergreen Business Capital, which facilitates the U.S. Small Business Administration (SBA) 504 loan program. Letters are attached from Jaysen Katasse and Barbara Gill, with whom we have discussed in detail our project costs, and personal and business finances.

We appreciate your consideration of our extension request, and ask for your continued support so that we can move forward with financing and completing our project. Please do not hesitate to contact us if you have any questions.

Thank you,

Brian Wildrick and Lindsay Butters
Harborside Pizza
Harborside Pizza: Performance Deed of Trust extension request: proposed timeline & benchmarks
25 March 2014

Recent Progress and Next Steps
February-March 2014
- established credit files with FNBA and SBA; meetings with both re: pre-approval for construction loan, eligibility of previous investments to count towards down payment, and cash needed to submit loan application
- interviewed by associate editor of Pizza Today magazine; will be featured in Pizza Today “Conversation” section
- collected fee proposals (construction, fire suppression, kitchen equipment etc.)
- set up tentative filming dates with PSG Films for production of television piece for Travel Channel

April 2014
- continued correspondence with FNBA and SBA re: project costs and down payment/contingency funds
- meetings with contractor(s) and restaurant equipment supplier(s) to obtain documentation of project costs necessary for SBA 504 and construction loan applications

April-August 2014
- operate, save money, repeat.
- based on our finances and business revenues, we estimate that we will have the necessary cash by the end of August, and will submit full loan applications to FNBA and SBA at that time

*Extension would commence late August 2014 and end August 2016

Extension Timeline (Plan A)
September-October 2014-loan processing, estimated to take at least 2 months to close

November 2014-March 2015
- apply for City building permit and site plan review and/or update to City re: project status
- provide drawings of kitchen hood and fire suppression system to state Fire Marshal
- Fire & Life Safety review (only if changes are made to plans which approved, see attached letter)
- logistics coordination with contractor for March start construction date

March-June 2015
- business closed for construction, scheduled to be complete by the end of June 2015
- obtain occupancy permit from Fire Marshal

July 2015-Pizza for the People!

After that-work with City re: completion of Performance Deed of Trust requirements.

PLAN B
If, come fall 2014 we do not have the resources we need to obtain the loan, our Plan B is to operate another season and save until we do, which (unless something completely unforeseen occurs) should take not more than one more year.

October 2014-August 2015: operate, save, repeat.

September-October 2015: loan application and processing

November 2015-March 2016
- update to City re: project status
- coordinate with contractor; apply for City building permit/site plan review
- provide drawings of kitchen hood and fire suppression system to state Fire Marshal; Fire & Life Safety review

March-June 2016: construction complete by the end of June 2016, obtain occupancy permit from Fire Marshal

July 2016: Pizza for the People!

August 2016: work with City re: completion of Performance Deed of Trust requirements.
January 03, 2014

Diane Mead
Architects Alaska
900 W. 5th Ave, Suite 403
Anchorage, AK 99501

SUBJECT: Harborside Pizza - Full Plan Review
CITY: Cordova
PLAN REVIEW: 2013June1106
TYPE OF CONSTRUCTION: VB
OCCUPANCY: A-2
2009 INTERNATIONAL BUILDING AND FIRE CODE

Dear Diane Mead:

Plans for the subject facility have been reviewed by this office for conformity with the State Fire Safety Regulations and are hereby approved. Shop drawings for the kitchen hood and fire suppression must be submitted for review and approval within ninety (90) days and prior to the installation starting on the system.

It is prohibited to occupy this building until construction is completed and the Kitchen Hood and FSS is installed, tested, and certified as operable. Any changes to the approved plans must be submitted to this office for review and approval.

Enclosed is a certificate of approval that must be posted on the premises until completion of the above facility.

Approval of submitted plans is not approval of omissions or oversights by this office or noncompliance with any applicable regulations of the municipal government. The plans have not been reviewed for compliance with the federal Americans with Disabilities Act or structural requirements.

It must be understood that the inclusion of and compliance with State Fire Safety Regulations does not preclude the necessity of compliance with the requirements of local codes and ordinances.

If we can be of further assistance in this matter, please feel free to contact us at the address above.

Sincerely,

[Signature]

Robert Plumb
Deputy Fire Marshal

Enclosure: Approval Certificate

cc: Cordova Building and Fire Officials
State of Alaska
Office of the State Fire Marshal
Plan Review

This is to certify that the plans for this building were reviewed by the State Fire Marshal on January 3, 2014 for conformance with AS 18.70.010 -- 100; 13 AAC 50.027.

This certificate shall be posted in a conspicuous place on the premises named **Harborside Pizza** and shall remain posted until construction is completed.

**NOTICE:** Any changes or modifications to the approved plans must be resubmitted for review by the State Fire Marshal.

Plan Review #: **2013June1106**

By: **Robert Plumb**
Deputy Fire Marshal

**Kitchen Hood & Fire Suppression System Plans Due**
March 25, 2014

Cordova City Council

PO box 1210

Cordova AK 99574

Re: Harborside Pizza Performance Deed of Trust

To Whom It May Concern,

I am writing to confirm that Harborside Pizza is in the process of applying for a loan under the Small Business Administration’s 504 Loan Program. They are eligible for consideration for this program by meeting the Public Policy Goal of Assisting Businesses in Rural Areas. Their time in business and the type of building are eligible for a low down payment, which we view as important for the preservation of working capital in an expanding business. Their project has the strength of being an established business and their investment in the property to this point will be able to qualify as their down payment.

Their commitment to this project over the years has been evident. We want to assist them with taking their business to the next logical level, which is to build a building that is suitable for their growth plans.

I am unable to process their loan request further without knowing that an extension will be granted by the City. I am hopeful that the extension will be granted and that we will be able to move ahead with their financing request.

Sincerely,

[Signature]

Barbara Gill
Vice President
Evergreen Business Capital
March 26, 2014

Re: Harborside Pizza

To whom it may concern:

Lindsay Butters and Brian Wildreec, owners of Harborside Pizza in Cordova, AK have submitted an application for review to First National Bank Alaska, and we are in the process of making a credit decision.

The bank is interested in looking at this deal; however, approval is subject to a final bid, SBA participation and a satisfactory appraisal.

If you have any further questions, please feel free to contact me.

Sincerely,

[Signature]

Jayse Katasse, Assistant Vice President (NMLS# 611966)
Juneau Branch Manager
First National Bank Alaska (NMLS# 640297)
907-586-5405 voice
907-586-5426 fax
jkatasse@fnehakaska.com
Pending agenda:

Reschedule the canceled work sessions of March 26, 2014:
   1) **Joint with School Board** and
   2) **Council Budget Work session**

Capital Priorities List Meeting **June 4, 2014; Sep 3, 2014; Dec 3, 2014; Mar 4, 2015**

HSB Quarterly regular meetings **Apr 2, 2014; July 2, 2014; Oct 1, 2014; Jan 7, 2015**


**Performance Deeds of Trust:** discussion/decision regarding changing these and/or finding a different method of security when selling City property

Letter of support from Council regarding an Exxon reopener to be on a future agenda, later in April, 2014.

Committees:

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

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

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

Calendars:

3 months of calendars are attached here to
Apr 2014; May 2014; June 2014
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LMR-Library Mtg Rm  
HSL-High School Library | 1   | 2   | 3   | 4   | 5   | 6   |
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7:00 reg mtg LMR | CSD—spring break | CSD—spring break | Clerk out on vacation | Easter Sunday | BOE Hearing 7pm |
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May 2014

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HSL-High School Library
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