

**Mayor**

*Clay Koplin*

**Council Members**

*James Burton*

*Kenneth Jones*

*Jeff Guard*

*Robert Beedle*

*Josh Hallquist*

*David Allison*

*James Wiese*

**City Manager**

*Alan Lanning*

**City Clerk**

*Susan Bourgeois*

**Deputy Clerk**

*Tina Hammer*

**Student Council**

*Corinne Pegau*

**City Council Public Hearing  
April 5, 2017 @ 6:45 pm  
Cordova Center Community Rooms  
Agenda**



**A. Call to order**

**B. Roll call**

Mayor Clay Koplin, Council members James Burton, Kenneth Jones, Jeff Guard, Robert Beedle, Josh Hallquist, David Allison and James Wiese

**C. Public Hearing**

**1. Ordinance 1151..... (page 18)**

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$252,466.96 from the general reserve fund as follows: \$117,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project – 2<sup>nd</sup> reading

**2. Ordinance 1152..... (page 22)**

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$116,000 from the general reserve fund for the purchase of a UPS unit for CCMC – 1<sup>st</sup> reading

**3. Ordinance 1153..... (page 25)**

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$135,466.96 from the general reserve fund to the general fund for the required grant match for the Adams St. sidewalk project – 1<sup>st</sup> reading

**D. Adjournment**

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**Regular City Council Meeting**  
**April 5, 2017 @ 7:00 pm**  
**Cordova Center Community Rooms**  
**Agenda**



**A. Call to order**

**B. Invocation and pledge of allegiance**

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

**C. Roll call**

Mayor Clay Koplin, Council members James Burton, Kenneth Jones, Jeff Guard, Robert Beedle, Josh Hallquist, David Allison and James Wiese

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

**E. Disclosures of Conflicts of Interest**

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

1. Guest Speakers - **John Bitney**, City legislative lobbyist - update on legislative session in Juneau
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**)
  - March 9, 2017 meeting report for HSB..... (page 1)
4. Student Council Representative Report

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

5. Record unexcused absence of Council member **Hallquist** from the March 15, 2017 Regular meeting

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

6. Minutes of 03-01-17 Council Regular Meeting..... (page 2)
7. Minutes of 03-15-17 Council Public Hearing..... (page 5)
8. Minutes of 03-15-17 Council Regular Meeting..... (page 6)

**I. Consideration of Bids**

**J. Reports of Officers**

9. Mayor's Report..... (page 10)
10. Manager's Report
  - Tsunami Ready City evacuation map and tips for Cordova..... (page 11)
11. City Clerk's Report..... (page 13)

**K. Correspondence**

12. 02-13-17 email from **L. Foaad** re Cordova, Cordova Center and City staff..... (page 14)
13. 03-29-17 letter from **E. Clark** re Adams Street sidewalks..... (page 15)
14. 03-29-17 letter from **Kocans** re Adams Street sidewalks..... (page 16)
15. 03-29-17 emails from **Z. Reutov** re Odiak Camper Park..... (page 17)

**L. Ordinances and Resolutions**

16. Ordinance 1151..... (roll call vote)(page 18)

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$252,466.96 from the general reserve fund as follows: \$117,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project - 2<sup>nd</sup> reading

17. Ordinance 1152..... (voice vote)(page 22)  
An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$116,000 from the general reserve fund for the purchase of a UPS unit for CCMC - 1<sup>st</sup> reading
18. Ordinance 1153..... (voice vote)(page 25)  
An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$135,466.96 from the general reserve fund to the general fund for the required grant match for the Adams St. sidewalk project - 1<sup>st</sup> reading
19. Resolution 04-17-09..... (voice vote)(page 29)  
A resolution of the City Council of the City of Cordova, Alaska, approving the site plan from Dan Nichols to construct a warehouse on Lot 2, Block 3, Cordova Industrial Park

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

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

20. Council election of Vice-Mayor..... (voice vote)(page 66)
21. Council action on City land disposal Lot 20 Block 23, Original Townsite..... (voice vote)(page 68)
22. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 99)

#### **O. Audience Participation**

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

#### **Q. Adjournment**

**Executive Sessions: Subjects which may be discussed are:** (1) Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) Subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) Matters which by law, municipal charter or code are required to be confidential; (4) Matters involving consideration of governmental records that by law are not subject to public disclosure.

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## HSB Report for 03/09/17 Meeting

The HSB met on Mar. 09, 2017 in the Cordova Center Community Room A&B.

A work session was convened at 6:30 PM along with the newly elected Hospital Board Authority. The work session included discussions on CCMC cost reduction strategies, CCMC revenue improvement efforts, an overview of the hospital regulatory requirements, and the CCMC new board member orientation process. The work session ended at 7:00 PM.

The regular HSB meeting started at 7:00 PM with 4 members present. The Jan. 12 and Feb. 9 minutes were approved.

The Administrator gave an update on the Obama Care repeal going on in Congress. Everything is still up in the air at this time. Until Congress actually takes action it is not known what affects the changes will have on CCMC.

The administrator also informed us of potential state budget legislation that could reduce the amount of Medicaid reimbursement and the state reducing its share of the PERS liability payments shifting those costs to the local governments. Both of these items would negatively impact CCMC.

The employee health insurance program is being looked at to help trim costs to CCMC in the future. One procedure to aid in that effort is to pool the CCMC employees and city employees to balance out months of high draws and also to look at a 340B pharmacy program that could reduce prescription costs to the hospital employees by 40% to 50%.

Two leadership employees at CCMC left this month. Stephen Sundby retired on March 3 and Randy Apodaca took a new position in New Mexico. His last day was also March 3. Congratulations to both.

A committee was formed at CCMC to look for a new Electronic Health Records System. The Centriq system currently in place does not function properly. A multitude of updates have been incorporated and the owner company will no longer support the system after 2021. Starting the process now would give CCMC time to find the best system to work for us before the Centriq system is no longer functional.

The financial report for January showed an increase in usage in nearly all departments at CCMC over last year. It also showed increased revenue over last year as well. Recent changes made to the operations as well as planned changes in the future will improve the bottom line in the next few years.

A presentation on the 340B pharmacy program was made by Aaron Lott, the executive director of Pharmacy Services. More information on this program is available at the Administrators office at CCMC.

Under Action Items an updated Charity Care Policy was adopted that meets new federal standards. A new personal Organizational Chart was approved which may be modified in the future as things settle out at CCMC. A new Auditing firm was chosen to conduct the CCMC audit at a cost savings of \$20,000. An Integrated Pharmacy Services Agreement was signed to help start a 340B program to reduce the pharmacy costs at CCMC. New check signers were approved as hospital staff members have changed. New board member check signers will be approved after the election is certified and members sworn in. And lastly the 4<sup>th</sup> quarter of 2016 Quality Improvement Report was approved. This concludes the HSB report.



**Regular City Council Meeting  
March 1, 2017 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

**Vice Mayor Tom Bailer** called the Regular Council Meeting to order at 7:00 pm on March 1, 2017 in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

**Vice Mayor Bailer** led the audience in the Pledge of Allegiance.

**C. Roll call**

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

**D. Approval of Regular Agenda**

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

Vote on the motion: 5 yeas, 0 nays, 2 absent (Burton, Beedle). Motion was approved.

**E. Disclosures of Conflicts of Interest**

**Wiese** said that on agenda item 16, first he has an Aunt and Uncle who have a neighboring property and also he was spoken to by the author of the letter of interest before he realized it would be an item before Council. **Vice Mayor Bailer** agreed he should be recused from discussion and vote on that item.

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

1. Guest Speakers - none

2. Audience comments regarding agenda items

**Cecelia Wiese** of 400 Railroad Row spoke against the disposal of the land in Odiak Park Subdivision, agenda item 16.

**Scot Mitchell** of 5 Alpine Falls Drive and CEO of CCMC spoke in favor of passage of ordinances 1150 and 1151.

**Henry Max Wiese** of 400 Railroad Row spoke against the disposal of the land in Odiak Park Subdivision, agenda item 16.

3. Chairpersons and Representatives of Boards and Commissions

There were no reports as all boards and commissions have meetings upcoming in the next few weeks.

4. Student Council Representative Report - not present

**G. Approval of Consent Calendar**

**Vice Mayor Bailer** declared the consent calendar was before the City Council.

5. Record excused absences of Council members **Hallquist** and **Allison** from the February 15, 2017 Regular meeting

Vote on the consent calendar: 5 yeas, 0 nays, 2 absent. Allison-yes; Beedle-absent; Joyce-yes; Bailer-yes; Wiese-yes; Burton-absent and Hallquist-yes. Consent Calendar was approved.

**H. Approval of Minutes**

**M/Wiese S/Hallquist** to approve the minutes.

6. Minutes of 02-15-17 Regular Council Meeting

Vote on the motion: 5 yeas, 0 nays, 2 absent (Burton, Beedle). Motion was approved.

**I. Consideration of Bids - none**

**J. Reports of Officers**

7. Mayor's Report - **Mayor Koplin** had a written report in the packet.

8. Manager's Report - **Lanning** said we wouldn't need the executive session at the end of the meeting tonight. He's been writing a variety of documents this week that will be used later - also we'll need a final strategic planning session and he has begun the budget today and he's been working on a few other small projects. **Hallquist** had a question - people have been asking him about the museum, when that would be open. **Sherman** commented that there is a plan to have all museum spaces open by year end. The staff is doing all of the tedious display work themselves in an effort to save money and it is time-consuming but going well.

9. City Clerk's Report - **Bourgeois** asked Council if they wanted to see the CIP resolution at a future meeting. She reminded them that usually this time of year, during the legislative session in Juneau, they usually opt to keep it consistent.

- Res 12-16-38 – last CIP List Resolution approved by Council

## K. Correspondence

10. 02-13-17 Letter from Dan Nichols re Lot 2 Block 3 CIP
11. 02-16-17 Letter from Bret Bradford re Lots 8 & 9, Odiak Park Subdivision
12. 02-21-17 Resolution 17-06 Valdez City Council supporting Cordova South Harbor rebuild

## L. Ordinances and Resolutions

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

*M/Allison S/Joyce* to adopt Ordinance 1150 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$876,000 from the general reserve fund as follows: \$860,000 to the general fund for debt service, \$16,000 to the governmental capital projects fund #401 for the purchase of hospital equipment, both which were appropriated in the adopted budget for fiscal year 2017.

*Allison* said we discussed this plenty – we planned this at budget so now he will support it. *Joyce* agreed but he believed that we should at least account for a method of reimbursement.

*M/Joyce S/Bailer* to amend the ordinance by adding to the end, “Be it further ordained that the City Council of the City of Cordova, Alaska directs repayment of the \$876,000 to the general reserve fund in three equal installments on or before December 31 of 2018, 2019 and 2020.”

After lengthy discussion of the amendment, *Joyce* with the agreement of the second, *Bailer*, changed the amendment to read, “Be it further ordained that the City Council of the City of Cordova, Alaska hereby intends to reimburse the General Reserve Fund a total of \$876,000 by December 31, 2020.”

Vote on the motion to amend: 5 yeas, 0 nays, 2 absent (Burton, Beedle). Motion was approved.

Vote on the main motion as amended: 5 yeas, 0 nays, 2 absent (Burton, Beedle). Motion was approved.

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

*M/Hallquist S/Bailer* to adopt Ordinance 1151 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$271,466.96 from the general reserve fund as follows: \$136,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project.

*M/Hallquist S/Allison* to amend the ordinance to change the \$136,000 to \$117,000 and to change the \$271,466.96 to \$252,466.96.

Vote on the motion to amend: 5 yeas, 0 nays, 2 absent (Burton, Beedle). Motion was approved.

*Joyce* asked the Clerk if there would be 30 day waiting period after passage of this ordinance. *Bourgeois* responded that an ordinance making, repealing, transferring or otherwise changing appropriations goes into effect immediately.

*M/Joyce S/Hallquist* to amend the ordinance by adding to the end, “Be it further ordained that the City Council of the City of Cordova, Alaska hereby intends to reimburse the General Reserve Fund a total of \$252,466.96 by December 31, 2020.”

Vote on the motion to amend: 5 yeas, 0 nays, 2 absent (Burton, Beedle). Motion was approved.

Vote on the main motion as amended twice: 5 yeas, 0 nays, 2 absent (Burton, Beedle). Motion was approved.

15. Resolution 03-17-07 A resolution of the City Council of the City of Cordova, Alaska, authorizing the city manager to enter into a five (5) year lease for a portion of Lot 10A, Block 2, South Fill Development Park with the Copper River Watershed Project

*M/Hallquist S/Joyce* to approve Resolution 03-17-07 a resolution of the City Council of the City of Cordova, Alaska, authorizing the city manager to enter into a five (5) year lease for a portion of Lot 10A, Block 2, South Fill Development Park with the Copper River Watershed Project

*Hallquist* said he supports this – it is for recycling – we have talked about this already. *Joyce* said he read through this and didn’t see the provision for heavy snow years – that they would suspend operations if necessary. *Bailer* said he is uncomfortable tying this up for 5 years which is the term. He thought it was more short-term. He asked the Planner ahead of the meeting if this lease could be broken quickly if necessary and she explained that this could be done with thirty days’ notice.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Burton, Beedle). Motion was approved.

## M. Unfinished Business

## N. New & Miscellaneous Business

### 16. Land disposal decision and method Lots 8 & 9, Block 1, Odiak Park Subdivision

**M/Hallquist S/Joyce** to direct the City Manager to dispose of Lots 8 & 9 Block 1 Odiak Park Subdivision as outlined in Cordova Municipal Code 5.22.060 B by requesting sealed proposals to lease or purchase the property.

**Hallquist** said he drove by the lots today, he read the letters Council has received, he read what planning and zoning recommended and he read the information that the City Clerk sent. He said we listed this as available for sale – thinks it wouldn't be right to pull it back then after someone send a letter of interest on it. **Hallquist** said he read **Tom McGann's** comments from the Planning and Zoning meeting which say that you cannot do something on your own property that would adversely affect your neighbor's property so he is willing to take proposals on this lot and see what comes in. **Joyce** agreed and said we should at least see what ideas are out there, including adjacent landowners who are more than welcome to put proposals in. He said once the proposals are in, Council could opt against choosing any one of them. **Allison** said he also thinks it never hurts to get proposals on a lot, he said we are still at the beginning stages of this one. **Bailer** said he would support it but hopes staff can stay close to this one, really understand what a contractor intends to do here before approving a proposal.

Vote on the motion: 4 yeas, 0 nays, 2 absent (Burton, Beedle), 1 conflict of interest (Wiese). Motion was approved.

### 20. Pending Agenda, Calendar and Elected & Appointed Officials lists

Council opted to have a strategic planning work session on March 7 at 6 pm. **Bourgeois** said with the election she would have to get back to them on a location, probably the education room upstairs. She also said the Clerk's office would be too busy to staff that on Election Day; **Lanning** said he would get help in that regard.

## O. Audience Participation - none

## P. Council Comments

**Joyce** thanked **Alan** for all the time he's put in and done for us so far. He also reminded the Council that they would have their last HSB meeting next Thursday.

**Wiese** thanked **Lanning** as well and thanked the public for coming and thanked Council members for their attendance.

**Hallquist** commented that on the Lots 8 & 9 Odiak Park issue, he said that **Sjostedt** has been in town a long time, knows conditions, knows how to work dirt so as long as everyone's on the same page, it could work out.

**Allison** echoed **Wiese's** comments and thanked everyone for coming tonight.

**Bailer** echoed also.

## Q. Executive Session

it was decided that this executive session was not needed

### ~~18. Stern property donation negotiation update~~

## R. Adjournment

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

Hearing no objection the meeting was adjourned at 8:20 pm.

Approved: April 5, 2017

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

**City Council Public Hearing  
March 15, 2017 @ 6:45 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

**Vice Mayor Tom Bailer** called the Council public hearing to order at 6:45 pm on March 15, 2017, in the Cordova Center Community Rooms.

**B. Roll call**

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

**C. Public hearing**

1. Ordinance 1150 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$876,000 from the general reserve fund as follows: \$860,000 to the general fund for debt service, \$16,000 to the governmental capital projects fund #401 for the purchase of hospital equipment, both which were appropriated in the adopted budget for fiscal year 2017- 2<sup>nd</sup> reading

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

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

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

**M/Allison S/Wiese** to recess the public hearing for 10 minutes until 6:59.

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

The public hearing was called back to order at 7:03 pm and **Vice Mayor Bailer** asked if there was any further public comment; there was none.

**D. Adjournment**

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

Hearing no objection, **Vice Mayor Bailer** adjourned the hearing at 7:03 pm

Approved: April 5, 2017

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

**Regular City Council Meeting**  
**March 15, 2017 @ 7:00 pm**  
**Cordova Center Community Rooms A & B**  
**Minutes**

**A. Call to order**

**Vice Mayor Tom Bailer** called the Regular Council Meeting to order at 7:00 pm on March 15, 2017 in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

**Vice Mayor Bailer** led the audience in the Pledge of Allegiance.

**C. Roll call**

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

**D. Approval of Regular Agenda**

**M/Allison S/Beedle** to approve the Regular Agenda.

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

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

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

1. Guest Speakers - none

2. Audience comments regarding agenda items

**Scot Mitchell** of 5 Alpine Falls Drive and CEO of CCMC spoke in favor of passage of ordinances 1150 and 1151.

3. Chairpersons and Representatives of Boards and Commissions

**Beedle** reported at the Harbor Commission meeting, **Susie Herschleb**, Parks and Recreation Director came to talk to the commission about the spit on the lake by Nirvana Park. They also looked at rates and fees, rebuilding cranes and Harris Sand & Gravel is in town doing some pile driving. They are working on new ideas for south harbor improvements - prioritizing projects. Lumber is in for finger float repairs.

**Joyce** reported on the March 9 HSB meeting. There was a work session before the meeting and the newly elected CCMC authority board members were invited to attend. During the regular meeting the administrator reported: 1) Obamacare repeal at the federal level - still waiting to see what comes of that; 2) potential legislation in Juneau regarding Medicaid reimbursement levels and PERS liability payments - both could negatively impact CCMC; 3) employee health insurance being explored for cost savings measures; 4) **Sundby** and **Apodaca** both left this month - both are leadership roles at CCMC; 5) new EHR systems being explored - Centriq will not be supported after 2021. **Joyce** said the board adopted an updated Charity Care Policy, approved a new personnel organizational chart and chose a new audit firm for a cost savings of \$20,000.

Planning & Zoning Commission meeting was pushed back to March 28.

**Beedle** reported PWSRCAC had met and he had a handout for Council.

**Bailer** reported that he had attended PWSAC meetings - big news there is that **Reggiani** is retiring, they are optimistic about the price of fish this coming summer and

4. Student Council Representative Report - not present

**G. Approval of Consent Calendar**

**Vice Mayor Bailer** declared the consent calendar was before the City Council.

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

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

**H. Approval of Minutes**

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

6. Minutes of 03-01-17 Council public hearing

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

**I. Consideration of Bids - none**

## J. Reports of Officers

7. Mayor's Report - **Mayor Koplin** had a written report in the packet. He was attending tonight via teleconference as he was on his way home from DC where he had been invited to testify at a Senate Energy and Natural Resources Committee Hearing. He said there is still uncertainty in Washington as to how infrastructure funding would be rolled out and there seem to be major cuts being talked about to the USCG but then increases in military spending are also mentioned so we will have to wait and see. He did invite the Senate Energy Committee to have a field hearing in Cordova and it seems likely that they will be coming during June - maybe for Copper River Nouveau. **Mayor Koplin** thanked **Joyce** and **Bailer** for their years of service to Cordova. **Mayor Koplin** also mentioned he'd been asked to write a letter to the Navy regarding exercises this summer - his opinion was to write a short note reiterating the resolution language. **Joyce** opined that he should attach the resolution to the letter he writes to the Navy. **Mayor Koplin** agreed and said he would do so.

8. Manager's Report - **Lanning** said he is preparing a strategic planning narrative that he will present at the second April meeting. He will be away for the first April meeting. He said staff is preparing budget narratives, workflow evaluation and analysis.

9. City Clerk's Report - **Bourgeois** reported the results of the City Regular Election: **Ken Jones** won Seat B, **Jeff Guard** won Seat C on Council. **Sheryl Glasen** won the School Board Seat. CCMC Authority Board of Directors: 3 year term: **Kristin Carpenter**, 2 year terms: **Sally Bennett** and **April Horton**, 1 year terms: **Dorne Hawxhurst** and **John Harvill**. There will be a special meeting to certify the results tomorrow at noon and the newly elected will be sworn in then. The Clerk also reported that assessment notices have been mailed and there is one month to appeal, deadline is April 7.

## K. Correspondence

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

## L. Ordinances and Resolutions

11. Ordinance 1150 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$876,000 from the general reserve fund as follows: \$860,000 to the general fund for debt service, \$16,000 to the governmental capital projects fund #401 for the purchase of hospital equipment, both which were appropriated in the adopted budget for fiscal year 2017 - 2<sup>nd</sup> reading

**M/Allison S/Wiese** to adopt Ordinance 1150 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$876,000 from the general reserve fund as follows: \$860,000 to the general fund for debt service, \$16,000 to the governmental capital projects fund #401 for the purchase of hospital equipment, both which were appropriated in the adopted budget for fiscal year 2017.

**Allison** said this has been discussed starting at during the budget, this takes seven votes and the Mayor will get a shot at voting on it tonight. He will support this.

Vote on the motion: 7 yeas, 0 nays, 1 absent. Wiese-yes; Allison-yes; Hallquist-absent; Beedle-yes; Bailer-yes; Joyce-yes; Burton-yes and Mayor Koplin-yes. Motion was approved.

12. Ordinance 1151 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$252,466.96 from the general reserve fund as follows: \$117,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project - 2<sup>nd</sup> reading

**M/Allison S/Wiese** to adopt Ordinance 1151 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$252,466.96 from the general reserve fund as follows: \$117,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project.

**Allison** said he supports this - it's not favorable to take money from the permanent fund so often but the hospital does need the UPS and the Adams St. grant match appears to make sense with the batch plant that will be up and running and a 5:1 ratio of money coming into town from outside sources. He supports this.

**M/Beedle S/Wiese** to amend the motion to be divided and we consider each of the recommendations separately.

**Beedle** said he supports the UPS money but not the Adams St. sidewalk project money. If they come together in one ordinance, he will vote no. He thinks the Adams sidewalk money is a want not a need. **Wiese** said he supports both items and will vote yes on the original ordinance. **Joyce** said he wanted to clarify that there is a statement within the ordinance that says the money will be paid back by 2020. **Joyce** asked the City Clerk about whether or not that would constitute a substantial change to the ordinance. **Bourgeois** thought her way through it and believed that it would be a substantial change and would require 2 more readings if so amended tonight (ie if divided into two). **Joyce** opined it was important to pass this tonight - with both items being funded. **Burton** was also in favor of passage of the ordinance, not the amendment. **Wiese** commented that if we were going to not do this, the time to take that action would have been at the last meeting - staff has spent time on this now, directed by Council. **Bailer** said he will support the entire ordinance - his biggest reason is the cost savings based on the batch plant being here this summer. **Beedle** said the City should not be looked at as an economic engine - to employ a small segment of the work force.

Vote on the motion to amend: 1 yeas, 5 nays, 1 absent (Hallquist). Motion failed.

**Bailer** commented that the construction industry in this town is as important as the fishing industry. He said it is the City's responsibility to be an economic engine to stimulate the economy. **Joyce** asked the Clerk if this fails could we bring 2 ordinances at the next meeting. **Bourgeois** said yes, there could be 2 new ordinances for first reading at the next meeting. **Bailer** also wondered aloud if the new council could see this at the next meeting for second reading - if tonight it were referred. **Bourgeois** said that it could happen that way as well. **Burton** offered input into the necessity for the project - called it a great way to facilitate safe travel for children between the elementary school and the Cordova Center and it is a piece of City road that public works has spent money on over and over to fix. **Burton** opined that it would be a big mistake to let this opportunity go - not to take this project on.

Vote on the main motion: 5 yeas, 1 nay, 1 absent. Burton-yes; Joyce-yes; Bailer-yes; Beedle-no; Hallquist-absent; Allison-yes; Wiese-yes. Motion failed. Bourgeois said there was no reason to get the Mayor's vote as there were not already six yes votes.

Council member **Bailer** asked **Mayor Koplin** to comment on how he would have voted if he were allowed to vote, for the record. **Mayor Koplin** said he would have voted yes, he was like minded with the majority of the Council, would have liked to see us take advantage of this.

**M/Allison S/Wiese** to reconsider the motion on approval of Ordinance 1151.

He hoped to refer this to staff instead of fail it, so that's why he moved to reconsider.

Vote on the motion to reconsider: 6 yeas, 0 nays, 1 absent (Hallquist). Motion was approved.

The motion to adopt ordinance 1151 was now back on the table.

**M/Allison S/Wiese** to refer ordinance 1151 to staff.

Vote on the motion to refer: 6 yeas, 0 nays, 1 absent (Hallquist). Motion was approved.

The direction given with the motion to refer was to bring the ordinance back for 2<sup>nd</sup> reading at the April 5, 2017 regular meeting to see what the new Council would do with it.

## **M. Unfinished Business**

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

13. Council right to protest renewal of a liquor license

**M/Joyce S/Allison** to waive Council's right to protest the renewal of the liquor license for Cordova Hotel and Bar.

After some discussion and input from the City Clerk and after reading the letter Finance Director **Jon Stavig** wrote for the packet, Council realized that there is some concern with this business owner being delinquent to the City on taxes owing.

**Bourgeois** mentioned that an option would be refer to staff and to be brought back before Council's deadline to protest to see if the business has made progress toward the delinquencies.

**M/Allison S/Burton** to refer to staff.

Council was of the opinion that they would like this back after some contact with the business regarding the debt. **Lanning** said he would do that.

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

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

Clerk mentioned the tomorrow, noon special meeting.

## **O. Audience Participation**

**Leo Americus** 1709 Whiteshed Rd. said Council would be discussing his performance deed of trust later and he said he would like an extension, he has plans to get started this spring and to make some changes to the project plans.

## **P. Council Comments**

**Joyce** thanked Council for putting up with him over the years. He said he is very, very disappointed that we did not pass the Adams St. ordinance. He hopes the future Council will look at it, understand it and pass it next time. He also hopes Cordova's voters remember the ordinance vote tonight at the next City election.

**Burton** said he agrees with **Tim** on all of those points and he thanked **Tim** and **Tom** for their service, he knows what a time demand it is - it is great that the community has the people willing to step up.

**Wiese** also thanked them for their time. Especially thanked **Tim** for his service on HSB - as president. He also asked Council members to refrain from using profanity at the table while we are deliberating heated topics.

**Allison** also thanked **Tim** and **Tom** for many years of services, various boards, as Mayor Vice Mayor and chairing such committees but he also thanked the families because there is a commitment level and a sacrifice made by family members as well. He also thanked those still on council and he would like to thank those who ran as well as the ones who are newly coming on to service - he appreciates their willingness to serve their community and he looks forward to another good year.



**Beedle** also thanked Council and explained that his vote tonight wasn't taken lightly; wasn't easy. He said he thought long and hard about it and he made the decision that was asked of him.

**Bailer** also thanked **Tim** and said it has been great working with Council and on Planning and Zoning – he said there has to be a little passion when dealing with issues and sometimes you get impatient and lose your temper, which comes with the passion. He said you can't take it personally though. It's been a learning experience.

At 8:04 pm **Vice Mayor Bailer** recessed the meeting with no objection from Council in order to clear the room before the executive session.

The regular session was called back to order at 8:13 pm.

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

15. City land disposal performance deed of trust negotiations

16. Personnel code legal issue

**M/Wiese S/Allison** to enter an executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government, specifically, City land disposal performance deed of trust negotiations and a personnel code legal issue.

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

Council entered the executive session at 8:13 pm.

The regular meeting was reconvened at 8:50 pm.

**M/Allison S/Beedle** to direct the Mayor to work with the manager on extending his moving expenses.

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

#### **R. Adjournment**

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

Hearing no objection the meeting was adjourned at 8:51pm.

Approved: April 5, 2017

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

Mayor's Report  
3-30-17  
Clay Koplin

I was able to testify at a Senate Energy and Natural Resources hearing in Washington, D.C. March 14, the reason I missed the City Council meeting, to testify on energy infrastructure investment recommendations, particularly for Cordova and Alaska. The committee staff are planning a field in hearing in Cordova in June at my request.

Correspondence from Odiak Park summer renters indicate that the demand is greater than the available spaces, and there is frustration over the quality and availability of supporting service and infrastructure to the extent that several are considering other communities or options for basing their residence in Valdez or Whittier during summer fishing season due to their facilities being up to par. I have added an item to the pending agenda for council consideration as a discussion item.

I have been following the progress of the State Legislature and testifying when needed, including this Tuesday evening, March 28<sup>th</sup>, regarding a proposal to the foundation formula that would have reduced Cordova's share more than any of the other 53 districts.

The National Renewable Energy Laboratory is in Cordova this week assisting the community's visioning and goal setting for energy improvements at the Native Village of Eyak's invitation. The Prince William Sound Science Center, Cordova Schools, CEC, City of Cordova, US Forest Service, and Eyak Corporation staff and leadership are participating in the workshops.

I worked with the City of Cordova's fishery development committee chairman this week to get updated on the results of board of fish and schedule a committee meeting to pursue fishing and/or mariculture opportunities.

I have some personal and business related leave and travel through May, and can best be reached by my various emails or cell phone.

Have a Great Spring Cordova

Mayor Clay



# TSUNAMI EVACUATION MAP AND SAFETY TIPS

A tsunami is a series of waves most commonly caused by an earthquake beneath the sea floor. If a large earthquake displaces the sea floor near the Alaskan coast, the first waves may reach the shore minutes after the ground stops shaking. Authorities would not have time to issue a warning.

If you notice a sudden drop or rise in sea level, it may be a warning of impending danger. Move to high ground or move inland immediately. Tsunami waves can kill and injure people and cause great property damage where they come ashore.

South-central and southeastern Alaska have a history of locally generated tsunamis due to underwater landslides. These landslides could occur within seconds of a major earthquake.

Tsunamis can occur at any time of the day or night, under any weather conditions, and in all seasons. The following areas are especially vulnerable to tsunamis:

- Beaches that are open to the ocean;
- Beaches by bay entrances or tidal flats; and
- The shores of coastal rivers.

## HOW DO I KNOW WHEN TO EVACUATE?

When you feel the ground shake:

- Drop, cover, and hold until shaking stops.
- Evacuate inland or to higher ground immediately. Do not wait for notification.
- Take your pets.
- Take your 7-day disaster supply kit.
- Stay tuned to NOAA Weather Radio frequency 002261 or your local radio station 1450 AM KLAM or 100.9 FM KCDV for information on shelter locations and emergency broadcasts.
- Beware of aftershocks.
- Do not return to lower ground until local emergency officials give the "all clear" notice.

During tsunami events originating from a more distant source, local Emergency Management officials will advise citizens to evacuate by making an announcement over the Emergency Alert System (tsunami siren), social media, and the local radio station. Please listen to your local radio stations for alerts.

## DISASTER SUPPLY KIT

Assemble a disaster kit with supplies for at least 7 days. Visit [www.ready.alaska.gov](http://www.ready.alaska.gov) for a complete disaster kit list.

## WHERE DO I GO IN AN EVACUATION?

Learn the evacuation routes for your area. The tsunami evacuation map illustrates the primary evacuation routes, designated shelters, and congregation areas for your community.

Tsunami evacuation routes were developed to help residents and visitors find safer locations in case of an earthquake and tsunami. Evacuation signs and arrows have been placed along roadways to indicate the direction to go inland or to higher ground. **Follow the arrows.** In some places, more than one option may be available for reaching safer areas. These areas may be marked with several signs showing additional routes for evacuation.

## HOW DO I GET INLAND OR TO HIGH GROUND?

Go on foot if possible, particularly if an earthquake has damaged roads and resulted in significant debris.

Go to an area at least 50 feet above sea level. If possible, follow evacuation signs. If you do not have time to travel to high ground but are in a multistory building, go to the uppermost level. If you are on the beach and unable to get to high ground, go as far inland as you can.

## REMEMBER:

- Never go to the coast to watch a tsunami. Tsunamis move faster than a person can run. If you are camping on or near the beach, you may have to abandon your campsite to go inland or to higher ground to save your life.
- If you see an unexpected rise or fall in the coastal water, a tsunami may be approaching. Do not wait—move inland or uphill as quickly as possible.
- Call 9-1-1 only for life-threatening emergencies.
- If you experience ground shaking for 20 seconds or more, the earthquake is likely a 7.0 magnitude or greater, which can generate a tsunami.

## City of Cordova

PO Box 1210, Cordova, AK 99574





## Alaska Division of Homeland Security & Emergency Management

P.O. Box 5750,  
Joint Base Elmendorf-Richardson, AK  
99505-5750  
(800) 478-2337 • (907) 428-7000



# City of Cordova Tsunami Evacuation Map

## Legend

-  Evacuation Area
-  Shelter
-  Evacuation Routes
-  Tsunami Inundation



## Additional Notes

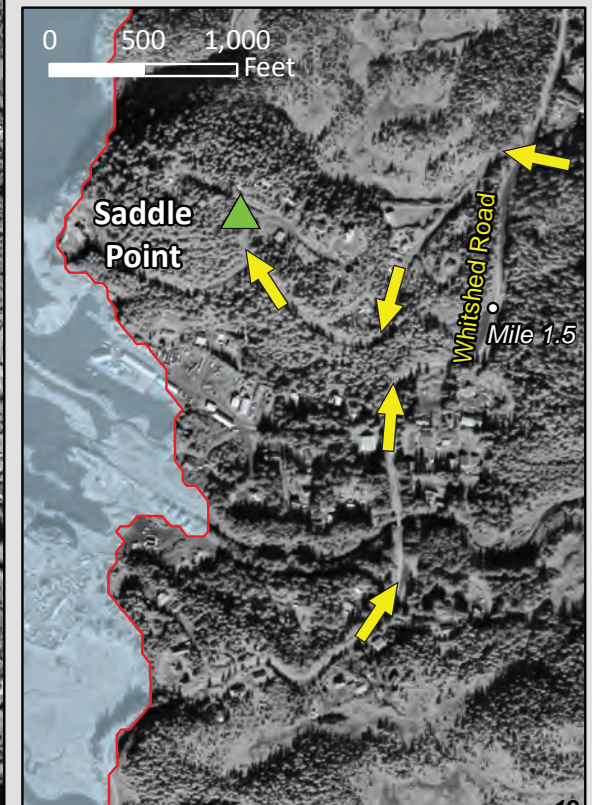
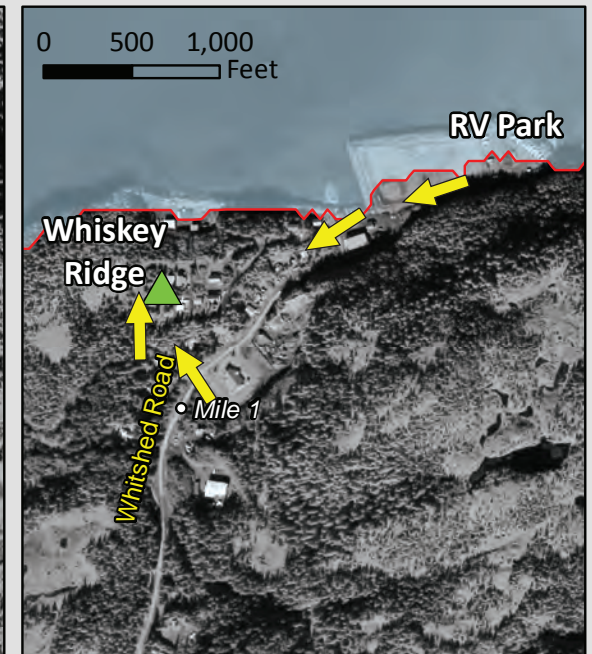
- The mapped tsunami zone is the potential inundation extent based on a combination 13 modeled tsunami event scenarios.

**Inundation area may be greater than the mapped extent in the case of a larger event.**

- In the event of a tsunami, go to higher ground, and if possible a shelter area, even if you are in an area not within the mapped tsunami inundation zone.

- Turn on your radio and listen to the local emergency broadcast. The broadcast will announce where to take sick or injured persons in need of medical attention during the emergency.

- Evacuation route data are not available for Mile 6 in the City of Cordova. If you are in the vicinity of Mile 6, go further inland and to higher ground.







City of Cordova,  
Office of the City Clerk  
Cordova, AK 99574  
601 First Street \* PO Box 1210

Phone: 907.424.6248  
Fax: 907.424.6000  
Cell: 907.253.6248  
E-mail: [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

## CITY CLERK'S REPORT TO COUNCIL

*April 5, 2017 Regular Council Meeting*

**Date of Report:** Mar 30, 2017

**Clerk's Office needs Council Feedback on:** date for City Attorney to come down for Council training: if you haven't already emailed me, do so now as you are reading this report or let me know at tonight's meeting, 5 choices: April 17 from 1-4 pm, April 18 1 – 4 pm or 5 – 8 pm, or April 25 1 – 4 pm or 5 – 8 pm?

**Clerk's Office has been working on:**

- Disseminated the passed/signed/sealed minutes/resolutions/ordinances from regular meeting of 03-15-17, advertised said ordinances
- Prepared agenda and packet for public hearing and regular meeting on 04-05-17 including minutes from 03-01-17 and 03-15-17 regular meeting
- Signed City payroll and accounts payable checks
- Added the tsunami informative pamphlet into tonight's packet which had been sent to staff by City Fire Marshal
- Wrapping up all final details of the City Regular Election of March 1, 2017
- Discussed Cordova City limits with a local voter whose ballot did not count in the City election, explained he lives outside City limits
- Deputy Clerk has finalized 2017 values that assessor has entered into cards and has mailed assessment notices to 1100+ property owners
- Deputy Clerk is also working on 2016 foreclosure procedures – advertising in the Cordova Times newspaper
- Planning for the City Attorney's visit to Cordova to conduct a Council training session
- Worked with IT to update the Council page and the CCMC Authority page on City website
- Communicated with AMCO re Council referral of liquor license item at last meeting – see pending agenda, Council should act on this at the April 19 meeting at the latest
- Coordinated with John Bitney on his report to Council at tonight's meeting
- Advertised, noticed, arranged for location for Fisheries Development Committee's meeting of April 3, 2017
- Assisted new Council members in getting setup with IT to get City email addresses
- Prepared the Vice Mayor Election agenda item for tonight's meeting after conferring with Mayor
- Attended staff meeting of March 28
- Working with Assessors and City Attorney to interpret Statute and Code regarding disasters and assessment reductions out of cycle due to disasters
- Disseminated websites, pamphlets, reference materials to newly elected Council members
- Purchased new nameplates for the newly elected Council members

# Cordova Center Results:

On Monday, February 13, 2017, 8:23 PM, breezelee82 . <[breezelee82@gmail.com](mailto:breezelee82@gmail.com)> wrote:

Dear Paula,

First off, my apologies on the delay, after getting back from the 3 week Alaska tour the company and I had another performance here in LA to prepare for.

But I wanted to email you and express my gratitude for having Versa-Style Dance Company in your lovely city. The whole town was very kind and generous to us. Especially Anita! I don't have her contact info, but if you can share our gratitude to her, I would greatly appreciate it. As well as Barclay, Ron and everyone else who was involved with making our trip amazing! Cordova was so beautiful for us to see. From the town, the ski hill...sorry I forgot the actual name, to the amazing Glaciers. It was more than beautiful. More than anything, thank you for giving us the opportunity to share our dance/culture with the youth of Cordova. We had a great time performing at the school and theater and definitely enjoyed the workshops with everyone that participated.

I hope to continue our relationship and visit your lovely city in the near future! Thank you once again! : )

Best,

Leigh Foaad

Co-Founder/Artistic Director

Versa-Style Dance Company

Wednesday, March 29, 2017  
To the Mayor and City Council

As residents of Adams Street, we strongly support the Adams Street sidewalk project. We walk the section of street in consideration numerous times a week and have a distinct awareness of the dangers of not having a sidewalk. On various occasions I have watched young Mt. Eccles students walking within the designated roadway due to the lack of a sidewalk. I've also dealt with vehicles driving significantly close to the roads' edge due to the lack of a sidewalk. Sidewalks in this section would remedy these issues as they create a distinct boundary between walkers and drivers.

Additionally, the lack of a sidewalk makes the three way stop/four-way intersection a dangerous area for pedestrians, particularly small children. There is no safe, publicly designated place for students to wait their turn to cross on three of the four corners. Cordova's kids should not have to climb up onto the lawn of nearby churches in order to stay out of the way of traffic, nor should they have to walk into the road to navigate around parked cars. As a parent of a toddler, I have had to do both these actions in order to stay out of the way of oncoming traffic. A sidewalk is desperately needed!

The City of Cordova's estimated contribution for this project is \$130,000, with the State of Alaska funding the balance of the project at \$411,000. Realistically the cost of this project will rise in the upcoming years, and with State budget cuts, the match may not be available to the community in the future. This is a simple spend a quarter to get a dollar situation. The safety of Cordova's children should be of the utmost importance to the Council, and the funding for this project should be approved now.

Best Regards,  
Erica & Hazel Clark



## Susan Bourgeois

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**From:** Shelly Kocan <shellykocan@gmail.com>  
**Sent:** Wednesday, March 29, 2017 10:46 AM  
**To:** Susan Bourgeois; Clay Koplin  
**Subject:** Adams St Sidewalk Project

To the Mayor & City Council,

As residents of Cordova, and parents of small children, we strongly support the Adams St sidewalk project. We walk and stroller Adams St regularly and would find the addition of a sidewalk to be a much need improvement in safety. Currently there is no clear distinction between where cars and pedestrians should travel.

The new sidewalks on Railroad have been a wonderful addition to the walkability of town. With the Adams St location this project is of even greater importance as it is one block from the elementary school and sees significant foot traffic of our youngest citizens. The three way stop/four way intersection can be confusing for kids and a safe place to wait while crossing the road makes sense

I know the budget is tight but while we have the State of Alaska funding match and paving companies in town this seems like a good year to act and make this project a reality.

Best Regards,  
Shelly, Heath, Cora & Runa Kocan

--

[www.acucdv.com](http://www.acucdv.com)

**From:** Zina Reutov <[zinaereutov@gmail.com](mailto:zinaereutov@gmail.com)>

**Sent:** Tuesday, March 28, 2017 2:10 PM

**To:** Clay Koplin

**Subject:** Odiak camper park

Hello I would like to bring up an issue with you. The management of the odiak camper park in your city. We all have a lot of complaints that are being ignored, and considering that your total income for this park is around 90k, 30 trailers, 1k every month, for at least 3 months, someone needs to do something. There aren't enough spaces for all the people who need to be there, no one is taking care of the fact that 30 trailers have to share 4 hoses. And considering that we are half of the town's population and income during the summer, someone needs to look into it. Its being managed badly, and honestly more stalls means more business for you. Its been almost 20 years and there haven't been any improvements. Please look into this.

On Mar 29, 2017 6:19 AM, "Clay Koplin" <[mayor@cityofcordova.net](mailto:mayor@cityofcordova.net)> wrote:

Zina, I am very aware of this situation. I agree completely that the tenants deserve better services and infrastructure. As a former commercial fisherman and cannery worker, I very much appreciate the fishing families who summer here and it is a personal goal to do a better job of making this a safe, attractive, welcome community for you. Despite the very tough budget this year, we are looking at two options for providing more space; expand the park right there, and/or provide an additional park at 5.5 mile copper river highway in the big vacant space from the avalanche. There are services there, maybe even water, and others (pumping/cleanout stations) can be added. I'm not sure how much we can accomplish this year. I am very very busy this week, but have time to talk or meet with you next week, especially monday, to see how we can meet your needs. We want to do more to expand smaller fisheries and winter fisheries in Cordova, and the Russian fleet is a very, very important piece of the smaller fisheries and we hope you can help us develop these fisheries to improve economic opportunities for fishermen, processors, and our community.

I am just the Mayor and cannot make promises on behalf of the City, but will certainly do what I can to assist, including grant funding that may be available to assist with improvements. I am copying the City Manager so he is aware of our correspondence.

Respectfully, Clay Koplin

cell/text [907-253-5026](tel:907-253-5026)

**From:** Zina Reutov <[zinaereutov@gmail.com](mailto:zinaereutov@gmail.com)>

**Sent:** Wednesday, March 29, 2017 8:02:23 AM

**To:** Clay Koplin

**Subject:** Re: Odiak camper park

Thank you for reading the email. I would love to meet if we could, but currently I am in Oregon, and will only be arriving in May. The faster you can accomplish to set up new spots the better, me and my husband have a trailer but no where to park it. And that is the problem, there are 3 or 4 other families already expanding as far as I know who also have no where to go. They've been waiting to purchase trailers for the past 2 or 3 years now, waiting for a spot. But everyone seems to be giving up hope that the city will do anything for the park. As 3rd generation fisherman, plenty have grown up in Cordova and have said that nothing has changed in the last 15 years. Some are deciding to move on. The faster we fix this issue the better.



## **AGENDA ITEM # 16**

### **City Council Meeting Date: 4/5/2017**

### **CITY COUNCIL COMMUNICATION FORM**

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**FROM: Alan Lanning, City Manager**

**DATE: 3/21/2017**

**ITEM: General Reserve Fund Transfer**

**NEXT STEP: Seeking Council Approval**

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☒ **ORDINANCE**  
☐ **MOTION**

☐ **RESOLUTION**  
☐ **INFORMATION**

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**I. REQUEST OR ISSUE:**

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

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

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

**III. FISCAL IMPACTS:**

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

Adams St. Grant Match: \$135,466.96

UPS: \$117,000

**IV. BACKGROUND INFORMATION:**

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

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

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

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

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

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

At second reading on March 15, this ordinance did not receive the seven yes votes required for adoption. It was referred to staff and Council directed that it be brought back for another second reading at the next regular Council meeting.

## **V. LEGAL ISSUES:**

I believe Ordinance 1151 conforms to Charter Section - 5-22.

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

mayor, the results to be entered into the journal. The mayor shall be allowed to vote only if exactly six (6) council members vote in favor of any such ordinance.

**And Section;**

**5.44.060 - Principal.**

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

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

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

There are none anticipated.

**VII. SUMMARY AND ALTERNATIVES:**

Approve the Ordinance.

Deny the Ordinance.

Suggest other alternative.

An alternative could be the following two ordinances 1152, 1153 which divides the transfers into two ordinances.

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1151**

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
Clay R. Koplin, Mayor

ATTEST:

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



## **AGENDA ITEM # 22**

### **City Council Meeting Date: 4/5/2017**

### **CITY COUNCIL COMMUNICATION FORM**

---

**FROM:** Alan Lanning, City Manager

**DATE:** 4/5/2017

**ITEM:** General Reserve Fund Transfer

**NEXT STEP:** Seeking Council Approval

---

☒ ORDINANCE  
☐ RESOLUTION

☐ MOTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:**

Staff was directed at the last Council meeting to bring back, for reconsideration a request to authorize an additional Cordova General Reserve Fund transfer in order to complete the Adams St. sidewalk project in 2017 and to purchase a UPS for CCMC that was contemplated, but not funded. This Ordinance 1152, authorizes the transfer of funds from the Cordova General Reserve Fund for the purpose of a UPS unit for CCMC, considered as an independent item.

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

Council motion to approve Ordinance 1152, approving the transfer of \$116,000 from the Cordova General Fund Reserve or "Permanent Fund" to cover the cost of the UPS unit at CCMC.

**III. FISCAL IMPACTS:**

The fiscal impact is \$116,000 reduction to the Cordova General Fund Reserve.

**IV. BACKGROUND INFORMATION:**

The City Council approved the FY 2017 budget, not approving funding for two



specific project requests. Additional expenses that were not authorized were grant match funds for the Adams St. sidewalk project, noting those funds would still be available until 2018 and the purchase of a UPS for CCMC, while other alternatives were being sought.

CCMC UPS: After exploring other alternatives that proved not to be feasible and after experiencing a significant power outage, combined with the expiration of warranty, Ordinance 1151 attempted to complete the UPS purchase in conjunction with the Adams St. sidewalk project. Staff is now providing, as alternatives to Ordinance 1151, two separate Ordinances, intended allow for individual consideration of each project based upon its own merits. Those Ordinances are 1152 and 1153.

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

## **V. LEGAL ISSUES:**

I believe Ordinance 1152 conforms to Charter Section - 5-22.

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

And Section;

### **5.44.060 - Principal.**

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

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

## **VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

There are none anticipated.

## **VII. SUMMARY AND ALTERNATIVES:**

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

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1152**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA,  
ALASKA, AUTHORIZING THE TRANSFER OF \$116,000 FROM THE GENERAL  
RESERVE FUND FOR THE PURCHASE OF A UPS UNIT FOR CCMC**

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

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

<b>Fund #</b>	<b>Fund Title</b>	<b>Purpose</b>	<b>Amount</b>
#401	General Fund	Hospital Equipment-UPS	\$116,000
	Total		\$116,000

**NOW, THEREFORE BE IT ORDAINED** that the City Council of the City of Cordova, Alaska, hereby authorizes the transfer of \$116, 000 from the General Reserve Fund as follows: \$116,000 to the General Fund-Hospital Equipment which were not appropriated in the adopted or amended budget for fiscal year 2017.

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

1<sup>st</sup> reading and Public Hearing: April 5, 2017

2<sup>nd</sup> reading and Public Hearing: \_\_\_\_\_

**PASSED AND APPROVED THIS \_\_ DAY OF \_\_\_\_, 2017**

\_\_\_\_\_  
Clay R. Koplin, Mayor

ATTEST:

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



## **AGENDA ITEM # 18**

### **City Council Meeting Date: 4/5/2017**

### **CITY COUNCIL COMMUNICATION FORM**

---

**FROM:** Alan Lanning, City Manager

**DATE:** 4/5/2017

**ITEM:** General Reserve Fund Transfer

**NEXT STEP:** Seeking Council Approval

---

☒ ORDINANCE  
☐ MOTION

☐ RESOLUTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:**

Staff was directed at the last Council meeting to bring back, for reconsideration a request to authorize an additional Cordova General Reserve Fund transfer in order to complete the Adams St. sidewalk project in 2017 and to purchase a UPS for CCMC that was contemplated, but not funded. Ordinance 1151 and 1152 are included as agenda items in this Council packet. This Ordinance 1153, authorizes the transfer of funds from the Cordova General Reserve Fund for the purpose of a grant match requirement for the Adams St. sidewalk project and considered as an independent item.

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

Council motion to approve Ordinance 1153, approving the transfer of \$135,466.96 from the Cordova General Fund Reserve or "Permanent Fund" to cover the cost of the required grant match for the Adams St. sidewalk project.

**III. FISCAL IMPACTS:**

The fiscal impact is \$135,466.96 reduction to the Cordova General Fund Reserve.

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

The City Council approved the FY 2017 budget, not approving funding for two specific project requests. Additional expenses that were not authorized were grant match funds for the Adams St. sidewalk project, noting those funds would still be available until 2018 and the purchase of a UPS for CCMC, while other alternatives were being sought. This Ordinance, 1153 is being provided by Staff as an alternative to Ordinance 1151, intended to allow for individual consideration of each project based upon its own merits. The Adams St. project has been well document and discussed over the course of the process and Ordinance 1151 consideration. The grant yields a 3/1 match ratio, the State of Alaska providing \$406,400.88 in grant funds and the City of Cordova providing \$135,466.96.

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

We have also been asked to determine if there are other “sources” that may provide the funds for the project. After examining our various sources of cash, none are currently able to provide this level of funds. Central Treasury operating cash is being stretched at this time and the City no longer utilizes a line of credit. Therefore, the Central Treasury is the only source available other than the Permanent fund and the Central Treasury is not able to fund the match.

The updated draft timeline for Adams Avenue sidewalk is included below. Two portions of the time line are dependent on others completing a task in a week. May 18<sup>th</sup> would be the earliest that the bid would be awarded, assuming Ordinance 1151 is approved. These timelines will shift if Ordinance 1153 becomes the approval mechanism, shifting at least 2 weeks later.

##### **Draft time line**

April 5<sup>th</sup> City council passes ordinance for grant match  
April 6<sup>th</sup> City sends State letter stating that grant fund check is in the mail  
April 10<sup>th</sup> through 14<sup>th</sup> State developed project agreement and signatures are sent\*  
April 17<sup>th</sup> through the 21<sup>st</sup> DOWL work begins\*  
April 24<sup>th</sup> Bid out  
May 15<sup>th</sup> bid closes  
May 17<sup>th</sup> Contract to City Council at regular meeting  
May 18<sup>th</sup> Contract awarded

\*Actual time may vary depending on schedules and workload

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

I believe Ordinance 1153 conforms to Charter Section - 5-22.

There shall be established as a separate fund within the finances of the City of Cordova to be known as Cordova General Reserve Fund and administered by city code, charter and state laws. The purpose for establishment of the fund is to provide for a continuing source of funding for capital and operating expenses for the city. The council may not consider any revenue from the fund as anticipated revenue for the purpose of funding operating expenses when preparing and approving the budget. The establishment of the fund is intended to assist in minimizing the tax burden to the citizens of Cordova, and preserve in trust assets of the

city for the benefit of present and future generations of Cordova residents. The council may, from time to time, make deposits to the fund in the same manner as it makes other appropriations. Any funds received by the city from any source may be deposited into the fund. The fund principal, once established, shall be appropriated only by ordinance. An ordinance to appropriate funds from the principal of the Cordova General Reserve Fund shall require the favorable roll call vote of all seven city council members, or six city council members and the mayor, the results to be entered into the journal. The mayor shall be allowed to vote only if exactly six (6) council members vote in favor of any such ordinance.

And Section;

**5.44.060 - Principal.**

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

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

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

There are none anticipated.

**VII. SUMMARY AND ALTERNATIVES:**

Approve the Ordinance.

Deny the Ordinance.

Suggest other alternative.

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1153**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA,  
ALASKA, AUTHORIZING THE TRANSFER OF \$135,466.96 FROM THE GENERAL  
RESERVE FUND TO THE GENERAL FUND FOR THE REQUIRED GRANT  
MATCH FOR THE ADAMS ST. SIDEWALK PROJECT**

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

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

<b>Fund #</b>	<b>Fund Title</b>	<b>Purpose</b>	<b>Amount</b>
#401	General Funds	Adams St. Grant Match	\$135,466.96
	Total		\$135,466.96

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

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

1<sup>st</sup> reading and Public Hearing: April 5, 2017

2<sup>nd</sup> reading and Public Hearing: \_\_\_\_\_

**PASSED AND APPROVED THIS \_\_ DAY OF \_\_\_\_\_, 2017**

\_\_\_\_\_  
Clay R. Koplin, Mayor

ATTEST:

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



## AGENDA ITEM # 19

**City Council Meeting Date: 4/5/2017**

### CITY COUNCIL COMMUNICATION FORM

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**FROM:** Planning Staff

**DATE:** 3/29/17

**ITEM:** Site Plan Review – Dan Nichols

**NEXT STEP:** Site Plan Review

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☐ INFORMATION  
☐ MOTION  
☒ RESOLUTION  
☐ ORDINANCE

---

#### **I. REQUEST OR ISSUE:**

Requested Actions: Site Plan Review  
Applicant: Dan Nichols  
Address: 205 Industry Road  
Legal Description: Lot 2, Block 3, Cordova Industrial Park  
Parcel Number: 02-060-232  
Zoning: Waterfront Industrial District  
Lot Area: 17,501 sq. ft.  
Attachments: Resolution 04-17-09  
Site Plan Review Application  
Drawings (Full size available at the Planning Department)

Dan Nichols is proposing to construct a warehouse facility. He has a Performance Deed of Trust with the city for the development of the property.



## II. RECOMMENDED ACTION / NEXT STEP:

“I move to approve Resolution 04-17-09.”

## III. FISCAL IMPACTS:

New structure expands city property tax base.

## IV. BACKGROUND INFORMATION:

2/15/13 – Dan Nichols submitted a proposal for the lot and entered into a Performance Deed of Trust with the city.

2/15/17 – City Council extended substantial completion date to 9/1/17.

3/28/17 – At the Planning Commission Regular Meeting, the commission recommended City Council approve the Site Plan Review. The following is a summary from the meeting:

M/Bird S/Pegau to recommend to the City Council to approve the Site Plan Review requested by Dan Nichols to construct a warehouse on Lot 2, Block 3, Cordova Industrial Park based on the findings and with the special conditions as contained in the staff report.

*Bird* said the plan was great and that she hoped he could get it built soon. *Pegau* said that he found all the components he was looking for. He was happy to see a snow removal plan and he felt that the drainage was already established. He said the original proposal was for a warehouse and boat repair facility. He was wondering how to address changes from the proposal in their site plan review. *Nichols* said that boat repair was still a part of the building. *McGann* said that inconsistencies between the proposal and the site plan review were outside of the commission’s purview.

Upon voice vote, motion passed 5-0.

Yea: McGann, Pegau, Baenen, Frohnafel, Bird

Absent: Roemhildt, Kocan

## Applicable Code:

### Chapter 18.33 ZONING – WATERFRONT INDUSTRIAL DISTRICT

*The following are the permitted principal uses and structures in the waterfront industrial district:*

- A. Marine sales;*
- B. Open wet moorage;*
- C. Covered wet moorage;*
- D. Passenger staging facility;*
- E. Haulout facilities;*
- F. Marine construction, repair and dismantling;*
- G. Cargo terminal;*
- H. Cargo handling and marine-oriented staging area;*
- I. Fish and seafood processing;*

- J. Warehousing and wholesaling;*
- K. Open storage for marine-related facilities;*
- L. Fuel storage and sales.*

Half of the building will be used for boat repair and the other half as a market warehouse. Warehousing and marine repair are permitted principal uses for the district.

Section 18.42.010 ZONING – SITE PLAN REVIEW – Purpose.

*Whenever required by this code or the city council, a site plan review shall be completed by the planning commission with a recommendation to the city council. Prior to the issuance of a building permit, the city council must approve the site plan for the project.*

Section 18.42.030 ZONING – SITE PLAN REVIEW – Required Information.

*The site plan to be submitted as required herein shall contain the following information. If any of the information requested herein is not applicable to a given project, the reasons for the non-applicability of the information requested shall be stated in the site plan:*

- 1. Name, address and phone number of owner/developer;*
- 2. Legal description of property;*
- 3. A scale of not less than 1" = 20';*
- 4. Date, north point and scale;*
- 5. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;*
- 6. The zoning and siting of all structures on the subject property and abutting properties;*
- 7. The location of each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building area, distances between structures and lot lines, setback lines and approximate location of vehicular entrances and loading points;*
- 8. The location of all existing and proposed drives and parking areas with the number of parking and/or loading spaces provided and the location and right-of-way widths of all abutting streets;*
- 9. Location and height of all walls, fences and screen plantings, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and be maintained;*
- 10. Types of surfacing, such as paving, turfing or gravel to be used at the various locations;*
- 11. A grading plan of the area demonstrating the proposed method of storm drainage;*
- 12. Size and location of proposed sewer and water lines and connections;*
- 13. Front and side elevations of proposed structures;*
- 14. Exterior finish and color.*

Chapter 18.48 ZONING – OFF-STREET PARKING, LOADING AND UNLOADING

Warehouse uses require “*One parking space for every one thousand square feet of gross building area.*” The proposed building requires 14 parking spaces. The proposed plans show 14 parking spaces, although some are in the snow removal area, some would not be accessible during loading and unloading, and some are shown in van/truck parking locations. There are only seven parking spaces (five on north side and two in each western corner) that would be available year round. Per 18.48.080, “*the planning commission may reduce the required number of parking spaces if the commission determines that an unreasonable amount parking spaces is required or that the required number of spaces does not meet the city's development goals or its land use needs.*” The letter submitted by the applicant provides justification for seven parking spaces as there would only be four employees at the building at once. Staff concur that 14 parking spaces seems excessive for the building and that seven is sufficient for the use.

The minimum off-street loading space required is one “*at least ten feet wide and thirty-eight feet long.*” The loading space on the Industry Road side of the building exceeds this size and meets the needs of all of the vans and box trucks to be used on the property.

**Special Conditions:**

1. The Planning Department must be in receipt of an approved Plan Review from the State of Alaska Fire Marshal prior to issuance of a Building Permit.
2. The Planning Department must be in receipt of an approved Water/Sewer Connection Permit prior to issuance of a Building Permit.
3. Drainage measures will be taken to prevent runoff from impacting adjacent properties. Public Works will review and approve of the drainage plan.
4. Jim Poor Avenue and Industry Road right of ways will not be used at any time for storage, loading/unloading, or as a snow dump.
5. The building will have a minimum of seven parking spaces, which the commission reduced from 14.

**V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

N/A



## Attachment A – Location Map





# 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.

TYPE OF REQUEST	FEE
Site Plan Review	varies
Residential	\$50
Multi-Family	\$100
Commercial	\$150
Industrial	\$200

APPLICANT INFORMATION	
Name	Dan Nichols
Address	[REDACTED], Cordova, AK 99574
Telephone [home]	[REDACTED]
Business Name	Nichols Warehouse
Business Address	P.O. Box 235, Cordova, AK 99574
Telephone [business]	907-429-7559
Business FAX	907-424-2260
Project architect/engineer	Star Building / Joe Simas
Address of architect/engineer	12101 E Brandt Rd, Lockeford, CA 95237
Telephone of architect/engineer	209-727-5504, Ex. 5143

PROPERTY/PROJECT INFORMATION	
Address of subject property	205 Industry Rd, Cordova, AK 99574
Parcel identification number	Lot 2, Block 3
Property owner [name/address]	Dan Nichols, PO Box 235, Cordova, AK 99574
Current zoning	Water Front Industrial
Proposed use	Warehouse
Construction start date	April 1, 2017
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.	
Real Estate Firm/Broker handling sale of property. Provide name and address. <b>Note:</b> 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 of Cordova
City Business License Permit Number (if applicable)	

APPLICANT CERTIFICATION	
<p>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.</p>	
By: <u>[Signature]</u> (Signature)	By: _____ (Signature)
Name: <u>Daniel A. Nichols</u> (Type/Print)	Name: _____ (Type/Print)
Date: <u>3/03/17</u>	Date: _____
<p><b>Appeal Procedures:</b> 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.</p>	
CITY USE ONLY - PLEASE DO NOT WRITE IN THIS SECTION	
ITEM	ACTION
Date application received:	
Fee paid:	
Does application require a public hearing?	
Planning Commission:	
City Council:	
Staff review date/reviewer name:	
Planning Commission final action:	
City Council final action:	
Other:	

# 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.

1. Please describe the proposed construction/alteration and intended use: Warehouse

2. Please give dimensions and square footage of construction: 70' x 100' , 14,000 sq.ft.

3. Intended use: { } Single Family { } Duplex { } Multifamily ☒ Commercial/Industrial  
 { } Home Occupation (describe) Ø { } Mobile Building { } Change of use

4. No. of Living Units: Ø 5. No. of Bedrooms: Ø

6. Has a variance been granted? { } Yes ☒ No

7. Is there a new: { } Garage? { } Carport? Is it attached to the residence? { } Yes { } No

8. Is there an apartment above the garage? { } Yes { } No

9. Off-street parking: Existing \_\_\_\_\_ Proposed 14

10. Required Setbacks: Front 20 Left Side 0 Right side 0 Rear 0 Height NA

11. Proposed Setbacks: Front 57.5 Left Side 15 Right side 15 Rear 15 Height 37.4

12. Sewage Disposal:  
 { } Private marine outfall: ☒ Existing { } New Specify owner/location: \_\_\_\_\_  
 { } Private on-site sewer: { } ADEC Certification Attached

*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) 225-6200*

13. Water supply: { } Cistern (show on site plan) ☒ City

14. Is the construction occurring on a grandfathered structure (build prior to August 7, 1967)? NO

15. Is there a building currently on the property? { } Yes ☒ No

16. Which licensed surveyor will be doing your foundation/as-built Survey? Leo Americas

17. Is your driveway exit and adjoining roads shown on the site plan? ☒ Yes { } No  
 Are you building a new driveway that exits onto a State road or highway? { } Yes ☒ No  
 If YES, an ADOT Driveway Permit is required. (See bottom page 4)

18. Does this property contain drainages, creeks, wetlands, or other water features? { } Yes ☒ No  
 Does your lot abut salt water? { } Yes ☒ No  
 Have you or will you be using fill to develop your lot? ☒ Yes { } No

*(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.)*

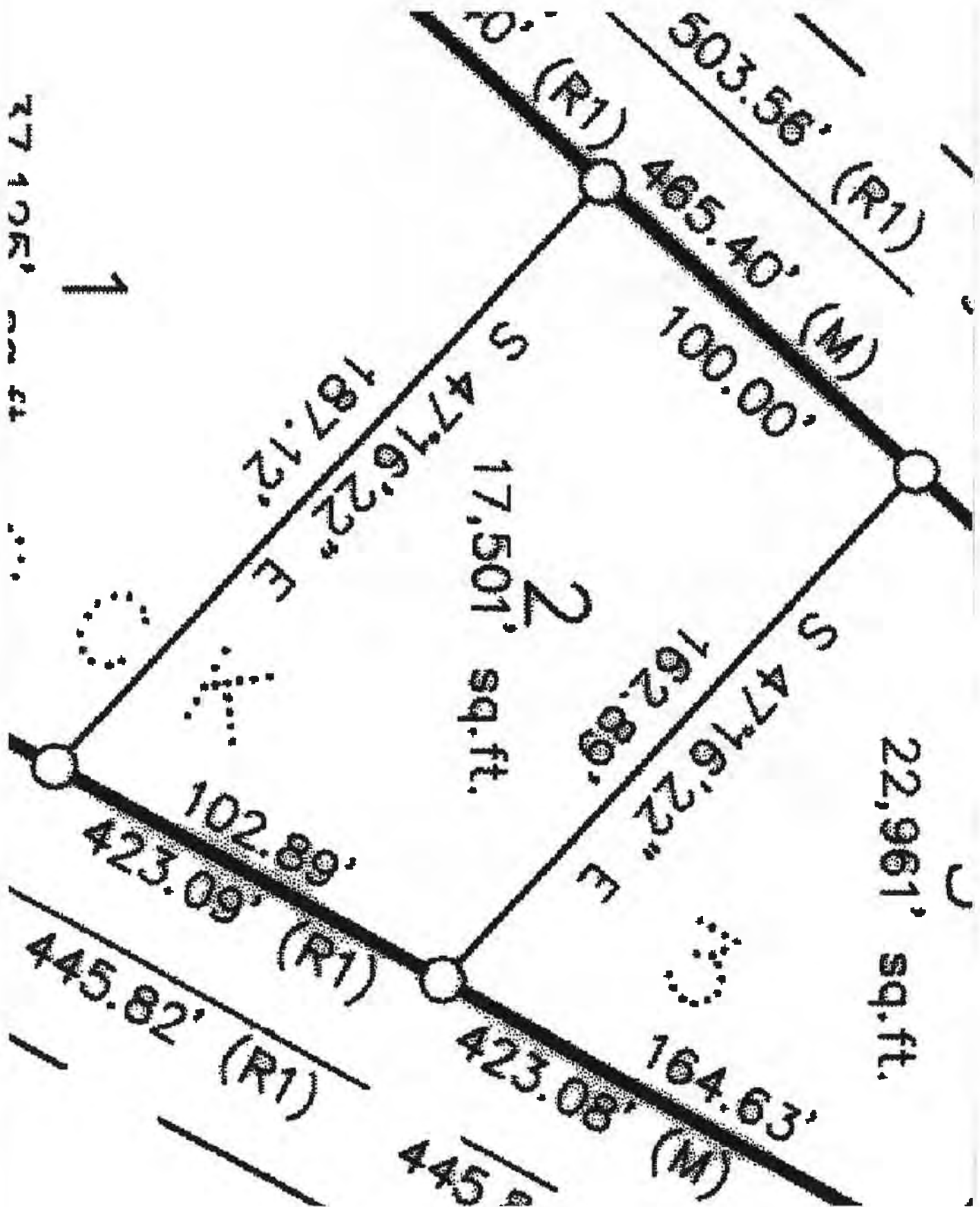
19. Is this permit for a tax-exempt use? { } Yes ☒ No

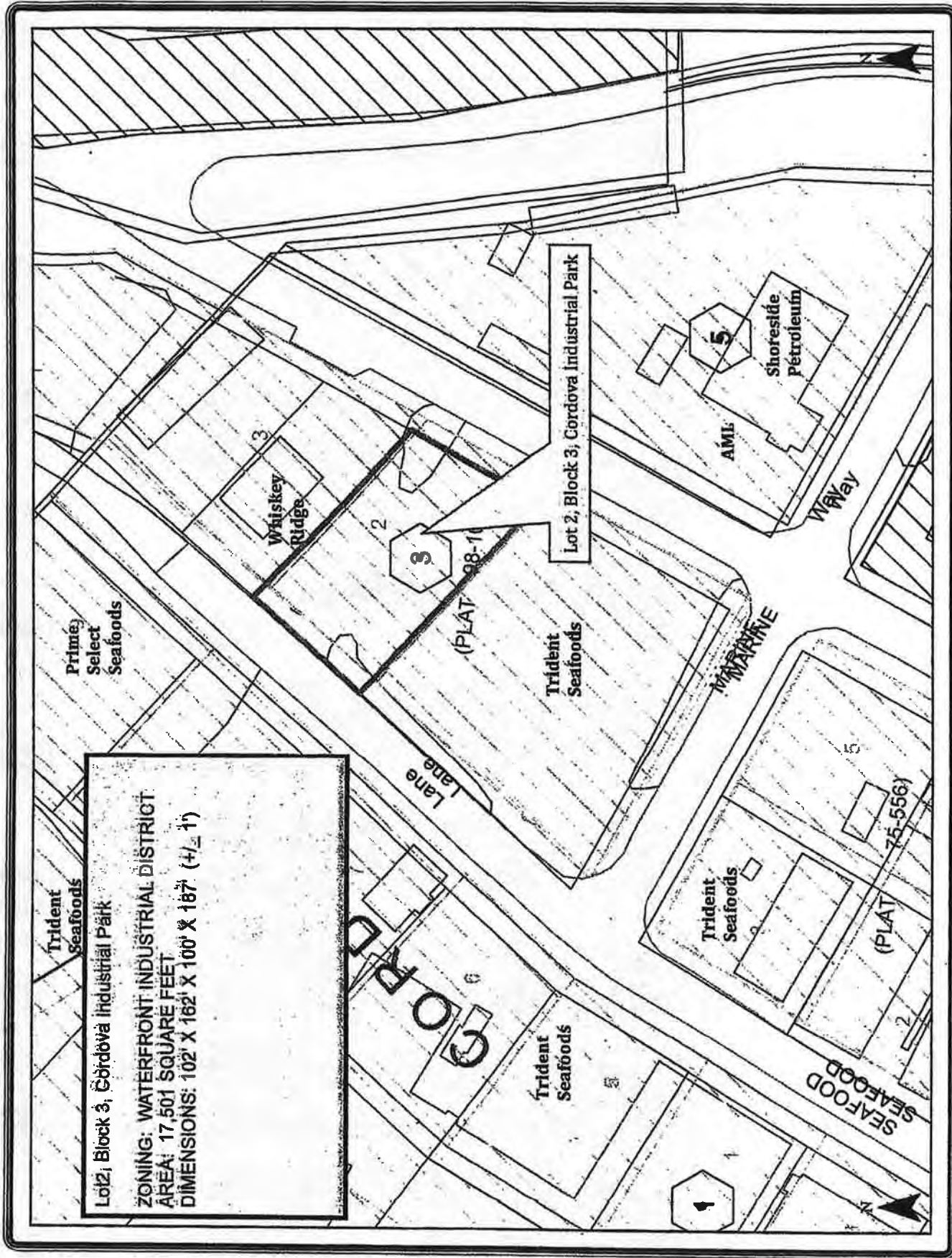
20. Has a Conditional Use Permit been issued? { } Yes ☒ No

21. Is this permit for a mobile building? { } Yes ☒ No  
 Year \_\_\_\_\_ Model \_\_\_\_\_ Serial No. \_\_\_\_\_

22. Is your property within a Flood Plain or Coastal Zone? (see staff for interpretation) \_\_\_\_\_  
 Elevation Certificate/Flood Hazard form attached







This map was created by the Planning Department for illustrative purposes only on August 3, 2012. [w]



This map was created by the Planning Department for illustrative purposes only on August 3, 2012. [w]

January 06, 2017

HAP ENTERPRISES INC  
6041 MACKAY ST  
ANCHORAGE, AK 99518-1737

14-B-26285 (REVISED)  
DAN NICHOLS  
CORDOVA, AK  
70'0" x 100'0" x 27'6"

To Whom It May Concern:

This is to certify that materials for the subject structure have been designed in accordance with the order documents, specifically as shown per the attached Engineering Design Criteria Sheet.

Aspects of code compliance as related to use or occupancy, such as sprinkler requirements, are not addressed by these documents.

These materials, when properly erected on an adequate foundation in accordance with the erection drawings as supplied and using the components as furnished, will meet the attached loading requirements.

This certification does not cover field modifications or the design of materials not furnished by Star Building Systems.

The attached design criteria and calculations are to remain with and form part of this Letter of Certification. This letter voids and supersedes the previous Letter of Certification, dated July 21, 2014.

The calculations and the metal building they represent are the product of Star Building Systems or a division of its affiliate NCI Building Systems. The engineer whose seal appears hereon is employed by either Star Building Systems or a division of its affiliate NCI Building Systems and is not the engineer of record for this project.

Cordially,

Star Building Systems  
Materials for Metal Buildings  
An NCI Company

Allen D. Hurtz, P.E.  
Director of Engineering

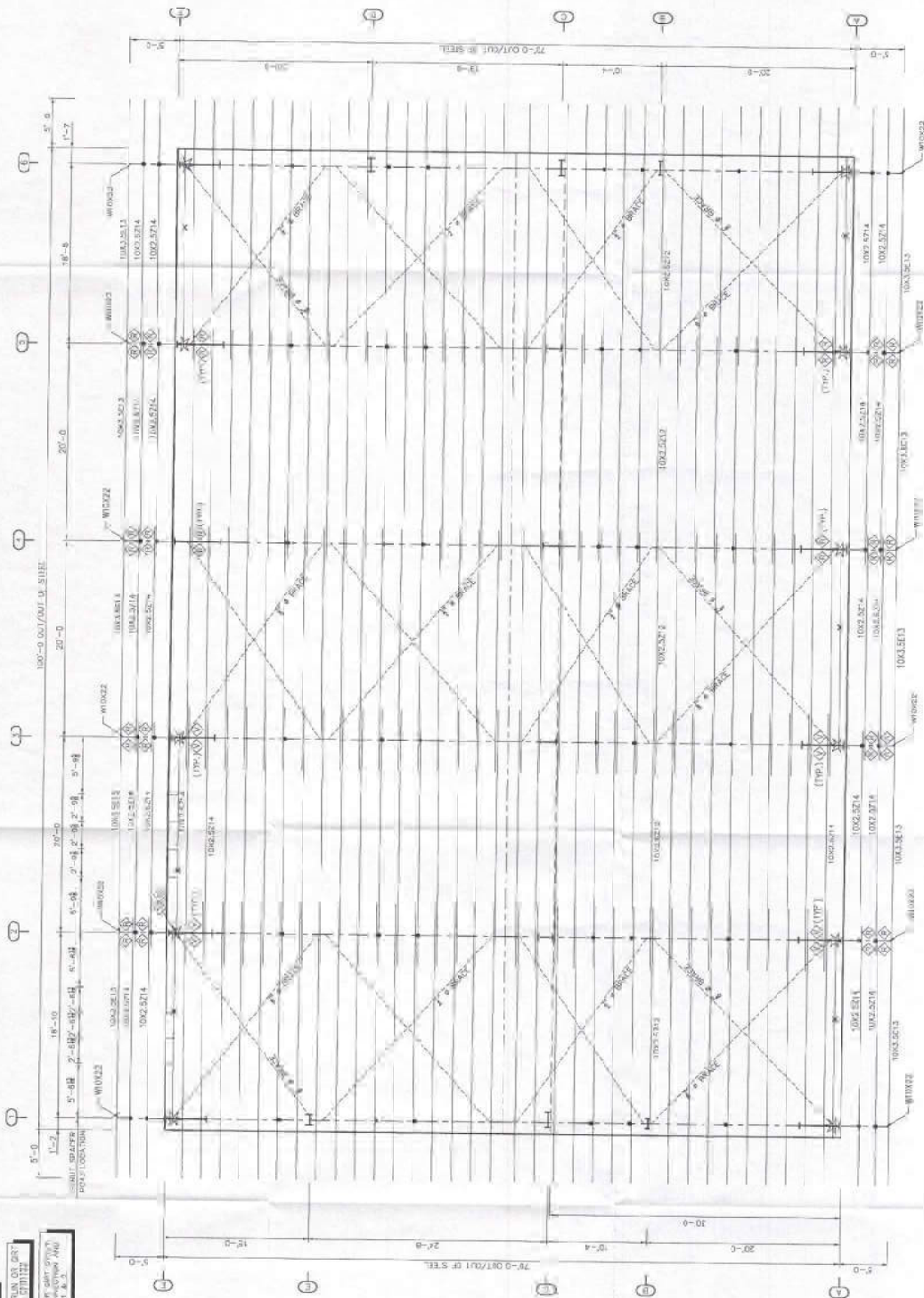
Jan 8 2017



14-B-26285





[illegible]

● — DENOTES: CLIP LOCATION  
SC90 AT 8" PURLINS  
SC92 AT 10" PURLINS  
SC94 AT 12" PURLINS

2. UNCLAS (A) 2" BOLTS AT PURLIN OR GIRT  
VS. CONNECTION OF 2" R. REPAIR TO SP11722

DELIVERING DOUBLE YOUR VOLUME OF CLAT CREDIT  
 REACHING 100,000,000 FOR CLAT CREDIT AND  
 CLAT CREDIT, A NEW CLAT CREDIT

NOOF TRAINING PLAN

SEE SECTIONS LAP TABLE

[illegible]

and

1



PANEL TYPE - PER (CALVOLUME)  
PANEL OVERLAP = 3/8"  
FROM OUTER STEEL

DATE TYPE L. P. 1977-00-000000  
PAIN DISEASE - 11  
FROM OTHER SITE

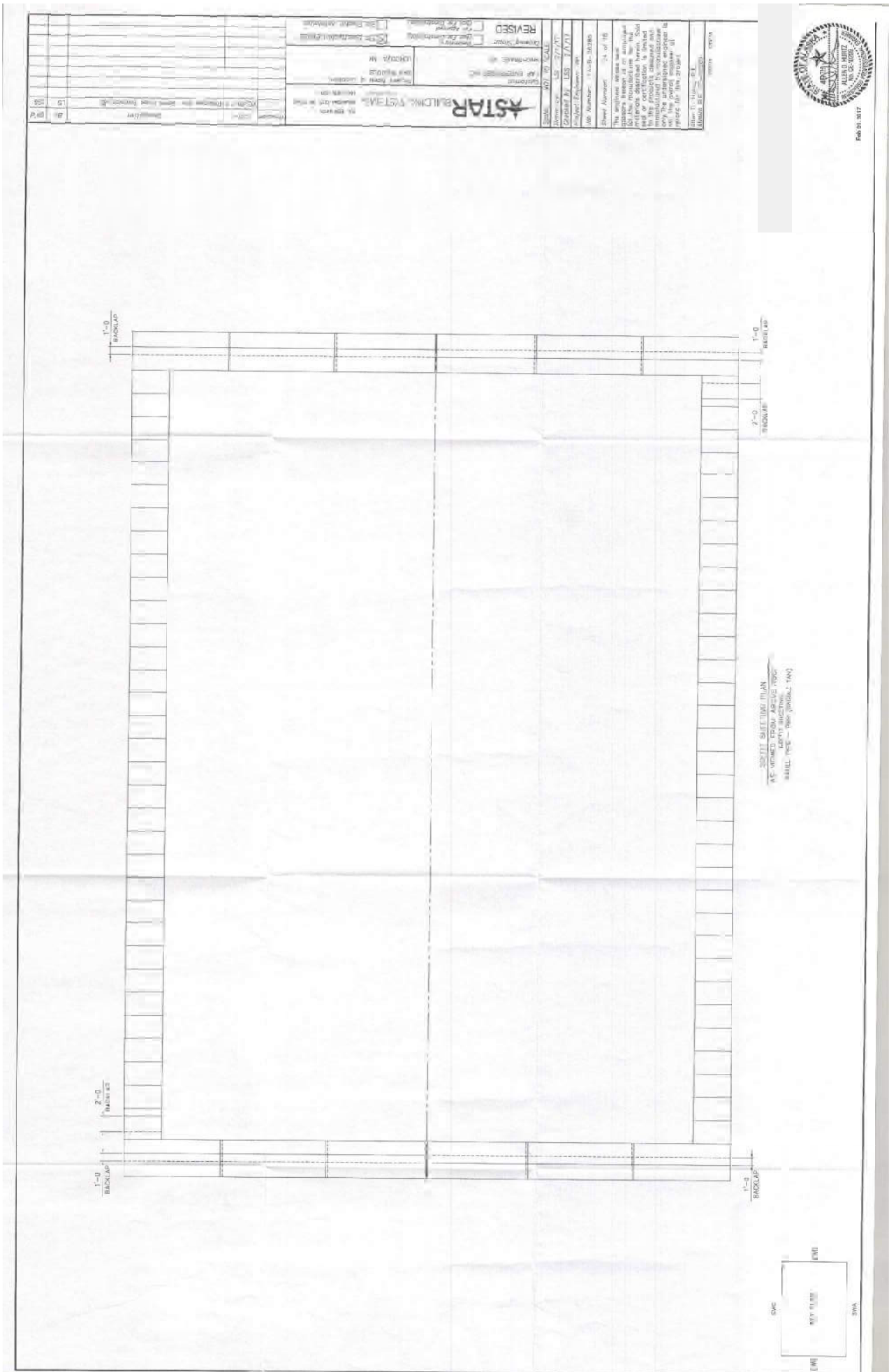
## REGULATING OR AN-

$$\frac{1-\alpha}{\text{RACQ}_B}$$

SMC

Op. 2	1871-1872
-------	-----------

S'NA













SPRUE DOLT TABLE				
NAME	AGE	SEX	WGT	DATE OF BIRTH
A	(4)	M	172.0	10/10/1968



ALL CRTS ARE BX2.5Z16 (U.N.O.)  
ALL JAMES AND HEADERS ARE C8X11.3 (U.N.O.)

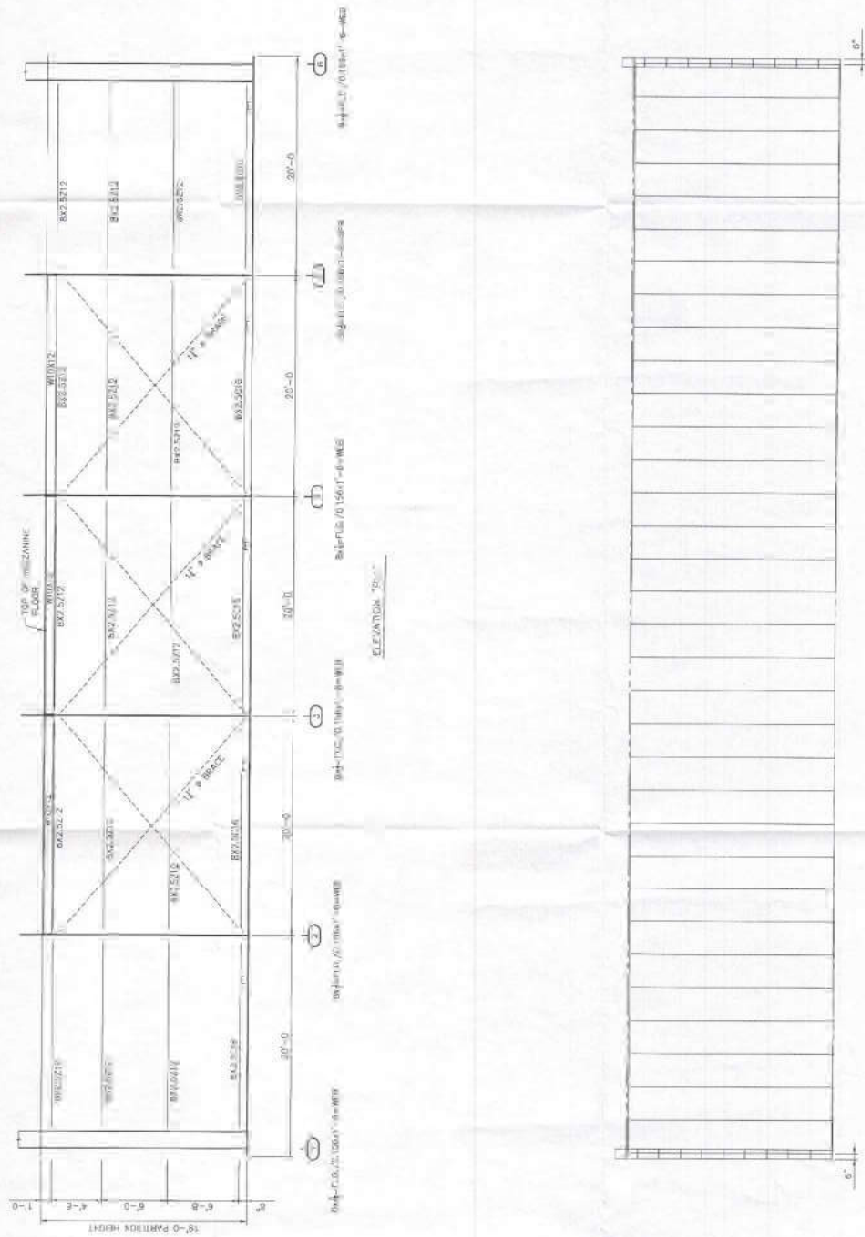


FBI MAIL DANIEL  
 PANEL COVERAGE - 7-8  
 11-12 - 5:00-7:14  
 PANEL: MIC. HEATH - PES-4  
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 required or circulation delay



Feb 01 2017

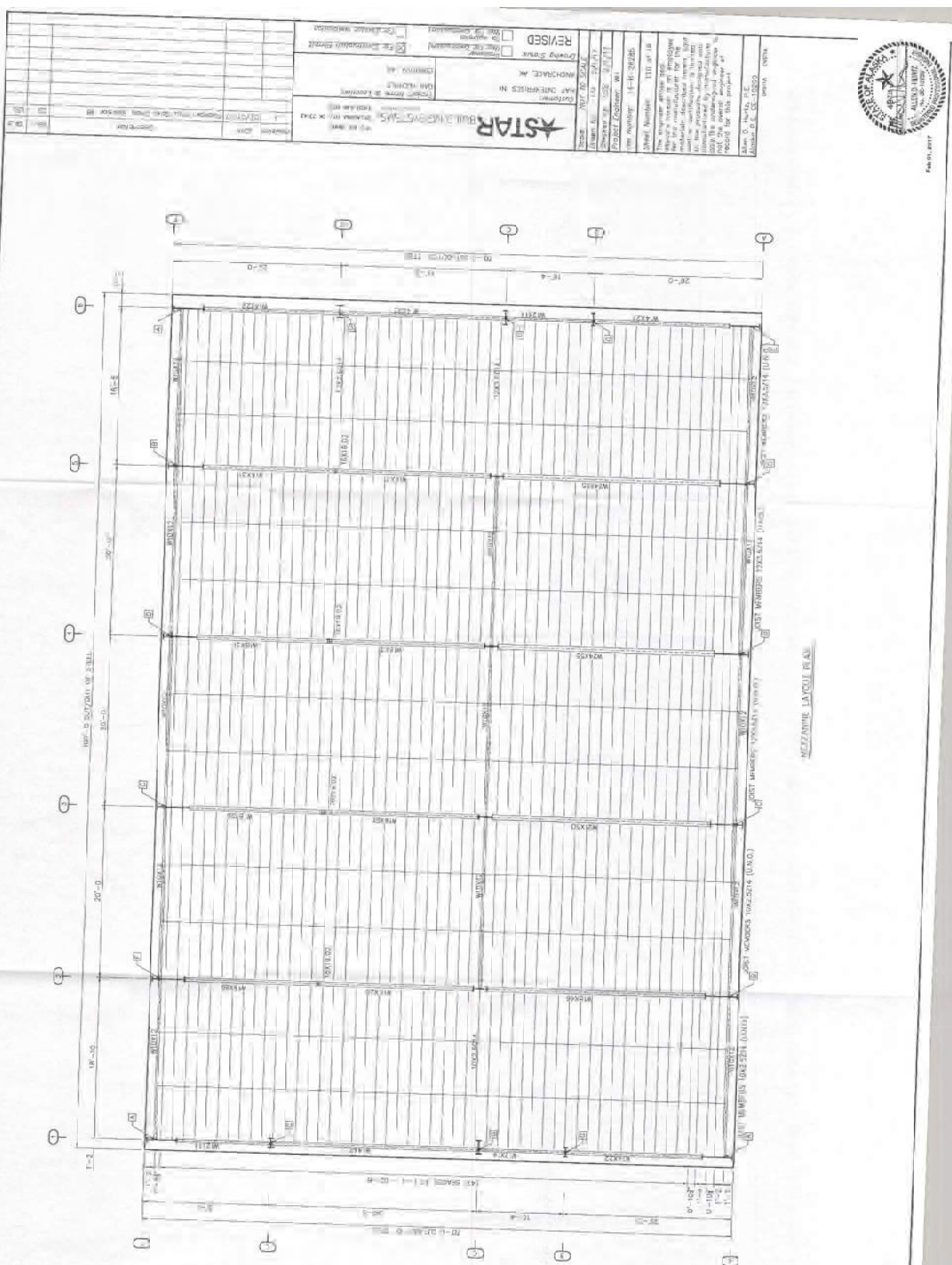
<b>ASTAR</b> BUILDING SYSTEMS 1000 N. W. 10th Ave., Suite 100 Fort Lauderdale, FL 33304 Phone: (954) 571-1111 Fax: (954) 571-1112 Email: info@astarbuilding.com		Project Name: Project Location: Project Engineer: Job Number: 14-B-00005 Sheet Number: 09 of 10 The engineer, unless noted otherwise, is not responsible for the manufacture of the products or materials specified on this drawing. It is the responsibility of the manufacturer to provide the products designed and manufactured in accordance with the applicable building codes and standards.
Designer: Checker: Date: 02/01/17	Reviser: Date: 02/01/17	Project Name: Project Location: Project Engineer: Job Number: 14-B-00005 Sheet Number: 09 of 10



THIS WALL PANELS  
 PANEL TYPE: RED O. - PER-5  
 COLOR: POLAR WHITE  
 FINISH: POLAR WHITE  
 TYPICAL PER-5 DIMENSIONS: 1000x1000

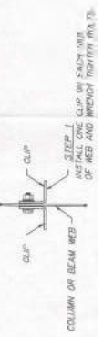
SP LINE DUAL TABLE

CONC.	QTY	UNIT	TYPE	WINDUPO BASIS	QTY
A	(4) 1 X 1	A325 BARN	4	0	(2) 0.163
B	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
C	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
D	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
E	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
F	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
G	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
H	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
I	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
J	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
K	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
L	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
M	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
N	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
O	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
P	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
Q	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
R	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
S	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
T	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
U	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
V	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
W	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
X	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
Y	(2) 1 X 2	A325 BARN	2	0	(2) 0.163
Z	(2) 1 X 2	A325 BARN	2	0	(2) 0.163





OSHA ERECTION PROCEDURE FOR CLIP CONNECTIONS.  
OSHA STEEL ERECTION PROCEDURE BEARING BEAM CONNECTIONS  
THAT SHAR TRIMMING BOLTS OR OTHER BOLTS OF A FUNCTIONAL  
NATURE ARE REQUIRED TO BE INSTALLED IN THE BEARING AREA OF THE  
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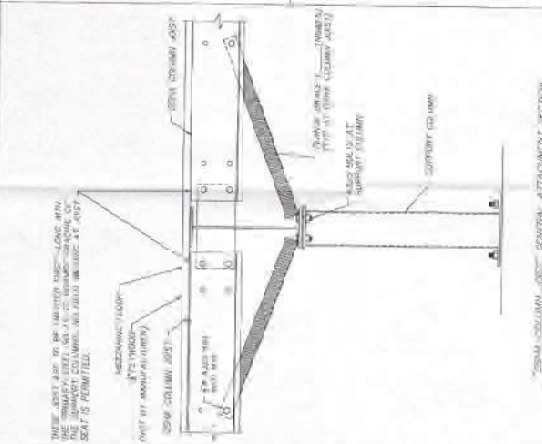
NOTE:  
NO ADDITIONAL TRIMMING MEMBERS.  
BEARING BEAM CONNECTIONS  
SHOULD BE FOLLOWED TO COMPLY WITH OSHA REQUIREMENTS.



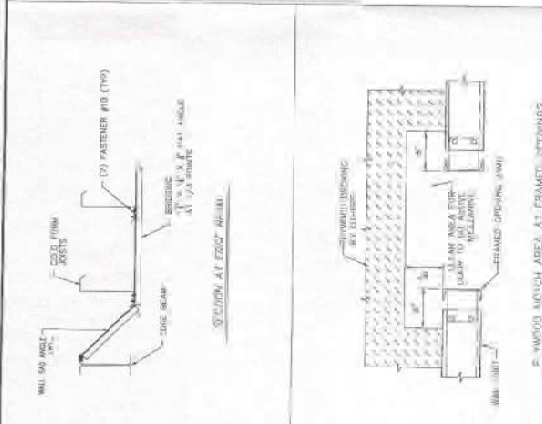
NOTE:  
BEARING BEAM CONNECTIONS  
SHOULD BE FOLLOWED TO COMPLY WITH OSHA REQUIREMENTS.



NOTE:  
BEARING BEAM CONNECTIONS  
SHOULD BE FOLLOWED TO COMPLY WITH OSHA REQUIREMENTS.



NOTE:  
CENTRAL ATTACHMENT SECTION  
SHOULD BE FOLLOWED TO COMPLY WITH OSHA REQUIREMENTS.



NOTE:  
WOOD NOTCH AREA AT FRAMED OPENING  
SHOULD BE FOLLOWED TO COMPLY WITH OSHA REQUIREMENTS.

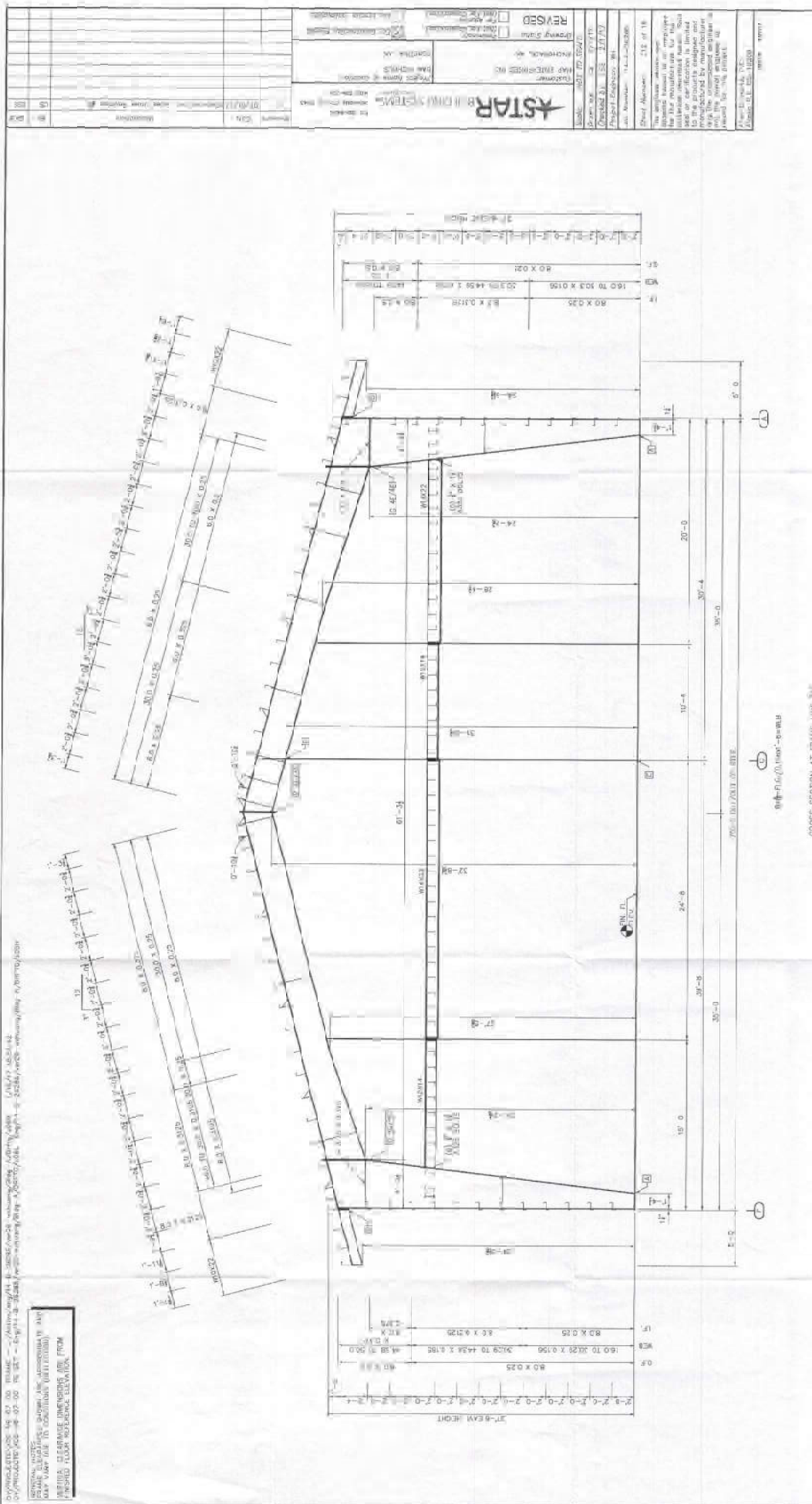
<b>ASTAR BUILDING SYSTEMS</b> 10000 W. 10th Ave. Suite 100 Denver, CO 80202 Phone: 303.751.1000 Fax: 303.751.1001 Email: info@astarbuilding.com		Customer: Project Name: Project Location: Project Engineer: Project Number:	Drawing Status: Design: Check: Approved: Date:	Sheet Number: Total Sheets:
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CON.	PLATE SIZE		TAULI	SILVER BOL. TAIL F.			MILLION VOLTAGE
	LOW 302	HIGH 301		QTY	SIZE	TYPE	
A	15 X 275 X 1/4						
B	15 X 275 X 1/4		16 X 275 X 1/4				
C	15 X 275 X 1/4		14 X 275 X 1/4				
D	15 X 275 X 1/4		14 X 275 X 1/4				
E	15 X 275 X 1/4		14 X 275 X 1/4				
F	15 X 275 X 1/4		14 X 275 X 1/4				
G	15 X 275 X 1/4		14 X 275 X 1/4				
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W	15 X 275 X 1/4		14 X 275 X 1/4				
X	15 X 275 X 1/4		14 X 275 X 1/4				
Y	15 X 275 X 1/4		14 X 275 X 1/4				
Z	15 X 275 X 1/4		14 X 275 X 1/4				





CROSS-SECTION AT FRAME LINE "T"

ITEM	PLATE SIZE TABLE		SPURGE BOLT TABLE	
	1/4" x 3/4"	1/2" x 1"	1/4" x 3/4"	1/2" x 1"
A	8 X 0.5 X 1/4"	8 X 0.625 X 3/4"	(8) 1/4" x 3/4"	1/2"
B	8 X 0.75 X 3/4"	8 X 0.75 X 3/4"	(15) 1/4" x 3/4"	1/2"
C	8 X 0.5 X 3/4"	8 X 0.5 X 3/4"	(10) 1/4" x 3/4"	1/2"
D	8 X 0.5 X 3/4"	8 X 0.5 X 3/4"	(10) 1/4" x 3/4"	1/2"
E	8 X 0.5 X 3/4"	8 X 0.5 X 3/4"	(10) 1/4" x 3/4"	1/2"
F	8 X 0.5 X 3/4"	8 X 0.5 X 3/4"	(10) 1/4" x 3/4"	1/2"
G	8 X 0.5 X 3/4"	8 X 0.5 X 3/4"	(10) 1/4" x 3/4"	1/2"
H	8 X 0.5 X 3/4"	8 X 0.5 X 3/4"	(10) 1/4" x 3/4"	1/2"

[illegible]

GENERAL NOTES:  
FRAME CLEARANCE GIVEN WILL APPROXIMATE  
MAY VARY DUE TO CONCRETE SETTLEMENT  
VERTICAL CLEARANCE DIMENSIONS ARE FROM  
FINISHED FLOOR REFERENCE ELEVATION.



SPIRIT BILL TABLE			
DATE	TIME	10:00-11:00	11:00-12:00
10/10/10	10:00-11:00	0	0
10/10/10	11:00-12:00	0	0
10/10/10	12:00-13:00	0	0
10/10/10	13:00-14:00	0	0
10/10/10	14:00-15:00	0	0
10/10/10	15:00-16:00	0	0
10/10/10	16:00-17:00	0	0
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10/10/10	20:00-21:00	0	0
10/10/10	21:00-22:00	0	0
10/10/10	22:00-23:00	0	0
10/10/10	23:00-24:00	0	0







CODE	PLATE SIZE		SPIE CODE		INSTRUMENTAL MAGNIFICATION
	1 cm SIDE	HIGH SIDE	Q <sup>1</sup>	Q <sup>2</sup>	
A	$8 \times 0.625 \times 1^{-1/4}$		(2) $1 \times 2$	425 3440	0
B	$8 \times 1.0 \times 1^{-1/4}$		(6) $1 \times 2$	470 3601	0
C	$8 \times 1.0 \times 1^{-1/4}$		(10) $2 \times 1$	431 3446	0
D	$8 \times 0.375 \times 1^{-1/4}$				0
E	$8 \times 0.5 \times 1^{-1/4}$				0

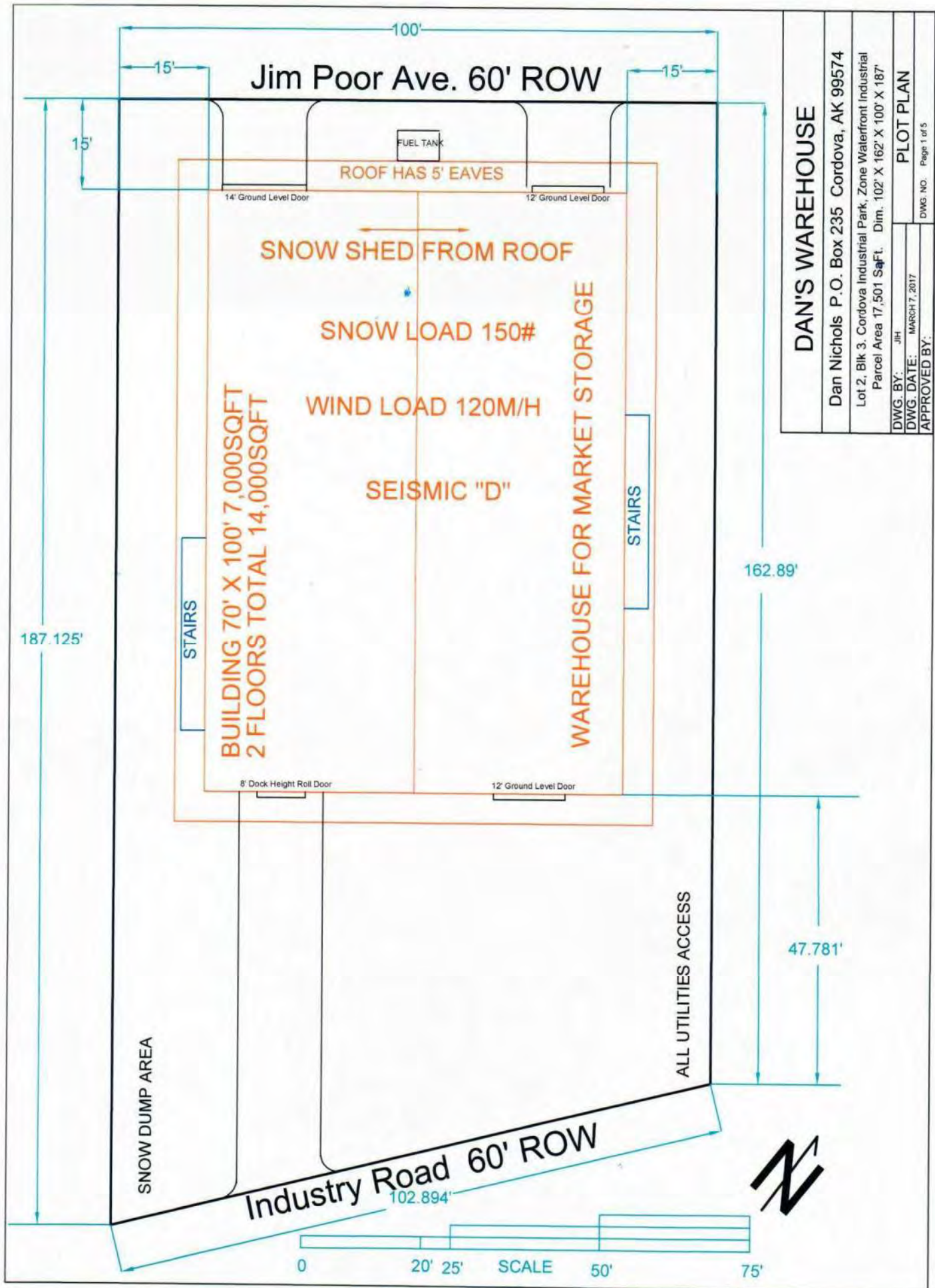
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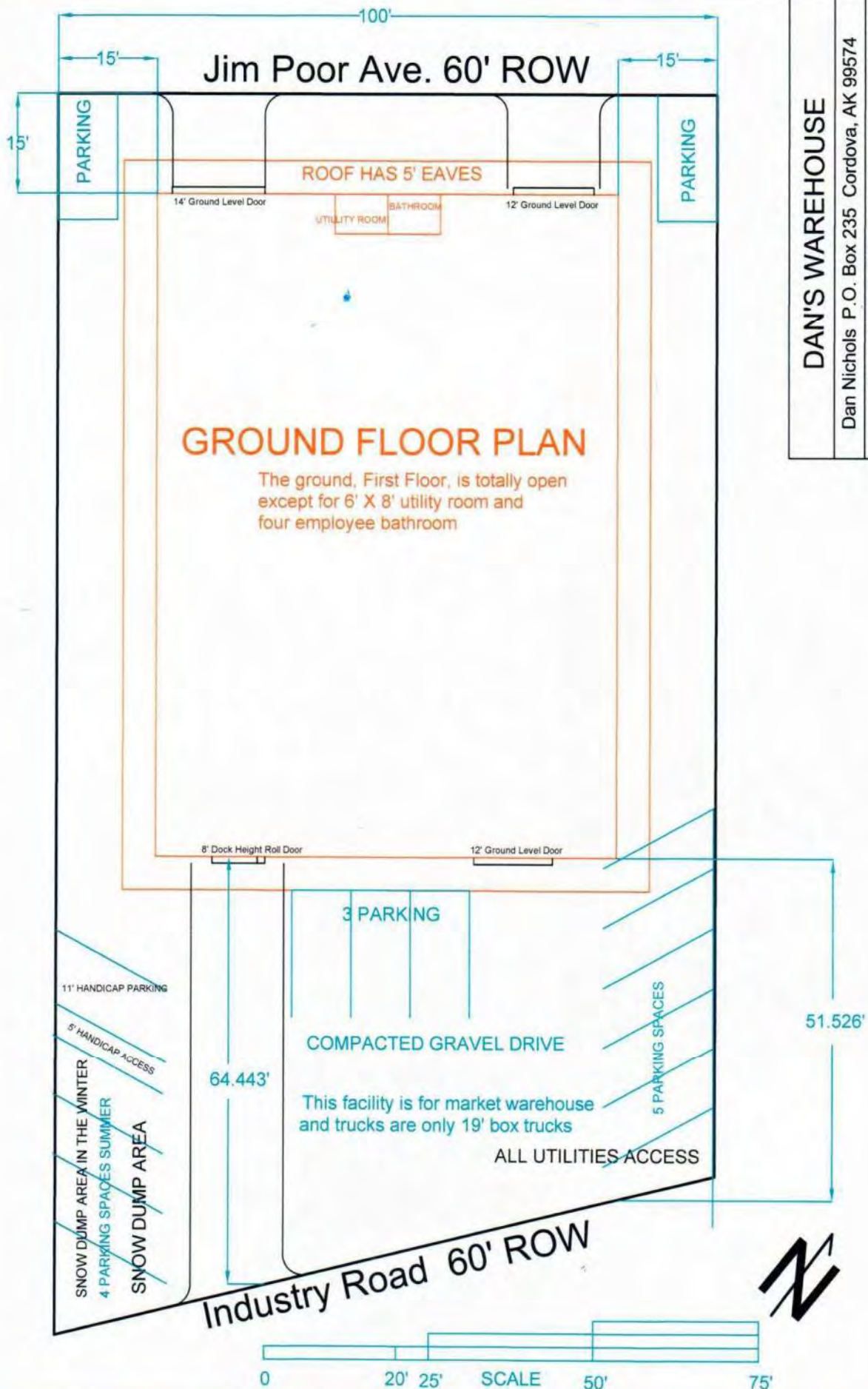
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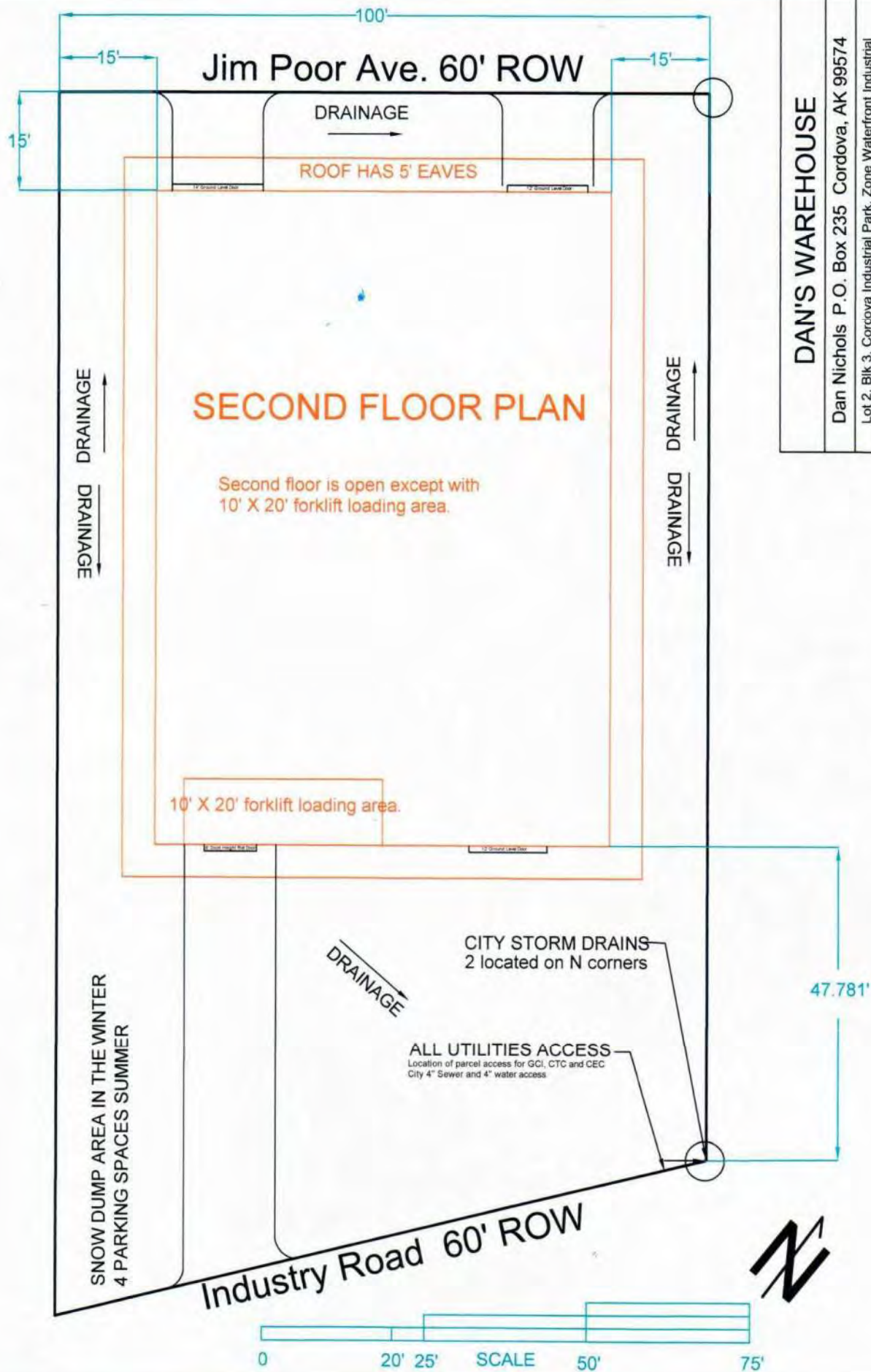
## DAN'S WAREHOUSE

Dan Nichols P.O. Box 235 Cordova, AK 99574

Lot 2, Blk 3, Cordova Industrial Park, Zone Waterfront Industrial  
Parcel Area 17,501 SqFt. Dim. 102' X 162' X 100' X 187'

DWG. BY: JIH  
DWG. DATE: MARCH 7, 2017  
APPROVED BY: \_\_\_\_\_  
PARKING/LOADING PLAN  
DWG. NO. \_\_\_\_\_ Page 2 of 5





# DAN'S WAREHOUSE

Dan Nichols P.O. Box 235 Cordova, AK 99574

Lot 2, Blk 3, Cordova Industrial Park, Zone Waterfront Industrial  
Parcel Area 17,501 SqFt. Dim. 102' X 162' X 100' X 187'

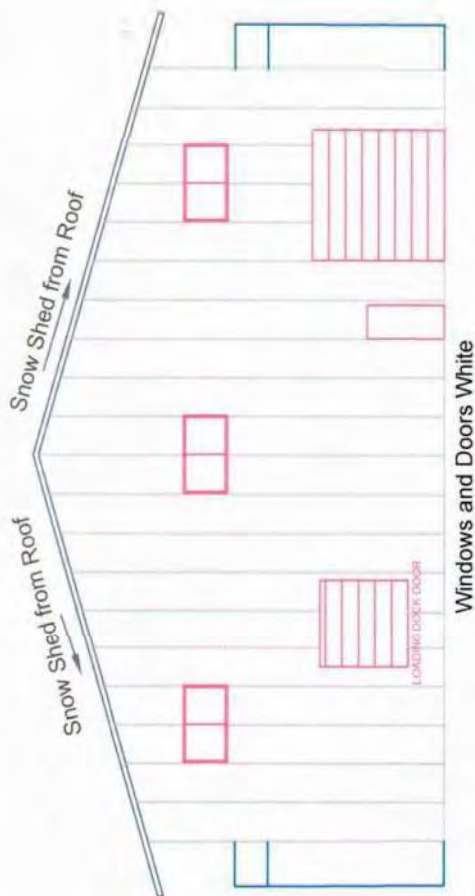
DWG. BY: JHN  
DWG. DATE: MARCH 7, 2017  
APPROVED BY:

UTILITY PLAN

DWG. NO. Page 3 of 5

## NOTES

- 1). The building will be built to National Builders Code
- 2). The building will be inspected by Cert. Inspector
- 3). Buildings on adjoining parcels exceed 20' from lot
- 4). The building will be on City water and trash pickup
- 5). The building will be on City sewer and storm drains
- 6). The property will have 14 parking spaces 9' X 19'
- 7). The property will have 1 handicapped parking
- 8). Handicap parking 11' wide with 5' access, 1-25 spaces
- 9). The property will have adequate snow dump area
- 10). The 4 SE parking in summer snow dump winter
- 11). All surfaces on lot are compacted gravel rock
- 12). Storm water drains to Industrial Rd and Jim Poor
- 13). Storm drains on NW and NE property corners
- 14). Market warehouse use
- 15). Second Floor is open storage
- 16). First Floor is open storage with 6'X8' Utility & Bathroom
- 17). This facility only has 19' box trucks
- 18). The property is serviced by CEC, CTC and GCI
- 19). Water and sewer are 4" located on northeast corner



INDUSTRY ROAD ELEV.

## WEST VIEW

Roof Dark Gray  
Snow load 150#  
Wind load 120#

### Metal Finish



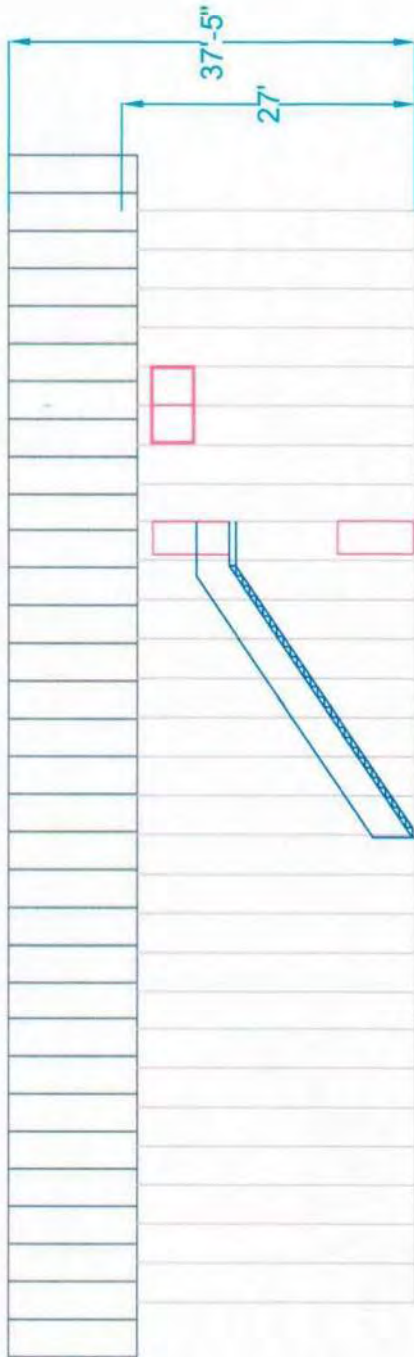
JIM POOR AVE. ELEV.

EAST VIEW

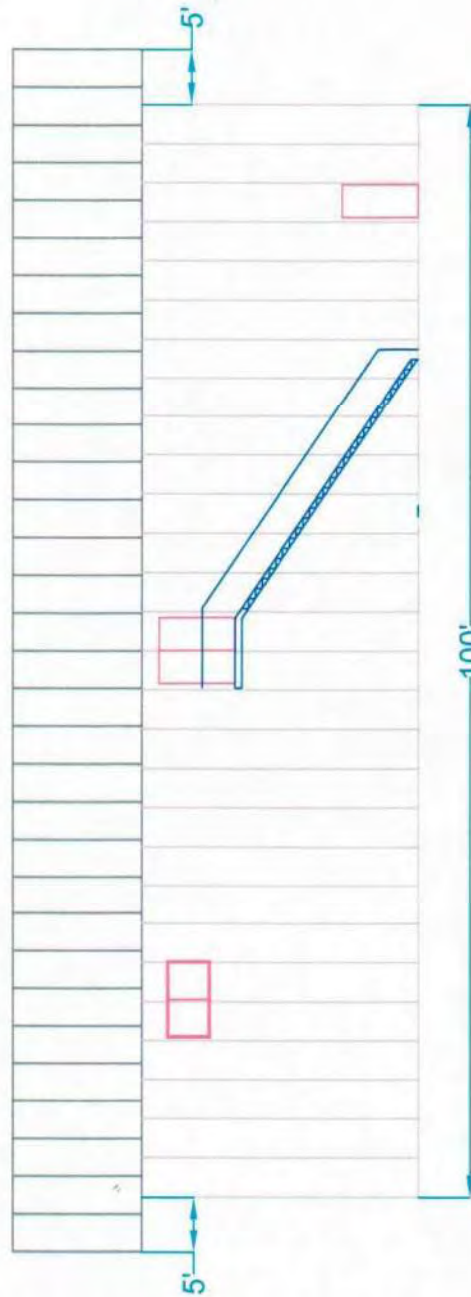


<b>DAN'S WAREHOUSE</b>	
Dan Nichols	P.O. Box 235 Cordova, AK 99574
Lot 2, Bldg 3, Cordova Industrial Park, Zone Waterfront Industrial Parcel Area 17,501 Sq Ft.	
<b>ELEVATION</b>	
DWG. BY: J/H	
DWG. DATE: 2/20/2017	
APPROVED BY:	DWG. NO. <a href="#">Page 4 of 5</a>





NORTH ELEV.



SOUTH ELEV.



DAN'S WAREHOUSE			
Dan Nichols		P.O. Box 235	Cordova, AK 99574
Lot 2, Blk 3, Cordova Industrial Park, Zone Waterfront Industrial			
Parcel Area 17,501 Sq Ft.			
DWG BY:	JH	ELEVATION	
DWG DATE:	2/20/2017		
APPROVED BY:		DWG NO.	Page 5 of 5

March 21, 2017

City of Cordova  
Planning and Zoning Commission  
Cordova, Alaska 99574

Dear Planning and Zoning Commission:

This letter is to address your questions regarding the Dan Nichols Warehouse plans for Lot 2, Block 3 in Cordova Industrial Park.

1. In regards to parking and snow dump: Most likely all vehicles will be removed from one side of the lot to the other to make snow removal quicker and easier. Some parking areas will not be usable depending on the amount of snow being dealt with. Loading areas will be cleaned prior to their being used as a safety concern. I don't believe the amount of employees I'll have will need more than four spaces.
2. As for parking area and spaces, having only 4 employees, I should have plenty of on-premise parking. It is a warehouse and limiting people in loading and off-loading is always a safety concern.
3. Angle parking spaces are 9' x 21' and 90 degree parking spaces are 9' x 19'.
4. Three (3) vans and three (3) box trucks are presently on the property plus one (1) yard tractor. While working, two vans or box trucks will be transporting freight back and forth to Anchorage. Box trucks will primarily be used to transport pallets and freight from the warehouse to final destinations. Vans will be primarily used on the ferry system. Vans range for 28' to 34' long and box trucks 36' maximum length. The yard tractor is 10' and will most likely be hooked to vans in the yard. The width of all my vehicles is approximately 8'6". The trucks will be parked parallel and up to the building on the Industrial Way side of the property.
5. The property will slope towards the storm drain on the NW corner of the property, and toward Jim Poor Avenue as well as on Industrial Way side.

6. The Building was engineered for multiple doors, depending on future needs. It was important to make sure the structure in the future would not be compromised by adding extra doors. That's why it has door bays on the prints that won't be used in the near future.

7. The doors on Jim Poor Ave. will be used to get boats and trucks into the building and not the daily use of the trucking company.

8. The access to the top floor will be by two outside staircases on either side of the building. The overhang should keep snow off treads and the double doors on the west side double as a pallet accessible opening.

9. I've got the paperwork for Fire and Life Safety Plan Review. I will be having Taylor Fire outline a drawing with those concerns covered. I have time in the next week to walk it through the Fire and Safety Department in Anchorage.

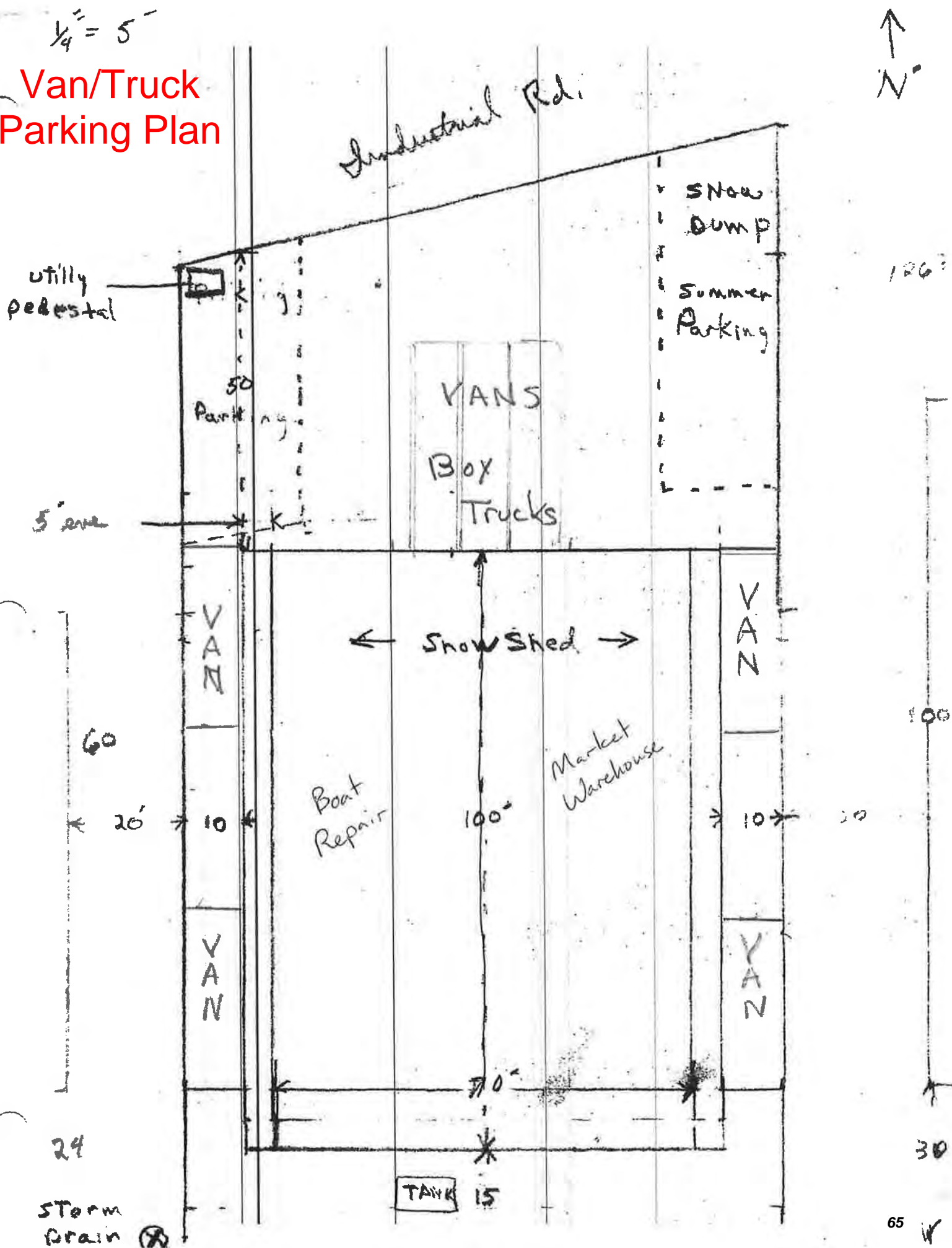
Thank You,

A handwritten signature in black ink, appearing to read "Daniel A. Nichols". The signature is fluid and cursive, with the first name "Daniel" being the most prominent.

Daniel A Nichols



$\frac{1}{4}'' = 5'$   
**Van/Truck  
 Parking Plan**





**AGENDA ITEM 20**  
**City Council Meeting Date: 04/05/2017**  
CITYCOUNCILCOMMUNICATIONFORM

---

**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 03/23/2017  
**ITEM:** Vice Mayor Election  
**NEXT STEP:** Majority voice vote

---

☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

---

- I. **REQUEST OR ISSUE:** Council election of a Vice Mayor.
- II. **RECOMMENDED ACTION / NEXT STEP:** Council nominates a council member to serve as Vice Mayor for one year. Suggested motion:  
*I move to nominate Council member \_\_\_\_\_ to serve as Vice Mayor until the first meeting after the certification of the 2018 Regular City Election.*
- III. **FISCAL IMPACTS:** none
- IV. **BACKGROUND INFORMATION:** See charter reference under legal issues below. Most important role of Vice Mayor is chairing meetings in the Mayor's absence and otherwise taking on the role of Mayor when Mayor is absent.
- V. **LEGAL ISSUES:** Charter section 2-2 reads as follows:  
*At the first meeting after the time prescribed for the beginning of the terms of newly elected council members, or as soon thereafter as practicable, the council **shall elect one of its members vice mayor**, who shall serve as such **until the next such first meeting**. The vice mayor shall only act as mayor during the absence or disability of the mayor, or, if a vacancy occurs in the office of mayor, until another mayor is appointed by the council and is qualified. The vice mayor when presiding over the council as acting mayor, shall have a vote only as a council member. If the office of vice mayor becomes vacant, the council shall elect, from its members, another vice mayor for completion of the*

*unexpired term.*

- VI. SUMMARY AND ALTERNATIVES:** Council can either vote aloud, by roll call vote, or by secret ballot for a nominee or nominees. The Mayor and City Clerk recommend a secret ballot vote if there are multiple nominees.



## AGENDA ITEM # 21

**City Council Meeting Date: 4/5/2017**

### CITY COUNCIL COMMUNICATION FORM

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**FROM:** Planning Staff

**DATE:** 3/29/17

**ITEM:** Proposal for Lot 20, Block 23, Original Townsite

**NEXT STEP:** Review Proposal and Possibly Award Property

---

☐ INFORMATION  
☒ MOTION  
☐ RESOLUTION  
☐ ORDINANCE

---

#### **I. REQUEST OR ISSUE:**

Requested Actions: Review proposal  
Legal Description: Lot 20, Block 23, Original Townsite  
Property Address: 601 Sixth Street  
Area: 4500 sq. ft.  
Zoning: Low Density Residential  
Attachments: Proposal Packet (The packet distributed to potential proposers)  
Proposal from Carl and Jane Jensen

The request for proposals for this property began January 19<sup>th</sup>, 2017 and ended March 1<sup>st</sup>, 2017 at 10 AM. The City received one proposal for the property. Attached is the full proposal packet and the proposal.

The proposed price from Carl and Jane Jensen was \$18,001.00

Per the Request for Proposals for the property: “The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept and negotiate with any proposer deemed most advantageous to the City of Cordova.”

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

“I move to award the disposal to Carl and Jane Jensen for Lot 20, Block 23, Original Townsite.”

## **III. FISCAL IMPACTS:**

The city would get lease revenue from disposal.

## **IV. BACKGROUND INFORMATION:**

**11/4/16** – Letter of interest received from Carl and Jane Jensen.

**12/13/16** – The Planning Commission recommended disposing of the lot by direct negotiation. From the approved minutes of the meeting:

M/Bird S/Baenen to recommend to City Council to dispose of a portion of Lot 20, Block 23, Original Townsite as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with Carl and Jane Jensen to purchase the property.

**Frohnappfel** said he doesn’t see a reason not to sell it as it is adjacent to their property and it is listed as available on the Land Disposal Maps. It would have to be sold at fair market value. **Pegau** verified that the lot was over 4,000 square feet. **Baenen** said the biggest issue was the terrain. **Stavig** said that the city owns three lots that are available there and the east half is sloping and the west half is fairly level. **Baenen** said that since the alley is only 14 feet wide, the access to the other lots is somewhat cut off. **Stavig** said that all of the lots would still have legal access. **Roemhildt** said they had talked in the past about access to those lots from the water tank. **Bird** said it seems fair to negotiate with the interested party. **McGann** considered if it would be worthwhile to put an easement on the west side of the lot to effectively make a wider right of way, but the commission chose not to add an easement.

Upon voice vote, motion passed 7-0.

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

**12/21/16** – City Council moved to invite sealed proposals for the property. From the approved minutes:

M/Beedle S/Burton to dispose of Lot 20, Block 23, Original Townsite as outlined in Cordova Municipal Code 5.22.060 B by #1 negotiating an agreement with Carl and Jane Jensen to lease or purchase the property.

**Hallquist** asked if there was a dollar amount. **Greenwood** answered questions for Council – she said that fair market value would be established and pursued in negotiations.

M/Hallquist S/Wiese to amend to #2 invite sealed bids to lease or purchase the property.

After discussion of the difference between bids and proposals, **Hallquist** withdrew the amendment with concurrence of the second.

M/Hallquist S/Allison to amend to #4 invite sealed proposals to lease or purchase the property.

Vote on the motion to amend: 7 yeas, 0 nays. Motion approved.

Vote on the main motion as amended: 7 yeas, 0 nays. Motion approved.

**3/28/17** – The Planning Commission recommended approving the proposal from Carl and Jane Jensen. The



following is a summary of the meeting:

M/Pegau S/Frohnafel to recommend City Council approve the proposal from Carl and Jane Jensen for Lot 20, Block 23, Original Townsite.

**Pegau** said that their criteria was set up more for commercial properties as opposed to residential, but he sees it as an appropriate use for the lot. **Bird** said the proposal didn't meet the requirements listed in the Request for Proposals. She said it did seem like a reasonable use and no one else was interested. **McGann** said they should be looking at the required information. **Baenen** said that they recommended direct negotiation and he supports the proposal. **McGann** said the lots are valuable even if the terrain is difficult. The viewshed to the south over Coast Guard housing could present a wonderful building site for a much more valuable residence. The price of the land doesn't compare to other land being sold in Cordova. **Baenen** said they only received one proposal after they put it out and he thinks they should move forward. **Greenwood** pointed out that the lot was a legal square footage and that the property owners aren't technically adjacent as there is a platted alleyway between them. All three of the city-owned lots that are available could be used for single family residences.

Upon voice vote, motion passed 3-2.

Yea: **Pegau, Baenen, Frohnafel**

Nay: **McGann, Bird**

Absent: **Roemhildt, Kocan**

## **Applicable Code:**

Section 5.22.060 – REVENUE AND FINANCE – DISPOSAL OF CITY REAL PROPERTY – Methods of disposal for fair market value.

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

Section 18.20.010 – ZONING – R LOW DENSITY RESIDENCE DISTRICT – Permitted uses.

*The following uses are permitted in the R low-density district:*

- A. One-family, two-family and three-family dwellings;*
- B. Boardinghouses;*
- C. Truck gardening, the raising of bush and tree crops, flower gardening, and the use of greenhouses;*
- D. Home occupations;*
- E. Accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters;*
- F. Required off-street parking.*

A garage would be considered an accessory building to the neighboring house. A single accessory building is permitted on its own lot in the district, however it does create a situation where a lot with an accessory building can be sold making the building no longer accessory.

## **V. LEGAL ISSUES:**

N/A

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

**VII. SUMMARY AND ALTERNATIVES:**

The city owns the property between Lot 20 and the water tank. Lots 18 through 20 are currently available on the land disposal maps. All three of the lots exceed the minimum single family dwelling lots size. There have been numerous discussions at City Council about the lack of affordable single family housing opportunities in the community. The council should consider whether the proposal is the best use of the land.



## **Request for Proposals (RFP) for Lot 20, Block 23, Original Townsite**

The City of Cordova is requesting proposals for Lot 20, Block 23, Original Townsite. The lot is 4,500 square feet and is zoned Low Density Residential. Proposals are due March 1<sup>st</sup>, 2017 at 10 AM.

### **INFORMATION TO PROPOSERS**

The fair market value for Lot 20, Block 23, Original Townsite is **\$18,000.00** and will be the **minimum** price that will be accepted for the property. If the successful proposal amount is greater than the minimum price, the proposal amount shall be the amount paid.

All proposals shall include a deposit of **\$1,000.00**. In the event that a proposer is not awarded the property, the city will reimburse the deposit to the proposer. The deposit from the proposer awarded the property will be credited to costs associated with the disposal, even if the disposal is not completed.

The applicant shall also be responsible for all fees and costs the city incurred to third-parties in the transaction, including without limitation costs of appraisal, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees as per CMC 5.22.100.

The attached **Lease with Option to Purchase** is a template for the agreement that will be negotiated with the proposer that is awarded the property. The total proposed price will be used to determine the lease rate.

Proposers must comply with the provisions of the attached section of City Code for the **Low Density Residence District**.

Proposers may be required to connect to city water and sewer at their expense.

The city may issue addenda to this RFP. Addenda will be posted on the City Webpage with this RFP. **It is the responsibility of the proposer to ensure receipt of all addenda.**

The city will consider all proposals for the property subject to any applicable laws and regulations, including Chapter 5.22 of the Cordova Municipal Code (CMC).

The Planning Commission will review all submitted proposals. The Planning Commission will then make a recommendation to the City Council. The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept and negotiate with any proposer deemed most advantageous to the City of Cordova.

For additional information or questions about the land disposal process, contact the City Planning Department at 424-6220, [planning2@cityofcordova.net](mailto:planning2@cityofcordova.net), or stop by in person.

### **ADDITIONAL REQUIRED INFORMATION**

Please include with your proposal information that addresses the following items and any additional information which you wish to provide.

1. Describe the proposed development in detail.
2. What is the proposed square footage of the development?
3. Provide a sketch, to scale, of the proposed development in relationship to the lot. (Attachment C)
4. Describe the benefit of the proposed development to the community.
5. What is the value of the proposed improvements (in dollars)?
6. What is your proposed timeline for development?

### **ATTACHMENTS**

**Attachment A:** Criteria used when evaluating each submitted proposal.

**Attachment B:** A location map showing the subject property with a scale.

**Attachment C:** The property parcel with measurements.

**Attachment D:** Cordova Municipal Code – R Low Density Residence District

**Attachment E:** Sample Lease with Option to Purchase Agreement

### **SEALED PROPOSAL FORM**

**All proposals must be received by the Planning Department by Wednesday, March 1<sup>st</sup>, 2017 at 10 AM.**

Property: Lot 20, Block 23, Original Townsite.

Name of Proposer: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Proposed Price \$ \_\_\_\_\_

### **SUBMITTAL OF PROPOSAL**

**Please mail proposals to:** City of Cordova  
Attn: City Manager  
C/O Proposals  
P.O. Box 1210  
Cordova, Alaska 99574

**Or email proposals to [citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net) and [planning2@cityofcordova.net](mailto:planning2@cityofcordova.net).** The email subject line shall be "Proposal for Lot 20, Block 23," and the proposal shall be attached to the email as a PDF file.

**Or deliver your proposal to the front desk at City Hall.**

**Proposals received after Wednesday, March 1<sup>st</sup>, 2017 at 10 AM will not be considered.**



## ATTACHMENT A

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

**Only criteria applicable to a residential zoning district will be used.**

### Final Land Disposal Evaluation Criteria

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

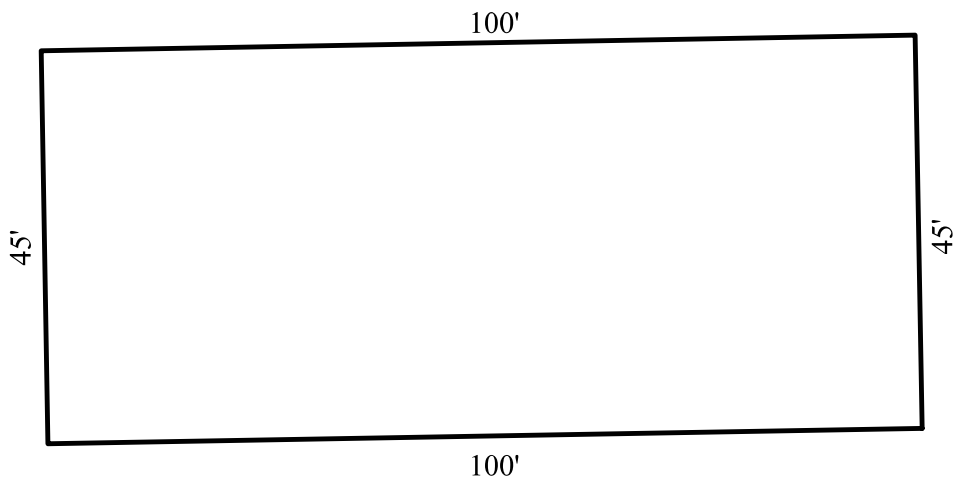
# ATTACHMENT B



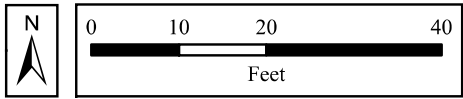


ATTACHMENT B





Total Area: 4,500 sq. ft.



## ATTACHMENT D

### Chapter 18.20 - R LOW DENSITY RESIDENCE DISTRICT

#### Sections:

#### 18.20.010 - Permitted uses.

The following uses are permitted in the R low-density district:

- A. One-family, two-family and three-family dwellings;
- B. Boardinghouses;
- C. Truck gardening, the raising of bush and tree crops, flower gardening, and the use of greenhouses;
- D. Home occupations;
- E. Accessory buildings and uses not used or operated for gain and not including guest houses or accessory living quarters;
- F. Required off-street parking.

(Prior code § 15.204.1(A)).

#### 18.20.020 - Building height limit.

The maximum building height in the R low density district shall be two and one-half stories but shall not exceed thirty-five feet.

(Prior code § 15.204.1(B)).

#### 18.20.030 - Lot area.

- A. The minimum lot area in the R low-density district shall be four thousand square feet and the minimum lot width shall be forty feet.
- B. The minimum lot area in the R low density district for dwellings shall be:
  - 1. For a one—family dwelling, four thousand square feet per dwelling unit.
  - 2. For a two-family and three-family dwelling, two thousand square feet per dwelling unit.

(Prior code § 15.204.1(C)).

#### 18.20.040 - Front yard.

There shall be a front yard in the R low density district of not less than ten feet from curb line.

(Prior code § 15.204.1(D)).

#### 18.20.050 - Rear yard.

There shall be a rear yard in the R low density district of not less than twenty-five percent of the depth of the lot, but such yard need not exceed fifteen feet.



## ATTACHMENT D

(Prior code § 15.204.1(F)).

### 18.20.060 - Side yard.

- A. There shall be a side yard in the R low density district of not less than five feet. The minimum side yard on the street side of a corner lot shall be ten feet.
- B. The following additional requirements shall apply to two-family and three-family dwellings in the R low density district:

In case the building is so located on the lot that the rear thereof abuts one side yard and front abuts the other, the side yard along the rear of the building shall have a minimum width of twelve feet and the side yard along the front of the building shall have a minimum width of eighteen feet.

(Prior code § 15.201.1(L)).

Terms Highlighted in Yellow will be negotiated after award and other sections may be considered in the negotiation process.

**CITY OF CORDOVA  
Cordova, Alaska**

**LEASE WITH OPTION TO PURCHASE**

This LEASE WITH OPTION TO PURCHASE ("Lease") is made by and between the CITY OF CORDOVA, a municipal corporation organized and existing under the laws of the State of Alaska (the "City"), and XXXXXXXX., an Alaska corporation ("Lessee").

**RECITALS**

WHEREAS, the City owns that certain unimproved parcel of land in Cordova, Alaska generally described as XXXXXX, located within Cordova Recording District, Cordova Alaska, (referred to hereinafter as the "Premises");

WHEREAS, Lessee desires to lease the Property from the City (the "Premises") from the City and the City desires to lease the Premises to Lessee, on the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the Premises and the parties' mutual covenants, it is agreed as follows:

**1. LEASE OF PREMISES**

Subject to the terms and conditions set forth herein, the City leases to Lessee, and Lessee leases from the City, the Premises, as described above and illustrated in Exhibit A, attached and incorporated into this Lease.

**2. LEASE TERM**

The Lease Term will be (XX) years, commencing on \_\_\_\_\_, 20XX, (the "Commencement Date") and terminating at 11:59 p.m. on \_\_\_\_\_, 20XX, unless earlier terminated in accordance with the terms of this Lease. The Lease does not provide a lease renewal option.

**3. RENT**

A. **Base Rent.** The annual rent for the first ten years of the Lease Term will be XXXX Hundred Dollars and nine cents (\$XXXX) or XXX Dollars (\$XXX) in twelve monthly installments ("Base Rent"). Base Rent is due on the first day of each calendar month during the Lease Term. Base Rent must be paid in lawful money of the United States without abatement, deduction or set-off for any reason whatsoever, at the address set forth in Section 22.E of this Lease, or at any other place the City directs in

## ATTACHMENT E

writing. Base Rent shall be paid promptly when due without notice or demand therefore. The parties intend the Base Rent to be absolutely net to the City. All costs, expenses, and obligations of every kind and nature whatsoever in connection with or relating to the Premises shall be the obligation of, and shall be paid by, Lessee.

B. Additional Charges. In addition to the Base Rent, Lessee acknowledges and agrees that Lessee is obligated to pay and will pay, before delinquency and without reimbursement, all costs, expenses, and obligations of every kind and nature whatsoever in connection with or relating to the Premises or the activities conducted on the Premises, including, without limitation, those costs, expenses, and obligations identified in Section 8 and all other sums, costs, expenses, taxes, and other payments that Lessee assumes or agrees to pay under the provisions of this Lease (collectively the "Additional Charges").

Without limiting in any way Lessee's payment obligations, the City will have the right, but not the obligation, at all times during the Lease Term, to pay any charges levied or imposed upon the Premises that remain unpaid after they have become due and payable, and that remain unpaid after reasonable written notice to Lessee. The amount paid by the City, plus the City's expenses, shall be Additional Charges due from Lessee to the City, with interest thereon at the rate of ten percent (10%) per annum from the date of payment thereof by the City until repayment thereof by Lessee.

C. Late Fee. Rent not paid within ten (10) days of the due date shall be assessed a late charge of ten percent (10%) of the delinquent amount; the charge shall be considered liquidated damages and shall be due and payable as Additional Charges. In the event the late charge assessment above exceeds the maximum amount allowable by law, the amount assessed will be adjusted to the maximum amount allowable by law.

D. Adjustment of Base Rent. Beginning on the tenth anniversary of the Commencement Date, Base Rent shall be adjusted annually by the Consumer Price Index (CPI-U) for the Anchorage, Alaska metropolitan area, as computed and published by the United States Bureau of Labor Statistics. Annual Base Rent adjustments will be equal to the percentage change between the then-current CPI-U and the CPI-U published for the same month during the previous year, except the first Base Rent adjustment, which will occur on the tenth anniversary of the Commencement Date, will be equal to the percentage increase in the CPI-U from 2015 to the then-current year. No adjustments to Base Rent shall cause a reduction in the Base Rent. The City is not required to give advance written notice of the increase for the adjustment to be effective.

#### 4. USES AND CONDITION OF PREMISES

A. Authorized Uses. Subject to the terms and conditions of this Lease, Lessee's use of the Premises is limited to constructing and maintaining the project detailed in the site development plan, and using the constructed buildings and structures as well as the undeveloped land XXXXXXXXXX. The Lessee shall give prior written notice to the City of any proposed changes to the site plan that are in furtherance of its authorized uses, and such changes are subject to City review and approval not to be unreasonably withheld or delayed. Lessee shall not leave the Premises unoccupied or vacant without the City's prior written consent. Inspections. The City and its authorized

## ATTACHMENT E

representatives and agents shall have the right, but not the obligation, to enter the Premises at any reasonable time to inspect the use and condition of the Premises; to serve, post, or keep posted any notices required or allowed under the provisions of this Lease, including notices of non-responsibility for liens; and to do any act or work necessary for the safety or preservation of the Premises. Except in the event of an emergency, the City will give 48-hours' advance written notice of its intent to inspect the Premises. The City shall not be liable in any manner for any inconvenience, disturbance, loss of business, nuisance, or other damage arising out of the City's entry onto the Premises, except for damage resulting directly from the acts of the City or its authorized representatives or agents

B. Compliance with Laws. Lessee shall maintain and repair the Premises in compliance with all applicable laws, regulations, ordinances, rules, orders, permits, licenses, and other authorizations. Lessee shall not use or permit the use of the Premises for any purpose prohibited by law or which would cause a cancellation of any insurance policy covering the Premises. Lessee shall not cause or permit any Hazardous Material (as defined in Section 10.B of this Lease) to be brought upon, kept, or used in, on, or about the Premises except for such Hazardous Material as is necessary to conduct Lessee's authorized uses of the Premises. Any such Hazardous Material brought upon, kept, or used in, on, or about the Premises shall be used, kept, stored, and disposed of in a manner that complies with all environmental laws and regulations applicable to Hazardous Material. Lessee shall not cause or allow the release or discharge of any other materials or substances that are known to pose a hazard to the environment or human health.

C. Lessee's Acceptance of Premises. Lessee has inspected the Premises to its complete satisfaction and is familiar with its condition, and the City makes no representations or warranties with respect thereto, including, but not limited to, the condition of the Premises or its suitability or fitness for any use Lessee may make of the Premises. Lessee accepts the Premises AS IS, WHERE IS, WITH ALL FAULTS. No action or inaction by the Council, the City Manager, or any other officer, agent, or employee of the City relating to or in furtherance of the Lease or the Premises shall be deemed to constitute an express or implied representation or warranty that the Premises, or any part thereof, are suitable or usable for any specific purpose whatsoever. Any such action or inaction shall be deemed to be and constitute performance of a discretionary policy and planning function only, and shall be immune and give no right of action as provided in Alaska Statute 9.65.070, or any amendment thereto..

### 5. DEVELOPMENT PLAN AND SUBSTANTIAL COMPLETION

A. Development Plan. The attached site development plan has been approved by the Cordova City Council, and is attached to this Lease as Exhibit B. Any proposed material change to the attached site development plan by Lessee will be treated as an amendment to the Lease, requiring the written consent of both parties in accordance with Section 22.B. The Lease does not confer any approval from the Cordova Planning Commission regarding the site development plan or substitute for any approval process

## ATTACHMENT E

required in Cordova Municipal Code. Rather it is Lessee's responsibility to ensure the site development plan complies with all city code requirements and procedures.

B. **Substantial Completion.** Lessee must substantially complete construction of the project set forth in the site development plan attached as Exhibit B by \_\_\_\_\_, 20XX, which is ten (10) years after the Lease's Commencement Date. As used in this Lease, the term "substantially complete" shall mean the stage of construction when the building(s), whose footprint is outlined in the site development plan, including its structure, façade, windows, roof, heating, and lighting, are sufficiently complete so that Lessee can occupy and use the building and install or cause the installation of all equipment required for the contemplated use thereof, and Lessee has provided to the City certificates of inspection from certified inspectors providing that the above obligations have been met. If Lessee fails to substantially complete the construction of the project set forth in the site development plan by \_\_\_\_\_, 20XX, Lessee will be in default of this Lease and the City may terminate the Lease and take any other action detailed in Section 13.

### 6. REPRESENTATIONS AND WARRANTIES

Lessee represents and warrants to the City that Lessee is not delinquent in the payment of any obligation to the City, and that Lessee has not previously breached or defaulted in the performance of a material contractual or legal obligation to the City, which breach or default has not been remedied or cured.

### 7. ASSIGNMENTS AND SUBLETTING; SUBORDINATION

Lessee shall not assign or otherwise transfer this Lease or any interest herein or sublet the Premises or any portion thereof, or permit the occupancy of any part of the Premises by any other person or entity, without the prior written consent of the City, which consent may be withheld in the City's absolute discretion..

### 8. OPERATIONS, MAINTENANCE, UTILITIES, TAXES, & ASSESSMENTS

Lessee shall, at Lessee's sole cost and expense, be solely responsible for: (i) maintaining and repairing the Premises and shall not commit or allow any waste upon the Premises; (ii) obtaining any and all permits and approvals necessary for Lessee's use of the Premises; (iii) all utilities and services needed for Lessee's use of the Premises; (iv) all taxes and assessments levied against the Premises, and Lessee agrees to pay all such taxes and assessments when due, including, but not limited to, all utility bills and special assessments levied and unpaid as of the Commencement Date or hereafter levied for public improvements; (v) all licenses, excise fees, and occupation taxes with respect to the business and activities conducted on the Premises; (vi) all real property taxes, personal property taxes, and sales taxes related to the Premises or Lessee's use or occupancy thereof; and (vii) any taxes on the leasehold interest created under this Lease.

### 9. LIENS

Lessee will suffer no lien or other encumbrance to attach to the Premises, including, without limitation, mechanic's or materialman's liens, sales tax liens under



## ATTACHMENT E

Cordova Municipal Code 5.40.125, or property tax liens under Cordova Municipal Code 5.36.260. If the City posts any notice of non-responsibility on the Premises, Lessee will ensure that the notice is maintained in a conspicuous place.

### 10. INDEMNIFICATION

A. General Indemnification. Lessee shall defend, indemnify, and hold the City and its authorized representatives, agents, officers, and employees harmless from and against any and all actions, suits, claims, demands, penalties, fines, judgments, liabilities, settlements, damages, or other costs or expenses (including, without limitation, attorneys' fees, court costs, litigation expenses, and consultant and expert fees) resulting from, arising out of, or related to Lessee's occupation or use of the Premises or the occupation or use of the Premises by Lessee's employees, agents, servants, customers, contractors, subcontractors, sub-lessees, or invitees, including, but not limited, to all claims and demands arising out of any labor performed, materials furnished, or obligations incurred in connection with any improvements, repairs, or alterations constructed or made on the Premises and the cost of defending against such claims, including reasonable attorneys' fees. In the event that such a lien is recorded against the Premises, Lessee shall, at Lessee's sole expense within ninety (90) days after being served with written notice thereof, protect the City against said lien by filing a lien release bond or causing the release of such lien.

B. Environmental Indemnification. The City makes no representation or warranty regarding the presence or absence of any Hazardous Material (as hereafter defined) on the Premises. Lessee releases the City and its authorized representatives, agents, officers, and employees from any and all actions, suits, claims, demands, penalties, fines, judgments, liabilities, settlements, damages, or other costs or expenses (including, without limitation, attorneys' fees, court costs, litigation expenses, and consultant and expert fees) arising during or after the Lease Term, that result from the use, keeping, storage, or disposal of Hazardous Material in, on, or about the Premises by Lessee, or that arise out of or result from Lessee's occupancy or use of the Premises or the use or occupancy of the Premises by Lessee's employees, agents, servants, customers, contractors, subcontractors, sub-lessees, invitees (other than the City), or authorized representatives. This release includes, without limitation, any and all costs incurred due to any investigation of the Premises or any cleanup, removal, or restoration mandated by a federal, state, or local agency or political subdivision, or by law or regulation. Lessee agrees that it shall be fully liable for all costs and expenses related to the use, storage, and disposal of Hazardous Material generated, kept, or brought on the Premises by Lessee, its employees, agents, servants, customers, contractors, subcontractors, sub-lessees, invitees, or authorized representatives.

Lessee shall defend, indemnify, and hold the City and its authorized representatives, agents, officers, and employees harmless from and against any claims, demands, penalties, fines, judgments, liabilities, settlements, damages, costs, or expenses (including, without limitation, attorneys' fees, court costs, litigation expenses, and consultant and expert fees) of whatever kind or nature, known or unknown, contingent or otherwise, arising in whole or in part from or in any way related to: (i) the

presence, disposal, release, or threatened release of any such Hazardous Material on or from the Premises, soil, water, ground water, vegetation, buildings, personal property, persons, animals, or otherwise; (ii) any personal injury or property damage arising out of or related to such Hazardous Material; (iii) any lawsuit brought or threatened, settlement reached, or government order relating to such Hazardous Material; and (iv) any violation of any laws applicable to such Hazardous Material; provided, however, that the acts giving rise to the claims, demands, penalties, fines, judgments, liabilities, settlements, damages, costs, or expenses arise in whole or in part from the use of, operations on, or activities on the Premises by Lessee or its employees, agents, servants, customers, contractors, subcontractors, sub-lessees, invitees (other than the City), or authorized representatives.

As used in this Lease, "Hazardous Material" means any substance which is toxic, ignitable, reactive, or corrosive or which is regulated by any federal, state, or local law or regulation, as now in force or as may be amended from time to time, relating to the protection of human health or the environment, as well as any judgments, orders, injunctions, awards, decrees, covenants, conditions, or other restrictions or standards relating to the same. "Hazardous Material" includes any and all material or substances that are defined as "hazardous waste," "extremely hazardous waste," or a "hazardous substance" under any law or regulation.

## **11. INSURANCE**

Lessee shall procure and maintain, at Lessee's sole cost and expense, the following policies of insurance with a reputable insurance company or companies satisfactory to the City:

A. Commercial General Liability. Commercial general liability insurance in respect of the Premises and the conduct of Lessee's business and operations, naming the City as an additional insured, with minimum limits of liability of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate;

B. Property Insurance. Property insurance, insuring against loss or damage by fire and such other risks as are customarily included in the broad form of extended coverage, in an amount of coverage not less than the replacement value of the improvements on the Premises, if any, and on such commercially reasonable terms and consistent with the customary commercial coverages in the city of Cordova;

C. Personal Property Insurance. Personal property insurance covering Lessee's trade fixtures, furnishings, equipment, and other items of personal property, as soon as such items are located on the Premises; and

D. Workers' Compensation Insurance. Workers' compensation insurance and other insurance as required by law.

All insurance required under this Lease shall contain an endorsement requiring thirty (30) days' advance written notice to the City before cancellation or change in the coverage, scope, or amount of any policy. Before commencement of the Lease Term,

Lessee shall provide the City with proof of the insurance required by this Section 11, except where noted above.

## **12. OWNERSHIP AND REMOVAL OF THE FACILITIES**

Unless Lessee exercises its Option (defined in Section 21) (in which case all improvements made by Lessee shall continue to be owned by Lessee), the facilities on the Premises are and shall remain the property of Lessee until the expiration or earlier termination of this Lease. Upon expiration or earlier termination of this Lease, at the option of the City, title to and ownership of the facilities shall automatically pass to, vest in, and belong to the City without further action on the part of either party other than the City's exercise of its option, and without cost or charge to the City. Lessee shall execute and deliver such instruments to the City as the City may reasonably request to reflect the termination of Lessee's interest in this Lease and the facilities and the City's title to and ownership thereof.

But upon expiration or earlier termination of this Lease, Lessee shall remove from the Premises, at Lessee's sole expense, all of the facilities or the portion thereof that the City designates must be removed. In such event, Lessee shall repair any damage to the Premises caused by the removal and return the Premises as near as possible to its original condition as existed on the Commencement Date. All facilities which are not promptly removed by Lessee pursuant to the City's request and in any event within thirty (30) days of the date of expiration or termination of this Lease may be removed, sold, destroyed or otherwise disposed of in any manner deemed appropriate by the City, all at Lessee's sole expense, and Lessee hereby agrees to pay the City for such expenses.

Notwithstanding any provision to the contrary in this Lease, all petroleum, fuel, or chemical storage tanks installed in or on the Premises during the Lease Term will remain Lessee's property and upon expiration or earlier termination of this Lease, Lessee must remove these items and all contaminated soil and other material from the Premises, at Lessee's sole expense.

## **13. DEFAULT AND REMEDIES**

A. Default. The occurrence of any of the following shall constitute a default and a breach of this Lease by the Lessee:

i. The failure to make payment when due of any Base Rent, Additional Charges, or of any other sum herein specified to be paid by the Lessee if such failure is not cured within ten (10) days after written notice has been given to Lessee;

ii. The failure to pay any taxes or assessments due from the Lessee to the City and in any way related to this Lease, the Premises, any improvements, or the Lessee's activities or business conducted thereon, including, but not limited to, any real property, personal property, or sales tax if such failure is not cured within thirty (30) days after written notice has been given to Lessee;

## ATTACHMENT E

iii. Lessee's failure to substantially complete the site development plan, as required by Section 5;

iv. An assignment for the benefit of Lessee's creditors or the filing of a voluntary or involuntary petition by or against Lessee under any law for the purpose of adjudicating Lessee a bankrupt; or for extending the time for payment, adjustment, or satisfaction of Lessee's liabilities; or for reorganization, dissolution, or arrangement on account of or to prevent bankruptcy or insolvency, unless the assignment or proceeding, and all consequent orders, adjudications, custodies, and supervision are dismissed, vacated, or otherwise permanently stated or terminated within thirty (30) days after the assignment, filing, or other initial event;

v. The appointment of a receiver or a debtor-in-possession to take possession of the Premises (or any portion thereof); Lessee's interest in the leasehold estate (or any portion thereof); or Lessee's operations on the Premises (or any portion thereof), by reason of Lessee's insolvency;

vi. The abandonment or vacation of the Premises continues for a period of three (3) months of any consecutive four (4) month period during the Lease Term; notwithstanding the foregoing, leaving the Premises vacant pending development of improvements shall not be deemed abandonment;

vii. Execution, levy, or attachment on Lessee's interest in this Lease or the Premises, or any portion thereof;

viii. The breach or violation of any statutes, laws, regulations, rules, or ordinances of any kind applicable to Lessee's use or occupancy of the Premises if such breach or violation continues for a period of thirty (30) days or longer; or

ix. The failure to observe or perform any covenant, promise, agreement, obligation, or condition set forth in this Lease, other than the payment of rent, if such failure is not cured within thirty (30) days after written notice has been given to Lessee, or if the default is of a nature that it cannot be cured within thirty (30) days, then a cure is commenced within thirty (30) days and diligently prosecuted until completion, weather and *force majeure* permitting. Notices given under this subsection shall specify the alleged breach and the applicable Lease provision and demand that the Lessee perform according to the terms of the Lease. No such notice shall be deemed a forfeiture or termination of this Lease unless the City expressly elects so in the notice.

B. **Remedies.** If the Lessee breaches any provision of this Lease, in addition to all other rights and remedies the City has at law or in equity, the City may do one or more of the following:

i. Distrain for rent due any of Lessee's personal property which comes into the City's possession. This remedy shall include the right of the City to dispose of Lessee's personal property in a commercially reasonable manner. Lessee agrees that compliance with the procedures set forth in the Alaska Uniform Commercial Code with respect to the sale of property shall be a commercially reasonable disposal;

## ATTACHMENT E

ii. Re-enter the Premises, take possession thereof, and remove all property from the Premises. The property may be removed and stored at Lessee's expense, all without service of notice or resort to legal process, which Lessee waives, and without the City becoming liable for any damage that may result unless the loss or damage is caused by the City's negligence in the removal or storage of the property. No re-entry by the City shall be deemed an acceptance of surrender of this Lease. No provision of this Lease shall be construed as an assumption by the City of a duty to re-enter and re-let the Premises upon Lessee's default. If Lessee does not immediately surrender possession of the Premises after termination by the City and upon demand by the City, the City may forthwith enter into and upon and repossess the Premises with process of law and without a breach of the peace and expel Lessee without being deemed guilty in any manner of trespass and without prejudice to any remedies which might otherwise be used for arrears of rent or breach of covenant;

iii. Declare this Lease terminated;

iv. Recover, whether this Lease is terminated or not, reasonable attorneys' fees and all other expenses incurred by the City by reason of the default or breach by Lessee, less any rents received in mitigation of Tenant's default (but City is not under any duty to relet Premises);

v. Recover an amount to be due immediately upon breach equal to the sum of all Base Rent, Additional Charges, and other payments for which Lessee is obligated under the Lease;

vi. Recover the costs of performing any duty of Lessee in this Lease; or

vii. Collect any and all rents due or to become due from subtenants or other occupants of the Premises

### **14. SUBSIDENCE**

The City shall not be responsible for any washout, subsidence, avulsion, settling, or reliction to the Premises or for any injury caused thereby to Lessee's, any sub-lessee's, or any other person's property. The City is not obligated to replace, refill, or improve any part of the Premises during Lessee's occupancy in the event of a washout, subsidence, avulsion, settling, or reliction.

### **15. VACATION BY LESSEE**

Upon the expiration or sooner termination of this Lease, Lessee shall peaceably vacate the Premises and the Premises shall be returned to the City by Lessee together with any alterations, additions, or improvements, unless the City requests that they be removed from the Premises. Upon such vacation, Lessee shall remove from the Premises any items of personal property brought on to the Premises. Any such property not removed from the Premises within thirty (30) days of the expiration or termination of this Lease shall become the property of the City at no cost or charge to the City, and may be removed, sold, destroyed, or otherwise disposed of in any manner deemed



appropriate by the City, all at Lessee's sole expense, and Lessee hereby agrees to pay the City for these expenses.

#### **16. RESERVATION OF RIGHTS**

The City reserves the right to designate and grant rights-of-way and utility easements across the Premises without compensating Lessee or any other party, including the right of ingress and egress to and from the Premises for the construction, operation, and maintenance of utilities and access, provided that Lessee shall be compensated for the taking or destruction of any improvements on the Premises, and provided further that the City's designation will not unreasonably interfere with Lessee's improvements or use of the Premises. Lessee shall be responsible for requesting a rental adjustment to reflect any reduction in the value of the Premises.

#### **17. SIGNS**

No signs or other advertising symbols, canopies, or awnings shall be attached to or painted on or within the Premises without approval of the City Manager first being obtained; provided, however, that this prohibition shall not apply to standard, directional, informational and identification signs of two square feet or less in size. At the termination of this Lease, or sooner, all such signs, advertising matter, symbols, canopies, or awnings, attached or painted by Lessee shall be removed from the Premises by Lessee at its own expense, and Lessee shall repair any damage or injury to the Premises, and correct any unsightly conditions caused by the maintenance or removal of said signs.

#### **18. HOLDING OVER**

If Lessee, with the City's written consent, remains in possession of the Premises after the expiration or termination of the Lease for any cause, or after the date in any notice given by the City to Lessee terminating this Lease, such holding over shall be deemed a tenancy from month to month at the same Base Rent applicable immediately prior to such expiration or termination, subject to adjustment in accordance with Cordova Municipal Code 5.22.090.C, or such successor provision of the code then in effect, and shall be terminable on thirty (30) days' written notice given at any time by either party. All other provisions of this Lease, except those pertaining to term, rent, and purchase option, shall apply to the month-to-month tenancy. If Lessee holds over without the City's express written consent, Lessee is deemed to be a tenant at sufferance and may be removed through a forcible entry and detainer proceeding without service on Lessee of a notice to quit.

#### **19. EMINENT DOMAIN**

If the whole or any part of the Premises shall be taken for any public or quasi-public use, under any statute or by right of eminent domain or private purchase in lieu thereof by a public body vested with the power of eminent domain, then the following provisions shall be operative:

## ATTACHMENT E

A. Total Taking. If the Premises are totally taken by condemnation, this Lease shall terminate;

B. Partial Taking. If the Premises are partially taken by condemnation, then this Lease shall continue and the rent as specified in Section 3 above shall be abated in a proportion equal to the ratio that the portion of the Premises taken bears to the total Premises leased hereunder; and

C. Award. Upon condemnation, the parties shall share in the award to the extent that their interests, respectively, are depreciated, damaged, or destroyed by the condemnation.

### 20. COSTS

Lessee shall be liable to and shall pay the City for the fees and costs incurred by the City in connection with the negotiation, drafting, preparation, operation, and enforcement of this Lease, including, without limitation, attorneys' fees and costs incurred by the City. All outstanding fees and costs shall be paid in full no later than the time of the City's execution of this Lease.

### 21. BUYER'S OPTION TO PURCHASE

A. Option. The City hereby grants to Lessee an option (the "Option") to purchase the Premises upon the terms and conditions stated in this Lease.

B. Option Period. The Option will commence upon the Commencement Date of this Lease and terminate the date the Lease terminates (the "Option Period"). If Lessee fails to exercise the Option during the Option Period, neither party shall have any further rights or claims against the other party by reason of the Option.

C. Exercise of Option. To exercise the Option, Lessee must provide written notice ("Notice of Exercise of Option") to the City, delivered or mailed by certified or registered mail, return receipt requested, to the City's address set forth in Section 22.E, at least sixty (60) days prior to the date Lessee intends to exercise the Option.

D. Conditions to Exercise Option. Lessee can only exercise the Option if all of the following conditions are satisfied: (i) no default exists or is continuing under this Lease and (ii) a the building as described in the site development plan attached as Exhibit B is substantially completed as defined in section 5 B

E. Purchase Price. Lessee shall have the right to purchase the Premises for \$XXXXX ("Purchase Price") until the tenth anniversary of the Commencement Date. If Lessee exercises its Option to purchase the Premises after the tenth anniversary of the Commencement Date, the Purchase Price will be adjusted to the current fair market value, as reasonably determined by the City, excluding all improvements completed by Lessee under this Lease. In the event that Lessee exercises the Option on or before \_\_\_\_\_, 7 years 20XX, payment due at Closing to the City ("Closing Payment") will equal the Purchase Price reduced by all Base Rent payments paid by Lessee to the

## ATTACHMENT E

City under this Lease. In the event that Lessee exercises the Option after \_\_\_\_\_, 7 years 20XX, the Closing Payment will equal the Purchase Price, and the Closing Payment will not be reduced by any Base Rent payments paid by Lessee to the City under this Lease.

F. Closing Date. The Closing must occur on a date (the "Closing Date") mutually agreed upon by the parties, but must be within sixty (60) days after the exercise of the Option.

G. Closing. At Closing, the City shall deliver a quitclaim deed, subject to matters of record, including those matters that have arisen out of Lessee's use and occupancy of the Premises, in recordable form, transferring marketable title (subject to Lessee's reasonable approval) and Lessee shall execute and deliver to the City the Closing Payment in full, in immediately available funds. This Lease will terminate upon the Closing of Lessee's purchase of the Premises. All costs and fees (including attorneys' fees) associated with the negotiation, drafting, preparation, and enforcement of a purchase and sale agreement and related documents, the closing of the transaction, and the termination of the leasehold interest in the Premises, including, but not limited to, environmental assessments, appraisal fees, escrow fees, recording fees, and title insurance, will be paid by Lessee.

H. Cooperation for Consummating the Option. If Lessee exercises the Option, the City and Lessee each covenant and agree to sign, execute, and deliver, or cause to be signed, executed, and delivered, and to do or make, or cause to be done or made, upon the written request of the other party, any and all agreements, instruments, papers, deeds, acts, or things, supplemental, confirmatory, or otherwise, as may be reasonably required by either party hereto for the purpose of or in connection with consummating the Option.

I. City's Right of First Refusal. In the event Lessee exercises its Option and subsequently determines to sell or otherwise dispose of the Premises, the City shall have a continuous and exclusive right of first refusal to purchase the Premises. The parties must either include notice of the City's right of first refusal in the deed transferring the Premises to the Lessee, or execute a separate document acceptable to the City and in a recordable form ensuring the City's right of first refusal hereunder. The document must be recorded contemporaneously with the recording of the deed. The City's right of first refusal to purchase the Premises contains the following terms and conditions:

i. Lessee may accept an offer for the sale or other disposition of the Premises only if it is made subject to the City's right of first refusal herein. Upon acceptance of an offer for the sale, disposition, conveyance, or transfer from a third party (the "Purchase Offer"), Lessee will present a copy of the Purchase Offer and acceptance to the City by written notice at the address set forth in Section 22.E. The City will then have sixty (60) days to either agree to purchase the Premises on the same terms and conditions set forth in the Purchase Offer, or decline to exercise its right of first refusal. The City shall give written notice of its decision to exercise or decline to exercise its right

## ATTACHMENT E

of first refusal to Lessee at the address set forth in Section 22.E no later than sixty (60) days after being presented with a copy of the Purchase Offer.

ii. If the City declines to exercise its right of first refusal, Lessee may then sell or otherwise dispose of the Premises to the third party on the same terms and conditions set forth in the Purchase Offer. If the sale or other disposition is completed on the same terms and conditions set forth in the Purchase Offer, then any interest of the City in and to the Premises shall cease and be of no further force and effect and the City shall provide in recordable form a release of its right of first refusal at the closing of the sale to the third party. If the sale or other disposition is not completed on the terms and conditions in the Purchase Offer, then the City will continue to have its exclusive right of first refusal under the procedures outlined above in this Section, before Lessee may convey or transfer its interest in the Premises to a third party.

### **22. MISCELLANEOUS**

A. Time Is of the Essence. Time is of the essence for this Lease and of each provision hereof.

B. Entire Agreement. This Lease represents the entire agreement between the parties with respect to the subject matter hereof, and may not be amended except in writing executed by the City and Lessee.

C. Governing Law and Venue. This Lease shall be subject to the provisions of the Cordova Municipal Code now or hereafter in effect. This Lease shall be governed by and construed in accordance with Alaska law and any action arising under this Lease shall be brought in a court of competent jurisdiction in Cordova, Alaska.

D. Relationship of Parties. Nothing in this Lease shall be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or of any association between Lessee and the City. Neither the method of computation of rent, nor any other provisions contained in this Lease, nor any acts of the parties shall be deemed to create any relationship between the City and Lessee other than the relationship of lessee and lessor.

E. Notice. All notices hereunder may be hand-delivered or mailed. If mailed, they shall be sent by certified or registered mail to the following respective addresses:

TO CITY:

City of Cordova  
Attn: City Manager  
P.O. Box 1210  
Cordova, Alaska 99574

## ATTACHMENT E

TO LESSEE:

XXXXX  
P.O. Box XXXX  
Cordova, Alaska 99574

or to such other address as either party hereto may from time to time designate in advance in writing to the other party. Notices sent by mail shall be deemed to have been given when properly mailed. The postmark affixed by the U.S. Post Office shall be conclusive evidence of the date of mailing. If hand-delivered, notice shall be deemed to have been made at the time of delivery.

F. Captions. Captions herein are for convenience and reference and shall not be used in construing the provisions of this Lease.

G. No Waiver of Breach. No failure by the City to insist upon the strict performance of any term, covenant, or condition of this Lease, or to exercise any right or remedy upon a breach thereof, shall constitute a waiver of any such breach or of such term, covenant, or condition. No waiver of any breach shall effect or alter this Lease, but each and every term, covenant, and condition of this Lease shall continue in full force and effect with respect to any other existing or subsequent breach.

H. Survival. No expiration or termination of this Lease shall expire or terminate any liability or obligation to perform which arose prior to the termination or expiration.

I. Partial Invalidity. If any provision of this Lease is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

J. Successors and Assigns. The terms, covenants, and conditions in this Lease shall inure to the benefit of and shall be binding upon the successors and permitted assigns of the City and Lessee.

K. Estoppel Certificates. Either party shall at any time and from time to time, upon not less than ten (10) days' prior written request by the other party, execute, acknowledge, and deliver to such party a statement certifying that this Lease has not been amended and is in full force and effect (or, if there has been an amendment, that the same is in full force and effect as amended and stating the amendments); there are no defaults existing (or, if there is any claimed default, stating the nature and extent thereof); and stating the dates up to which the Base Rent and Additional Charges have been paid in advance.

L. Recordation of Lease. The parties agree that this Lease shall not be recorded, but upon the request of either party, the other party will join the requesting party in executing a memorandum of lease in a form suitable for recording, and each party agrees that such memorandum shall be prepared and recorded at the requesting party's expense.



ATTACHMENT E

M. Authority. Lessee represents that it has all necessary power and is duly authorized to enter into this Lease and carry out the obligations of Lessee. Lessee further represents that Lessee has the necessary power to authorize and direct the officer of Lessee whose name and signature appear at the end of this Lease to execute the Lease on Lessee's behalf.

N. Exhibits. Exhibits A and B to this Lease are specifically incorporated into the Lease.

O. No Third-Party Beneficiaries. Nothing in this Lease shall be interpreted or construed to create any rights or benefits to any parties not signatories, successors, or permitted assigns of signatories to this Lease.

P. Interpretation. The language in all parts of this Lease shall in all cases be simply construed according to its fair meaning and not for or against the City or Lessee as both City and Lessee have had the assistance of attorneys in drafting and reviewing this Lease.

Q. Counterparts. This Lease may be executed in counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which taken together shall constitute one and the same instrument.

R. Attorneys' Fees. In the event that any suit or action is brought to enforce this Lease or any term or provision hereof, the parties agree that the prevailing party shall recover all attorneys' fees, costs, and expenses incurred in connection with such suit or action to the maximum extent allowed by law.

IN WITNESS WHEREOF, the parties have caused this Lease to be executed as of the Commencement Date.

**CITY:** **CITY OF CORDOVA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**LESSEE:** **XXXX**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**ATTACHMENT E**

**Exhibit A  
Legal Description**

**Exhibit B  
Development Plan**

**SEALED PROPOSAL FORM**

**All proposals must be received by the Planning Department by Wednesday, March 1<sup>st</sup>, 2017 at 10 AM.**

Property: Lot 20, Block 23, Original Townsite.

Name of Proposer: Carl A. Jensen Jr & Jane Kohler Jensen

Name of Organization: \_\_\_\_\_

Address: P.O. Box 442  
Cordova, AK  
99574

Phone #: (907) 253-7373  
(907) 424-7373  
Email: canocpass@hotmail.com

Proposed Price \$ 180,000.00

**SUBMITTAL OF PROPOSAL**

**Please mail proposals to:** City of Cordova  
Attn: City Manager  
C/O Proposals  
P.O. Box 1210  
Cordova, Alaska 99574

**Or email proposals to [citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net) and [planning2@cityofcordova.net](mailto:planning2@cityofcordova.net). The email subject line shall be "Proposal for Lot 20, Block 23," and the proposal shall be attached to the email as a PDF file.**

**Or deliver your proposal to the front desk at City Hall.**

**Proposals received after Wednesday, March 1<sup>st</sup>, 2017 at 10 AM will not be considered.**

Leif Stavig  
Assistant Planner  
City of Cordova  
P.O. Box 1210  
Cordova, AK 99574

Carl A. Jensen Jr.  
Jane Kohler Jensen  
P.O. Box 442  
Cordova, AK 99574  
(907) 253-7373

February 10, 2017

Dear Sir:

We are submitting a bid of \$18, 001.00 on Lot 20, Block 23, Original Townsite, and are enclosing a check in the amount of \$1000, as deposit.

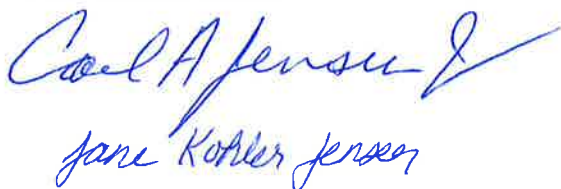
We can not determine the size of structure, that will fit on the lot, until we clear, and pull overburden off. If our bid is accepted, we plan on doing this as soon as possible.

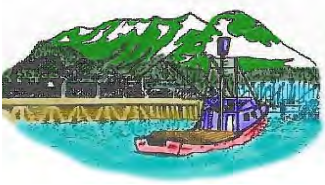
Our plan is to build a two car garage. It should increase the property value by \$50,000.

Our daughter, Samantha Jensen owns the adjacent property, and she is the beneficiary.

We are hoping this project will take less than 5 years to complete, depending on our finances.

Sincerely,  
Carl A. Jensen Jr.  
Jane Kohler Jensen

The block contains two handwritten signatures in blue ink. The first signature is 'Carl A. Jensen Jr.' and the second is 'Jane Kohler Jensen'. Both are written in a cursive, flowing style.



## City Council of the City of Cordova, Alaska

### Pending Agenda - April 5, 2017 Regular Council Meeting

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

- 1) Council right to protest liquor license renewal - to bring back before 60 day period is up  
April 19, 2017 Council meeting is last date to act on this
- 2) Council direction to staff in pursuing Crater Lake Water & Power project from City (water) side  
future Council agenda item
- 3) Discussion/action regarding water charges at the Harbor
- 4) Odiak Camper Park and/or other locations for long term rv/trailer rentals in Cordova

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

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

6/7/2017	9/20/2017	12/6/2017	3/7/2018
----------	-----------	-----------	----------
- 2) Ordinance 1146 put marijuana moratorium until January 1, 2017  
Staff quarterly reports will be in the following packets:  

4/19/2017	7/19/2017	10/18/2017	1/17/2018
-----------	-----------	------------	-----------
- 3) Now that 2017 election is certified - Training Session for City Council members to be coordinated with other  
boards in town - possible dates: April 17, 18, 25 approx 3 hours 5-8 pm

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

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

item:

suggested  
agenda date:

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

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





## City Council of the City of Cordova, Alaska

### Pending Agenda - April 5, 2017 Regular Council Meeting

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

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

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

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

# APRIL 2017

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 
2	3 12:00 Library Bd Mtg LN 7:00 Fisheries Dev Cmt CCAB	4 6:30 CCMCAB wksn HCR	5 12:00 Cdv Hist Society CRG 6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB	6 4:00 Nirvana Pk Cmt CCA	7	8
9	10	11 6:30 P&Z CCAB	12 7:00 Sch Bd HSL 7:00 Harbor Cms CCB	13 5:00 Hist Prsv CCB	14	15
16 	17 7:00 BOE Hearing CCAB	18	19 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	20	21	22 
23	24	25 6:30 P&R CCM 7:00 CCMCAB Reg Mtg HCR	26	27	28 CSD Inservice	29
30	1	Notes				




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

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

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

# MAY 2017

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

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


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

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

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

# JUNE 2017

CALENDAR MONTH	JUNE
CALENDAR YEAR	2017
1ST DAY OF WEEK	SUNDAY

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

## Notes

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

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

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

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

## Mayor and City Council - Elected

seat/length of term	email	Date Elected	Term Expires
<b>Mayor:</b>	<b>Clay Koplin</b>	March 1, 2016	March-19
3 years	<a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>		
Council members:			
Seat A:	<b>James Burton</b>	March 1, 2016	March-19
3 years	<a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 5, 2013	
Seat B:	<b>Kenneth Jones</b>	March 7, 2017	March-20
3 years	<a href="mailto:CouncilSeatB@cityofcordova.net">CouncilSeatB@cityofcordova.net</a>		
Seat C:	<b>Jeff Guard</b>	March 7, 2017	March-20
3 years	<a href="mailto:CouncilSeatC@cityofcordova.net">CouncilSeatC@cityofcordova.net</a>		
Seat D:	<b>Robert Beedle</b>	March 3, 2015	March-18
3 years	<a href="mailto:CouncilSeatD@cityofcordova.net">CouncilSeatD@cityofcordova.net</a>		
Seat E:	<b>Josh Hallquist</b>	March 3, 2015	March-18
3 years	<a href="mailto:CouncilSeatE@cityofcordova.net">CouncilSeatE@cityofcordova.net</a>		
Seat F:	<b>David Allison</b>	March 1, 2016	March-19
3 years	<a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>		
Seat G:	<b>James Wiese</b>	March 1, 2016	March-19
3 years	<a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>		

## Cordova School District School Board - Elected

length of term		Date Elected	Term Expires
3 years	<b>Barb Jewell, President</b>	March 1, 2016	March-19
	<a href="mailto:bjewell@cordovasd.org">bjewell@cordovasd.org</a>	March 5, 2013	
3 years	<b>Bret Bradford</b> <a href="mailto:bbradford@cordovasd.org">bbradford@cordovasd.org</a>	March 3, 2015	March-18
3 years	<b>Tammy Altermott</b>	March 1, 2016	March-19
	<a href="mailto:taltermott@cordovasd.org">taltermott@cordovasd.org</a>	March 5, 2013	
3 years	<b>Peter Hoepfner</b>	March 3, 2015	March-18
	<a href="mailto:phoepfner@cordovasd.org">phoepfner@cordovasd.org</a>	March 6, 2012	
		March 3, 2009	
		March 7, 2006	
3 years	<b>Sheryl Glasen</b>	March 7, 2017	March-20
	<a href="mailto:sglasen@cordovasd.org">sglasen@cordovasd.org</a>	March 4, 2014	
	<i>Vacant (appointed, non-voting)</i>		
	<i>City Council Rep</i>		

seat up for re-election in 2018

board/commission chair

seat up Nov 17



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

## CCMC Authority - Board of Directors - Elected

length of term		Date Elected	Term Expires
3 years	Kristin Carpenter	March 11, 2017	March-20
3 years	Sally Bennett	March 11, 2017	March-19
3 years	April Horton	March 11, 2017	March-19
3 years	Dorne Hawxhurst	March 11, 2017	March-18
3 years	John Harvill	March 11, 2017	March-18

## LIBRARY BOARD - APPOINTED

length of term		Date Appointed	Term Expires
3 years	Mary Anne Bishop, Chair	November-16 November-13 November-10 November-06	November-19
3 years	Wendy Ranney	November-15 April-13	November-18
3 years	Erica Clark	November-16	November-19
3 years	Krysta Williams	December-14 November-11	November-17
3 years	Kay Groff	December-14 December-11 January-09	November-17

## PLANNING AND ZONING COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	Nancy Bird	November-16	November-19
3 years	Allen Roemhildt	November-16 January-14	November-19
3 years	Scott Pegau, vice chair	December-14 December-11	November-17
3 years	John Baenen	November-15 December-12	November-18
3 years	Tom McGann, chair	December-14 December-11 April-11	November-17
3 years	Heath Kocan	November-15	November-18
3 years	Mark Frohnappfel	February-15	November-17

seat up Nov 17

seat up for re-election in 2018

board/commission chair

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

## HARBOR COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	<b>Robert Beedle, Chair</b>	January-14	November-17
3 years	<b>Andy Craig</b>	November-16	November-19
3 years	<b>Max Wiese</b>	January-14	November-17
		March-11	
3 years	<b>Ken Jones</b>	November-16	November-19
		February-13	
3 years	<b>Jacob Betts</b>	November-15	November-18

## PARKS AND RECREATION COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	<b>Wendy Ranney, Chair</b>	November-15	November-18
		August-14	
3 years	<b>Kara Johnson</b>	February-15	November-17
		December-12	
3 years	<b>Miriam Dunbar</b>	November-15	November-18
		August-14	
3 years	<b>Stephen Phillips</b>	November-15	November-18
3 years	<b>Marvin VanDenBroek</b>	November-16	November-19
		February-14	
3 years	<b>Karen Hallquist</b>	November-16	November-19
		November-13	
3 years	<b>Dave Zastrow</b>	February-15	November-17
		September-14	

## HISTORIC PRESERVATION COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	<b>Cathy Sherman</b>	August-16	November-19
3 years	<b>Heather Hall</b>	August-16	November-19
3 years	<b>Brooke Johnson</b>	August-16	November-19
3 years	<b>John Wachtel</b>	August-16	November-18
3 years	<b>Sylvia Lange</b>	August-16	November-18
3 years	<b>Tom McGann</b>	August-16	November-18
3 years	<b>Jim Casement, Chair</b>	August-16	November-17

seat up for re-election in 2018

board/commission chair

seat up Nov 17