

Mayor

Clay Koplin

Council Members

James Burton

Tim Joyce

Tom Bailer

Robert Beedle

Josh Hallquist

David Allison

James Wiese

Interim City Manager

Mike Hicks

City Clerk

Susan Bourgeois

Deputy Clerk

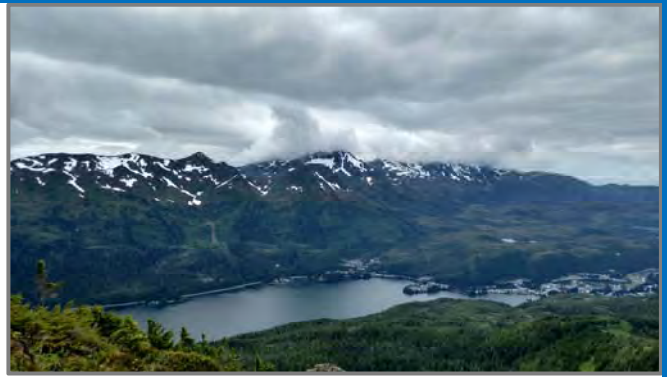
Tina Hammer

Student Council

John Appleton

August Jewell

Regular City Council Meeting
August 3, 2016 @ 7:00 pm
Cordova Center Community Rooms
Agenda



A. Call to order

B. Invocation and pledge of allegiance

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

C. Roll call

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

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

E. Disclosures of Conflicts of Interest

F. Communications by and Petitions from Visitors

1. Guest Speakers: a) **Carlos Martin**, bird control
b) **Kristin Carpenter**, storm water sampling results
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (**Harbor, HSB, Parks & Rec, P&Z, School Board**)
4. Student Council Representative Report – summer vacation

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

5. Resolution 08-16-29..... (page 1)
A resolution of the City Council of the City of Cordova, Alaska, authorizing the city manager to enter into an agreement with Appraisal Company of Alaska for tax year 2017 assessment services in the amount of eighteen thousand dollars (\$18,000)
6. Waive Council's right to protest liquor license application..... (page 10)
#5508 * Harborside Pizza * restaurant/eating place-public convenience
7. Mayor appointment and Council concurrence to fill vacant seats on..... (page 24)
Cordova Historical Preservation Commission
8. Council concurrence to disband the Cordova Center Committee..... (page 30)
9. Record excused absence of Council member **Burton** from the July 6, 2016 Regular meeting

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

10. Minutes of 06-22-16 Special Council Meeting..... (page 31)
11. Minutes of 07-06-16 Regular Council Meeting..... (page 34)
12. Minutes of 07-14-16 Special Council Meeting..... (page 39)

I. Consideration of Bids

13. Approval of amendment to post-LT2 project contract with GV Jones & Associates..... (voice vote)(page 41)
14. Approval of amendment to post-LT2 project contract with Dawson Construction..... (voice vote)(page 44)

J. Reports of Officers

- 15. Mayor's Report..... (page 47)
- 16. Manager's Report
 - a. **Rich Rogers**, briefing re: water side of the Crater Lake Water and Power project..... (page 49)
 - b. 2Q, 2016 Staff Quarterly Reports
 - i. Public Works Department, **Rich Rogers**, PE, Director of Public Works..... (page 55)
 - ii. City Investments, **Chad Adams**, UBS Financial..... (page 56)
 - iii. CVFD, **Paul Trumblee**, City Fire Marshal..... (page 57)
 - iv. Cordova Port & Harbor, **Tony Schinella**, Harbormaster..... (page 61)
 - v. Public Safety Department, **Jason Whetsell**, Acting Chief of Police..... (page 63)
 - vi. Finance Department, **Jon Stavig**, Finance Director..... (page 66)
 - vii. Parks and Recreation Department, **Susan Herschleb**, Director of Parks and Recreation..... (page 69)
 - viii. Information Services Department, **Cathy Sherman**, Information Services Director..... (page 71)
- 17. City Clerk's Report..... (page 79)

K. Correspondence

- 18. 07-11-16 Mayor letter to Juneau representatives regarding education funding..... (page 80)

L. Ordinances and Resolutions

M. Unfinished Business

- 19. Council action regarding applicant interviews for City Manager search..... (voice vote)(page 82)

N. New & Miscellaneous Business

- 20. Council action on disposal method for City owned Lot 1, USS 4606..... (voice vote)(page 83)
- 21. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 93)

O. Audience Participation

P. Council Comments

Q. Executive Session

- 22. City Attorney David Gross review of legal matters with City Council
- 23. City Clerk evaluation

R. Adjournment

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

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

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

A Memo from Susan Bourgeois, CMC, City Clerk

Date: July 27, 2016

To: Mayor and City Council. Public

Subject: Resolution 08-16-29

Appraisal Company of Alaska has asked us to renew a one year contract for City Assessing Services. The Assessor contract for 2016 was in the amount of \$20,000. See the attached letter from Mike Renfro requesting the amount of \$18,000 for 2017. Appraisal Company has been the City Assessor since 1988. Mike Renfro and his crew of Assessors are easy to work with and have extensive knowledge of Cordova's property files. They employ a Cordova resident which makes work here much less expensive and gives the Clerk's office a local contact who is attentive to our needs and often answers questions within a day or less. The Clerk's office would recommend continuing the City's relationship with Appraisal Company of Alaska.

During budget discussions in October/November 2016, the Clerk's office may bring a capital purchase request to Council of a computer program that has been created in Alaska for use in assessing (MARS). The program is currently being used in a few Southeast communities and Appraisal Company employees have been introduced to it recently and will be bringing me more information in the coming months about the cost and implementation plan. Renfro's letter explains that if the City does purchase the computer program in 2017, the assessor will enter all of the City's data into the new system in 2017 (a time-intensive prospect).

For reference and comparison to other municipalities throughout the state that contract assessment work, I have included table 13 from the 2015 Alaska Taxable report put out by the State of Alaska Office of the State Assessor each year.

Recommended motion: Move to approve Resolution 08-16-29

Required vote: Majority voice vote or majority roll call vote on the consent calendar

**CITY OF CORDOVA, ALASKA
RESOLUTION 08-16-29**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH
APPRAISAL COMPANY OF ALASKA FOR TAX YEAR 2017 ASSESSMENT SERVICES
IN THE AMOUNT OF EIGHTEEN THOUSAND DOLLARS (\$18,000)**

WHEREAS, the City of Cordova is required by the Cordova Municipal Code to perform annual property assessment; and

WHEREAS, the City Clerk has identified Appraisal Company of Alaska as the company most compatible with the needs of the City.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby authorizes the City Manager to enter into an agreement, attached as Exhibit "A", with Appraisal Company of Alaska for tax year 2017 assessment services in the amount of Eighteen Thousand dollars (\$18,000).

PASSED AND APPROVED THIS 3rd DAY OF AUGUST, 2016

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

Appraisal Company of Alaska LLC

3940 ARCTIC BOULEVARD, SUITE 103
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com
EIN#26-2071908

July 28, 2016

Susan Bourgeois, City Clerk
City of Cordova
P.O. Box 1210
Cordova, AK 99574

RE: 2017 Assessments

Dear Ms. Bourgeois:

Attached is the proposal contract for assessment services for 2017.

2017 will be a maintenance year as our sales ratio is in the 90% range.

If the City decides to purchase the Municipal Assessment Record System (MARS) which will be discussed separately from our assessment contract all value for the 2017 tax year will be included in that program.

If you have any additional questions please email or call.



Michael C. Renfro
Contract Assessor
Appraisal Company of Alaska, LLC

PROPOSAL FOR
CONTACT ASSESSOR
CITY OF CORDOVA
TAX YEAR 2017

CITY OF CORDOVA, ALASKA

TAX YEAR 2017

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is between the CITY OF CORDOVA, ALASKA, and APPRAISAL COMPANY OF ALASKA ("Contractor"), effective on the 1st day of August 2016.

THIS AGREEMENT is for professional tax assessment services for the City of Cordova. Contractor's primary contact person under this agreement is Michael C. Renfro. Contractor's primary contact person may not be changed without the written consent of the City.

ARTICLE 1. SUMMARY OF SERVICES

1.1 The scope of work to be performed hereunder is more completely described in Appendix A which is incorporated herein by reference.

ARTICLE 2. COMPENSATION

2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference.

ARTICLE 3. PERIOD OF PERFORMANCE

3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written or oral notice to proceed and to complete the work in accordance with Scope of Work (Appendix A) and such time schedules as directed by the City of Cordova.

3.2 The period of performance under this agreement shall be tax assessment work for the City of Cordova for the 2017 tax year and shall end upon completion of the board of Equalization hearings and appeals in year 2017.

3.3 This contract may be carried over with the written agreement of both parties.

3.4 Termination: Either party may terminate this Agreement for substantial failure of the other party to perform its obligations hereunder only after having first provided written notice of the alleged failure to perform to the non-performing party and given the non-performing party, fifteen (15) days within which to either remedy said non-performance or if the non-performance cannot be cured within fifteen (15) days, commence and proceed with diligence to cure the non-performance. In the event of such termination, the Assessor will be paid for all

EXHIBIT "A"

services rendered to the date of termination, less any damages incurred by the City as a result of the Assessor's non-performance.

ARTICLE 4. SUBCONTRACTORS

4.1 The Contractor shall perform all services required under this agreement except as may be performed by its subcontractors. Subcontractors can only be used with the express prior written permission of the City of Cordova, which retains the right to approve or reject subcontractors and the use thereof. All subcontractors shall be required to comply with insurance requirements identified in Article 5 below.

ARTICLE 5. INSURANCE

5.1 The following minimum limits of insurance coverage are required:

<u>Type insurance</u>	<u>Limits of Liability</u>	
	<u>Each Occurrence</u>	<u>Aggregate</u>
Workmen's Compensation (for states In which employees are engaged)	\$1,000,000	\$1,000,000
Employer's General Liability	\$500,000	\$1,000,000
Comprehensive General Liability	\$2,000,000	\$4,000,000
Comprehensive Automobile Liability	\$500,000	\$1,000,000

ARTICLE 6. APPENDICES

6.1 The following appendices are attached to this agreement and incorporated herein:

- Appendix A Scope of Work
- Appendix B Basis of Compensation

IN WITNESS WHEREOF, the parties have executed this Agreement on the 1st day of August 2016.

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA

CITY OF CORDOVA, ALASKA

By: _____
Michael C. Renfro
Partner

By: _____
City of Cordova

APPENDIX A

SCOPE OF WORK

The Contractor shall:

1. Establish the full and true value of all taxable real property located within the City of Cordova to be assessed In the name of the person by whom it is owned on the first day of January, for the tax year of the contract.
2. Provide current assessments with new photographs and valuations for all new buildings constructed and assess all changes on existing properties.
3. Create and/or revalue in full detail as needed a property card for each parcel showing size, dimensions, construction materials, and other pertinent data as well as a minimum of one exterior photograph.
4. Provide updates to the assessment roll to the City Clerk's office no later than February 1, 2017.
5. Represent the City of Cordova at Board of Equalization hearings.
6. Conduct a sales ratio analysis (ratio between assessed values and sales prices) to determine the level of assessment.
7. Keep the City Administration informed of sales ratio analyses or other information which may cause the assessor to make changes to local assessments that would raise or lower assessments greater than 5% in any one year.
8. Be accessible to City of Cordova staff throughout the term of the contract for consultation.
9. After completion of the Board of Equalization hearings, assist the City Clerk in certifying the final assessment roll.
10. Title information and/or legal opinions, if required, will be furnished by the City of Cordova.
11. The assessor is to be allowed to remove the property record cards from the City for a period not to exceed 60 days for computations and any additional time to be at the discretion of the City.

APPENDIX B

BASIS OF COMPENSATION

Compensation and Terms of Payment

2017 revaluation	\$18,000
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Contract assessor to also represent the City of Cordova at the annual Board of Equalization (BOE). The assessor's fee for representation at the BOE is included in the contract amount.

Part 3 - Property Taxation

Table 13
2015 CONTRACT ASSESSMENT COSTS

These costs are strictly for services provided by the assessment contractor. Municipal staff time has **not** been included.

Municipality	Contractor	Contract Amount	# Real Property Parcels	Per Parcel Amount	Scope of Work	Notices Mailed	BOE Meeting Date	Property Tax Due Date
Bristol Bay Borough	Appraisal Co. of Alaska	\$21,000	944	\$22.25	Update (Real & Pers)	15-Mar	23-Apr	31-Aug
Cordova	Appraisal Co. of Alaska	\$16,000	1,229	\$13.02	Reappraisal (Real)	6-Mar	20-Apr	31-Aug
Craig	Horan & Company	\$75,000	579	\$129.53	Reappraisal (Real)	31-Mar	21-May	30-Sep
Dillingham	Alaska Assessment Assistance	\$23,950	827	\$28.96	Reappraisal & Update (Real & Pers)	16-Mar	28-May	2-Nov
Nenana	Appraisal Co. of Alaska	\$8,500	1,110	\$7.66	Update (Real)	27-Feb	14-May	1-Sep
Nome	Appraisal Co. of Alaska	\$20,000	2,050	\$9.76	Reappraisal & Update (Real & Pers)	27-Mar	6-May	15-Jul
North Slope Borough	Appraisal Co. of Alaska and	\$1,311,224	2,805	\$467.46	Reappraisal (Real)	1-Mar	7-Apr	30-Jun
Pelican	None	\$0	124	\$0.00		15-Mar	14-May	15-Oct
Petersburg Borough	Appraisal Co. of Alaska	\$70,000	2,947	\$23.75	Update (Real)	27-Feb	6-Apr	30-Sep
Muni. of Skagway	Horan & Company	\$25,000	794	\$31.49	Reappraisal	1-Apr	28-May	31-Aug
Unalaska	Appraisal Co. of Alaska	\$28,000	631	\$44.37	Reappraisal (Real)	31-Mar	12-May	20-Aug
Valdez	Appraisal Co. of Alaska	\$62,500	2,126	\$29.40	Update (Real)	1-Mar	4-May	14-Aug
Whittier	Appraisal Co. of Alaska	\$12,000	551	\$21.78	Update (Real)	17-Apr	16-Jun	31-Oct
Wrangell (Cty & Bor)	Appraisal Co. of Alaska	\$45,000	1,603	\$28.07	Update (Real)	21-Mar	11-May	15-Sep
Yakutat (Cty & Bor)	Appraisal Co. of Alaska	\$15,000	490	\$30.61	Reappraisal (Real)	28-Feb	16-Apr	31-Aug

A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

DATE: July 8, 2016
TO: Mayor & City Council
SUBJECT: Liquor License Renewals

The Clerk's office has received notification that the following establishment has applied for a liquor license with the State of Alaska Alcoholic Beverage Control Board. Police Chief Hicks and Finance Director Jon Stavig have been advised and their suggestions to Council are attached hereto or will be presented to Council on the night of the meeting. The Clerk's office opines as follows: at this time the business is current in property taxes. Per the Alcoholic Beverage Control Board's letter, Council can protest the application within 60 days of the date of the letter which would require action by September 08, 2016.

License: # 5508 Harborside Pizza restaurant/eating place-public convenience

Suggested motion: move to approve this application and direct staff to inform the Alaska Alcoholic Beverage Control Board of such approval before September 8, 2016.

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

CITY OF CORDOVA



To: Mayor and City Council
Through: Clay Koplin, City Manager
Subject: Liquor License Renewal --Harborside Pizza #5508
Date: July 13, 2016
From: Jon K. Stavig, Finance Director

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

From such review, I find no reason to protest renewal of these entity.

Respectfully,

Jon K Stavig
Finance Director
City of Cordova



City of Cordova
602 Railroad Ave.
P.O. Box 1210
Cordova, Alaska 99574
Phone: (907) 424-6100
Fax: (907) 253-6120
Email: policechief@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of Chief of Police

July 14, 2016

From: Michael Hicks, Chief of Police
To: Mayor Koplin and City Council
Subj: Liquor License Application-Harborside Pizza #5508

I have reviewed the above-mentioned Liquor License Application from Harborside Pizza.

Mr. Wildrick and Ms. Butters are of good character and I am confident that they will do their best to obey the laws and regulations that pertain to this license.

I find no reason not to approve this application.

Respectfully,

Michael Hicks
Chief



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOLIC BEVERAGE CONTROL BOARD

550 W 7th Avenue, Ste. 1600
Anchorage, Alaska 99501
Main: 907.269.0350
TDD: 907.465.5437
Fax: 907.334.2285

July 8, 2016

City of Cordova
Attn: Susan Bourgeois, City Clerk
VIA Email: cityclerk@cityofcordova.net

Brian Wildrick; Restaurant/Eating Place- Public Convenience License #5508 DBA: Harborside Pizza

- ☒ **New Application** ☐ **Transfer of Ownership** ☐ **Transfer of Location**
☒ **Restaurant Designation Permit** ☐ **DBA Name Change**

We have received an application for the above listed licenses (see attached application documents) within your jurisdiction. This is the notice as required under AS 04.11.520. Additional information concerning filing a "protest" by a local governing body under AS 04.11.480 is included in this letter.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is "arbitrary, capricious and unreasonable". Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

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

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

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

If you wish to protest the application referenced above, please do so in the prescribed manner and within the prescribed time. Please show proof of service upon the applicant. For additional information please refer to 3 AAC 304.145, Local Governing Body Protest.

Note: Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,

Shilo Senquiz
Business Registration Examiner
907-334-0892
shilo.senquiz@alaska.gov

State of Alaska
Alcoholic Beverage Control Board

Date of Notice: July 8, 2016

Application Type: **NEW** X

 TRANSFER
 Ownership
 Location
 Name Change

Governing Body: **City of Cordova**
Community Councils: None

License #: 5508
License Type: Restaurant/Eating Place- Public Convenience License
D.B.A.: Harborside Pizza
Licensee/Applicant: Brian Wildrick
Physical Location: 131 Harbor Loop Rd.
Mail Address: PO Box 1606, Cordova, AK 99574
Telephone #: 907-424-7100
EIN: 20-5002101

Corp/LLC Agent:	Address	Phone	Date and State of Incorporation	Good standing?
n/a				

Please note: the Members/Officers/Directors/Shareholders (principals) listed below are the principal members. There may be additional members that we are not aware of because they are not primary members. We have listed all principal members and those who hold at least 10% shares.

Member/Officer/Director:	DOB	Address	Phone	Title/Shares (%)

If **transfer** application, current license information:

License #: n/a
Current D.B.A.: n/a
Current Licensee: n/a
Current Location: n/a

Additional comments: Restaurant Designation Permit is also attached.

A local governing body as defined under AS 04.21.080(11) may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the board **and** the applicant with a clear and concise written statement of reasons in support of a protest within 60 days of receipt of this notice. If a protest is filed, the board will not approve the application unless it finds that the protest is “arbitrary, capricious and unreasonable”. Instead, in accordance with AS 04.11.510(b), the board will notify the applicant that the application is denied for reasons stated in the protest. The applicant is entitled to an informal conference with either the director or the board and, if not satisfied by the informal conference, is entitled to a formal hearing in accordance with AS 44.62.330-44.62-630. **IF THE APPLICANT REQUESTS A HEARING, THE LOCAL GOVERNING BODY MUST ASSIST IN OR UNDERTAKE THE DEFENSE OF ITS PROTEST.**

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Note: Applications applied for under AS 04.11.400(g), 3 AAC 304.335(a)(3), AS 04.11.090(e), and 3 AAC 304.660(e) must be approved by the governing body.

Sincerely,

Shilo Senquiz
Business Registration Examiner
907-334-0892
shilo.senquiz@alaska.gov

Alcoholic Beverage Control Board
550 West 7th Ave. Suite 1600
Anchorage, AK 99501

New Liquor License

(907) 269-0350
Fax: (907) 334-2285
<http://commerce.alaska.gov/dnn/abc/Home.aspx>

License is: ☒ Full Year OR ☐ Seasonal List Dates of Operation: _____

SECTION A - LICENSE INFORMATION			FEES
Office Use: License Year: <u>2017</u>	License Type: <u>Restaurant/Eating Place</u> <u>Public Convenience</u>	Statute Reference Sec. 04.11. <u>400(g)</u>	<u>14031, 14032, 14033</u> License Fee: <u>\$ 600.00</u> Filing Fee: \$100.00 Rest. Desig. Permit Fee: \$ <u>50</u> Fingerprint: \$ <u>99.50</u> (\$49.75 per person) TOTAL <u>(750.00)</u>
Office Use: License #: <u>5508</u>	Local Governing Body: (City, Borough or Unorganized) <u>City of Cordova</u>	Community Council Name(s) & Mailing Address: <u>Cordova City Council</u> <u>PO Box 1210</u> <u>Cordova, AK 99574</u>	
Name of Applicant (Corp/LLC/LP/LLP/Individual/Partnership): <u>Brian Wildrick</u>	Doing Business As (Business Name): <u>Harborside Pizza</u>	Business Telephone Number: <u>907-253-3730</u> Fax Number: <u>907-424-7830</u>	
Mailing Address: <u>PO Box 10060</u>	Street Address or Location of Premises: <u>131 Harbor Loop Road</u> <u>Cordova, AK 99574</u>	Email Address: <u>harborsidepizza@gmail.com</u>	
City, State, Zip: <u>Cordova, AK 99574</u>			
SECTION B - PREMISES TO BE LICENSED			
Distance to closest school grounds: <u>0.4 miles</u>	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No. _____	<input type="checkbox"/> Premises is GREATER than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Premises is LESS than 50 miles from the boundaries of an incorporated city, borough, or unified municipality. <input checked="" type="checkbox"/> Not applicable	
Distance to closest church: <u>0.4 miles</u>	Distance measured under: <input checked="" type="checkbox"/> AS 04.11.410 OR <input type="checkbox"/> Local ordinance No. _____		
Premises to be licensed as: <input type="checkbox"/> Proposed building <input type="checkbox"/> Existing facility <input checked="" type="checkbox"/> New building	<input checked="" type="checkbox"/> Plans submitted to Fire Marshall (required for new & proposed buildings) <input checked="" type="checkbox"/> Diagram of premises attached		

RECEIVED
JUN 30 2016

BY: _____

New Liquor License

SECTION C – LICENSEE INFORMATION

1. Does any individual, corporate officer, director, limited liability organization member, manager or partner named in this application have any direct or indirect interest in any other alcoholic beverage business licensed in Alaska or any other state?

☐ Yes ☒ No If Yes, complete the following. Attach additional sheets if necessary.

Name	Name of Business	Type of License	Business Street Address	State

2. Has any individual, corporate officer, director, limited liability organization member, manager or partner named in this application been convicted of a felony, a violation of AS 04, or been convicted as a licensee or manager of licensed premises in another state of the liquor laws of that state?

☐ Yes ☒ No If Yes, attach written explanation.

SECTION D – OWNERSHIP INFORMATION - CORPORATION

Corporations, LLCs, LLPs and LPs must be registered with the Dept. of Community and Economic Development.

Name of Entity (Corporation/LLC/LLP/LP) (or N/A if an Individual ownership): N/A		Telephone Number:	Fax Number:
Corporate Mailing Address:	City:	State:	Zip Code:
Name, Mailing Address and Telephone Number of Registered Agent:		Date of Incorporation OR Certification with DCED:	State of Incorporation:
Is the Entity in "Good Standing" with the Alaska Division of Corporations? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, attach written explanation. Your entity must be in compliance with Title 10 of the Alaska Statutes to be a valid liquor licensee.			

Entity Members (Must include President, Secretary, Treasurer, Vice-President, Manager and Shareholder/Member with at least 10%)

Name	Title	%	Home Address & Telephone Number	Work Telephone Number	Date of Birth

NOTE: If you need additional space, please attach a separate sheet.

New Liquor License

SECTION E – OWNERSHIP INFORMATION – SOLE PROPRIETORSHIP (INDIVIDUAL OWNER & SPOUSE)

Individual Licensees/Affiliates (The ABC Board defines an "Affiliate" as the spouse or significant other of a licensee. Each Affiliate must be listed.)

Name: <u>Brian Wildrick</u> Address: <u>PO Box 16046</u> <u>Cordova, AK 99574</u> Home Phone: <u>907-424-7830</u> Work Phone: <u>907-253-3730</u>	Applicant <input checked="" type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth: <u>04/06/1977</u>	Name: Address: Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:
Name: <u>Lindsay Butters</u> Address: <u>PO Box 2035</u> <u>Cordova, AK 99574</u> Home Phone: <u>907-424-7830</u> Work Phone: <u>907-253-7830</u>	Applicant <input type="checkbox"/> Affiliate <input checked="" type="checkbox"/> Date of Birth: <u>02/18/1981</u>	Name: Address: Home Phone: Work Phone:	Applicant <input type="checkbox"/> Affiliate <input type="checkbox"/> Date of Birth:

Declaration

- I declare under penalty of perjury that I have examined this application, including the accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct and complete, and this application is not in violation of any security interest or other contracted obligations.
- I hereby certify that there have been no changes in officers or stockholders that have not been reported to the Alcoholic Beverage Control Board. The undersigned certifies on behalf of the organized entity, it is understood that a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.
- I further certify that I have read and am familiar with Title 4 of the Alaska statutes and its regulations, and that in accordance with AS 04.11.450, no person other than the licensee(s) has any direct or indirect financial interest in the licensed business.
- I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

Signature of Licensee(s) Signature: <u>Brian Wildrick</u>	Signature of Licensee(s) Signature: <u>Lindsay A Butters</u>
Signature: <u>BRIAN WILDRICK, OWNER</u>	Signature:
Name & Title (Please Print) <u>Brian Wildrick, Owner</u>	Name & Title (Please Print) <u>Lindsay Butters, Manager</u>
Subscribed and sworn to before me this <u>5</u> day of <u>May</u> , 2016	Subscribed and sworn to before me this <u>5</u> day of <u>May</u> , 2016
Notary Public in and for the State of <u>AK</u> <u>Jessica L Sjostedt</u>	Notary Public in and for the State of <u>AK</u> <u>Jessica L Sjostedt</u>
My commission expires: <u>12/11/18</u>	My commission expires: <u>12/11/18</u>

Notary Public
JESSICA L. SJOSTEDT
State of Alaska
My Commission Expires Dec 11, 2018

Notary Public
JESSICA L. SJOSTEDT
State of Alaska
My Commission Expires Dec 11, 2018

RECEIVED
JUN 30 2016

BY: _____ rev. 5/11/15

STATE OF ALASKA
ALCOHOLIC BEVERAGE CONTROL BOARD
APPLICATION FOR RESTAURANT DESIGNATION PERMIT
AS 04.16.049 & 3 AAC 304.715 - 794

The granting of this permit allows access of persons under 21 years of age to designated licensed premises for purposes of dining, and persons between the ages of 16 - 20 for employment. If for employment, please indicate in detail what the employment duties will be in question #3.

License Number: 5508 Type: Restaurant/Eating Place Public Convenience

This application is for designation of premises where: (Please check the appropriate items below)

1. ☒ Bona fide restaurant pursuant to 3 AAC 304.305 & 3 AAC 304.715-794.
2. ☒ Persons 16 - 20 years of age may dine unaccompanied.
3. ☒ Persons under 16 may dine accompanied by a person 21 years of age or older.
4. ☒ Persons between 16 - 20 years of age may be employed. *(See note below)

Licensee's Name: Brian Wildrick + Lindsay Butters

Name of Business: Harborside Pizza

Business Address: 131 Harbor Loop Rd. City: Cordova

1. Hours of operation 11am to 10pm. Telephone Number: 907-424-3730 (253-3730 cell)

2. Have police been called to your premises for any reason? [] Yes ☒ No
(If you answered yes, please explain below).

3. * Duties of employment: Dishwashing, bussing tables, taking orders, cleaning, food preparation.

4. Are video games available to the public on your premises? [] Yes ☒ No

5. Do you provide live entertainment, such as live music, pool tables, karaoke, dancing, sports or pin-ball?
[] Yes ☒ No

6. How is food served? ☒ Table Service [] Buffett Service [] Counter Service [] Other _____

7. Is an owner, manager or supervisor 21 years of age or older always present during business hours? ☒ Yes [] No

*** A MENU AND DETAILED PREMISES DIAGRAM MUST ACCOMPANY THIS APPLICATION ***

*Employees 16 and 17 years of age must have a valid work permit and a letter maintained in your files from a parent or guardian authorizing employment at your establishment.

**Please attach additional sheets of paper if more space is needed to describe food service, entertainment, etc.

Lindsay A Butters
Licensee Signature

Local Governing Body Approval

Subscribed and sworn to before me this 28 day of June

Date

Laura Wiese
Notary Public in and for Alaska

My Commission expires: Apr. 14, 2020

Director, ABC Board

Date

Rev. 03172014



BY: _____

STATE OF ALASKA
ALCOHOL BEVERAGE CONTROL BOARD
Licensed Premises Diagram

INSTRUCTIONS: Draw a detailed floor plan of your present or proposed licensed premises on the graph below; show all entrances and exits, and all fixtures such as tables, booths, games, counters, bars, coolers, stages, etc.

DBA: Harborside Pizza . Brian Wildrick + Lindsay Butters

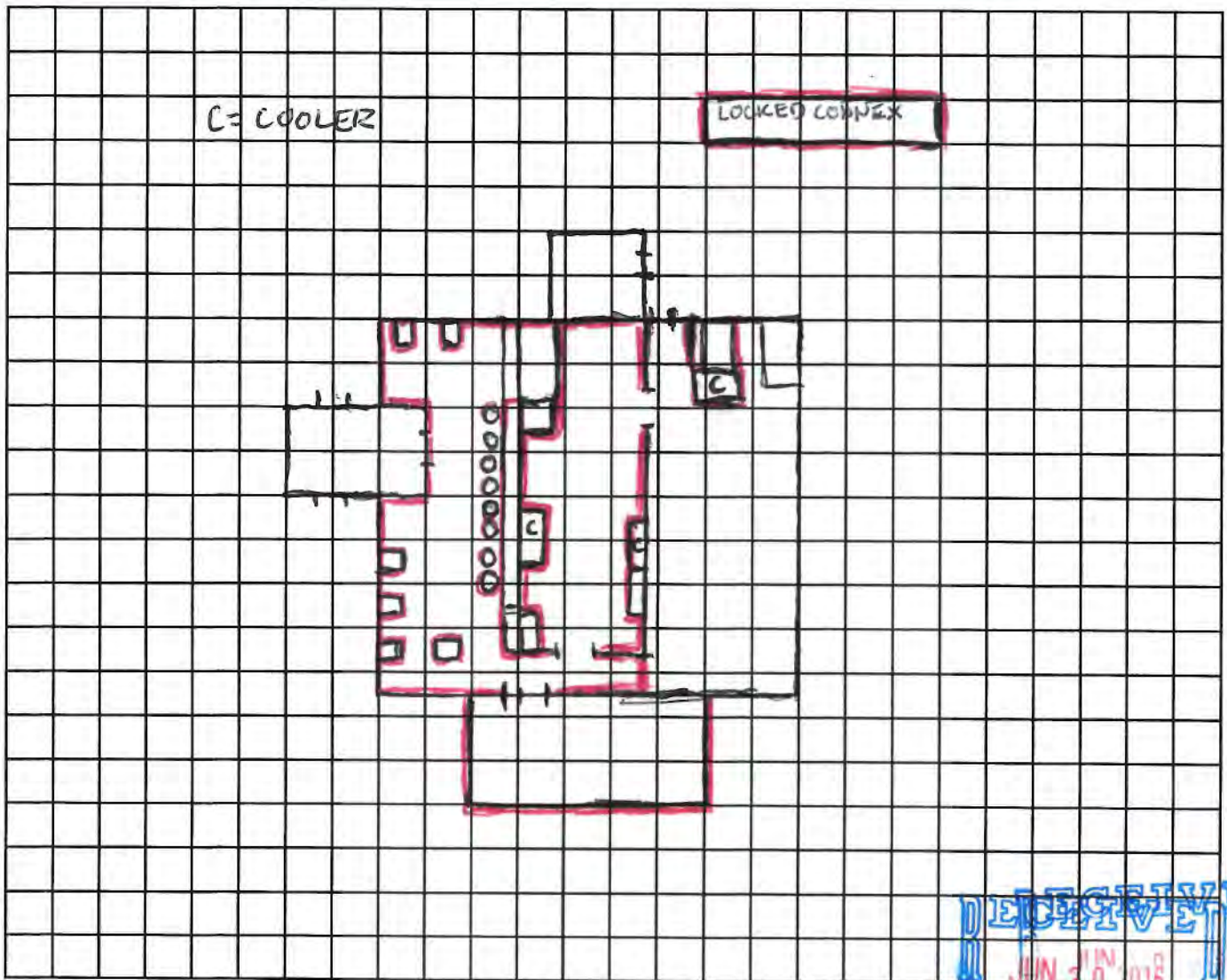
PREMISES LOCATION: 131 Harbor Loop Road, Cordova, AK 99574

Indicate scale by x after appropriate statement or show length and width of premises.

SCALE A: ✓ 1 SQ. = 4 FT. **SCALE B:** _____ 1 SQ. = 1 FT.

Length and width of premises in feet: 36 x 34

Outline the area to be designated for sale, service, storage, and consumption of alcoholic beverages in red.
DO NOT USE BLUE INK OR PENCIL ON THIS DIAGRAM.



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BY: E

HOT SANDWICHES

Harborside Burger: Fresh ground beef* with lettuce, tomato, onion, ketchup, mustard & pickle. Served with chips..11.50

Plain Burger...7.00

Add cheese, bacon, mushrooms or jalapeno...1
Choose roasted chicken instead...12.50

SUBS

Hot sub sandwiches on a 7" roll, topped with cheese and baked until golden brown in the wood-fired oven. Served with chips.

Reindeer Sausage: Topped with sautéed mushrooms, onions, red and green peppers and Provolone cheese...12.50

Meatball: Homemade meatballs topped with our signature sauce, Parmesan and mozzarella cheeses...11.50

Italian Chicken: Oven-roasted chicken topped with our signature sauce, Parmesan and mozzarella cheeses....11.50

Wise Guy: Italian sausage, sautéed onions, roasted red peppers, green peppers, our signature sauce and mozzarella cheese...12.50

Roasty Toasty: Roasted chicken, fresh tomatoes, roasted red peppers, roasted garlic and mozzarella cheese...12.50

Veggie Lovers: Sautéed mushrooms, onion, red and green peppers and artichoke hearts with mozzarella cheese12.50

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

~ *Thank you for your business!* ~

PASTA

Ravioli...16.50

Ravioli with our homemade sauce, topped with mozzarella and Parmesan cheese. Your choice of chicken, sausage or meatballs.

Spaghetti...16.50

Spaghetti with our homemade sauce, topped with mozzarella and parmesan cheese. Your choice of chicken, sausage or meatballs.

Chef's Pasta...18.50

Your choice of chicken, sausage or meatballs, with sautéed onions, red and green peppers, black olives and mushrooms tossed with spaghetti and our homemade sauce.

EXTRAS

Dipping Sauces:

Garlic Butter...Small 50¢...Large 3.00

Pizza Sauce...Small 50¢...Large 3.00

Ranch or Blue Cheese dressing...50¢

Sides of Parmesan cheese and crushed red pepper.....FREE

BEVERAGES

Soda or juice...1.00

Coke, Diet Coke, Sprite, Root Beer, Dr. Pepper, Mtn. Dew and Orange.

Arizona iced tea...2.00 (when available)

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BY:



Italian-style Pizza cooked in our
Wood-Fired Oven

424-3730

Pizza, Wings, Pasta
Burgers, Subs,
Salads & Homemade Ice Cream!

FALL HOURS:
OPEN FOR LUNCH!
11 AM—9 PM
TUESDAY-SUNDAY
CLOSED MONDAY

Located behind AC
131 Harbor Loop Road
Cordova, Alaska

Visit us at www.harborsidepizza.com!

WELCOME TO HARBORSIDE PIZZA!

Check us out on Facebook and
www.harborsidepizza.com

CHICKEN WINGS

Baked in our brick oven and tossed in our awesome wing sauce. Choose Garlic Parmesan, BBQ, Mild, Medium or Hot. Served with ranch or blue cheese dressing.

6 wings...8 12 wings...16

GARLIC KNOTS

Six hot bread knots topped with garlic butter and parmesan cheese...7.50
Individual knots...1.50 each

SALADS

Greek Salad: Roasted red peppers, Kalamata olives, feta cheese and toasted pine nuts. Dressed with olive oil & lemon juice.
Whole...14 Half...7.50

Caesar Salad: Romaine tossed in Caesar dressing, parmesan cheese and croutons.
Whole...12 Half...7.50
Add Chicken...4/2

Side Salad: Tomato, onion, green pepper, black olives and croutons. Your choice of ranch, blue cheese or Italian dressing...7.50

PIZZA

Cheese Pizza: Yum.

Slice...3.50 12"...12.25
14"...16.50 16"...20

**We have Gluten Free pizza dough!

White Pizza: olive oil, roasted garlic, parmesan, oregano, thyme and mozzarella.
12"...15 14"...19 16"...23

Cordova Calzone: Provolone, parmesan and mozzarella cheeses, sauce and any THREE fillings...20

PIZZA TOPPINGS

Traditional: pepperoni, sausage, smoked ham, bacon, meatballs, ground beef, pineapple, black olives, onion, mushrooms, green peppers, fresh tomatoes, jalapenos, pepperoncini or extra sauce.

Slice...1.25 each
12"...2.50 each
14"...3.25 each
16"...4.00 each

Specialty: reindeer sausage, chicken, caramelized onions, artichoke hearts, roasted garlic, fresh basil, pesto, roasted red peppers, Kalamata olives, feta, anchovies, pine nuts, Provolone, or extra cheese.

Slice...2.00 each
12" pizza...3.00 each
14" pizza...3.75 each
16" pizza...4.50 each

DELUXE PIZZAS

Super Deluxe: Your choice of ANY 5 toppings.

Standard: pepperoni, sausage, green peppers, mushrooms and onion.

Meat Lovers: pepperoni, sausage, ham, bacon and meatballs.

Buffalo Chicken: spicy chicken pizza topped with ranch or blue cheese dressing.

Veggie Lovers: your choice of 5 vegetables.

Slice...7 12"...20 14"...28 16"...35

HOUSE FAVORITES

The AK 49er: Italian and reindeer sausage, red and green peppers, mushrooms, caramelized onions and provolone.

Homesteader: chicken, bacon, green peppers, onion, fresh tomato, provolone and ranch.

Carnivore: Italian and reindeer sausage, pepperoni, ham, bacon and meatballs.

Avalanche: pepperoni, sausage, ham, black olives, jalapenos, provolone and mozzarella.

Backyard BBQ: BBQ chicken with bacon and caramelized onions.

Greek Supreme: artichoke hearts, roasted red peppers, Kalamata olives, roasted garlic, feta, and pine nuts.

Slice...7 12"...24.75
14"...32 16"...39.75

A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

DATE: July 25, 2016

TO: Mayor and City Council

SUBJECT: Historic Preservation Commission

City of Cordova Museum staff members, Nancy Bird and Cathy Sherman have asked Council to reactivate the Cordova Historic Preservation Commission by making new appointments to fill all of the seats. Per the attached memo, the seven member board should consist of the following:

1. Planning and Zoning Commission member
2. Cordova Historical Society member
3. Native Village of Eyak member
4. Cordova resident with demonstrated interest and knowledge of historic preservation
- 5, 6, and 7. Three Professionals from the disciplines of history, architecture/architectural history, and archaeology.

Mayor Koplin is asking for Council concurrence at this time to appoint the following for the terms as listed in the suggested motion below. Also attached is the pertinent Municipal Code chapter defining the commission (18.90).

RECOMMENDED MOTION: Move to concur with Mayor Koplin's appointments of the following seven people to the Cordova Historic Preservation Commission as follows:

Jim Casement, Cdva resident with historic preservation interest, to a seat to expire in Nov 2017
Tom McGann, a P&Z Commission member, to a seat that will expire in November 2018
Sylvia Lange, a Cordova Historical Society member, to a seat that will expire in November 2018
John Wachtel, a professional architect, to a seat that will expire in November 2018
Cathy Sherman, a professional historian, to a seat that will expire in November 2019
Heather Hall, a professional archaeologist, to a seat that will expire in November 2019
The NVE member, *(to be appointed when NVE offers a name)*, to a seat that will expire in November 2019

REQUIRED ACTION: Majority voice vote.

July 6, 2016

TO: Cordova Mayor Clay Koplin
Cc: Susan Bourgeois, City Clerk

FROM: Nancy Bird, Museum Assistant and Cathy Sherman, Museum Director

RE: Appointments for Cordova Historical Preservation Commission

Cordova City Ordinance 691 and Chapter 18.90 of the City of Cordova Code establish the Cordova Historical District and Historic Preservation Commission. This Commission has been inactive in recent years and new appointments are required to maintain recognition by the State Office of History and Archaeology (SOHA) of Cordova as a Certified Local Government (CLG).

The purpose of this Commission is to identify, protect, and preserve the community's historic and cultural resources in order to enhance the quality of life and economic well-being of current future generations.

Recent initiatives have included CLG pass-through grants (from the State Historic Preservation Office, SHPO) for development work on two Cordova historic properties (Pioneer Igloo #19 and the Red Dragon Historic District). Previously, the Historical Society received grant funds for its "Historic Walking Tour" brochure, and we want to develop a new brochure highlighting the historic markers and bridge names on the Copper River highway.

Membership on the Cordova Historical Preservation Commission is comprised of 7 members:

1. Planning and Zoning Commission member
2. Cordova Historical Society member
3. Native Village of Eyak member
4. Cordova resident with demonstrated interest and knowledge of historic preservation
- 5, 6, and 7. Three Professionals from the disciplines of history, architecture/architectural history, and archaeology.

We began recruitment by sending email requests to the Native Village of Eyak, the National Park Service (for the architectural historian) and the U.S. Forest Service (for the archaeologist). Copies of those emails are attached, for your information. We can continue to recruit candidates for the other seats but wanted to apprise you of this activity and ensure that you concur with our actions. The city ordinance does not delineate who makes these appointments, though it appears to be city council.

The final section of the ordinance states: "The city council, annually at the first meeting in November, by an affirmative vote, may continue the existence of the commission. In the absence of an affirmative vote by council, the commission will cease to exist within thirty days."

We urge you and the city council to reaffirm the existence of this commission and to make new appointments soon! We want to schedule the twice annual meetings for the commission to occur in the fall and spring. Additional background information about CLGs is detailed on the next page.

Please let us know how you wish to proceed. Thank you!

Further Background on CLGs:

Ten percent of annual Historic Preservation Fund (HPF) appropriations made to the states under the National Historic Preservation Act must be passed to CLGs through the SHPO office. In Alaska this is done through grants. Various kinds of projects can be funded. These include nomination of a historic property to the National Register of Historic Places, survey and inventory of historic and archaeological resources, preparation of preservation plans, staff support for a local historic preservation commission, historic structure reports, archaeological testing of sites to determine their significance, and development of public education preservation programs. Technical assistance, training in historic preservation goals and programs, and guidance on how to conduct specific projects are available through the SHPO office.

Thirteen communities in Alaska, from Ketchikan to Barrow, became CLGs by 2003. The first were certified in 1986 (and included Cordova!). Between 1986 and 2001 Alaska CLGs conducted 88 projects and received \$678,069 in federal historic preservation funds for their programs. Projects have included neighborhood surveys in Juneau and Dillingham; archaeological testing in the Matanuska-Susitna Borough; preservation planning in Fairbanks and the North Slope Borough; creation of inventories in Sitka, Unalaska, Kenai and Anchorage; National Register documentation in Ketchikan; and public education programs in Seward, Cordova and Juneau.

List of current Certified Local Governments in Alaska, as of 2015:

<http://forestry.alaska.gov/Assets/uploads/DNRPublic/parks/oha/grant/clgdirectorycurrent.pdf>

Chapter 18.90 - CORDOVA HISTORICAL DISTRICT AND HISTORIC PRESERVATION COMMISSION

Sections:

18.90.010 - Cordova historical preservation commission established.

- A. There is created a historic preservation commission. The commission shall have seven members which shall consist of one currently sitting member of the Cordova planning and zoning commission, one current member of the Cordova historical society, one member selected by the native village of Eyak and four public members appointed by the mayor and confirmed by the city council. One of the public members shall be a Cordova resident with a demonstrated interest or knowledge of historic preservation. The final three members shall be professionals, as defined by the National Park Service Regulations, from the disciplines of history, architecture or architectural history, and archaeology.
- B. Ex Officio Members. The mayor and the city manager shall be ex officio members of the commission and shall have the privilege of the floor, but no right to vote.
- C. Terms of Office. Members of the commission shall be appointed for three-year terms, provided however, that in the first instance one member shall be appointed for one year, two members appointed for two years and two members appointed for three years.
- D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

(Ord. 751, 1995; Ord. 746 § 1, 1994; Ord. 691(part), 1992).

18.90.020 - Cordova historical preservation commission-Officers.

- A. The commission shall annually organize and elect a chair, vice-chair, and secretary at the first meeting following appointment of new commissioners, but in any event no later than July 31st of each year.
- B. The chair shall preside over the meetings of the commission and shall exercise all powers usually incident to the office and shall be a voting member with full right to have his vote recorded in all deliberations of the commission.
- C. The vice-chair shall assume the duties of the chair in his absence. In case of the absence of both the chair and the vice-chair, the members present may elect a temporary chair for the meeting who shall, during such meeting, have full powers of the chair.
- D. The secretary shall be responsible for taking and typing minutes of all meetings of the commission, and for providing the minutes to the city clerk for distribution and recordkeeping.

(Ord. 751, 1995; Ord. 746 § 2, 1994; Ord. 691(part), 1992).

18.90.030 - Cordova historical preservation commission-Meetings.

- A. The commission shall meet regularly at a time and place set by the commission. The commission will meet twice a year at a minimum. The commission shall conduct business in accordance with

the Open Meeting Laws of Alaska. This includes adequate public notice of all meetings including the meeting time, place and agenda items. Notice of postponement of any regular meeting must be given to each member and to the public at least twenty-four hours in advance.

- B. Special meetings may be called by the chair and at such times as the commission may determine necessary provided that at least twenty-four hours' notice of a special meeting is given to each member at his established residence or business, and to the public.
- C. The commission shall keep minutes of its proceedings showing the vote on each issue and the number absent or failing to vote. The commission shall keep records of its official actions, all of which shall be filed in the office of the city clerk and shall be kept as a public record.
- D. A majority of the membership of the commission shall constitute a quorum for the transaction of business. A public hearing may be opened and comments received without a quorum of the commission present, provided that no action may be taken on any issue until minutes have been received by absent commission members. Action can then be taken at the next meeting. Action can be taken after the public hearing if a quorum is assembled and all members present are informed of the substance of public testimony.
- E. The commission shall conduct business using the latest edition of Robert's Rules of Order. All main motions shall be made in the affirmative.
- F. Any member who has a substantial personal interest or financial interest of any kind in any questions being voted upon shall identify his interest and declare a possible conflict of interest. He shall not be excused from voting thereon except with the concurrence of the majority of the members present.
- G. Any member of the commission anticipating an absence from commission meetings shall so advise the commission. A member who misses three consecutive regular meetings without prior excuse shall automatically be recommended for replacement to the mayor.
- H. All recommendations by the commission to the planning commission or to the city council shall be made by resolution. Resolutions shall be numbered consecutively within each year according to the sequence of approval and shall be signed by the chair and secretary.
- I. Rules and procedures of the commission may be amended at any regular or special meeting by a majority vote of the membership of the commission.

(Ord. 751, 1995; Ord. 691(part), 1992).

18.90.040 - Cordova historical preservation commission-Powers and duties designated.

- A. Survey and Inventory of Community Historic Resources. The commission shall conduct or cause to be conducted a survey of the historic, architectural, and archaeological resources within the community. The survey shall be compatible with the Alaska Heritage Resources Survey and able to be readily integrated into statewide comprehensive historic preservation planning and other planning processes. Survey and inventory documents shall be maintained and released on a need-to-know basis to protect sensitive site locations from possible vandalism. (Section 3.(a-c) CLG regulations). The survey shall be updated at least every ten years.
- B. Review Proposed Nominations to the National Register of Historic Places. The commission shall review and comment to the State Historic Preservation Officer on all proposed National Register nominations for properties within the boundaries of the community. When the commission considers a National Register nomination which is normally evaluated by professionals in a commission, the commission will seek expertise in this area before rendering its decision.

- C. Provide Advice and Information. The commission shall act in an advisory role to the Cordova planning and zoning commission who will make recommendations to the Cordova city council. It shall also advise and assist other city officials and departments and the public regarding the identification, protection, and enhancement of local historic and archaeological resources. The commission shall work toward continuing education of citizens regarding historic preservation. It shall assist property owners in any way necessary including help with getting their property on the National Register and in identifying funding sources for specific projects.
- D. The commission shall support the enforcement of the Alaska Historic Preservation Act (AS 41.35).
- E. The commission shall support the enforcement of any local preservation laws that may be passed.
- F. The commission may draft or make recommendations on local preservation ordinances, a preservation plan, or an overall development plan with a preservation or "building style" theme and make recommendations to the planning and zoning commission who, in turn, will make recommendations to the city council.

(Ord. 751, 1995; Ord. 746 § 4, 1994; Ord. 691(part), 1992).

18.90.050 - Continuation.

The city council, annually at the first meeting in November, by an affirmative vote, may continue the existence of the commission. In the absence of an affirmative vote by council, the commission will cease to exist within thirty days.

(Ord. 751, 1995; Ord. 746 § 5, 1994).

A memo from Susan Bourgeois, CMC, City Clerk

DATE: July 22, 2016
TO: Mayor and City Council
SUBJECT: City Committees formed by Resolution

In the process of revamping the Pending Agenda page of the Council Meeting Packet, I came across an old memo from 2014 where I was asked to look at the committees listed on that page. Here is an excerpt from that memo.

Attached is CMC 3.50 Advisory Boards and Committees. CMC 3.50.010 says that Council forms these committees by resolution and should include in the authorizing resolution a date certain for the committee's expiration. If it does not say so in the resolution, then per 3.50.060, the committee shall expire as a matter of law 6 months after the effective date of the authorizing resolution. The Cordova Center Committee (Resolution 08-07-29), The Fisheries Advisory Committee (Resolution 04-03-45) and The Trails Committee (Resolution 11-09-65) have statements in their authorizing resolutions that say: *"...committee shall remain in force until such time Council deems the Committee is no longer needed"*.

In 2014, Council opted to keep the three committees active. In preparation for tonight's meeting, I spoke with Mayor Koplin and staff members that work closely with these committees about the need to keep them in existence or the option to disband them. The Cordova Center Committee was the only one that there was agreement to disband.

RECOMMENDED MOTION: Move to disband the Cordova Center Committee.

REQUIRED ACTION: Majority voice vote.

**Special City Council Meeting
June 22, 2016 @ 12:00 pm
Cordova Center Community Rooms A & B
Minutes**

A. Call to order

Mayor Clay Koplin called the Council Special Meeting to order at 12:00 pm on June 22, 2016 in the Cordova Center Community Rooms.

B. Roll call

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

C. Approval of agenda

M/Bailer S/Hallquist to approve the agenda.

Vote on motion: 7 yeas, 0 nays. Beedle-yes; Hallquist-yes; Wiese-yes; Joyce-yes; Allison-yes; Bailer-yes and Burton-yes.

Motion was approved.

D. Disclosures of conflicts of interest - none

E. Communications by and petitions from visitors

1. Audience Comments regarding agenda item

Emily Stolarczyk of 509 Fifth Street said she had no comment to make but she had a written comment from **Kelley Weaverling** of 303 Browning who could not be in attendance. She read a letter from **Weaverling** and it was in favor of the passage of Resolution 06-16-24 which was opposing the siting and timing of the US Navy training exercises in the Gulf of Alaska.

Kate McLaughlin, President and Executive Director of the Prince William Soundkeeper spoke about 2 items on the agenda. She was supportive of Resolution 06-16-24 and she urged Council to do something about the Polar Bear – she called it a ticking time bomb.

At this point of audience comments, **Mayor Koplin** asked for a show of hands from the audience for those who were in support of Resolution 06-16-24: the count was 22 people in attendance supportive of the resolution and zero were there opposing the passage of the resolution. He then asked if there was further audience comments, with different points to be made.

Kara Johnson of 105 Bluff Trail spoke in support of the resolution (i.e. 06-16-24).

Bill Black of 309 Observation Ave spoke in support of Resolution 06-16-24.

Dune Lankard an Eyak Indian who is a commercial and subsistence fisherman here spoke in support of Resolution 06-16-24.

Gabriel Scott of 612 Fourth Street supported Resolution 06-16-24, saying that the City will have to hold the Navy's feet to the fire on this issue, the City will always be having to pay attention.

Mike Smith spoke to the Polar Bear issue on the agenda saying that there is no risk, no City overhead, he thinks there should be a fee/rate similar to a harbor rate.

Linda Crider of Eccles Lagoon spoke in support of Resolution 06-16-25 and hoped someone had spoken to **Senator Lisa Murkowski** while she was here about the US Navy exercises, regarding Resolution 06-16-24. She also thought it would be helpful to get other PWS communities to pass similar resolutions

F. New business

2. Resolution 06-16-24 A resolution of the City Council of the City of Cordova, Alaska, opposing siting and timing of US Navy training exercises that pose risks to fish and fisheries in the gulf of Alaska.

M/Allison S/Burton to approve Resolution 06-16-24 A resolution of the City Council of the City of Cordova, Alaska, opposing siting and timing of US Navy training exercises that pose risks to fish and fisheries in the gulf of Alaska.

Allison said there couldn't be a worse time to do these exercises, he supports a change in timing. **Joyce** said he supports this it is similar to one passed a year or two ago. He said if no one within the City has done the scientific research to make the statement in the last whereas, he would like to see it removed.

M/Joyce S/Burton to amend the resolution by removing the last whereas.

Vote on motion to amend: 7 yeas, 0 nays. Beedle-yes; Allison-yes; Wiese-yes; Hallquist-yes; Bailer-yes; Burton-yes and Joyce-yes. Motion was approved.

Hallquist said he is supportive of this resolution but he does want to state that he believes that the Navy does have to conduct this training.

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

3. Resolution 06-16-25 A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY16 budget and authorizing expenditure of an amount not to exceed \$_____ to provide the required match for the Alaska transportation alternatives program (ATAP) grant for ADA accessible sidewalks on Adams Street.

M/Joyce S/Allison to approve Resolution 06-16-25 A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY16 budget and authorizing expenditure of an amount not to exceed \$125,925 to provide the required match for the Alaska transportation alternatives program (ATAP) grant for ADA accessible sidewalks on Adams Street.

Joyce said this was brought to us at our last meeting – this is a chance for us to get a lot of money towards some sidewalks that are needed and well-used by children between school and the Library, etc. **Hallquist** asked when this design was done and at what cost. **Greenwood** responded that this design was part of the road bond project. She clarified that a lot of possible roads were surveyed for the road project because it was unknown how the bid would come in and how much we would be able to pave. **Allison** said that he mentioned this to the school board last week at the meeting he attended and they fully supported it and could offer a letter from the superintendent for the grant application. **Mayor Koplin** asked **Greenwood** if this would be her recommended motion (i.e. with the numbers inserted). She said she would suggest that the more of a match we offer, the better our chances are, so she would suggest the higher number. **Beedle** wondered if we have the money, where would it be coming from, and as a Council member, it would sure be nice to walk the site, understand what we are doing and not just make this decision in a vacuum. **Stavig** was present and said yes, the general fund reserve was the likely place to draw the money from but it is probable that this will not occur until 2017 at which time we will have budgeted this amount. **Beedle** said he is in support – he just wanted to be aware of whether or not we have the money. **Joyce** agreed and said this should be on a list of what we look at for next budget cycle come October. **Burton** supports it but will amend for the higher dollar amounts as suggested by staff.

M/Burton S/Allison to amend the motion by changing the amount to \$131,400 which is equivalent to a 25% match and allowing for a 20% contingency.

Vote on motion to amend: 7 yeas, 0 nays. Joyce-yes; Wiese-yes; Beedle-yes; Burton-yes; Allison-yes; Hallquist-yes and Bailer-yes. Motion was approved.

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

4. Resolution 06-16-26 A resolution of the City Council of the City of Cordova, Alaska, authorizing creation of a City Manager assessment committee to assist with the selection process of a new City Manager and make recommendations to the City Council on final interviewees

M/Allison S/Bailer to approve Resolution 06-16-26 A resolution of the City Council of the City of Cordova, Alaska, authorizing creation of a City Manager assessment committee to assist with the selection process of a new City Manager and make recommendations to the City Council on final interviewees

Allison said let's set this up so we can get this going. **Bailer** said he supports this committee but he questions some of the names being put forward: he said there is an employee, a child of an employee and a shop keeper. He said salmon is our biggest industry and there is someone with a lot of knowledge of that and City matters and he would be good to have on here as well (meaning **Dave Reggiani** who sat on the last such committee). He didn't think it was right for employees to be picking their next boss. **Mayor Koplin** wondered if the committee was necessary at all he suggested that staff could pare down the list and then Council could do the rest – he said that hiring an effective manager is one of Council's most important jobs. He opined the committee could be more of a peer review committee. **Joyce** said he thought he preferred not to burden staff with more to do – he does see the importance of staff input however, he has absolutely no objection to that. **Joyce** does like the committee idea, they would provide recommendations to Council – however, Council could still look at every single application if they wanted to. **Mayor Koplin** said Council does need to come up with specific criteria to hand off to the committee so they are clear. **Joyce** said he would agree with **Bailer** in that **Dave Reggiani** would be a good member for the committee. **Mayor Koplin** gave a synopsis of those he chose for the committee and why. He mentioned Cordova's changing demographics and said younger citizens with young families were dominant in his picks. The Mayor continued by saying he certainly wanted the fishing industry represented but all of the fishing industry citizens

are in the middle of their busy season and the heavy lifting of this committee will be in the next couple of months. Mayor Koplin proceeded to give a briefing on his picks. He went with **Kelsey Appleton**, longtime CDFU employee, very industry-involved and young person also involved with the chamber of commerce. **James Kacsh** – Mayor & council experience. **Bret Bradford**, covers GCI, young family, Council experience, school board member. **Darrel Olsen**, incoming NVE tribal Council member, we need to build bridges with NVE. **Alex Russin** – superintendent, school input, as well as he is the CEO of a large organization – that’s a good perspective. **Emma Roemhildt**, young person – involved in business community. **Rich Rogers**, senior staff member, knowledge of community projects and there should be staff involvement. **Will Osborn**, young family man, a business owner and CTC Board of Directors Chairman. Mayor Koplin said this is Council’s committee, he is more than willing to reach out to others and change this up however Council sees fit. Joyce said that he likes all of the picks and he only sees a glaring gap in missing the fishing industry, he would suggest maybe asking **Reggiani** and adding him if he was willing. There was a concurrence of Council to have Mayor Koplin ask **Reggiani** to join the group.

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

5. Council direction to City Manager regarding disposition of Polar Bear

M/Beedle S/Bailer to refer this to the Harbormaster to come up with a reasonable fee and the accompanying insurance/USCG inspection requirements.

Beedle said it has gotten out of hand. The winter moorage to a dock would cause more damage to us. **Wiese** agreed that the USCG inspection would ensure the safety of the vessel or some other proof of safety of the vessel. **Burton** said he believes that it also needs to be insured (especially pollution insurance). **Joyce** agreed and wanted to expand on that – it wasn’t our issue until now, because it is now City land. Sound Developer is a perfect example – we had to pay for that because it was our land; we don’t want that to happen again. **Joyce**, said we can get a bond or a guarantee so the City doesn’t get stuck again – it could cost us millions if we are not careful. **Bailer** said he agrees – he’d like to hear the Harbormaster’s idea when it comes back to us. **Allison** agrees with a staff approach and said we have done tideland leases in the past and he’s sure insurance is required in that instance as well.

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

G. Audience participation

Cindy Appleton said that she maybe should have asked during the discussion but she just wanted to be clear about Council’s wishes concerning the City Manager recruitment. Mayor Koplin asked council their thoughts on the job description. Some discussion led Council to concur to remove master’s degree desired and leave it at bachelor’s degree desired. As far as salary listed, Council opted for the \$100k + which was the value from the search 3 years ago.

H. Council comments

Burton said as far as the Polar Bear situation, **Mr. Beedle** made a comment on the phone regarding other large vessels coming. He wanted to be clear that he thinks this is a one-time concern, not something we are setting up for all vessels that want to camp out on our property.

Wiese agreed with what **Burton** has said. He also thanks EPC for their strong presence here today.

Beedle said there may be landing crafts or other vessels coming to town and he wants people to know that there may be need for potential mooring.

Allison thanked **Mike** (Hicks) and **Jason** (Whetsell) for setting up the interim process and thanks for stepping up to the new positions.

Mayor Koplin thanked everyone for their patience, he did intend to keep this to a one hour meeting but he had also promised EPC that he’d put the resolution on the next available agenda be it special or regular and he kept to that promise.

I. Adjournment

M/Bailer S/Burton to adjourn.

Hearing no objection, the meeting was adjourned at 1:17 pm

Approved: August 3, 2016

Attest: _____
Susan Bourgeois, CMC, City Clerk

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

A. Call to order

Mayor Clay Koplín called the Council Regular Meeting to order at 7:00 pm on July 6, 2016 in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance

Mayor Koplín led the audience in the Pledge of Allegiance.

C. Roll call

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

D. Approval of Regular Agenda

M/Joyce S/Bailer to approve the Regular Agenda.

Hearing no objection the 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

Mary Ann Bishop of 700 4th Street spoke against the passage of Resolution 07-16-27.

Paul Swartzbart spoke in support of the passage of agenda item 23.

Carol Hoover of 5th Street and Lake Avenue spoke against the passage of Resolution 07-16-27.

Mark Frohnapfel of 828 Woodland Drive spoke against the passage of Resolution 07-16-27.

3. Chairpersons and Representatives of Boards and Commissions

Allison reported that HSB would meet next week and that the new CEO, **Scott Mitchell**, began work on June 27.

4. Student Council Representative Report – was not present

G. Approval of Consent Calendar

Mayor Koplín declared the consent calendar before Council.

5. Resolution 07-16-28 A resolution of the City Council of the City of Cordova, Alaska, establishing local government contribution of National Forest receipts for the Cordova public school district for the school fiscal year ending June 30, 2017

6. Record excused absence of Council member **Burton** from the June 1, 2016 Regular meeting

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

H. Approval of Minutes

M/Beedle S/Bailer to approve the minutes.

7. Minutes of 01-27-16 Special Council Meeting

8. Minutes of 03-10-16 Special Council Meeting

9. Minutes of 04-27-16 Special Council Meeting

10. Minutes of 05-20-16 Council Public Hearing

11. Minutes of 05-20-16 Special Council Meeting

12. Minutes of 06-01-16 Council Public Hearing

13. Minutes of 06-01-16 Regular Council Meeting

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

I. Consideration of Bids - none

J. Reports of Officers

14. Mayor's Report – **Mayor Koplin** had a written report in the packet and didn't have anything to add.

15. Manager's Report – **Interim City Manager Hicks** reported that 1) Eyak Corporation will be showing a new memorial at the end of Nicholoff on July 25-26 - they will dedicate this during sobriety in November; 2) Governor's veto was significant to Cordova with the 25% cut to the school debt reimbursement; 3) USCG has inspected the Polar Bear - waiting for results and staff is working on lease language for that; 4) state has hired a grant writer and architect for homeland security to write the hazard mitigation grant for our public safety building - if it works in our favor this could lead to 3 or 4 years down the road them moving that building for us; this is at no cost to us and they have named Cordova as a priority for this grant; 5) paving will happen July 12-16 - Eagle's plan has been well-advertised; 6) a big thankyou to the staff for a great conference held this last week at the Cordova Center, "Fiber and Friends: Fisher Folk"

Allison suggested maybe a letter to our senator and representative in Juneau giving dollar figures of how these cuts affect Cordova especially the school debt reimbursement after the mill rate is set, etc.

Hallquist asked for an update on the Mt. Eccles windows. **Rich Rogers**, Public Works Director, reported that they were expecting a bid from Frontier Glass today which didn't come in, but he anticipates that soon and then it was decided that the bid/scope of work would come back to Council at the next regular meeting or a Special Meeting if need be. **Hallquist** asked **Hicks** if anything has been looked at regarding the bird issue on the roof of this building. **Hicks** said he is still looking into it. **Hallquist** said he just wanted someone to clarify if we actually do have a problem - he has heard that the seagull poop does have a reaction with what our roof tile is made of but he doesn't want time or money spent unless that is true and there is an issue.

a. City of Cordova telecommunications policy

16. City Clerk's Report, **Bourgeois** had a written report in the packet.

K. Correspondence

17. 05-31-16 email from J. Reynolds regarding Resolution 06-16-23

18. 05-31-16 email from M. Bishop regarding Resolution 06-16-23 & Manager merit award

19. 06-01-16 email from P. Oswalt Stimson regarding Resolution 06-16-23, Manager merit award and Ordinance 1146

20. 06-12-16 request for Southeast Conference membership (voting or non-voting)

After some discussion on whether or not to join Southeast Conference or not, there was Council concurrence to join as a non-voting member.

L. Ordinances and Resolutions

21. Resolution 07-16-27 A resolution of the City Council of the City of Cordova, Alaska supporting the establishment of new businesses in Cordova that will expand the economy, broaden the tax base, create new jobs, and provide economic benefits to the citizens of Cordova, Alaska

M/Joyce S/Bailer to approve Resolution 07-16-27 A resolution of the City Council of the City of Cordova, Alaska supporting the establishment of new businesses in Cordova that will expand the economy, broaden the tax base, create new jobs, and provide economic benefits to the citizens of Cordova, Alaska

Joyce said this is a resolution to put out there that Cordova is looking for new businesses. Right now we have the reputation of being 'closed for business'. There have been a few businesses try to start up in Cordova that have been unsuccessful and this would put out there our interest in new businesses. **Joyce** said that some public comment tonight has been in support of wind, solar and hydro power and he agrees and supports that too but right now it is not affordable to heat homes with electricity which is what those energy sources create; electricity. **Joyce** said that this specific business would give the people of Cordova the opportunity to use gas - it will not be required. **Allison** said he doesn't have much new to add but he would support a resolution to support any business to go the next step to go to the financiers who will then scrutinize for financial fitness and risk. This isn't spending any City money - he would support other companies interested in the same thing. **Beedle** said he doesn't support this he thinks it is the City giving our stamp of approval for this company - he hasn't seen enough information to do that. **Bailer** said he doesn't think anyone could argue with the first five whereas' in this resolution - it's well-written. He suggested an amendment.

M/Bailer S/Joyce to amend the "now, therefore, be it resolved" paragraph to delete everything after Company and replace it with "to bring a gas utility to Cordova".

Joyce thinks that is a fair compromise. **Beedle** said the people of Cordova voted them down; and for us to go and support them now is not right. **Joyce** said he had to correct that. The people of Cordova voted no to a land sale - not to this gas company and that is what **Mr. Beedle** is trying to portray.

Council member **Wiese** lost his connection for this part of the discussion and did not vote on the amendment.

Vote on the motion to amend: 3 yeas, 2 nays, 2 absent (Wiese, Burton). Beedle-no; Allison-yes; Wiese-absent; Hallquist-no; Bailer-yes; Burton-absent and Joyce-yes. Motion was approved.

Council member **Wiese** returned to the meeting. **Joyce** said that this is an expensive project but even with all the costs involved and debt service, etc. they are trying to reduce the cost to the consumer. They are saying that it will be the case – no one has to buy it but they are saying it will come in as less than diesel. **Joyce** said it is only fair to give the people of this community the option of a cleaner, cheaper alternative to diesel to heat their homes.

Vote on the main motion: 4 yeas, 2 nays, 1 absent (Burton). Allison-yes; Hallquist-no; Bailer-yes; Beedle-no; Wiese-yes; Burton-absent and Joyce-yes. Motion was approved.

M. Unfinished Business

22. Council direction regarding Cordova's E-911 system improvements

After lengthy discussion and back and forth questions/answers between Council and **Chief Hicks**, Council directed **Hicks** to bring back a summary of what the E-911 system would cost, what is required regarding house numbers, cell phone companies, etc. They expressed confusion after the ProComm presentation at the last meeting – said his (the ProComm presenter's) thoughts were all over the place and they were uncertain of the bottom line. **Hicks** said he would get them a good summary for next time. **Hallquist** mentioned he would also like to see a rough plan sketched out on how addressing would begin and get accomplished.

23. Council action on insurance reimbursement for Sheridan Alpine Association

M/Allison S/Beedle to reimburse Sheridan Alpine Association the \$10,620 for payment of commercial liability insurance. **Allison** said his only question is on the ski hill budget for this year, there is debt service listed, he asked if that was the snow making equipment. **Swartzbart** said that is accurate. **Bailer** said he supports this and asked if there is any way to buy insurance with the City to perhaps lower the premium or not get insurance at all on a bad snow year. **Swartzbart** said there is too steep of a charge to reinstate the insurance, so it is not worth dropping it. Also, he said that the employees at ski hill are not city employees so that isn't doable.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Burton). Wiese-yes; Burton-absent; Beedle-yes; Hallquist-yes; Allison-yes; Joyce-yes and Bailer-yes. Motion was approved.

24. Council discussion of selection criteria for City Manager search

Council agreed to most of what was written regarding the search except they were in agreement that the committee would not be doing the phone interviews, council would do those themselves. Otherwise they directed staff to continue the advertising. There was some discussion of the criteria/ traits most desirable in the next City Manager. The criteria that some believed should weigh more in considering an applicant were: personnel management experience; a college degree in a related field (public administration, etc.) vs. in some other field of study; contract negotiation experience; planning/management experience (i.e. organizational skills). Also, they thought the first criterion on the list should read college graduate **WITH** (instead of or) 5 years supervisory experience. **Mayor Koplin** asked HR Director, **Cindy Appleton** how many applications had been received so far. She said about a dozen have made inquiries and she has sent application packets to them. She has received back 2 completed applications with all required materials at this time. It has been out for about ten days at this point.

25. CIP list update discussion and staff direction

Mayor Koplin mentioned that he put this on because even though the state isn't doing great, there are still federal grant opportunities and it is smart for us to keep a fresh, current list. **Joyce** said we don't really need this done until September, October as we are out of the legislative cycle now. He said there were a couple of things that can be removed. **Mayor Koplin** suggested that we put it on the Pending Agenda for September.

N. New & Miscellaneous Business

26. City Council residency requirements

Mayor Koplin said he would speak to this since he did agree to have it on the agenda. One Council member suggested the item but he has been approached by several members of the public and he mentioned in a report a few Council meetings ago that he read through Code and it appeared to him as though all of the seated Council members were meeting the residency requirements. Council member **Joyce** said he believed this was obviously aimed at him because he without a doubt does not live here full-time but he does have residency here. He owns a house and pays property taxes, is registered to vote here and is an Alaska resident, unfortunately, he has elderly in-laws that his wife is caring for out of state and he spends time visiting her there – that is just where his life is at this point. He was elected to fill this seat for three years and he plans to fulfill that obligation as he is currently meeting the requirements of residency. **Beedle** opined that not being in town makes him unavailable to the public – he has heard those comments. **Beedle** also said he gets a lot from hearing

input that **Joyce** has to give in meetings; he called it not a “residency” issue but a “representation” issue. **Mayor Koplin** reiterated that the current code is being followed, he wondered if anyone was interested in making a motion.

M/Hallquist to change code to allow Council members to attend meetings via teleconference only 6 times per year. This motion did not get a second.

Joyce said as far as what Council member **Beedle** was saying, he does get and respond to emails and phone calls from constituents. **Beedle** said he hears from constituents that have had trouble getting in touch with **Mr. Joyce**. City Clerk **Bourgeois** opined that the retired guy in California is often the easiest to get in touch with, much easier than those fishing or traveling for other business.

27. Council action on land disposal method for Tract B, Lot 34 USS449

M/Joyce S/Bailer to direct the City Manager to dispose of Tract B, Block 34, USS 449 by negotiating an agreement with Alascom, Inc. to lease the property at fair market value.

Joyce said we have done this before and in the interest of fairness, this is the proper way to go.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Burton). Beedle-yes; Joyce-yes; Hallquist-yes; Wiese-yes; Allison-yes; Bailer-yes and Burton-absent. Motion was approved.

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

Bailer suggested: 1) the in-town expert, **Carlos Martin**, to give his opinion on seagulls (to Council) at next meeting
2) City Manager to look into Ski Hill insurance under City umbrella

Beedle said: 1) City Clerk evaluation needs to be on the next agenda, or sometime before expiration of her contract on August 8, 2016

2) How to go about the addressing system – he’d like an update next time

Hallquist said: 1) Cordova Center business report – showing financials – income/expenses, etc. – **Joyce** thought maybe by October/November because that would give a solid year’s worth of data

Mayor Koplin: 1) would like to add Crater Lake Water & Power project to the Pending Agenda

2) asked **Rich Rogers** to present a short report on the water side of the project at the next meeting

Council did opt to formally cancel the second July meeting. **Rogers** said we may need action on the Mt. Eccles windows before August – council agreed maybe ahead of the HSB meeting next Thursday, July 14.

O. Audience Participation

Alice Grimwood with the radio station spoke in favor of the E-911 system and addressing as she believes a lot of people like herself do not know street names within the City.

Greg Meyer, 1 Cannery Row, said (jokingly) he thinks Council should leave the seagulls alone – the more on the Cordova Center roof, the fewer will be on his roof. He also said anything we can do to get the ferry back on a good schedule, we should do – he couldn’t believe that Council took so long to spend \$300. He said his business is down 20% due to the ferry schedule which he said equates to \$25-30K in sales tax. Lastly he said the agenda was deceptive because the resolution about AIGCO didn’t appear to be about that if you only read the agenda – he said he doesn’t have time to dig through the packet. He said he would appreciate a little more transparency.

Mark Frohnepfel of 828 Woodland Drive said he supports numbering of houses because it will help E-911 and will help his delivery drivers. He agreed with **Greg** that we have to fight for the ferry service that we need. He said as far as AIGCO, he knows there is a lot of support for clean burning fuels, he said Shoreside can supply propane.

Casey Kinsman, 501 Lakeview Avenue just introduced himself as new in town and he submitted an application for City Manager, he comes from Utah.

P. Council Comments

Bailer said that in the end they did see the value (in Southeast Conference membership) and spent the \$300. As far as Mr. Joyce, he said it isn’t an ideal situation but it isn’t the situation he thought he would find himself in and he’s been an effective Council member for a long, long time. He said this has kind of happened to **Mr. Burton** as well, wasn’t his plan, but he thinks **Burton** can also remain effective and approachable.

Wiese thanked **Swartzbart** and the volunteers at Ski Hill – one of the things that makes Cordova great. He spoke about how the council members in question about residency had been elected by the people – that is an important thing to remember.

Joyce said he appreciates the comments – he understands the concerns but he probably won’t be running for re-election. He would like to see some numbers on paper regarding E-911 so we know exactly what it is we are buying. **Joyce** also commented that some of the discussions tonight were not motions and that leads us astray – we should try to keep items to actions items with motions – he’d prefer a more structured meeting.

Beedle said he spoke to the cannery about seagulls and they said in three years they will be regulated out of feeding the birds (i.e. discharging the fish guts, etc. directly into the bay) so it will all change then.

Allison said the canneries tried everything over the years, he thinks nature will take care of itself. He also thanked Sheridan Alpine Association and the volunteers that do great things for the citizens and he would suggest a meeting with the Interim City Manager because it looks like the lease speaks to the city possibly covering water and telephone expenses as well.

Mayor Koplin wanted to thank City Council, City Staff and all of the volunteers for a great Fourth of July Celebration.

Q. Executive Session – none on the agenda

R. Adjournment

M/Bailer S/Allison to adjourn the meeting.

Hearing no objection the meeting was adjourned at 9:15 pm.

Approved: August 3, 2016

Attest: _____
Susan Bourgeois, CMC, City Clerk

Special City Council Meeting
July 14, 2016 immediately following the
7:00 pm Health Services Board Meeting
Cordova Center Community Rooms A & B
Minutes

A. Call to order

Vice Mayor Tom Bailer called the Council Special Meeting to order at 8:50 pm on July 14, 2016 in the Cordova Center Community Rooms.

B. Roll call

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

C. Approval of agenda

M/Allison S/Hallquist to approve the agenda.

Vote on motion: 5 yeas, 0 nays, 2 absent. Allison-yes; Hallquist-yes; Joyce-yes; Beedle-yes; Wiese-absent; Burton-absent and Bailer-yes. Motion was approved.

D. Disclosures of conflicts of interest - none

E. Communications by and petitions from visitors

1. Audience Comments regarding agenda item - none

F. New business

2. Council action on ITB 16-03 Mt. Eccles School Windows Upgrades Project

M/Allison S/Joyce to direct the City Manager to negotiate a contract with Frontier Glass of Fairbanks, Alaska to provide window repair services as negotiated for a sum not to exceed forty thousand five hundred six dollars and zero cents (\$40,506.00) per the attached fiscal note.

Allison said he'd like to hear from staff. **Rich Rogers**, PWD, City Engineer, said that this is a follow up to the Council having approved negotiation with Dawson – they have since determined it is more of a specialty and we are now working with Frontier instead (they had been the sub contacted by Dawson). Since the contractor has changed, this is back before Council for approval. This is budgeted, **Sam Slater** – Manager for Frontier is on the phone – he was here a couple of weeks ago spent a day onsite and resulted in this bid. **Slater** explained that the problem was not in the installation of these windows, it is in the product – the caulking failed – it was a product issue. He saw much evidence to lead him to the decision that the window systems were not bonded correctly to the structure itself. The job was not blotchy, the caulking was clean and done well – the product failed and did not bond long-term. **Rogers** asked **Slater** about a timeline – he said 2-3 weeks lead time on the product needed, SikaHyflex 150.

Mayor Koplin arrived at the meeting at 8:58 pm – **Vice Mayor Bailer** handed the gavel and the control of the meeting over to him.

Joyce asked the anticipated start date – first or middle of August? **Slater** said we do plan to schedule to be in Cordova as soon as possible. When the caulking sails, they will buy airplane tickets. **Hallquist** asked about the guarantee involved in the work. **Slater** said he will get with his Sika representative and he assured Council there would be a significant warranty. **Hallquist** said he has been closely involved in this project and he cannot support this at this time – he said caulking again makes him nervous.

After lengthy back and forth discussion and questions and answers, **Hallquist** was more in favor of at least a new window bank for the worst leaking room which is Room 220. **Slater** said it would be about \$70k for that window wall – in room 220.

M/Hallquist S/Beedle to refer this to staff to get Frontier's proposal for new window bank in 220 and a schedule to install that and to keep the rest of the plan to fix the caulking in the other rooms the same.

Bailer said he would not support the amendment. Opinions included the need to fix this before fall/winter and then they would like **Slater** to get back with Council as he makes the repairs to see if he believes that 220 should have the whole window bank replaced. **Joyce** and **Allison** were in agreement with **Bailer**. **Beedle** said he was more interested in knowing the lead time for the new window before making his decision – he favored the amendment.

Vote on motion to amend: 2 yeas, 3 nays, 2 absent. Hallquist-yes; Burton-absent; Bailer-no; Beedle-yes; Allison-no; Joyce-no and Wiese-absent. Motion to amend failed.

There was no further discussion on the main motion.

Vote on main motion: 3 yeas, 2 nays, 2 absent. Joyce-yes; Bailer-yes Wiese-absent; Beedle-no; Burton-absent; Hallquist-no and Allison-yes. Motion was approved.

G. Audience participation - none

H. Council comments

Bailer said he appreciates the Mayor trying to move discussion along but he and **Hallquist** have many years of construction knowledge and when they ask questions, they know where they are going with them. He expects the others to ask such questions when topics they are experts in get discussed as well.

Joyce wanted to ensure **Rogers** knew that we approved the caulking but we still wanted **Slater** to give us a real number and time frame to replace the bank in 220.

Beedle said he would like us to order and get the window sent so next time, lead-time isn't a consideration.

Mayor Koplin said his concern with tonight was throwing new things in while the contractor is on the phone which can disrupt the commercial arrangement we have with him. Also, he opined that if Council is the one writing/re-writing the specs and doing the work of staff and revising the contracts, then the question is raised as to who is responsible for that. When our City Attorney comes in to talk to us, he has asked him to address that. At the end of the day, he is trying to facilitate communications so that Councilmen who have expertise in certain areas can submit that information.

I. Adjournment

M/Allison S/Bailer to adjourn.

Hearing no objection, the meeting was adjourned at 9:55 pm

Approved: August 3, 2016

Attest: _____
Susan Bourgeois, CMC, City Clerk



City of Cordova
P.O. Box 1210
Cordova, Alaska 99574
Phone: (907) 424-6200
Fax: (907) 424-6000
Email: citymanager@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of City Manager

July 27, 2016

Memo to City Council

Re: LT2 Contract with GVI Jones & Associates - Approval to Negotiate a Change Order

CMC 5.12.050 "Contract Amendments":

No contract amendment which will cause the total price of the contract, as amended, to exceed the greater of twenty-five thousand dollars or one hundred ten percent of the original contract price shall be executed unless the council has approved a memorandum setting forth any modifications to the essential terms of the contract:

- A. The identity of the contractor:** GVI Jones, 1200 E 76th Ave, Unit 1207, Anchorage, AK
- B. The amended contract price:** \$185,000.00
- C. The nature and quantity of the performance that the city shall receive under the amended contract:** prepare plans, technical specifications, contractual documents, obtain ADEC construction approvals, and provide construction inspection services for application of new tank coatings on 4 steel water tanks, installation of multiple SCADA (Supervisory Control and Data Acquisition) and process control upgrades at Eyak Water Treatment Plant, and installation of 3 new OSHG (On Site Hypochlorite Generation) systems.
- D. The time for performance under the amended contract:** start on/about 04Aug16 and complete by 31Dec17.

The City must expend \$3.825 million of previously attained grant and loan monies for our highest-priority Post LT2 water upgrades prior to 01Jun17 ("spend it or lose it" per expiring grant and loss of subsidized "free money"). Of this amount, approximately \$835,000 is for SCADA technical upgrades and engineering services while the remaining \$2,990,000 will be for general contracting work listed above (steel tanks, upgrades, and hypochlorite generators). Of the \$835,000 engineering portion, \$650,000 will be covered by remaining unobligated funds in the original GVI Jones LT2 contract, leaving \$185,000 to be paid by this change order.

The expenditure plan is as follows:

	GVJones Contract	Dawson Contract
Coat Steel Tanks, 4 ea	\$120,000	\$1,033,000
SCADA Upgrades	642,000	1,350,000
Hypochlorite Systems, 3 ea	73,000	607,000
Subtotal	\$835,000	\$2,990,000
Total	\$ 3,825,000	

The flood in 2009 damaged the Eyak Filter Plant's SCADA. The filters at Eyak are the backup water source for water shortages due to weather and emergencies such as loss of a water sources, fires, or some other unforeseen circumstance. The filter plant is currently operated in manual operation and personnel must monitor it 24/7 when the pumps are running, which adds significantly to operational costs. SCADA will provide automated 24/7 monitoring of the filter plant which has been lacking for years. Plant demands are likely to increase due to Cordova's historical 4% per year growth in water consumption.

During LT2 Compliance Upgrades, GVI Jones and subcontractor Boreal Controls, Inc. provided the engineering and computer control upgrades to the SCADA equipment for Meals, Murcheson and Orca Plants. SCADA software supervises many of the crucial variables associated with processing potable water including sounding alarms, notifying water department personnel, turning off or switching pumps, and transmitting systems monitoring data. SCADA is a very technical specialty service which involves writing computer code and integrating older SCADA hardware and software to newer versions.

GVI Jones is a well-established Alaska water process specialty engineering firm and their performance under our current 2-year old contract has been exemplary. The City's team of Dawson and GVI Jones has demonstrated first-rate technical competence and cooperation that has, without interruption, contributed to major improvements in Cordova's water infrastructure.

I recommend the City Manager be authorized by Council to negotiate a change order with GVI Jones Associates to provide Post LT2 engineering services as negotiated for a changed amount not to exceed \$185,000.00 per the attached Fiscal Note.

Recommended action: Voice Vote. "I move to direct the City Manager to negotiate a change order with GVI Jones Associates, Anchorage, AK, to provide Post LT2 engineering services as negotiated for a sum not to exceed one hundred eighty five thousand dollars and zero cents (\$185,000.00) per the attached Fiscal Note."

Mike Hicks
Interim City Manager

City of Cordova
Fiscal Note

Date: 07/27/2016

Agenda Date: 08/03/2016

Amount: \$ 185,000.00	Subject: Post LT2 Change Order on GVJones Contract
Fiscal Impact: Yes	
Budgeted: Yes via Loan/Grant	Resolution/Ordinance # n/a
From Account#: June 2016 ADEC LT2 \$3M Loan and Original 2011 LT2 Grant	
To Account#:	
Prepared by: R. Rogers	

Expenditures	FY 2016	FY 2017	FY 2018
Contractual		\$185,000.00	
Supplies			
Equipment			
Travel			
Land/Structure			
Grants			
	FY 2016	FY 2017	FY 2018
Revenue			
Funding Source	FY 2016	FY 2017	FY 2018
2011 Original LT2 Grant (\$825,000 remains)			
2016 Loan via Referendum (\$3M loan pay back \$2M)		\$185,000.00	

Additional Information

Engineering services (plans, specs, inspections) for Post LT2 Upgrades (4 steel tanks, SCADA at Eyak Plant, 3 hypochlorite systems).



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CITY OF CORDOVA

Office of City Manager

July 27, 2016

Memo to City Council

Re: LT2 Contract with Dawson Construction Inc. - Approval to Negotiate a Change Order

CMC 5.12.050 "Contract Amendments":

No contract amendment which will cause the total price of the contract, as amended, to exceed the greater of twenty-five thousand dollars or one hundred ten percent of the original contract price shall be executed unless the council has approved a memorandum setting forth any modifications to the essential terms of the contract:

- A. The identity of the contractor:** Dawson Construction, PO Box 30920, Bellingham, WA, 98228
- B. The amended contract price:** \$ 2,990,000.00
- C. The nature and quantity of the performance that the city shall receive under the amended contract:** furnish and install all labor, materials, equipment, supervisory, subcontracting, and all other services for application of new tank coatings on 4 steel water tanks, installation of multiple SCADA (Supervisory Control and Data Acquisition) valves, actuators, meters, and mechanical/electrical component upgrades at Eyak Water Treatment Plant, and installation of 3 new OSHG (On Site Hypochlorite Generation) systems.
- D. The time for performance under the amended contract:** start on/about 04Aug16 and complete by 01Jun17.

The City must expend \$3.825 million of previously attained grant and loan monies for our highest-priority Post LT2 water upgrades prior to 01Jun17 ("spend it or lose it" per expiring grant and loss of subsidized "free money"). Of this amount, approximately \$835,000 is for SCADA controls upgrades and engineering services while the remaining \$2,990,000 will be for general contracting work listed above (steel tanks, mechanical upgrades, and hypochlorite generators).

The expenditure plan is as follows:

	GVJones Contract	Dawson Contract
Coat Steel Tanks, 4 ea.	\$120,000	\$1,033,000
SCADA Upgrades	640,000	1,350,000
Hypochlorite Systems, 3 ea.	75,000	607,000
Subtotal	\$835,000	\$2,990,000
Total	\$ 3,825,000	

The steel tank work involves new exterior coatings at 4 tanks (Morpac, 1.5, Mews, Ski Hill) and interior work at Morpac (new circulator, freeze protection) and 1.5 tank. Interior tank video inspections from 2011 document these needed repairs. Dawson understands the peculiarities of City's water system and works well with our plant staff. Dawson has demonstrated their ability to work on portions of our water system without service interruptions, and this will be required again as individual tanks are taken off-line for coating.

SCADA mechanical upgrades have been pending since 2010 and primarily include new pump VFDs (variable frequency drive), check valves, raceways, process control cabling, filter valves and actuators, and genset transfer switching.

Our three aging and unreliable chlorine generating units (one at each water plant) will be replaced by three new state-of-the-art OSHGs supplying chlorine at 40 pounds per day. This work will be competitively bid/subcontracted out by Dawson from among the three leading manufacturers that service Alaska and the Northwest region.

Dawson's performance under its current 1-year old contract has been exemplary. All three UV systems were commissioned and approved by ADEC ahead of schedule and under budget. The City's team of Dawson and GVJones has demonstrated first-rate technical competence and cooperation that has, without interruption to taxpayers, contributed to major process improvements in Cordova's water infrastructure.

I recommend the City Manager be authorized by Council to negotiate a change order with Dawson Construction to provide Post LT2 general contracting services for an amount not to exceed \$2,990,000.00 per the attached Fiscal Note.

Recommended action: Voice Vote. "I move to direct the City Manager to negotiate a change order with Dawson Construction, Bellingham, WA, to provide Post LT2 general contracting services for a sum not to exceed two million, nine hundred and ninety thousand dollars and zero cents (\$2,990,000.00) per the attached Fiscal Note."

Mike Hicks
Interim City Manager

City of Cordova
Fiscal Note

Date: 07/27/2016

Agenda Date: 08/03/2016

Amount: \$ 2,990,000.00	Subject: Post LT2 Change Order on Dawson Constr Contract
Fiscal Impact: Yes	
Budgeted: Yes via Loan/Grant	Resolution/Ordinance # n/a
From Account#: June 2016 ADEC LT2 \$3M Loan and Original 2011 LT2 Grant	
To Account#:	
Prepared by: R. Rogers	

Expenditures	FY 2016	FY 2017	FY 2018
Contractual-grant	\$175,000.00		
Contractual - loan	\$1,407,500.00	\$1,407,500.00	
Equipment			
Travel			
Land/Structure			
Grants			
	FY 2016	FY 2017	FY 2018
Revenue			
Funding Source	FY 2016	FY 2017	FY 2018
2011 Original LT2 Grant (\$825,000 remains)	\$175,000.00		
2016 Loan via Referendum (\$3M loan pay back \$2M)	\$1,407,500.00	\$1,407,500.00	

Additional Information

General contracting services (labor, material, subcontractors, equipment) for Post LT2 Upgrades (4 steel tanks, SCADA at Eyak Plant, 3 hypochlorite systems).

Mayor's Report

7-29-16

Clay Koplin

On July 11 I met with Bill Bittner, David Gross, and Jennifer Alexander of Birch Horton Bittner & Cherot to discuss City of Cordova and Attorney relationship and schedule a meeting between a senior partner and City Council. David Gross, the managing partner of BHBC, will be meeting with City Council at this August 3rd regular meeting to discuss attorney-client relationship and any items of interest to the Council including status of any legal work in progress and the general services of BHBC.

On July 11 I met with Gabe Kompkoff, David Phillips, and Josie Hickel of Chugach Alaska Corporation to discuss projects and opportunities in the region. Chugach is leading or participating in projects to support economic, social, and cultural strength in Cordova and the region and pursuing opportunities to expand their role with partners and stakeholders. On July 14th I was also able to meet with Sheri Buretta, Chairman of the Chugach Board of Directors to discuss items of regional concern, and enjoyed seeing both Gabe and Sheri at the Copper River Wild! Salmon Festival that weekend enjoying the great music and events.

On July 12 I teleconferenced with Representative Louise Stutes and staff, Fish and Game Commissioner Sam Cotten and staff, and representatives from Senator Stevens office, Lt. Governor Byron Mallott's office, John Bitney, and Kerin Kramer and John Whissel of Native Village of Eyak (NVE) to discuss the potential for an NVE project to perform a capture and mark study to establish better data about the tanner crab biomass in Prince William Sound.

On July 15 I met with the Native Village of Eyak (NVE) executive director Kerin Kramer and new Village Council Chairman Darrel Olsen to discuss various community initiatives and projects including tanner crab fishery, Adams street sidewalk upgrades, the new Veteran's Memorial at the breakwater donated and erected by NVE, ferry service, and support for our US Coast Guard community.

I worked with City Human Resources director Cindy Appleton to prepare materials for the City Manager Assessment Committee and met with Cindy and that committee on July 26th to discuss the review and ranking of 18 applications for Cordova City Manager received to date. I have reviewed the applications along with the committee and a recommendation for the top five candidates will be provided to the City Council for consideration at this August 3rd regular meeting.

On July 27th, I attended the Cordova Chamber of Commerce regular board meeting where we recapped what was likely the best attended Cordova Fourth of July celebration; supported by generous donations from Trident Seafoods, Ocean Beauty Seafoods, Copper River Seafoods, Northern Fish Alaska, Camtu's Alaska Wild Seafoods, donations and discounts from Nichols Front Door Store, and others as well as the many volunteers who set up, cleaned up, baked pies, organized or participated in the Kelp Box Derby (Kelley Weaverling) and other events. On a personal note, I appreciate the Cordova Electric line crew leaving their families and the festivities to minimize the impacts of an underground electrical fault in the downtown area right at the peak of the community barbecue and games to work into the evening to put temporary power back in place to keep the ice cream frozen and beverages cold on Main Street. The Chamber is in good financial condition and planning for upcoming festivals and service and support projects for the Cordova business community.

I have worked with City Staff to prepare City Clerk evaluation forms and distribute them the City Council for the Clerk's performance evaluation and goal-setting.

I have met with citizens throughout the month and discussed suggestions and items of concern on a variety of topics including noise complaints, business stability and development, and ferry service. I encourage community feedback and can be contacted at my Clay Koplin for Mayor Cordova Facebook page, at claykoplin@gmail.com, or my cellphone as a last resort or for emergencies, 253-5026.

Have a great August Cordova!



Why Crater Lake Water?

Do We Need Crater Lake Water?

What Will Crater Lake Project
do for the City's Water System?

- City would get more high quality water when it is really needed
- Orca Creek/Crater Lake is purest of 4 sources
(TSS/ solids \approx half of Meals)
- Needed in Feb./March & July/Aug. = 4.5 MGD Max Demand (2015)
6.3 MGD Max Demand (2025?)
($\approx 4\%$ per year)
- Decreases dependence on Eyak Lake

Crater Lake Water

- Feasibility Study on www.cityofcordova.net
- Orca Lodge area / at 1500' Elevation / ~25' Dam / ~16" Penstock
/ Holds 400 Mgal (Million Gallons) / 5 CFS Flow \approx 3.3 MGD Water Supply
- Cost (+/-) = \$17M = \$3M Design/Permit + \$14M Build
- Schedule = 3 yrs = 1yr + 2 yrs

Normal Water Demands

- Q (Flow) \approx 600 Mgal/Year \approx 1.6 MG/Day (MGD)
- From 3 Mountain Sources (Meals/Murcheson/Orca)
- Rain/Snow Dependent; Eyak Lake is Backup
- Eyak Lake \approx used 10 Days/Yr Now /But Limited Flow @ 1.5 MGD
= More Expensive - \$2.60/1000 gal vs. \$1.10/1000 gal

Stressed Water Demands

- Feb./March & July/Aug. Annually @ 4.5 MGD Max Demand
- If No Snow/Rain, then use Eyak Lake @1.5 MGD = not enough
- Have our 3 creeks ever gone dry? 2 dry in March 2011, March 2014
- Crater Lake can give 3.3 MGD+Eyak Lake 1.5 MGD = 4.8 MGD= OK
- Water rationing? Homes vs. Fish Plants? Not yet.

Conclusions

- Advantages
 - More Stored & Available Water = Reduced Risk
 - Cleaner Water
 - Cheaper Water
 - Rely Less on Eyak Lake
- Disadvantages
 - \$17M – Share the bill with CEC
 - Increased infrastructure
 - Crater Lake visually modified
- Future?
 - If we want growth? → Then need more water
 - If we want no growth? → Then just use what we have

- LT2 UV Systems completed & ADEC approved ahead of schedule and under budget
- Conscientious employees completed over 12,960 man-hours of O&M w/no accidents/injuries
- Mt Eccles Window Repairs out to bid
- Paving Project – concrete gutters done, earthwork 80%, prepped for paving
- Started Baler Shop Upgrades
- Started Cordova Center Landscaping
- Installed new storm drain pipe and basins on Cedar & Spruce
- Repaired 191 potholes on paved roads
- Swept roads for 62 hours collecting 174 cubic yards of sand
- Produced 301 solid waste bales & 16 cardboard bales
- Shipped 48 roll-offs of C&D and scrap steel to landfill
- Produced 97 MGal drinking water & treated 27 MGal wastewater
- Commissioned and started the cistern for the Cordova Center
- Coordinated and applied for LEEDs certification for Cordova Center
- Completed final chiller repairs at CCMC
- Finished Cordova Center auditorium lighting and curtains install
- Coordinated repair and replacement of bay doors for ski hill, shop, water, and refuse.
- Submitted ATAP grant application Adams Street sidewalks between 2nd & Council
- Submitted and obtained waste water permit from ADEC
- Developed and issued RFP for land parcel ATS1004
- Supported the hosting of US Coast Guard meeting re: sites for two new boats & facilities
- Submitted the Whitshed Road Pedestrian Path Project to State & project is now underway
- Obtained \$3.0M Post LT2 ADEC funding for multiple water infrastructure improvements

Rich Rogers, PE
Cordova Public Works Director/City Engineer
601 First Street, PO Box 1210
Cordova, Alaska 99574
Office 907-424-6231



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Chad Adams, CFP®, ChFC®
Portfolio Manager
chad.adams@ubs.com
Direct: (907) 261-5971

July 5th, 2016

City Council Members and Staff
City of Cordova, Alaska
602 Railroad Avenue
Cordova, Alaska 99574

Dear Council Members and Staff,

The City of Cordova had a total of **\$12,096,767** (including accrued interest), on deposit with UBS, distributed among six funded accounts as of June 30, 2016. Four of these accounts are under active investment management, utilizing the UBS Portfolio Management Program (three within the Permanent Fund portfolio and one in Central Treasury). Both the Permanent Fund and Central Treasury also have an additional account, primarily used for cash management purposes.

The credit line has an outstanding balance of **\$767,942** as of the end of the quarter.

So far in 2016, we've experienced a sharp sell-off in the equity markets during the first quarter of the year, followed by a recovery towards the market highs. As we entered the second quarter, the headlines were dominated by "Brexit", the referendum where the United Kingdom would vote to remain or exit the European Union (EU). The pundits, investors and the polls reflected that the voters in the UK would likely vote to stay in the EU. On average, the world stock markets began to trickle higher leading into the expected "remain" vote. However, when the UK vote to leave the EU passed, it caught the world by surprise. On average, the world stock markets sold off over 6% in a sharp two day sell-off. The damage was even more extreme in some international markets. Since then, we've seen the US equity markets rebound almost back to where they were prior to the Brexit vote. Most overseas equity markets are also within a few percent of being back to where they were prior to the vote. With the benefit of hindsight, perhaps the global markets overreacted. Are the shockwaves created by Brexit over? We have no idea and frankly neither does anyone else. With that said we've included a short thought piece covering some of the more straightforward ramifications.

Year to date, Cordova's overall portfolio is up \$339,769 on the year or just over 3%. Since late 2009 the portfolio has had an annualized return 2.01% per year, which compares very favorably to the .08% that US T-Bills and other similar money market like strategies have averaged.

The recent rapid moves in the global markets clearly reflected the benefits of maintaining proper diversification and risk management, as we do in Cordova's portfolios. Across the three managed accounts held within the Permanent Fund (PF), prior to the Brexit vote, we reworked the underlying allocations in mid-June in order to ensure the portfolios' remained within policy objectives. In each, we refined the equity and bond allocations to be complimentary to one another. Regardless of how the vote turned out, we were reasonably confident that the market would react with vigor one way or the other. Preemptively, we increased our allocation to alternative strategies to help reduce portfolio sensitivities to stocks and bonds. As an example, one of the alternative strategies we utilize is Managed Futures. Historically this asset class has provided insulation from both stock and bond volatility. During the Brexit drawdown, our managed futures managers produced roughly +2.1%, +3.3% and +4.8% and have continued to advance.

Overall, during the recent sell-off, each of the managed accounts either minimally participated on the downside, or actually advanced. They have all since moved to new yearly highs. We will continue to strive to provide an investment experience that is in-line with the objectives of each portfolio.

Finally, we would like to offer for us to come to Cordova for a day during the week of August 8th to meet with city employees and review the investment strategies with interested parties. As always, we thank you for the opportunity to serve Cordova.

Sincerely, Chad Adams, CFP®, ChFC® and Buck Adams, CFP®, CIMA®, ChFC®

To: Mayor and City Council
Through: Mike Hicks, City Manager
From: Paul Trumblee, Fire Marshal
Date: July 26th, 2016

CORDOVA VOLUNTEER FIRE DEPARTMENT
Quarterly Report

In this 2nd quarter of 2016 the Cordova Volunteer Fire Department responded to 43 calls for Fire, Rescue and EMS for a total of 332 member hours. Including emergency calls, the volunteers of the fire department participated in the regular Thursday night meetings, public education and other activities for a total of 1678 member hours for this quarter. Year to date accumulated hours 4129.

Synopsis of this quarters training include, Alaska Shield Critique, Infection control procedures, blood draw training, Fire Fighter I Testing, Cordova Community Health Fair, Cancer head shave fundraiser, training room maintenance, Narcotic overdose training, Harbor10 vehicle pump testing, Intubation and IV drills, Confined Space rescue, radio training, Engine 3 pump testing, Motor vehicle extrication training.

Please see detailed monthly activity sheets attached for more information on fire department activities.

April 2016 ACTIVITIES		Attendance	Hours	Total People Hours
	Thursday Meetings			
4/7	Alaska Shield Critique	17	2	34
4/14	Business Meeting	19	2	38
4/21	Run Reviews	7	1	7
4/21	Blood Draw / Inventory	22	2	44
4/28	Infection Control Training	14	2	28
	Total			151
Date	Public Education Taught			
4/21	Explorers	4	1.5	6
	Total			6
Date	Other Activities			
4/1	Ambulance Bay Maintenance	1	1	1
4/4	Firefighter 1 Class	5	4	20
4/6	Training Room Maintenance	1	4.5	4.5
4/6	Firefighter 1 Class	6	4	24
4/7	Fit Testing	2	4.5	9
4/7	Moulage Training	2	7	14
4/7	Fit Testing	2	2.5	5
4/8	Fit Testing	1	4	4
4/8	Firefighter 1 Class	4	4	16
4/9	Firefighter 1 Class	5	4	20
4/10	EMS Schedule	1	3	3
4/11	Fit Testing	1	3	3
4/11	Firefighter 1 Class	7	4	28
4/12	Constitution Committee	6	3	18
4/13	Fit Testing	1	2	2
4/13	Constitution Committee	1	4	4
4/15	Maintenance	1	2	2
4/16	Medic 8 Restock	2	2.5	5
4/16	Cancer Walk Head Shave	10	2	20
4/16	Health Fair	7	3	21
4/16	Firefighter 1 Testing	6	4	24
4/17	Firefighter 1 Testing	14	5	70
4/18	Training Room Maintenance	1	2	2
4/18	Fit Testing	1	2	2
4/19	Constitution Committee	6	3	18
4/20	Fit Testing	1	2.5	2.5
4/21	Maintenance	1	2	2
4/26	Training Room Maintenance	1	1	1
4/28	Medic 8 Inventory	1	3	3
	Total			348
Date	Fire Runs			
4/13	Unconfirmed Alarm Trident North	15	1	15
4/14	Unmonitored Burn Shelter Cove	17	1	17
4/19	Unconfirmed Alarm Orca Lodge	14	1	14
4/20	Unconfirmed Alarm Ocean Beauty	18	1	18
4/27	Unconfirmed Alarm Ocean Beauty	7	1	7
4/30	Oven Fire	11	1	11
	Total			82
Date	Ambulance Runs			
4/5	Unresponsive Male	3	2	6
4/10	Difficulty Breathing	3	2	6
4/14	Transport	3	2	6
4/14	Transport	3	2	6
4/15	Transport	3	2	6
4/24	Head Wound	3	1	3
4/30	Unknown Illness	3	2	6
	Total			39
Total hours for the month of April				626

May 2016 ACTIVITIES		Attendance	Hours	Total People Hours
	Thursday Meetings			
5/5	Purple Thursday	10	3	30
5/19	Run Reviews	6	1	6
5/19	Narcotic Overdose	6	2	12
5/19	H-10 Draft Operations	8	2	16
5/26	Trident North Drill	16	3	48
	Total			112
Date	Public Education Taught			
5/18	Fire Extinguisher Class	1	1	1
	Total			1
Date	Other Activities			
5/1	Maintenance	1	4	4
5/3	Constitution Meeting	6	3	18
5/8	Door Repair	1	2	2
5/17	Constitution Meeting	5	3	15
5/18	Constitution Work	1	4	4
5/19	Narcotic Overdose Preparation	1	3	3
5/20	EMS Schedule	1	2	2
5/22	File Cabinets	1	4	4
5/25	House Captain	1	5	5
	Total			57
Date	Fire Runs			
5/14	MVA	11	1	11
5/15	Missing Child	15	1	15
5/19	Missing Child	6	0.5	3
	Total			29
Date	Ambulance Runs			
5/1	Possible Stroke	4	3	12
5/14	MVA	3	4	12
5/23	Broken Leg	3	3	9
5/22	Medical Transport	3	2	6
5/23	Unconscious Woman	3	1	3
5/24	Medical Transport	3	3	9
5/24	Shortness of Breath	3	2	6
5/25	Shortness of Breath	3	2	6
5/29	Medical Transport	5	2	10
5/31	Medical Transport	3	3	9
	Total			82
Total hours for the month of May				281

June 2016 ACTIVITIES		Attendance	Hours	Total People Hours
	Thursday Meetings			
6/2	Intubation & IV Drills	9	3	27
6/2	Confined Space Rescue	10	3	30
6/9	Amulance Inventory	10	1	10
6/9	Business Meeting	29	2	58
6/16	Run Reviews	9	1.5	13.5
6/16	Radio Training	8	1	8
6/16	Pump Test Engine 3	10	2	20
6/23	Safety Night	19	2	38
6/30	Vehicle Collision Training	20	3	60
	Total			265
Date	Public Education Taught			
6/25	CPD Fire Extinguisher Training	1	2	2
	Total			2
Date	Other Activities			
6/3	Lift Assist	5	0.5	2.5
6/12	Training Room Committee	4	2	8
6/17	Maintenance	1	1	1
6/17	ByLaw Committee	5	2	10
6/24	ByLaw Committee	6	2.5	15
6/25	Rescue 1 Training	6	2	12
6/25	House Captain	1	1	1
6/26	Drill Setup	3	2	6
6/26	ByLaw Committee	1	4	4
6/27	AV Setup	2	4	8
6/28	Pressure Washing Station	1	1	1
6/29	Policy Writing	1	4	4
	Total			73
Date	Fire Runs			
6/14	Smoke Alarm @ Ocean Beauty	12	1	12
6/14	Paint Spill	2	1	2
6/19	Flipped Plane	10	1	10
6/25	Smoke Showing @ Nichols	12	1	12
6/30	Uncontrolled Burn	1	1	1
6/30	Dock Fire	24	1	24
	Total			37
Date	Ambulance Runs			
6/3	Abdominal Pain	2	2	4
6/4	Medical Transport	2	2	4
6/7	Fallen Female	4	1	4
6/14	Medical Transport	3	1.5	4.5
6/15	Neck Pain	6	1.5	9
6/16	Head Injury	3	1	3
6/17	Confused Male	3	1	3
6/23	Possible Stroke	10	2	20
6/23	Medical Transport	3	2	6
6/27	Medical Transport	3	1	3
6/28	Head Injury	2	1	2
	Total			63
Total hours for the month of June				439

TO: City Manager
 FROM: Harbormaster Schinella
 DATE: 7/1/2016
 RE: Quarterly Activity Report Apr-Jun 2016

Exclusive Slips Assigned	703 out of 711 Total Slips			98% Occupancy (as of 4/1/16)
	Apr	May	Jun	Total
Vessels Charged Daily Rate	16	40	125	181
Vessels Charged Monthly Rate	1	23	5	29
Vessels In Impound Status	1	0	0	1

Port Arrivals:

Shoreside	1	1	2	4
Samson	1	1	1	3

Used oil on hand	14,750 Gals
Used Oil Collected (Apr-Jun)	4450 Gals
Used Oil Collected(Apr-Jun)	7455 Gals
Used Oil Delivered (Apr-Jun)	900 Gals
Used Oil Delivered (Jan-Jun)	7060 Gals

Vessels Towed	4
Vessels Pumped	20
Vessel Bilges Pumped	20
Vessel Sewage Tanks Pumped	0

Vessel lifts via Travelift Apr-Jun 2016	86
Vessel lifts via Travelift Jan-Jun 2016	134

GENERAL ACTIVITIES

Swept and picked up net clippings and garbage on all floats
 Repaired 20 electrical issues with electrical pedestals in harbor
 Replaced bullrail at J-48,
 Repaired 3 overhead dock lights
 Painted 25 stall tag and misc. harbor signage
 Removed hallway window and installed studs and sheetrocked
 Re-attached G-23/24
 Assisted in de-watering F/V Port Gravina, Cricket & Lady Samantha
 Greased steering linkage, wheel bearing, lower spreader gear and drive chains on Travelift
 Replaced broken electrical meters C-17, C-25 & D-01
 Installed two new 4x4x20' under PWSSC dock.
 Re-newed spool block control valves on Hoist #1
 Organized and cleaned up backyard storage area
 Replaced wiring harness on harbor skiff
 Replaced spent fire extinguishers
 Replaced 10 hose bibs
 Installed LED lights in office, break room,restrooms and back entrance
 Renewed planetary gears on Travelift winch
 Complete replacement of electrical pedestal due to vessel pulling it into the water
 Swapped out two faulty pumps in Shipyard Oil trap system

Installed new light pole and LED light on D-7
Painted rust spots on Travelift
Installed LED lights in North and South harbor restrooms
Had old cement floats removed from Shipyard
Turned water on throughout North and South harbor

Jan-Jun 2016 revenue: \$568,496.81
Jan-Jun 2015 revenue: \$666,283.80



City of Cordova
602 Railroad Ave.
P.O. Box 1210
Cordova, Alaska 99574

Phone: (907) 424-6100
Fax: (907) 253-6120
Email: policechief@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of Chief of Police

From: Jason Whetsell, Chief
To: Mayor and Council
Via: Mike Hicks, City Manager
Subject: 2nd Quarter 2016 Police Report
Date: July 25, 2016

PERSONNEL:

Since Chief Hicks has moved to the position of Interim City Manager, the patrol section has been working shorthanded. The officers are being extremely flexible and making sure the streets are covered as much as we can, and calls are being handled.

PATROL:

The Cordova Police Department received a total of 526 calls for service during the 2nd Quarter of 2016. This is up from the 372 we had in FY15. Of those 526 calls, 92 were turned into investigative cases resulting in 25 arrests. There were 94 citations for moving, equipment, parking, and other violations. 39 warnings were also issued. Investigations are up from the same period in FY15 where we had 66 cases and 27 arrests.

Officers have been vigilant in enforcing the drinking in public ordinance and issuing citations accordingly. Routine foot patrols and security checks are being done to make sure there is no illegal camping or other violations occurring.

There were 16 pets and 5 ATV's registered.

DISPATCH:

Since last quarter, long time Cordovan James Bailey was hired as our newest dispatcher. Mr. Bailey is now out of training and doing very well. We have been operating out of our new dispatch center upstairs and the new procedures and operations are moving forward with very few issues.

JAIL:

The department made 25 arrests which accounted for 71 man days in the jail facility this quarter. Last year we had 27 arrests which accounted for 84 man days in the jail facility.

TRAINING:

As we continue to look at cost effective ways to provide a well-trained, professional force, we were able to do training at no cost this quarter.

On April 1st, the Cordova Police Department along with the Alaska State Troopers and Cordova Volunteer Fire Department participated in Alaska Shield 2016. The officers had to utilize their active shooter training to subdue a suspect in a training exercise at the high school. The feedback we received from the exercise evaluators was very positive. It was apparent to them that our officers trained extensively prior to the exercise. On day 2 of the exercise, dispatch had to evacuate and set up in a remote location using our portable radio in a box. Our dispatchers were able to integrate with the State Emergency Operations Center, Alaska National Guard and the Cordova Amateur Radio Club flawlessly to establish emergency communications between all entities using legacy, Alaska Land Mobile Radio and HAM frequencies

All of our dispatchers and officers were instructed and certified and/or recertified as a Taser operator, by Chief Hicks.

Officer Nate Taylor did refresher training for all officers covering DUI arrests and processing.

Officer Greg Rubio put together a refresher course for the officers covering common Municipal ordinance and code violations that we routinely come across during the summer months.

All of our officers attended training put on by the Transportation Security Administration, going over updated security threats and procedures at airports around the world.

DMV:

Dispatcher/Jail Officer Eric Long has stepped up to assume the duties of DMV Clerk and things in the new DMV, which is located at the Public Safety building, seem to be going very well. The DMV office had 980 paid transactions this quarter by 1462 customers, totaling \$52,256.00. \$15,112.50 of that was the city's share.

PROJECTS / EQUIPMENT:

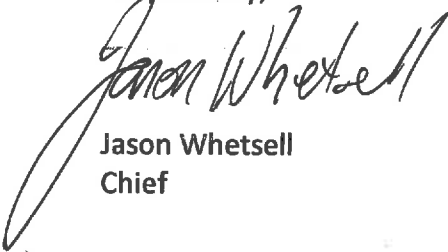
The Alaska Wildlife Troopers began their move into the old City Hall.

We have completed the dispatch office move from downstairs to upstairs. The DMV office has been moved into the space vacated by dispatch. We will be moving forward with the enhanced 9-1-1 system in the near future. I am hoping to make this project that has been in the works for over 20 years now, a reality.

DRUG INTERDICTION:

We are making progress with the drug problem in Cordova. We made three arrests involving large quantities for sale of Methamphetamine and Heroin and expect more arrests in the future. We have ongoing, active investigations that involve local, State and Federal agencies.

Respectfully,

A handwritten signature in black ink, appearing to read "Jason Whetsell". The signature is written in a cursive, flowing style with a large initial "J".

Jason Whetsell
Chief

MEMO, City of Cordova

To: Mayor and City Council

Through: Mike Hicks, Acting City Manager

From: Jon K. Stavig, Finance Director

Date: 26 July 2016

RE: Finance Department Report

Following are the traditional two page financial fund summary reports for year-to-date ended 30 June 2016.

The first page is a fund summary for the general fund only. The second page includes all funds, general fund and enterprise funds. Overall, year to date revenues and expenses are tracking very similarly as in past years. We'll be concluding the receipt of 2nd quarter sales tax due by July 30th. In addition, we are starting to receipt in property taxes.

Make note that we still have yet to receipt in our larger revenue items, such as raw fish tax and property taxes.

The City's account balances as of 25 June 2016 are as follows;

Combined Central Treasury Accounts	\$3,945,354.85
(FNBA & UBS balances)	
Combined Permanent Fund Accounts	\$9,938,158.91*
(UBS balances)	
UBS Line of Credit balance	\$767,942.06

*Please make note that I have not transferred \$1.3MM from the Permanent Fund into the Central Treasury per Ordinance #1141 to fund expenses for the Cordova Center.

Respectfully submitted,

Jon K Stavig

CITY OF CORDOVA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	1,165,889.03	1,165,889.03	6,041,500.00	4,875,610.97	19.3
LICENSES & PERMITS	1,270.00	1,270.00	15,600.00	14,330.00	8.1
OTHER GOVERNMENTAL	749,117.95	749,117.95	2,596,469.00	1,847,351.05	28.9
LEASES & RENTS	127,012.21	127,012.21	213,200.00	86,187.79	59.6
LAW ENFORCEMENT	76,203.60	76,203.60	247,353.00	171,149.40	30.8
D. M. V.	65,714.50	65,714.50	99,600.00	33,885.50	66.0
PLANNING DEPARTMENT REVENUE	7,130.00	7,130.00	13,500.00	6,370.00	52.8
RECREATION DEPT REVENUE POOL	41,137.92	41,137.92	84,900.00	43,762.08	48.5
REVENUE	8,266.00	8,266.00	34,000.00	25,734.00	24.3
SALE OF PROPERTY	1,328.25	1,328.25	12,000.00	10,671.75	11.1
INTERFUND TRANSFERS IN	246,021.90	246,021.90	587,043.75	341,021.85	41.9
OTHER REVENUE	9,395.17	9,395.17	160,000.00	150,604.83	5.9
STATE DEBT SERVICE	645,146.00	645,146.00	960,269.00	315,123.00	67.2
REIMBURSME					
	3,143,632.53	3,143,632.53	11,065,434.75	7,921,802.22	28.4
EXPENDITURES					
CITY COUNCIL	5,203.53	5,203.53	20,450.00	15,246.47	25.5
CITY CLERK	127,127.52	127,127.52	263,177.00	136,049.48	48.3
CITY MAYOR	781.20	781.20	2,900.00	2,118.80	26.9
CITY MANAGER	166,029.19	166,029.19	351,512.00	185,482.81	47.2
FINANCE	190,969.33	190,969.33	415,051.00	224,081.67	46.0
PLANNING DEPARTMENT EXPENSE	112,481.28	112,481.28	243,509.00	131,027.72	46.2
PLANNING COMMISSION	795.73	795.73	4,500.00	3,704.27	17.7
DEPARTMENT OF MOTOR VEHICLE	41,356.01	41,356.01	72,022.00	30,665.99	57.4
LAW ENFORCEMENT	497,063.96	497,063.96	1,005,001.00	507,937.04	49.5
JAIL OPERATIONS	171,401.75	171,401.75	243,306.00	71,904.25	70.5
FIRE & EMS	182,280.36	182,280.36	360,006.00	177,725.64	50.6
DISASTER MANAGEMENT DEPT.	5,846.03	5,846.03	14,000.00	8,153.97	41.8
INFORMATION SERVICES	401,668.57	401,668.57	833,180.00	431,511.43	48.2
FACILITY UTILITIES	90,215.71	90,215.71	150,684.00	60,468.29	59.9
PW ADMINISTRATION	72,681.65	72,681.65	174,217.00	101,535.35	41.7
FACILITY MAINTENANCE	119,764.84	119,764.84	280,294.00	160,529.16	42.7
STREET MAINTENANCE	346,314.79	346,314.79	693,583.00	347,268.21	49.9
SNOW REMOVAL	18,563.54	18,563.54	80,095.00	61,531.46	23.2
EQUIPMENT MAINTENANCE	156,053.60	156,053.60	375,310.00	219,256.40	41.6
PARKS MAINTENANCE	73,517.59	73,517.59	114,360.00	40,842.41	64.3
CEMETERY MAINTENANCE DEPT.	14,366.76	14,366.76	31,091.00	16,724.24	46.2
RECREATION - BIDARKI	171,860.13	171,860.13	357,290.75	185,430.62	48.1
POOL	152,363.06	152,363.06	301,743.00	149,379.94	50.5
SKI HILL	33,399.63	33,399.63	64,200.00	30,800.37	52.0
NON-DEPARTMENTAL	202,887.26	202,887.26	339,512.52	136,625.26	59.8
LONG TERM DEBT SERVICE	900,439.95	900,439.95	1,964,612.00	1,064,172.05	45.8
INTERFUND TRANSFERS OUT	97,750.00	97,750.00	97,750.00	.00	100.0
TRANSFERS TO OTHER ENTITIES	1,713,040.29	1,713,040.29	2,212,078.48	499,038.19	77.4
	6,066,223.26	6,066,223.26	11,065,434.75	4,999,211.49	54.8

CITY OF CORDOVA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2016

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	3,143,632.53	3,143,632.53	11,065,434.75	7,921,802.22	28.4
104 CITY PERMANENT FUND	38,984.00	38,984.00	465,184.00	426,200.00	8.4
203 FIRE DEPT. VEHICLE ACQUISITION	10,831.99	10,831.99	65,000.00	54,168.01	16.7
401 GENERAL PROJ & GRANT ADMN 435	166,635.63	166,635.63	215,902.00	49,266.37	77.2
HOSPITAL REPAIR PROJECT	.00	.00	52,019.12	52,019.12	.0
502 HARBOR ENTERPRISE FUND	521,554.44	521,554.44	1,246,588.00	725,033.56	41.8
503 SEWER ENTERPRISE FUND	384,830.45	384,830.45	765,155.82	380,325.37	50.3
504 WATER ENTERPRISE FUND	283,634.52	283,634.52	796,319.04	512,684.52	35.6
505 REFUSE ENTERPRISE FUND	529,403.76	529,403.76	1,044,952.63	515,548.87	50.7
506 ODIK CAMP PARK	21,659.60	21,659.60	60,746.00	39,086.40	35.7
605 SOLID WASTE PROJECTS	.00	.00	86,000.00	86,000.00	.0
702 HARBOR FUND DEP'N RESERVE 703	150,000.00	150,000.00	150,000.00	.00	100.0
SEWER FUND DEP'N RESERVE	100,000.00	100,000.00	100,000.00	.00	100.0
704 WATER FUND DEP'N RESERVE	50,000.00	50,000.00	50,000.00	.00	100.0
705 REFUSE FUND DEP'N RESERVE FUN	50,000.00	50,000.00	50,000.00	.00	100.0
805 LANDFILL FUND	50,000.00	50,000.00	50,000.00	.00	100.0
	5,501,166.92	5,501,166.92	16,263,301.36	10,762,134.44	33.8
<u>EXPENDITURES</u>					
101 GENERAL FUND	6,066,223.26	6,066,223.26	11,065,434.75	4,999,211.49	54.8
203 FIRE DEPT. VEHICLE ACQUISITION	2,013.43	2,013.43	7,500.00	5,486.57	26.9
205 VEHICLE REMOVAL/IMPOUND FUND	5,551.78	5,551.78	16,301.00	10,749.22	34.1
401 GENERAL PROJ & GRANT ADMN	101,669.65	101,669.65	215,902.00	114,232.35	47.1
435 HOSPITAL REPAIR PROJECT	34,770.00	34,770.00	52,019.12	17,249.12	66.8
450 STREET IMPROVEMENT PROJECT	552,246.16	552,246.16	1,793,913.00	1,241,666.84	30.8
502 HARBOR ENTERPRISE FUND	716,750.97	716,750.97	1,246,588.00	529,837.03	57.5
503 SEWER ENTERPRISE FUND	383,821.47	383,821.47	737,585.82	353,764.35	52.0
504 WATER ENTERPRISE FUND	316,856.10	316,856.10	778,776.54	461,920.44	40.7
505 REFUSE ENTERPRISE FUND	546,146.76	546,146.76	1,044,952.63	498,805.87	52.3
506 ODIK CAMP PARK	30,884.96	30,884.96	57,188.00	26,303.04	54.0
603 SEWER PROJECTS	5,526.25	5,526.25	.00	(5,526.25)	.0
605 SOLID WASTE PROJECTS	.00	.00	86,000.00	86,000.00	.0
	8,762,460.79	8,762,460.79	17,102,160.86	8,339,700.07	51.2

From the Administrative Office of the City of Cordova Parks and Recreation Department



DATE: 7/27/16
TO: Mayor Koplin & City Council
FROM: Susan E. Herschleb / Director of Parks and Recreation
RE: 2nd Quarter Report

Dear Mayor and Council;

Please accept our apology, we are not able to offer a detailed view of revenue and attendance for the pool. We are in the process of simplifying data collection with our new pool manager. You will not see a spread sheet for the pool in this report. We do however, have the numbers and discuss them below.

For the pool:

2015 revenue total 2nd quarter = \$5,138.00 attendance = 2,243
2016 revenue total 2nd quarter = \$5,473.00 attendance = 1,774

Narrative:

The pool revenue is up slightly. Attendance is low, however I would like to point out a few things regarding attendance. In 2015 the attendance is higher because the pool was offering more to the community. It's important for you to understand however, that the pool was offering activities beyond what it was funded for.

Pool temporary employee fund expenditures:

2015 / temp. employee fund expenditures as of June 30 th :	(\$5,823.00)	**over budget
2016 / temp. employee fund expenditures as of June 30 th :	\$7,759.00	**unexpended

For Bidarki:

2015 revenue total 2nd quarter = \$32,252.00 attendance = 5,236
2016 revenue total 2nd quarter = \$41,480.90 attendance = 7,534

Narrative:

Pass sales are down. I believe this is due to a slow fishing season. Overall revenue and attendance is up. The revenue increase is primarily due to the fact that Odiak Camper Park revenue has increased by nearly 10k and this is included in our quarterly report. The revenue increase at Odiak Camper Park is due to collecting more for electrical usage from each tenant. I will send forward a detailed summary on this enterprise fund in the near future. We have had a lot of negative feedback from tenants. We feel strongly however, that it is a fair exchange.

Susan E. Herschleb

Director of Parks and Recreation

City of Cordova - Parks and Recreation Department

Revenue - 2Q - 2016

Month	Drop-In	Passes	Programs	Skaters' Cabin	Odiak	Other	Total
April	\$403.00	\$4,172.50		\$295.00		\$1,100.00	\$5,970.50
May	\$896.00	\$6,613.00	\$558.00	\$195.00	\$3,625.00		\$11,887.00
June	\$1,131.00	\$3,637.00	\$1,580.00	\$345.00	\$16,870.40	\$60.00	\$23,623.40
Totals	\$2,430.00	\$14,422.50	\$2,138.00	\$835.00	\$20,495.40	\$1,160.00	\$41,480.90

Attendance - 2Q - 2016

Month	Patrons
April	2,312
May	2,291
June	2,934
Totals	7,537

Compiled by Cathy Sherman, Debbie Carlson and Jason Gabrielson

Museum:

1. Visitation: 2016: 2461 2015: 1737 Attendance attached separately.
2. Copper River Gallery Events:
 - "Rarified Light"
 - "The Dot"
 - "Birds of Paradise"
 - "The Gansey Project"
3. Museum Accomplishments:
 - 221 Cordova Historical Society members, 75 of whom are life members.
 - Completed our annual Certified Local Government annual report and reestablished the Historic Preservation Commission.
 - Museum staff applied for three grants during the quarter and received all three for a total of \$20787
 - Museum Staff helped staff booth at **Alaska Sportsman's Show**
 - Created and printed locally a Copper River Gallery Rack Card
 - Completed bookings for 2016 for Copper River Gallery
 - Staff attended **"Event Planning" Training**.
 - Completed final move of museum artifacts including the linotype and Prince Willy the turtle.
 - Began work on first exhibit for inside permanent galleries, "A Sense of Place"
 - Transferred art work of Paula Payne and Susan Ogle to Rasmuson Foundation for an 18-month loan to their corporate office.
 - Reserved the Pioneer Igloo for the annual Historical Society Dinner on October 22nd.
 - Completed a historic photograph exhibit for CCMC with medical research.
 - Interviewed with and provided a history of the fishing industry to five media reps brought to town by Copper River Marketing Association for the first fish opener. Media were two Alaska Airline reps, Seattle TV station, Seattle food blog and Seattle newspaper.
 - Began summer hours on June 1st. Open Monday – Saturday.
 - Denis, Paula and Cathy completed the paperwork and documentation for the transfer of the dugout canoe from the Cordova Historical Society's collection to the Ilanka **Cultural Center and Museum's collection**. The move took place on Wednesday and was done in consultation with the Alaska State Museum staff. This included; preparation of documents and photographing the boat; inspecting exhibition space at Ilanka to verify their plan addresses the wishes of the lender; prepare boat for moving and assisting Ilanka crew with getting the boat out of the museum and onto a trailer for transport.

-More-

Information Services/PIO:

PIO: Press Releases

- Primer – Ordinance 1137
- LT2 Implementation
- Dog Waste Receptacles
- Drug Bust
- Ocean Dock Repairs
- Hazardous Waste Disposal
- Primer - Refuse

Cordova Conversation E-News:

Second Quarter 2016 – 357 Subscribers

31 December 2015 – 288 Subscribers

Cordova Center

- o 102 Theatre Seats Sold
- o 2016 Second Quarter Bookings
 - North Star Theatre:
 - Stage of the Tide “Our Town”
 - Health Insurance Meeting
 - Movie – South Pacific
 - Cordova High School Athletic Awards
 - Community Forum on Marijuana Initiative
 - Shorebird Keynote Speakers
 - Copper River Marketing Association General Membership Meeting
 - CHS Drama Class Performance
 - End of School Year Pokeman Club Party
 - Movie – Dead Pool
 - Summer Drama Camp
 - Movie – Sonic Sea
 - **Mayor’s Conference Room:**
 - City Department Head Weekly Meetings
 - Public Works Division Weekly Meetings
 - Parks and Rec Commission Meetings
 - Paving Project Management
 - Mt. Eccles RFP Pre-Proposal Meeting
 - City/CCMC Employee Wellness Meeting
 - Project Room:
 - Harbor Art Artists
 - Infant Learning Program
 - Second Floor Atrium
 - Welcome Reception for Dr. Hannah Sanders, CCMC
 - Cordova Junior – Senior High Prom
 - Cordova High School Senior Dinner

- Hopkins Wedding
- Ocean Beauty Fishermen's Luncheon
- Fiber and Friends and Fisher Folks Conference
- PWSSC Copper River Nouveau
- Farewell Reception for Robertsons
- Community Room A & B
 - ICMA Supervisory Training
 - City Council Meetings
 - Health Services Board Meetings
 - Planning Commission Meetings
 - Harbor Commission Meetings
 - PERS Meeting
 - Testing for Water Division Employees
 - City/CCMC Employee Training
 - PWSSC Film Class
 - USCG Meetings
- Education Room:
 - Library Family Fun Night
 - After School Art
 - SERVS
 - Cordova Fiber Arts Guild Meeting
 - AMSEA Training
 - Copper River Marketing Association Board Meeting
 - Shorebird Needlefelt
 - Shorebird Kids Activities
 - Shorebird Watercolor Art
 - Author Book Readings and Signings
 - PWSSC Board Meetings
 - Summer Reading Program
- Fireplace Nook:
 - Library Tech Night
 - Author Book Reading
 - Library Board Meeting
- Copper River Gallery:
 - IBEW Members Meeting
 - City/CCMC Wellness Luncheon
- Library:
 - Rasmuson Luncheon for 100

More

Cordova Public Library

During April 1st through June 30th 2016:

- Visitation: 6,537
- Interlibrary Loans: 55
- Patron Computer use: 1,725 sessions
- Materials Added: 192 (Includes McNaughton)
- Circulation: 2,719
- Alaska Digital Library: 521 checkouts
- Wifi Use: 2062 sessions
- Materials weeded: 80

2016 2nd Quarter Cordova Public Library Highlights

April through June 2016:

- **Staff** continued weeding, thinning some Easy Audiobooks.
- **Wonderland Family Fun Night** happened on April 7. 60 participants enjoyed face painting, crafts, bowling, tea party food, and playing Croquet with the Mad Hatter (Alec Christopher). Eight volunteers (4 of them teens) helped make this event run smoothly.
- **Friends of CPL** held a "Poetry Night" on April 9 at Homeport. 12 people aged 5 to 65 read or recited original poems or favorites from other poets.
- **Orca Whales** were installed in the ceiling of the Children's Room by Susan Ogle and her son, Tim McKittrick. An unveiling celebration was held on April 26. 34 people attended and were very impressed with the beautiful, shiny whales swimming through the ceiling.
- **Tech Night** was on April 28 and focused on learning to use the Alaska Digital Library. This program enables patrons to download free e-books and audio books onto their own devices. Jason Gabrielson, and high school student Mathias Reid facilitated the training. 5 people attended.
- **Story time for Little Ones** continues to be popular for our young children. Often over 20 children and adults attend during the spring. The second session for Everyday Explorers generally has 6-9 children participate. The Children's Room now has 3 new tables and 12 new chairs so there is plenty of seating for art projects, puzzles, games and reading. This furniture was purchased through 2 grants from the Alaska State Library.
- **Outreach to Senior Citizens** is continuing with positive results. Library materials, including interlibrary loans, are being brought to eight CCMC residents to enjoy each week.
- **Pokemon Club** had an end of the year party with 51 children/parents attending. Anna Hernandez, Debbie Carlson, and Paula Payne organized this activity which included home-made pizza, Pokemon cookies, and a piñata.
- **After School Art** had its last meeting on May 25. It will resume in September under the guidance of Paula Payne.
- **Teen Art Club** met for the last time of this school year on May 25, and learned about illustrating books. Paula Payne has been leading this class of 8 students who love doing art.
- **Author Pam Hefley** gave a wonderful book talk about her children's book *The Blueberry Deer*. 9 people attended and also enjoyed blueberry bread and muffins.
- **150 Book Bags** were purchased to sell to patrons. They feature our new logo, designed by local artist, Susan Ogle, and are only \$12. These book bags make unique gifts, and support library programs.

- **The 2016 Summer Reading Theme** is *On Your Mark Get Set Read*. Anna Hernandez and Debbie Carlson will lead the nine-week program. It started on June 3 and features guest speakers, art projects, and opportunities to earn prizes by reading books. The Cordova PTA and the Cordova Moose Lodge are partnering with the library for this program.

Summer Reader's silly mustache



Poke'mon Pizza



Tech Night

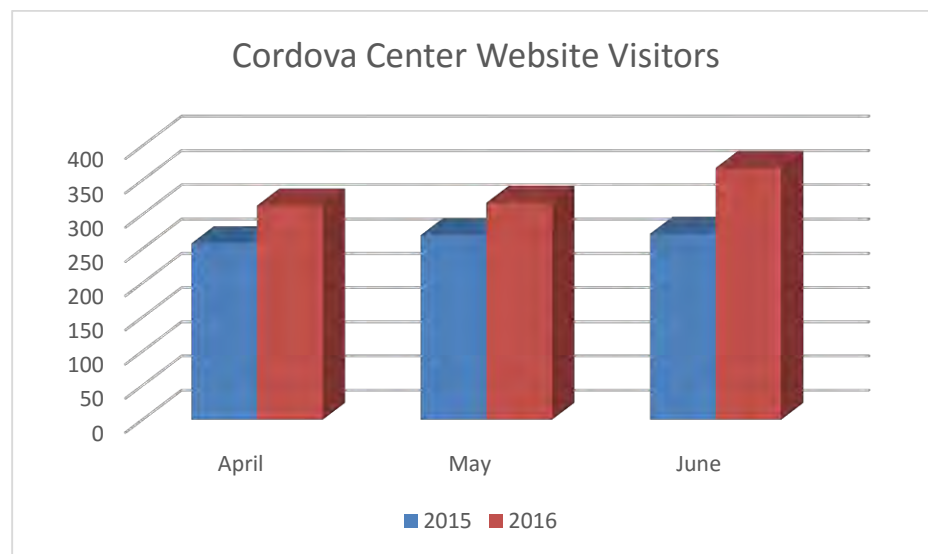
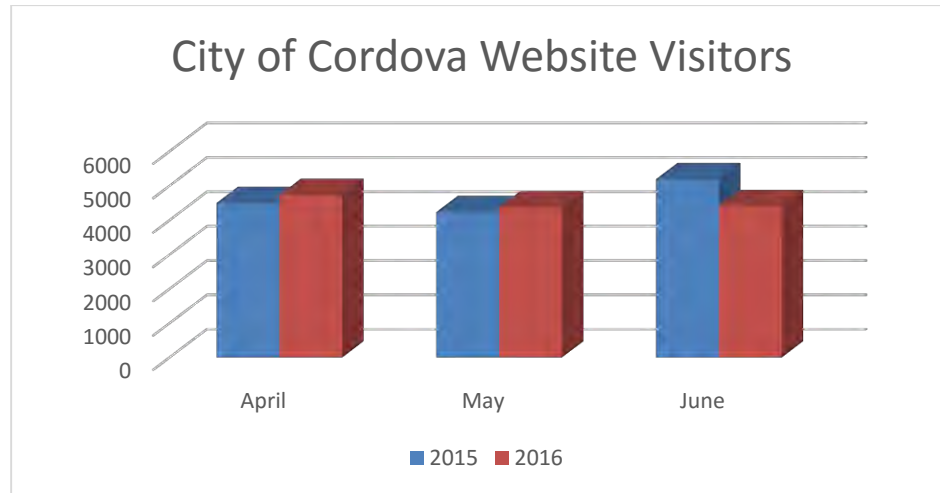


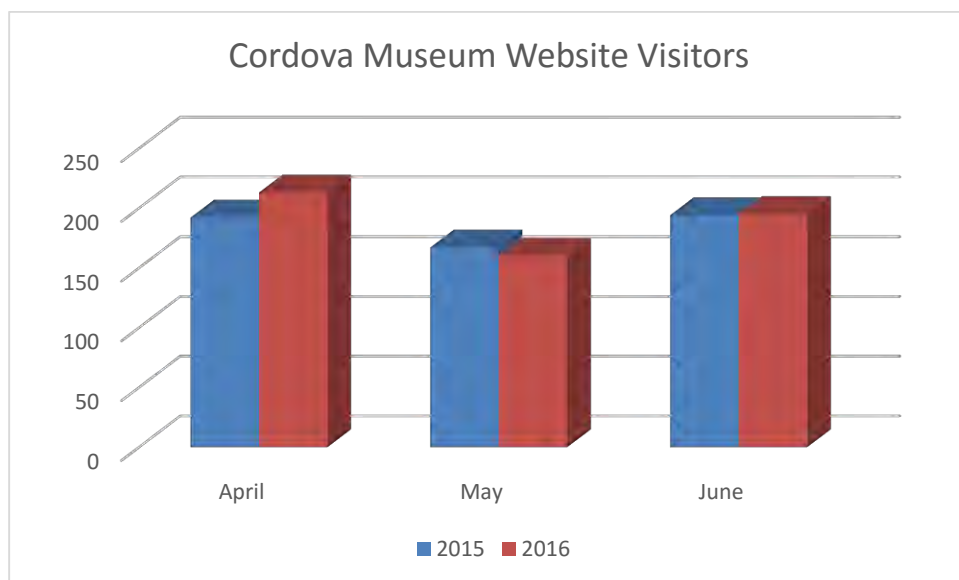
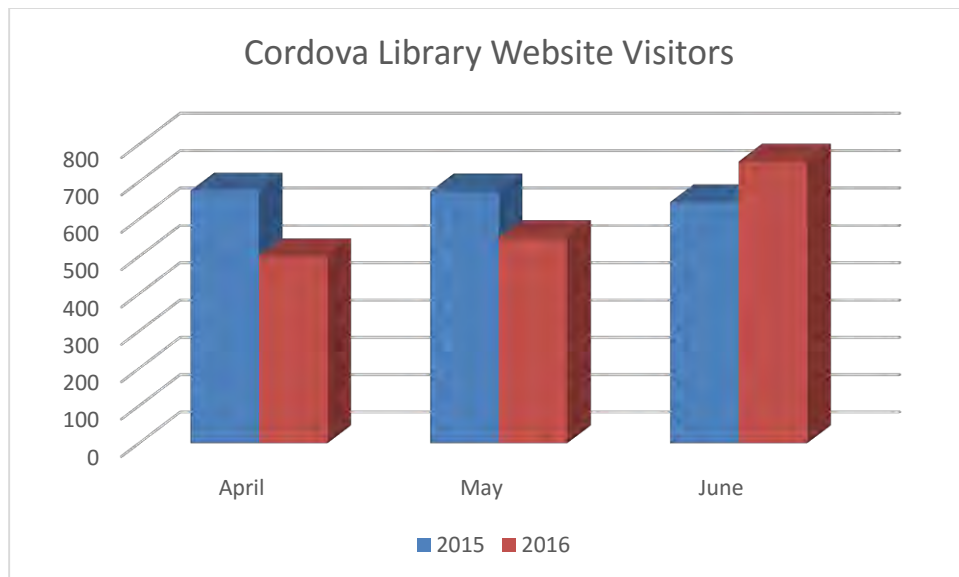
Information Technology

This memo summarizes activities and accomplishments of the Information Services Department (Information Technology) during the first quarter of 2016.

Web Site Traffic

The following charts depict the comparison between 2015 Q2 and 2016 Q2 web traffic.





Websites

- Cathy and Jason are cooperatively working on constructing a Cordova Center calendar/booking site.

IT (Network, Systems, Policies)

- The IT Systems Acquisitions Policy was approved and signed by city manager.

End

Museum Attendance

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
1981					2483
1982					2928
1983					2618
1984					1973
1985					1414
1986	221	682	1004	209	2116
1987					1677
1988	262	645	1326	345	2578
1989	238	629	1270	374	2511
1990	411	765	1534	415	3125
1991	445	936	1355	308	3044
1992	443	509	1857	705	3514
1993	281	1078	1481	406	3246
1994	608	1255	1726	452	4041
1995	458	882	2067	548	3955
1996	905	1897	2358	741	5901
1997	634	1216	2896	936	5682
1998	1047	4330	6502	906	12,785*
1999	1288	3948	4890	853	10,979*
2000	1076	1562	2931	740	6,309
2001	1185	2484	3777	934	8380
2002	1242	2343	4176	1155	8916
2003	1590	2461	4111	963	9125
2004	1839	3063	4907	1206	11,015
2005	1834	3071	5216	1508	11,629
2006	2355	2953	6,189	1771	13,268
2007	1919	3613	4166	1442	11,140
2008	2092	3210	4919	1476	11,697
2009	1543	2436	3618	1138	8735
2010	1121	1866	2735	1051	6773
2011	1569	2275	3314	862	8020
2012	1268	2128	2329	1068	6783
2013	952	1868	2868	1320	7008
2014	1548	1876	2527	1639	7590
2015	1291	1737	2033	2015	7076
2016	1680	2461			

*Norwegian Cruise Lines

1996—School classes begin coming to the museum.

2009—Alaska Sightseeing Cruise West pulls out.



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

CITY CLERK'S REPORT TO COUNCIL

August 03, 2016 Regular Council Meeting

Date of Report: July 6-27, 2016

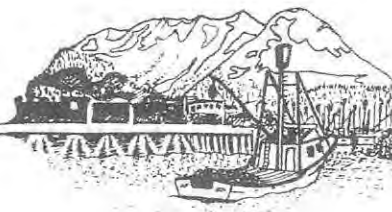
Things the Clerk's Office needs feedback on:

- I have revamped the Pending Agenda page in tonight's packet as an attempt to keep that discussion more structured and orderly – please let me know if you have an opinion either way, I guess we will see how it works tonight and make changes again accordingly

Things the Clerk's Office has been working on:

- Assisted business owner with Code questions regarding time to legally sell alcohol per chapter 6.12
- Responded to a request for information from Northern Economics doing a fiscal impacts study regarding ballot measure one on general election in Nov about registering voters with PFD application submission
- Disseminated the passed/signed/sealed resolutions from regular meeting of 07-06-16
- Prepared agenda and packet for special council meeting on 07-14-16, ensured Council attendance and sent several reminder emails/texts
- Prepared agenda and packet for regular meeting on 08-03-16
- Signed City payroll and accounts payable checks
- Looked into the committees listed on Pending Agenda page and contacted staff to committees and committee members to determine whether or not to bring that item to Council tonight
- Completed a couple of sets of minutes for approval tonight
- Answered property related questions, foreclosures, sales, taxes paid/owed, etc.
- With Deputy Clerk conducted a burn of approximately 70 banker's boxes full of City records that were beyond retention per the current City records policy
- Prepared Liquor License item for tonight – in consent calendar
- Contacted Southeast conference and joined per Council direction at last meeting
- Answered property questions for Lemay engineering regarding legal descriptions of current public safety building and possible new location as they work on grant writing for hazard mitigation
- Answered election questions from the public – directed them to state division of elections website for absentee information
- Sent latest ordinances to Municode for codification, online and in hard copies
- Reminded and collected and inserted all staff quarterly reports into tonight's packet
- Coordinated with Mayor Koplin and both guest speakers on tonight's agenda
- Completed and submitted APOC second quarter report as employer of lobbyist – coordinating with City legislative lobbyist, John Bitney
- Coordinated with Cdva Ctr staff, State Election worker and Division of Elections to assist with absentee voting for State Primary which will occur in the Cordova Center M-F 8–5, August 1 - 15

CITY OF CORDOVA



July 11, 2016

The Honorable Gary Stevens
Alaska State Senate
State Capitol Room 429
Juneau AK, 99801

The Honorable Louise Stutes
Alaska House of Representatives
State Capitol Room 416
Juneau AK, 99801

Dear Senator Stevens:

Dear Representative Stutes:

Please let me begin this letter by expressing appreciation for the difficult decisions and circumstances you are facing as an elected official in our state legislature. The loss of oil revenues has created fiscal and political pressures, but we believe we can work with you to find solutions.

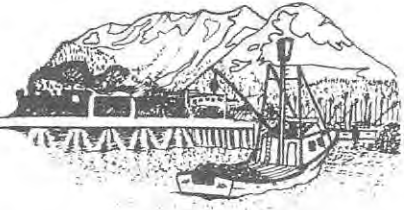
On Monday, July 11th, the Legislature will convene in a Special Session in Juneau to further consider various bills and measures to address the state's fiscal woes. The primary purpose of this letter is to request whatever actions are necessary to overturn Governor Walker's line-item veto in the budget for School Debt Reimbursement.

The School Debt Reimbursement program has been fully funded every year since it began in the 1980's. Based upon the state's commitment to provide partial reimbursement to municipal governments towards the cost of building public schools, the Cordova voters approved borrowing money for refurbishing our 50-year old elementary school. A failure to meet this obligation violates the trust of the capital markets that purchased our bonds in good faith and the voters.

Governor Walker and the Legislature face difficult choices to address our state's fiscal issues, but vetoing funding for school bond payments does not address or solve these issues in any way. Bonds are a contractual obligation that must be paid regardless, so this simply shifts the cost to Cordova taxpayers after the budget has been adopted per the schedule established under state law.

By vetoing 25% of the state's School Debt Reimbursement, Governor Walker is shifting \$241,000 to the City of Cordova which must be paid to retain our municipal bond rating. This does not reduce state spending or generate new revenues, and municipal insolvency is not a good substitute for state insolvency.

CITY OF CORDOVA



Many aspects of the governor's budget vetoes came as no surprise. He has warned about changing the structure of the Permanent Fund earnings and reducing oil and gas tax credits. However, shifting debt obligations to local citizens at the eleventh hour does not solve our state's fiscal dilemma.

As you contemplate various actions in Juneau during the special session, we ask that the state honors its commitments for local school construction bonds.

Respectfully,

Clay Koplin
Mayor

CITY OF CORDOVA

DATE: JULY 29, 2016
TO: CITY COUNCIL, PUBLIC
FROM: CINDY APPLETON, HR
RE: CITY MANAGER ASSESSMENT COMMITTEE

Hello,

Please be advised the City Manager Assessment Committee (CMAC) met this past Tuesday, July 26. They reviewed and refined the process for the application review and recommendation procedure to Council. Council criteria was reviewed with the priorities mentioned at the last council meeting emphasized.

As of the meeting 18 completed applications were distributed to the Committee and members were directed to return their top 5 choices to me by noon on Friday. I will forward those on to Council via email and provide hard copies as well. If anyone would like to see the remaining applications, please let me know. Telephone or on-site interviews can be scheduled at Council direction.

We are continuing with the advertisement with the next review date being August 10. The CMAC will meet on Tuesday, August 16 at 7pm to review and rank applications received to that date.

If anyone has any questions, please don't hesitate to ask.

Thank you.

Cindy Appleton, HR

Memorandum

To: City Council
From: Planning Staff
Date: 7/27/16
Re: Disposal of Lot 1, U.S.S. 4606

PART I – GENERAL INFORMATION

Requested Actions: Decide Disposal Method
Legal Description: Lot 1, U.S.S. 4606
Area: 22651 SF
Parcel Number: 02-070-200
Zoning: Low Density Residential
Attachments: Location Map
Plat
2-Foot Contour Lines
Land Disposal Map
Potential Area Required for Future Road Development
Letter of Interest

PART II – BACKGROUND

5/5/16 – The city received a letter of interest from Adam Tschappat for Lot 1, USS 4606.

6/6/16 – From the Planning Commission Regular Meeting minutes:

M/McGann S/Pegau to recommend to City Council to dispose of Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property.

McGann said that the city had a large tract of land around the lot that is available. Looking at it, there are several access points to the large tract, and he does not think the lot is the only access point. If this encourages development on that side of the hill, he is in favor of it. *Frohnappfel* verified that this lot was the last lot that is subdivided and available. *Bailer* said he was familiar with the lot as he had put a proposal in for it years ago. He has walked it several times with *Don Sjostedt* and they had roads and six to eight lots figured out, but the access was right through this lot. His concern is land-locking the larger tract of land. His solution is to have the Public Works Director walk the property with a contractor. Even if access was through the lot, they could still sell it with an easement. *McGann* said he was okay with holding off on requesting sealed proposals, but he does believe there are multiple access points as it is a large parcel.

M/McGann S/Roemhildt to refer the motion back to staff.

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

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

7/12/16 - The following occurred at the Planning Commission Regular Meeting:

M/Pegau S/McGann to recommend to City Council to dispose of Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property.

Pegau said that there had been discussion about potential road access through the lot. It's hard to see why that corner is any better than any other area. **Stavig** said that there are several access points off of Power Creek, but if you were to come from the lower right side of Lot 1, the easiest to develop road would go through the area identified in the packet. There is potential access all along Power Creek road, but in terms of developing a road with minimal excavation, that route may be the best. **McGann** said he is okay with the easement, but he doesn't think it really helps someone who wants to develop the larger area. **Bailer** said he is very familiar with the area and he thinks it is the best access. There is no place else that facilitates access to all of the surrounding area.

Bailer asked why the item is even considered quasi-judicial. **Stavig** said it comes down to the way the commission talks and approaches the issue. The commission and staff should be very conservative about what they consider quasi-judicial to avoid any errors. If the commission talks about the agenda item in a general way and does not consider the person who submitted a letter of interest, then it is probably okay. **Greenwood** said that their decision is affecting one person.

Bailer said the waterline, electricity, and road needs to be developed through the property so that someone could develop the rest of the subdivision later. **McGann** said if he was a subdivision developer, he would put in the utilities to meet the needs of the subdivision. If someone adjacent to him were to develop another subdivision, that developer would need to put in the utilities to meet the needs of that subdivision. **Bailer** said the person who develops Lot 1 should put in road and utility access to the larger area so when someone wants to develop a subdivision, it is ready to go. **Greenwood** verified that what **Bailer** wanted was a condition in the request for proposals that the proposer develop a 25 foot wide road on the easement area. **Bailer** said someone could buy the lot and excavate the whole thing out and eliminate the access. **McGann** said that someone has an excavator in town currently excavating a goat trail; there are plenty of other possibilities for access to the upper land. **Frohnappfel** said he was concerned they were going to stop future development by disposing of Lot 1. He is interested in the city platting out a subdivision to sell the lots. **Greenwood** said she wasn't sure if he was talking about a subdivision plat or actually developing an entire subdivision on the ground. **McGann** said he is okay selling the lot and if the corner needs to get knocked off, he is okay with that too. **Frohnappfel** says he wants to be clear that he supports land development, but they can't sell one lot and block future development.

Upon roll call vote, motion passed 3-2.

Yea: **McGann, Pegau, Kocan**

Nay: **Bailer, Frohnappfel**

Absent: **Baenen, Roemhildt**

This lot is shown as Available on the Land Disposal Maps and is currently undeveloped and unused. It is located on Power Creek Road before Skater's Cabin. Two developed residential lots are located to the east of the property.

In the past, the commission has discussed this lot as access to the surrounding property owned by the city. To illustrate access points we have attached images of the lot with topographic lines and the Land Disposal Map showing the area that the city owns.

After the agenda item was referred to staff at the first Planning Commission meeting, planning and public works staff walked the property with Don Sjostedt of Eagle Contracting to determine if part of the lot would need an easement on it for future road development. Attachment F shows a generous portion of the lot that may be advantageous for the city to retain by easement on for future road development through the property. If the city chooses, access through this area would be identified and reserved for the lot being disposed of and the remaining city property. A replat of the property will be completed prior to and as a condition of the sale and will clearly identify the area that the city will retain an interest in.

The applicant will be responsible for negotiating access through Lot 6 from the state. The applicant will be required to install water service to the lot.

The Comprehensive Plan states as a residential land use development strategy to “plan for organized future growth and development.” Allowing development on the lot helps accomplish this strategy. The Comprehensive Plan also contains a land use strategy to “provide clear and concise direction towards future growth within the community.” This property is available for disposal on the Land Disposals Maps, which are approved by both the Planning Commission and City Council.

PART III – APPLICABLE CRITERIA

5.22.040 - Letter of interest to lease or purchase.

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

5.22.060 - Methods of disposal.

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

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

PART IV – STAFF RECOMMENDATION

Staff recommend disposing Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property in order to receive competitive proposals and select the proposal that is the most advantageous to the city.

Staff also recommend that if City Council chooses to dispose of the property with an easement on the portion of the lot shown in Attachment F, **clearly define and state in the motion any easement conditions, such as width, restrictions, etc. for the RFP.**

PART V – SUGGESTED MOTION

“I move to direct the City Manager to dispose of Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property.”

OR

“I move to direct the City Manager to dispose of Lot 1, U.S.S. 4606 by requesting sealed proposals to lease or purchase the property with the city retaining an easement for future road development.”

Attachment A – Location Map



Attachment C – 2-Foot Contour Lines

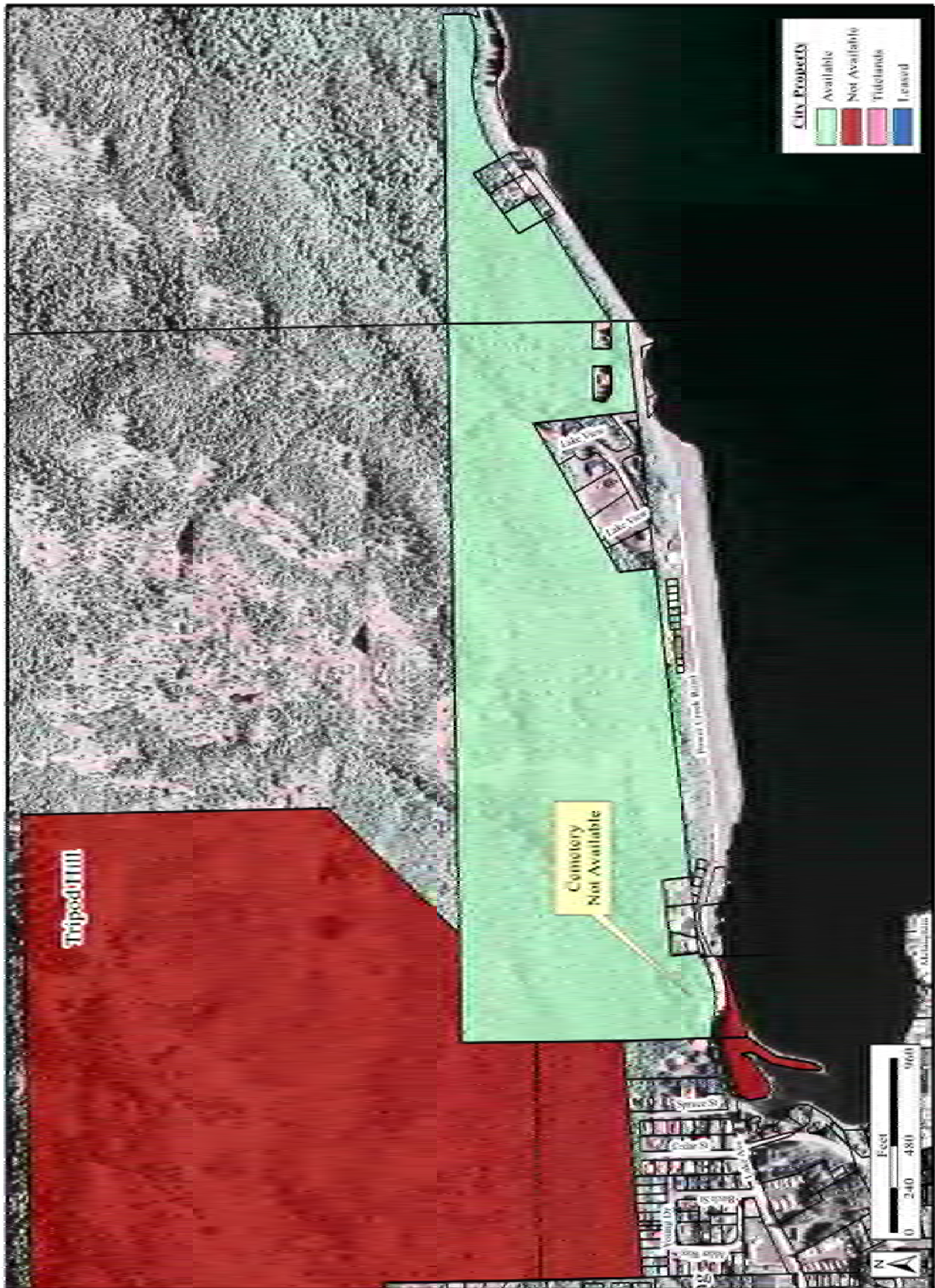


Attachment D - 2-Foot Contour Lines

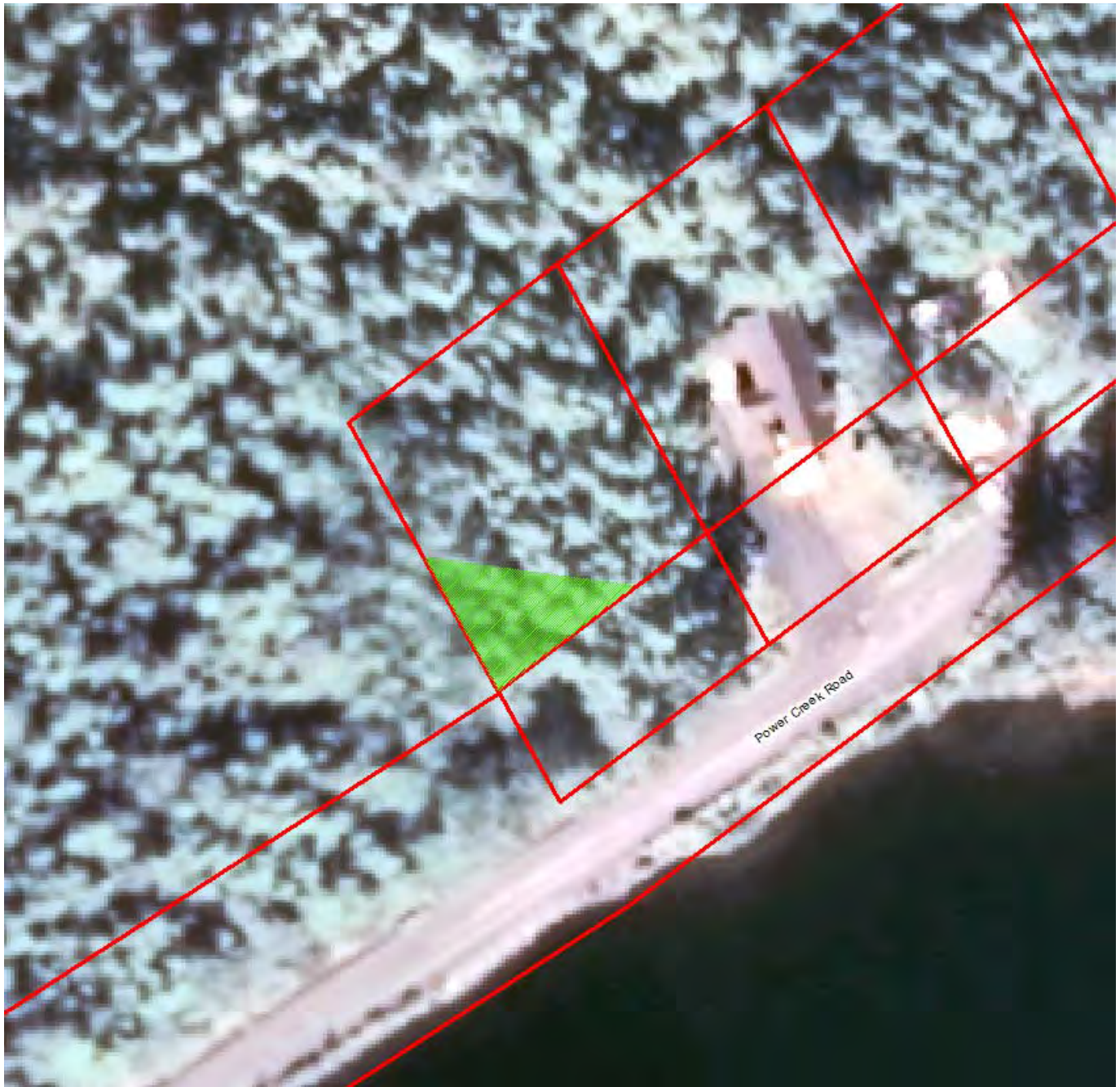


Attachment E – Land Disposal Map

Power Creek Road



Attachment F – Potential Area Required for Future Road Development



May 5, 2016

Dear City of Cordova Manager,

I, Adam Tschappat, am interested in purchasing Lot # 1 USS 4606, on PowerCreek Road.

I plan to develop the land for residential purposes and build a modest size home for my family.

I appreciate your consideration in this matter and look forward to hearing from you soon.

Regards,

Adam Tschapapat

PO BOX 731
Cordova, AK 99574

907.554.1058
tschappat.ak@gmail.com

City Council of the City of Cordova, Alaska

Pending Agenda - August 3, 2016 Regular Council Meeting

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

- 1) Council direction to staff in pursuing Crater Lake Water & Power project from City (water) side
future Council agenda item
possible dates: 8/17/16 9/7/16 9/21/16
- 2) Does Council want to cancel second August meeting (i.e. Regular Meeting scheduled for August 17)?
- 3) Discussion/action regarding water charges at the Harbor

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

- 1) Staff quarterly reports will be in the following packets:
7/20/16 10/19/16 1/18/17 4/19/17
8/3/16 instead
- 2) Capital Priorities List and Resolution to come before Council quarterly:
9/7/2016 12/7/2016 3/1/2017 6/7/2017
- 3) 10/1/16 is the effective date of Ordinance 1137 (plastic bag and polystyrene container ban), Council wants this as a reminder and to gauge the effectiveness of the enactment of this ordinance

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) ...

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.

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

- 1) Cordova Center Committee:
authorizing resolution 08-07-29
approved Aug 10, 2007
1-Tim Joyce
2-Sylvia Lange
3-Kristin Carpenter
4-NVE Rep
5-Chamber Rep
6-Business Rep
7-PWSSC Rep
8-Stage of Tides Rep
9-vacant

City Council of the City of Cordova, Alaska

Pending Agenda - August 3, 2016 Regular Council Meeting

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

- 2) Fisheries Advisory Committee:**
- | | |
|--|-------------------------------|
| 1-Torie Baker, chair (Marine Adv Prgm) | 2-Jeremy Botz (ADF&G) |
| authorizing resolution 04-03-45 | 3-Ken Roemhildt (Seafd Sales) |
| approved Apr 16, 2003 | 4-Jim Holley (AML) |
| 5-Chelsea Haisman | 6-Dave Reggiani (PWSAC) |
- 3) Cordova Trails Committee:**
- | | |
|---------------------------------|----------------|
| 1-Elizabeth Senear | 2-Toni Godes |
| authorizing resolution 11-09-65 | 3-Dave Zastrow |
| approved Dec 2, 2009 | 4-vacant |
| | 5-vacant |
- 4) City Manager Assessment Committee:**
- | | | | |
|---------------------------------|---------------|-------------------|------------------|
| Mayor Clay Koplin, ex-officio | | | |
| authorizing resolution 06-16-26 | 1-Jim Kacsh | 2-Darrel Olsen | 3-Bret Bradford |
| approved June 22, 2016 | 4-Alex Russin | 5-Kelsey Appleton | 6-Emma Roemhildt |
| | 7-Rich Rogers | 8-Will Osborn | 9-Dave Reggiani |

E. City of Cordova appointed representatives to various other 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**
- | | | |
|----------------------|------------------------|-------------|
| Bret Bradford | appointed October 2015 | 3 year term |
|----------------------|------------------------|-------------|
- 3) Southeast Conference AMHS Reform Project Steering Committee**
- | | | |
|----------------------|----------------------|-----------------------|
| Mike Anderson | appointed April 2016 | through December 2017 |
|----------------------|----------------------|-----------------------|

AUGUST 2016

CALENDAR MONTH **AUGUST**

CALENDAR YEAR **2016**

1ST DAY OF WEEK **SUNDAY**

absentee/early voting for State Primary Election Aug 1-15 M-F 8am-4:45pm Cdv Ctr Top Floor Vestibule						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31  CHS swimming starts August 3	1	2	3 7:00 Council reg mtg CCAB	4	5  Olympic Games August 5-21	
7	8	9	10 7:00 Sch Bd HSL 7:00 Harbor Cms CCB	11 7:00 HSB CCAB	12	13
absentee/early voting for State Primary Election Aug 1-15 M-F 8am-4:45pm Cdv Ctr Top Floor Vestibule						
14	15	16 State Primary Election 7am - 8pm CCER	17 7:00 Council reg mtg CCAB (this may be canceled at the Aug 3 mtg)	18	19	20
21  Olympic Games August 5-21	22	23	24 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	25  CSD - students' first day of school	26 	27
28	29	30	31	1	Alaska State Fair Aug 25 - Sep 5	
Alaska State Fair Aug 25 - Sep 5				Alaska State Fair Aug 25 - Sep 5		
4	5	Notes				

Legend:









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

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

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

SEPTEMBER 2016

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
						
				Alaska State Fair Aug 25 - Sep 5		
4	5	6	7	8	9	10
	 Labor Day-City Hall Offices Closed CSD Holiday		6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	NFL opening day 		 NFL week 1 games
11	12	13	14	15	16	17
			 CHS volleyball starts			
		6:30 P&Z CCB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB JH basketball starts	7:00 HSB CCAB		
18	19	20	21	22	23	24
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
25	26	27	28	29	30	
			 CHS wrestling starts Sept 28		CSD Inservice 	
					CHS invitational volleyball tourney 9/30-10/1	
2	3	Notes				

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

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



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

OCTOBER 2016

CALENDAR MONTH **OCTOBER**

CALENDAR YEAR **2016**

1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
						
					CHS invitational volleyball tourney 9/30-10/1	
2	3	4	5	6	7	8
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
9	10	11	12	13	14	15
		6:30 P&Z CCB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB	7:00 HSB CCAB		
16	17	18	19	20	21	22
	CSD Holiday- AK Day	Alaska Day-City Hall Offices Closed	6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
		CSD Inservice				
23	24	25	26	27	28	29
						
		CSD end 1Q			CHS invitational wrestling tourney 10/28-29 (tentative)	
30	31	Notes				
		Legend: CCAB-Cordova Center Community Rms A&B HSL-High School Library	CCA-Cordova Center Community Rm A CCB-Cordova Center Community Rm B	CCM-Cordova Center Mayor's Conference Rm CCER-Cordova Center Education Room		

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

MAYOR AND CITY COUNCIL - ELECTED

seat/length of term	email	Date Elected	Term Expires
Mayor: 3 years	Clay Koplin Mayor@cityofcordova.net	March 1, 2016	March-19
Council members:			
Seat A: 3 years	James Burton CouncilSeatA@cityofcordova.net	March 1, 2016 March 5, 2013	March-19
Seat B: 3 years	Timothy Joyce CouncilSeatB@cityofcordova.net	March 4, 2014 March 14, 2013 August 2, 2012	March-17 filled vacancy appt to A
Seat C: 3 years	Tom Bailer, Vice Mayor CouncilSeatC@cityofcordova.net	March 4, 2014	March-17
Seat D: 3 years	Robert Beedle CouncilSeatD@cityofcordova.net	March 3, 2015	March-18
Seat E: 3 years	Josh Hallquist CouncilSeatE@cityofcordova.net	March 3, 2015	March-18
Seat F: 3 years	David Allison CouncilSeatF@cityofcordova.net	March 1, 2016	March-19
Seat G: 3 years	James Wiese CouncilSeatG@cityofcordova.net	March 1, 2016	March-19

SCHOOL BOARD - ELECTED

length of term		Date Elected	Term Expires
3 years	Bret Bradford	March 3, 2015	March-18
3 years	Tammy Altermott	March 1, 2016 March 5, 2013	March-19
3 years	Peter Hoepfner	March 3, 2015 March 6, 2012 March 3, 2009 March 7, 2006	March-18
3 years	Sheryl Glasen	March 4, 2014	March-17
3 years	Barb Jewell, President	March 1, 2016 March 5, 2013	March-19
3 years	Vacant (appointed, non-voting) City Council Rep		

LIBRARY BOARD - APPOINTED

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

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

length of term		Date Appointed	Term Expires
3 years	James Burton		with Council office
3 years	Tom Bailer		with Council office
3 years	Tim Joyce		with Council office
3 years	James Wiese		with Council office
3 years	Robert Beedle		with Council office
3 years	Josh Hallquist		with Council office
3 years	David Allison, President		with Council office

PLANNING AND ZONING COMMISSION - APPOINTED

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

HARBOR COMMISSION - APPOINTED

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

PARKS AND RECREATION COMMISSION - APPOINTED

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

seat up for re-election in 2017

termed out in 2017