

Mayor
James Kacsh

Council Members
Kristin Carpenter
Tim Joyce
David Allison
Bret Bradford
EJ Cheshier
David Reggiani
James Burton

City Manager
Randy Robertson

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council

**REGULAR COUNCIL MEETING
SEPTEMBER 04, 2013 @ 7:30 PM
LIBRARY MEETING ROOM**



AGENDA

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

Mayor James Kacsh, Council members Kristin Carpenter, Tim Joyce, David Allison, Bret Bradford, EJ Cheshier, David Reggiani and James Burton

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

E. DISCLOSURES OF CONFLICTS OF INTEREST

F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Guest Speaker
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)

G. APPROVAL OF CONSENT CALENDAR..... (roll call vote)

4. Resolution 09-13-48..... **(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 2014 assessment services in the amount of sixteen thousand dollars (\$16,000)
5. Resolution 09-13-49..... **(page 9)**
A resolution of the City Council of the City of Cordova, Alaska, authorizing the disposal of City records that have no legal or administrative value or historical interest
6. Record excused absence of Council member *Bradford* from the August 21, 2013 regular meeting.
7. Record unexcused absence of Council member *Carpenter* from the August 21, 2013 regular meeting.

H. APPROVAL OF MINUTES

8. Public Hearing Minutes 08-21-13..... **(page 13)**
9. Regular Meeting Minutes 08-21-13..... **(page 14)**

I. CONSIDERATION OF BIDS

J. REPORTS OF OFFICERS

10. Mayor's Report
11. Manager's Report
 - a. Parks & Recreation Director, **Susie Herschleb**
 - b. Legislative Lobbyist, **John Bitney**..... **(page 18)**
 - c. City Planner, **Sam Greenwood**..... **(page 19)**
12. City Clerk's Report..... **(page 20)**

K. CORRESPONDENCE

L. ORDINANCES AND RESOLUTIONS

- 13.** Resolution 09-13-47..... **(voice vote)(page 21)**
A resolution of the City Council of the City of Cordova, Alaska appropriating an additional \$3,000 to purchase a used 2007 Ford Expedition police vehicle in the amount of \$13,000

M. UNFINISHED BUSINESS

- 14.** Capital Projects/Priorities List/Resolution review..... **(page 24)**

N. NEW & MISCELLANEOUS BUSINESS

- 15.** Discussion of loan to upgrade sewer system..... **(page 26)**
16. Pending Agenda and Calendar..... **(page 28)**

O. AUDIENCE PARTICIPATION

P. COUNCIL COMMENTS

- 17.** Council Comments

Q. EXECUTIVE SESSION

- 18.** Cordova Center Finances – Attorney advice/update

R. ADJOURNMENT

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

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A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: August 27, 2013
TO: Mayor and City Council
SUBJECT: Resolution 09-13-48

Appraisal Company of Alaska has asked us to renew a one year contract for City Assessing Services. The Assessor fees for 2013 were \$15,000. Therefore, reevaluation for 2014 at the cost of \$16,000 is reasonable. 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. Appraisal Company of Alaska has also been researching, at the request of the Clerk's office in Cordova, software that can/will streamline the process and work with our new property tax /financial software (Caselle) and make assessing information more accessible to the public and to those researching property in Cordova online. The Clerk's office sees no reason to put our Assessing Contract out for bid at this time.

Recommended motion: Move to approve Resolution 09-13-48

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

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-13-48**

**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 2014 ASSESSMENT SERVICES
IN THE AMOUNT OF SIXTEEN THOUSAND DOLLARS (\$16,000).**

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 2014 assessment services in the amount of Sixteen Thousand dollars (\$16,000).

PASSED AND APPROVED THIS 4th DAY OF SEPTEMBER, 2013

Jim Kacsh, Mayor

ATTEST:

Susan Bourgeois, City Clerk

**PROPSAL FOR
CONTACT ASSESSOR
CITY OF CORDOVA
TAX YEAR 2014**

*APPRAISAL COMPANY OF ALASKA, LLC
3940 ARCTIC BOULEVARD STE. 103
ANCHORAGE, ALASKA 99503*



CITY OF CORDOVA, ALASKA

TAX YEAR 2014

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 October 2013.

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 2014 tax year and shall end upon completion of the board of Equalization hearings and appeals in year 2014.

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 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) (Statutory)	(Statutory)	
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 October 2013.

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA

CITY OF CORDOVA, ALASKA



By: _____
Michael C. Renfro
Partner

By: _____
Randy Robertson
City Manager

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 update in full detail 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 1st.
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 ensure that current appraisals are within 90% to 110% of market value.
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

2014 revaluation	\$16,000
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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.

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: August 29, 2013
TO: Mayor and City Council
SUBJECT: Resolution 09-13-49

The attached resolution authorizes disposal of City records. This is the twelfth destruction list since the City adopted the 2001 version of the State of Alaska General Records Retention Schedule. The records on the attached list are mostly from the Clerk's Department and the Finance Department. The City of Cordova Record's Management Policy which was approved by Council on May 7, 2003, allows for the destruction of records that are deemed "without legal or administrative value or historical interest." The City attorney as well as Cathy Sherman, Museum Director have reviewed the destruction list and concur that these items are in fact, "without legal or administrative value or historical interest."

Recommended Motion: Move to approve Resolution 09-13-49.

Staff Recommendation: Majority voice vote or majority roll call vote on consent calendar.

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-13-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA,
ALASKA, AUTHORIZING THE DISPOSAL OF CITY RECORDS THAT HAVE
NO LEGAL OR ADMINISTRATIVE VALUE OR HISTORICAL INTEREST**

WHEREAS, the City Council adopted the 2001 Local Government Records Retention Schedule as approved by the State of Alaska; and

WHEREAS, according to the Local Government Records Retention Schedule, and the City Attorney, the attached list is of City records (exhibit A) that no longer have legal or administrative value or historical interest and are scheduled for disposal.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby authorizes the disposal of City records described on the attached list. These records have been found to have no legal or administrative value or historical interest.

PASSED AND APPROVED THIS 4th DAY OF SEPTEMBER, 2013.

Jim Kacsh, Mayor

ATTEST:

Susan Bourgeois, City Clerk

Box Number	Location	Department	Retention Code	Descriptions	Files Years	Retention	Year-To-Destroy	Date Destroyed
343	CCMC	Clerk	CG-2	Clerk Copy-Council Packets- PH & MTG	2002	10	2013	
365	CCMC	Clerk	AS-2	Property tax assessment notices	2006	6	2013	
380	CCMC	Clerk	CG-2	Back up information on proposed ordinance changes	1990-2002	10	2013	
433	CCMC	Clerk	GO-1	Clerk Files (mics corresp., Itineraries, memos)	2006-2007	5	2013	
435	CCMC	Clerk	CG-1	Ordinances 968-995 and Resolutions 2005-2006	2005-2006	5	2012	
448	CCMC	Planning	CG-1	P&Z Packets	2007	5	2013	
449	CCMC	Planning	CG-1	P&Z Packets	2007	5	2013	
454	CCMC	Finance	AF-6	AP Checks "B-CDV Drug"	2007	3	2011	
455	CCMC	Clerk	GO-1	Misc. receipting business coop./ property tax coop.	2007	5	2013	
479	CCMC	Finance	AF-6	AP check stubs	2008-2009	3	2013	
484	CCMC	Finance	AF-6	AP Misc. "M - northstar"	2008	3	2012	
485	CCMC	Finance	AF-6	AP "O misc. - Sampson tug"	2008	3	2012	
486	CCMC	Finance	AF-6	AP "CEC-EMED Co."	2008	3	2012	
487	CCMC	Finance	AF-6	AP "Anchor Parts - Brodart"	2008	3	2012	
488	CCMC	Finance	AF-6	AP "F misc. - GV Jones"	2008	3	2012	
489	CCMC	Finance	AF-6	AP " C misc. - CEC"	2008	3	2012	
502	CCMC	Clerk	AF-1	Paid Property Tax bills	2009	4	2013	
517	CCMC	Finance	AF-1	AP Reports	2008	4	2013	
528	CCMC	Finance	AF-1	AR Reports	2007-2008	4	2013	
546	CCMC	Finance	AF-6	AP CK Copies	2009	3	2013	
548	CCMC	Finance	PAY-11	Payroll Reports	2008	4	2012	
549	CCMC	Finance	AF-6	CK Copies Sept- Dec	2009	3	2013	
550	CCMC	Finance	AF-6	AP Misc D -HD Supply	2009	3	2013	
551	CCMC	Finance	AF-6	AP Misc I - Northstar	2009	3	2013	
552	CCMC	Finance	AF-6	AP Misc O-Misc S	2009	3	2013	
553	CCMC	Finance	AF-6	AP Samson - Shorside	2009	3	2013	

554	CCMC	Finance	AF-6	AP SixRobble - XYZ	2009	3	2013	
555	CCMC	Finance	AF-6	AP Misc A	2009	3	2013	
556	CCMC	Finance	AF-6	AP Anchor Auto - Brodart	2009	3	2013	
557	CCMC	Finance	PAY-11	Payroll Bi-wkly Report	2009	4	2013	
558	CCMC	Finance	PAY-4	Payroll Deductions	2008	4	2012	
561	CCMC	Finance	AF-9	Cash Reciepting Sept/Oct/Nov/Dec + Month End CL+ BTX updates Jan 04-Dec 09	2009	4	2013	
564	CCMC	Finance	PAY-11	Payroll Reports	2008	4	2012	
565	CCMC	Finance	AF-6	AP CDV Electric - CDV Telephone	2009	3	2013	
568	CCMC	Finance	PAY-4	Payroll Benefit/Deductions	2009	4	2013	
572	CCMC	Finance	PAY-11, PAY-4, PAY- 5	Payroll misc.	2009	4	2013	
573	CCMC	Finance	PAY-11	Payroll Bi-wkly Reports	2009	4	2013	
584	CCMC	Clerk	GO-1, AS-3, CG-1,PCG- 1	02-07 Roy Crittenden Coorsp, 06 SRC expt/BOE, 09 Attorney/DC lobbyist RFP	2002- 2009	5,6,5,3	2013	
589	CCMC	Clerk	GO-14, CG- 1, GO-1	04-07 Records Requests, 93-04 BOE, 01 BOA Yarbrow-Bailer, 07 Prop Tax coorsp.	1993- 2007	1,5,5	2011	

**CITY COUNCIL PUBLIC HEARING
AUGUST 21, 2013 @ 7:15 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council public hearing to order at 7:15 pm on August 21, 2013, in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Mayor James Kacsh* and Council members *Tim Joyce, David Allison, David Reggiani* and *James Burton*. Council member *EJ Cheshier* arrived at 7:25 pm. Council members *Kristin Carpenter* and *Bret Bradford* were absent. Also present were City Manager *Randy Robertson* and City Clerk *Susan Bourgeois*.

C. PUBLIC HEARING

1. Ordinance 1111

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code 4.56.070 in re annual leave carry over

Mayor Kacsh opened the meeting up for public comment – there was no public comment

M/Allison S/Reggiani to recess.

Hearing no objection, the Public Hearing was recessed at 7:16 pm.

The public hearing was recessed from 7:16 until 7:26.

Mayor Kacsh asked again if there was any public comment and there was not.

D. ADJOURNMENT

M/Allison S/Reggiani to adjourn the Public Hearing

Hearing no objection, the Public Hearing was adjourned at 7:27 pm.

Approved: September 4, 2013

Attest: _____
Susan Bourgeois, City Clerk

**CITY COUNCIL REGULAR MEETING
AUGUST 21, 2013 @ 7:30 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council Regular Meeting to order at 7:30 pm on August 21, 2013, in the Library Meeting Room.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor James Kacsh led the audience in the Pledge of Allegiance.

C. ROLL CALL

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

D. APPROVAL OF REGULAR AGENDA

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

Vote on motion: 5 yeas, 0 nays, 2 absent (Carpenter, Bradford). Motion passes.

E. DISCLOSURES OF CONFLICTS OF INTEREST - none

F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Guest Speaker – none

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions

HSB - Allison said that the Board has nothing scheduled until its regular quarterly meeting

P&Z - Reggiani reported that P&Z had a forwarded a final plat before Council tonight and they had discussed a CIP list that they will be forwarding to Council and also a site development for the solid waste plan. P&Z Commission has a special meeting scheduled for next week – 6:30 pm on Tuesday August 27.

4. Superintendent's Report – *Theresa Keel* reported on the playground at Mt. Eccles. She said that the playground cover structure was being rebuilt, with insurance money (had been destroyed because of the snowpocalypse disaster) and when it was almost completed they realized that it was too short. It appears as though the engineer of the structure (i.e. covering) did not look at the as built surveys showing the playground equipment and the height necessary to cover the equipment. They thought of a couple of different plans – the latest was to lower all the heights of the playground equipment. She said the community had too much vested in the equipment and she got in touch with the insurance adjuster and said she was not going to allow that to happen. She was hoping for some sort of an update very soon. She will pass it on to the City once she has new news. *Keel* also had a report concerning the School District budget and the cost of the building insurance. She is having a misunderstanding with the State Department of Ed concerning the City covering the building insurance. We did not consider that as in-kind in the budget and that allowed the school district to hire a science teacher at the high school. However, the state said that the insurance needs to be listed as in-kind. *Keel* said that the school district auditor and the City auditor have both agreed that it does not need to be in-kind and she asked the State to show the statute which requires that insurance must be an in-kind. So, she is presently working to get a meeting with the Commissioner of Education who may be the only one who can interpret this in our favor. *Keel* said she has been talking with other superintendents who also have ideas on how Cities can fund the schools outside the cap and these other districts are waiting to see what happens with this case because it could help them if they have Cities or Boroughs interested in funding them extra as well.

G. APPROVAL OF CONSENT CALENDAR

Mayor James Kacsh informed Council that the consent calendar was before them.

5. Ordinance 1111

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code 4.56.070 in re annual leave carry over – 2nd reading

6. Resolution 08-13-46

A resolution of the City Council of the City of Cordova, Alaska, approving the final plat of Whitshed Road Mile 4.1, SLUP Lots C and D: a subdivision of Eyak Corporation lands within USS 5103

7. Record excused absences of Council members **Cheshier & Burton** from the August 07, 2013 regular meeting.

Vote on Consent Calendar: 5 yeas, 0 nays, 2 absent. Burton-yes; Joyce-yes; Cheshier-yes; Bradford-absent; Carpenter-absent; Reggiani-yes and Allison-yes. Consent Calendar was approved.

H. APPROVAL OF MINUTES

M/Reggiani S/Burton to approve the Minutes.

8. Special Meeting Minutes 06-24-13

9. Special Meeting Minutes 07-19-13

10. Regular Meeting Minutes 08-07-13

Vote on motion: 5 yeas, 0 nays, 2 absent (Carpenter, Bradford). Motion passes.

I. CONSIDERATION OF BIDS - none

J. REPORTS OF OFFICERS

11. Mayor’s Report - **Mayor Kacsh** said he met with the representatives of the resource development council while they were visiting Cordova. They toured the Cordova Center and there was an event at the Reluctant; **Mr. Robertson** attended as well. He also attended a US Coast Guard thank you picnic sponsored by the Native Village of Eyak. **Mayor Kacsh** discussed the possibility of streaming the meetings in the future and he’d like Council’s opinion on that. **Mayor Kacsh** said that **John Bitney** had been in town with the resource development council and when they talked Bitney said that the Governor’s capital budget for next year will be focusing on the completion of existing projects in which case the Cordova Center might be looking good.

12. Manager’s Report – **Robertson** said he sent the Council an email Sunday evening and he hasn’t heard that this isn’t the preferred method for him to communicate with them. He said there will not need to be an executive session tonight on the Cordova Center. He said there had been a meeting of everyone involved last Thursday and they (Dokoozian) agreed at the conclusion of that meeting to get back on site and redo every flashing. The goal being to get Dokoozian completed and out of there so we can move onto phase two. He gave kudos to **Moe (Zamarron)** and **Josh (Hallquist)** for their patience in getting him up to speed on everything. **Hallquist** said it was a great meeting. **Robertson** also mentioned that he has had staff working on the appearance of City Hall, sprucing up, painting, carpet laying, etc. As far as Council he’d like to get with each of them individually over the next month or so and then have a meeting together where he gets marching orders from them as a group. **Robertson** asked **Mayor Kacsh** to award City Employee **Brandon Dahl** with a City sweatshirt and a gift certificate for going above and beyond lately. **Robertson** mentioned that there are many new community members so he has asked his wife to throw a “Newcomer’s Briefing” which will be held on September 5 at the Elementary School Commons at 7pm.

Allison asked what the status is of the windows at the Elementary School. **Robertson** deferred to **Hallquist** who said that the main problems are the weather side of the building and long story short is that we do not have much of leg to stand on as far as going after the contractor because we only replaced the glazing not the frames. He said we are going to try to get the east side and the south side addressed first and he has CH2MHill working up a design for new windows here. He’s been waiting a few weeks for that to come back from them, but it is on his radar and will probably be a project for next summer.

Allison said he had a comment as well – he said *Robertson* is making an impression around town as he heard an Alaskan Bar patron mention that he had been straightening the street sign there recently – *Robertson* made a good impression on that man – *Allison* said he appreciates *Randy* cleaning things up that way.

a. Finance Director *Jon Stavig* mentioned that so far in the budget year, there is nothing out of whack, expenditures are in line, his report contained the up to date sales tax figures with some historical data. He said the sales tax budgeted revenue for 2013 is \$3.7M which we may come in a little bit skinny. *Joyce* said he did have a sales tax question/concern. *Joyce* remembered a month or so ago, Council hearing that sales could be down some 10% or so, *Stavig* quickly interrupted and said he was thinking along those same lines then, however, there was a lot to receipt in these past few days and we have caught up considerably. *Cheshier* mentioned that he appreciated the historical data on sales tax and the update.

13. City Clerk's Report - *Bourgeois* said she could answer questions on the written report in the packet. There were none.

K. CORRESPONDENCE

L. ORDINANCES AND RESOLUTIONS

M. UNFINISHED BUSINESS

14. CCMC CT Scanner funding discussion

Robertson began that he had spoken with *Theresa Carte* about this item and its impact on the community, and then he deferred to *Ms. Carte* to talk with Council. *Carte* said that there are presently two potential donors; Murdock is interested in funding the equipment and Rasmuson is interested in funding the renovation. There is a very good chance we can get this money, she is hiring a grant writer at the cost of \$7K - \$10K because the return on investment would be huge. Might get up to 50% of the cost of the equipment and the renovation portion said we just have to have “skin in the game” (i.e. we must put something in toward the renovation). So going for these funding sources will delay our project until August 2014 or so instead of having a first quarter of 2014 startup but a \$500K or so savings could be worth a 6 – 9 month delay.

Mayor Kacsh said we had discussed funding this completely on our own so this is great news. *Joyce* said he agreed this is good news and wondered if there was anything we could start ahead of time. *Carte* said maybe we could order the equipment which could give us a head start. *Hallquist* said we are at 35% for the renovation, we could move ahead on that a month at a time.

N. NEW & MISCELLANEOUS BUSINESS

15. Contract approval with Interior Alaska Roofing for EPDM roofing system

M/Joyce S/Reggiani to direct the City Manager to enter into a contract with Interior Alaska Roofing, Inc. of Fairbanks, AK to perform the installation of an EPDM roof system and flashing at the Eyak Lake Water Treatment plant for a sum of seventy nine thousand eight hundred fifty dollars (\$79,850).

Joyce said that when we discussed the roofing job in general, this was the next piece and here it is. *Reggiani* said there isn't a financial note to this, is it coming from the loan or grant? *Hallquist* said he believes it has a component of both. *Reggiani* also mentioned that there is no item under “consideration of bids” on the agenda and yet we have this contract here so is this the only bid we received? *Hallquist* said that Rainproof Roofing also put in a bid and they were about \$13,000 higher. *Reggiani* asked that as far as process goes, should we have had this under “consideration of bids”. *Mayor Kacsh* agreed. *Joyce* said that we should show both bids when we are approving a contract like this so people can see what we are doing.

Vote on motion: 5 yeas, 0 nays, 2 absent (Carpenter, Bradford). Motion passes.

16. Certification of the 2013 Property Tax Roll corrections

M/Joyce S/Reggiani to approve the adjusted value of the 2013 certified property tax roll as shown on page 32 of our packet.

Vote on motion: 5 yeas, 0 nays, 2 absent (Carpenter, Bradford). Motion passes.

17. Pending Agenda and Calendar

There was discussion about quorum concerns at the September 4 Regular meeting, it was decided that we should move forward in anticipation of the meeting and then cancel if need be if quorum issues arose closer to the meeting date. Council also decided to have a work session 30 minutes before the regular meeting on September 18 for the presentation of the 2012 financial audit.

O. AUDIENCE PARTICIPATION

Nancy Bird of 101 Lake Avenue she said she is delighted to hear the news from the hospital administrator concerning grants because she was here tonight to discuss the Cordova Center. She believes the City needs to ante up a little bit more. Some of the grantors that she is working with really have expressed that we need to demonstrate the City's support, i.e. financially. *Bird* went on that if the City had set aside some money for the hospital CT Scanner that would now be grant funded, that would be an opportunity to direct that money to the Cordova Center.

Theresa Keel wanted to invite Council and the public to a community barbecue at the High School Tuesday, August 27 from 5-7pm. Meet and greet for new school district staff members.

P. COUNCIL COMMENTS

18. Council Comments

Burton said he's glad to be back.

Cheshier also said he's glad to be back.

Allison said he wants to ensure that we discuss the CCMC repayment plan at least before we start our first budget work session. He mentioned also that *Zamarron* at the last Council meeting commented about a possible special election and he now sees in the Clerk's report that staff time and attorney time is being spent researching a special election that Council knows nothing about yet. He thinks we spend too much with our attorneys already. He would prefer to see the Council make a decision to go that route before we spend money researching it. He also reminded everyone that volleyball has first home game August 29 and then the fast ferry tournament weekend of 30 – 31 of August.

Q. EXECUTIVE SESSION

~~19. Cordova Center Finances — Attorney advice/update~~ The City manager had informed Council that there was no need for this executive session tonight.

R. ADJOURNMENT

M/Joyce S/Burton to adjourn the regular meeting at 08:34 pm

Hearing no objection, the meeting was adjourned.

Approved: September 04, 2013

Attest: _____

Susan Bourgeois, City Clerk

Susan Bourgeois

From: John Bitney <johnbitney@yahoo.com>
Sent: Monday, August 26, 2013 4:05 PM
To: Randy Robertson; Susan Bourgeois; James Kacsh-home
Subject: AML notes

Randy:
Last week, the Alaska Municipal League Conference of Mayors met in Valdez (August 21-22). Bad weather in Valdez resulted in numerous flight cancellations -which meant that many conference speakers and AML Board members were not able to attend. Nonetheless, here is a summary on a couple items of interest:

PERS Unfunded Liability

The Governmental Accounting Standards Board (GASB) has changed how state and local governments report and account for employee pension benefit liabilities. Governments are now required to recognize pension liabilities on the face of their annual financial statements. In the past, pension liabilities have been disclosed in the notes of financial statements.

The State of Alaska currently estimates a total unfunded liability of about \$12 billion. Currently the Dept. of Administration is trying to determine how to apportion this liability to employers for GASB compliance. This will be a very difficult. In 2008, the Legislature passed Senate Bill 125 that changed the retirement system to a cost-sharing plan with one integrated system of accounting for all employers.

Mikunda Cottrell was suppose to brief the conference on recommendations for municipalities to address the new GASB rule, but were not able to arrive due to weather. I am making an inquiry to the Dept. of Administration for additional information.

Alaska-Class Ferry/Tustemena Replacement

The Alaska Marine Highway system has been troubled this summer by the lack of service to Kodiak and the Alaska Peninsula due to major maintenance work on the Tustumena. Residents in these communities are calling upon Governor Parnell to request funding in next year's budget to begin design work on a new "Alaska-Class" ship. Copies of letters exchanged between Rep. Alan Austerman and Governor Parnell were distributed, and indicate this issue will a top priority next session for Kodiak.

Please let me know if you have any questions.

John Bitney

Memo

To: City Council
From: Planning Department Staff
Date: August 28, 2013
Re: Staff Report - Baler Facilities

8/13/13 P&Z meeting: the refuse plan was presented at the P&Z meeting, with a resolution and an attachment asking for a recommendation from P&Z to City Council

8/27/13 P&Z special meeting: a site plan review of the refuse building

At the **August 13th** Planning and Zoning meeting the comprehensive plan for the baler was presented by Public Works and discussed. The action requested by staff was to approve a resolution; this request was based on this section of code that defines P&Z duties:

3.40.080 Planning commission—Powers and duties—Designated

K. Make or cause to be made surveys, maps and plans relating to the location and design of any public building, dock, beach, ski ground, statue, memorial, park, parkway, boulevard, street, alley or playground. For the purpose of implementing this subsection, all departments of the city considering any such improvement are required, and all public agencies not a part of the city are requested, to inform the commission of the proposed improvement and submit such pertinent information to the commission and within such time as will enable the commission to recommend to city council whether the proposed improvement is consistent with the general plan and established planning principles. No public improvement shall be authorized by city council until the recommendation of the planning commission has been received and reviewed by the city council.

The commissioners were not clear on what they were recommending or what the recommendation implied. Therefore, on August 13, the item was referred back to staff for additional information. On **August 27th** P&Z had a special meeting where only the work to be done on the **baler building** was presented in a site plan review format. At this meeting P&Z felt after reviewing the plans that the work that was proposed would not require a site plan review because it was not structural or changing the foot print. P&Z Commission made it clear that they do support the project and wanted to formally recommend to city council that they approve the requested maintenance thus allowing the project to move forward. The following motion was made and approved at the **August 27th** meeting:

M/Pegau S/Reggiani that the Planning Commission recommends to City Council to approve the requested maintenance on the Baler Building.

Upon voice vote, motion passed, 5-0

Yea: Bailer, McGann, Pegau, Reggiani, Baenen

Nay: None

Absent: Greenwood, Srb



City of Cordova,
Office of the City Clerk
Cordova, AK 99574
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E-mail: cityclerk@cityofcordova.net

CITY CLERK'S REPORT TO COUNCIL

September 4, 2013 Regular Council Meeting

Date of Report: August 29, 2013

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

- 1) AK Municipal League Conference in Anchorage November 18-22, is anyone interested in attending? Please let me know as soon as possible so I can schedule travel and complete your registrations
- 2) Began research into CMC 3.12.060 as the "consideration of bids" agenda header was called into question at the August 21 Council meeting; I also reviewed CMC 5.12 regarding purchases; does Council want a future discussion agenda item on these code sections?

Things the Clerk's Office has been working on:

- Signed paychecks/other AP checks
- Prepared agenda and packet for regular mtg on 09-04-13
- Attended Department Head meeting on August 27
- Researched a little further the possibility of a Special Election and prepared a time frame/schedule of dates to be prepared
- Worked with Planner, Public Works Director and Police Chief regarding agenda items each has on the agenda
- Conferred with Finance Director and City Manager concerning a budget work session and final approval schedule
- Met with City Manager and the "Trapping Ordinance" initiative petition sponsor to discuss the details of the initiated ordinance and the timing if there is to be a special election vs. it appearing in the March 2014 Regular Election
- Worked with Appraisal Company of Alaska to forward Council the 2014 contract via resolution tonight
- Requested info from City Attorney and Museum Director in re records to prepare resolution for records burn before Council tonight
- Prepared agenda item for Council review of Capital Priorities List (quarterly)



City of Cordova
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Email: policechief@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of Chief of Police

To: Mayor and City Council
Through: Randy Robertson City Manager
Subject: Purchase of Police Vehicle
Date: August 26, 2013
From: George Wintle City of Cordova Chief of Police

As the current Chief of Police, I am blessed to be associated with the city of Cordova and the community we serve to protect. Although our police department is adequately equipped with the necessary tools to allow officers to make arrests and investigate criminal acts, my concern is the vehicle inventory which the Cordova Police Department currently has. A police vehicle is the main tool for every department and is the officer's main work area or office. The main portion of a patrol officer's day is spent in a police vehicle patrolling neighborhoods, working traffic, and being readily available to the community for immediate response when needed. Our current vehicle inventory has a very high mileage range with several vehicles over the 100k mark. With the addition of the two newly hired police officer positions, police vehicles will be needed for those officers when they begin to actively work on assigned shifts after returning from the AST police academy where they are now attending. I am currently in conversation with the US Forest Service in regards to placing a secured bid of \$13,000.00 on one of their vehicles located in Cordova Alaska which will be auctioned in the near future. This particular vehicle which is a 2007 Ford Expedition has low mileage (approximately 20k miles) and is already equipped with many additional items such as emergency lighting and radio brackets, which is always an added cost of approximately \$3,000.00 when purchasing new police vehicles. I have personally inspected the vehicle which has no body damage, no interior damage, and is in good mechanical shape. The current Kelly Blue Book standards show the trade in value of this vehicle at its lowest value is \$16,091.00.

With the purchase of this vehicle from the US Forest Service, it would allow my department to use the 1997 Ford Expedition which has 128,645 odometer miles as a spare vehicle to be used when an assigned officer's vehicle might be in for vehicle maintenance, repairs, or in the event it is taken out of service by other means.

Thank you,

George Wintle
City of Cordova Chief of Police

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-13-47**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
APPROPRIATING AN ADDITIONAL \$3,000 TO PURCHASE A USED 2007 FORD
EXPEDITION POLICE VEHICLE FOR THE AMOUNT OF \$13,000**

WHEREAS, the City Council has approved the purchase of the used 2007 Ford Expedition police vehicle; and

WHEREAS, the Alaska US Forest Service GSA Facilities has offered competitive bid pricing through Roy B. Mitchell Deputy Regional Fleet Manager, Regions 6 and 10 for equipment totaling \$13,000.00; and

WHEREAS, \$10,000.00 in funding for this purchase has been already appropriated in the 2013 City of Cordova Budget in line # 401-441-50020; and

WHEREAS, there are sufficient funds in the unrestricted fund balance to cover the additional appropriation; and

WHEREAS, the replacement of the City's oldest police vehicle is necessary prior to the start of newly hired police officers who will be scheduled to begin patrol work November 2013.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cordova, Alaska hereby authorizes the appropriation of an additional \$3,000 to purchase a used 2007 Ford Expedition police vehicle in the amount of \$13,000.

PASSED AND APPROVED THIS 4th DAY OF SEPTEMBER, 2013.

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk

City of Cordova
Fiscal Note

Date: August 19, 2013

Agenda Date: September 4, 2013

Amount: \$13,000.00	Subject: 2007 Ford Expedition Police Vehicle Purchase
Fiscal Impact: Yes	
Budgeted: No	Resolution/Ordinance #
From Account#: #	
To Account#:	
Prepared by: J. Stavig	

Expenditures	FY 2013	FY 2014	FY 2015
Contractual			
Supplies			
Equipment	\$13,000.00		
Travel			
Land/Structure			
Grants			
	FY 2013	FY 2014	FY 2015
Revenue			
Funding Source	FY 2013	FY 2014	FY 2015
General Fund			

Additional Information

<i>Purchase of 2007 Ford Expedition Police Vehicle</i>
--

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: August 28, 2013
TO: Mayor & City Council
SUBJECT: Quarterly Council review of CIP List

The Council has decided to revisit the Capital Improvements Projects Resolution and list at least quarterly. The most recent list was approved as Resolution 12-12-49 in December of 2012. At the March 6, 2013 meeting, Council reviewed the resolution and concurred to take no action to change the list, then at the June 5, 2013 Regular Meeting, Council reviewed the resolution again and concurred to take no action to change or reorder the list. Tonight this is a discussion item and if Council has edits, staff can bring back a resolution at the September 18, 2013 Regular Meeting for approval.

**CITY OF CORDOVA, ALASKA
RESOLUTION 12-12-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
DESIGNATING CAPITAL IMPROVEMENT PROJECTS.**

WHEREAS, the Cordova City Council has identified several Capital Improvement projects that will benefit the citizens of Cordova, and in several cases the entirety of Prince William Sound; and

WHEREAS, the City Council of the City of Cordova has identified the following Capital Improvement projects as being critical to the future well being and economy of Cordova and the surrounding area:

1. Cordova Center
2. Shipyard Fill
3. G Float Replacement
4. Shipyard Building
5. Municipal Dock (Ocean Dock) Renovation
6. South Fill Sidewalks
7. South Fill Expansion & Sawmill Avenue Extension
8. Public Safety Building
9. Recreation Building
10. Ferry Trail

and;

WHEREAS, some or all of these projects will be submitted to State or Federal legislators and agencies as Capital Improvement projects in the City of Cordova, Alaska.

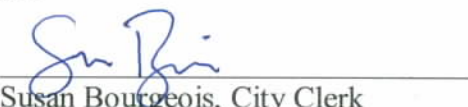
NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby designates the above listed projects as Capital Improvement projects.

PASSED AND APPROVED THIS 19th DAY OF DECEMBER, 2012




James Kallander, Mayor

ATTEST:


Susan Bourgeois, City Clerk

To: Mayor and City Council
Subject: Loan to Upgrade Sewer System
Date: 27 August 2013
From: Moe Zamarron, Director of Public Works

The City of Cordova has an Alaska Pollutant Discharge Elimination Permit # AK0021547 which authorizes us to discharge from the City's wastewater treatment plant into Orca Inlet. This permit places strict limitations on the types and amounts of contaminants contained in that discharge. It is set to expire in June of 2016. Due to 46 alleged violations from 2005 through July of 2010 an order was placed on the City to take specific corrective actions or face severe penalties.

One of the first required tasks was to have a facility plan prepared that identified needs and set a plan to address each. CH2MHill was contracted to prepare this facility plan and in October 2011 the draft was delivered. Attached is the summary of needs along with the cost estimates to carry out corrections. Upon receipt of the plan a questionnaire was submitted to the Alaska Department of Environmental Conservation to request funding in the form of a loan to cover these costs. The amount of \$1,458,300 (along with a 10% subsidy) was approved for Cordova's wastewater system improvements in July of 2013.

Twice, once in 2012 and once in 2013, we applied for grants but the competition for these funds is quite intense and we scored well out of the running each time. Applications will continue to be made but it does not look promising. What is in place is the loan but an application similar to the LT2 and Solid Waste loans must now be made to make use of this funding. This includes a ballot measure to present it for approval by the voters. ADEC is expecting the completed application before the end of the year or they will re-designate the funds to other applicants. We placed well this year but in the next application cycle it is hard to estimate how it may go.

The procedure within our code for obtaining a loan places a time constraint on us each time this comes up. Hopefully, as we sort out the order of events needed to secure loans and to review projects we will be able to streamline things.

Staff requests council to consider placing this loan application on the ballot of a special City election in early November.

Thank you,
Moe Zamarron
Director of Public Works

Cost Summary to accompany ACWF Point Source Questionnaire # 2013ACFPS0032
 City of Cordova, APDES Compliance

GENERAL IMPROVEMENTS

Septage Holding, 2,000-gallon poly tank	\$ 10,000
Headworks Enclosure, 16' x 50' pre-engineered insulated metal bldg. . . .	\$ 338,000
Office Addition, 16' x 16' building addition	<u>\$ 175,000</u>
Subtotal	\$ 523,000

SECONDARY TREATMENT

Aeration system upgrade, VFD's, DO probes, temp probes	\$ 50,000
Reconfigured Aeration Distribution Jets	\$ 65,000
Aeration Header Insulation, 140-LF 10-inch insulation with fittings	\$ 15,000
Clarifier Walkway Safety Rails, 100-LF handrail	\$ 10,000
Sludge Line Static Mixer	<u>\$ 4,000</u>
Subtotal	\$ 144,000

DISINFECTION SYSTEM

Equipment Shed, 8' x 8' Tuff Shed with heat, power, lights	\$ 22,000
Dechlorination system, dechlorinator kit with metering pump	\$ 10,000
Sodium hypochlorite onsite generator with metering pump	<u>\$ 152,000</u>
Subtotal	\$ 184,000

ADDITIONAL SYSTEM IMPROVEMENTS

SCADA System Upgrades, includes sensors, system integration	\$ 210,000
Collection System Leak Repairs	<u>\$ 241,000</u>
Subtotal	\$ 451,000

ADMINISTRATION, DESIGN, MANAGEMENT AND CONTINGENCIES

Subtotal	\$ 156,300
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TOTAL \$ 1,458,300

Work at the WWTP includes constructing an office addition and an enclosure for the headworks system, updating the aeration system and installing a disinfection system. Citywide work includes upgrades to the SCADA and collection systems.

Pending agenda:

BDO (formerly Mikunda Cottrell) **2012 audit presentation** work session September 18, 2013
6:30 pm

HSB/CCMC loan repayment plan to Council on a **future agenda**

Providence Review/Evaluation of Management - discussion item on a **future agenda**

Capital Priorities List Meeting - **December 2013, March 2014, June 2014, September 2014**

Buck Adams to meet with Council in the fall during budget - **October 2** Reg Mtg

HSB Quarterly regular meetings **Oct 2, 2013; Jan ?, 2014; Apr 2, 2014; July 2, 2014**

Committees:

Cordova Center Committee: Tim Joyce, Sylvia Lange, Dan Logan, Mark Lynch, Sam Greenwood, Moe Zamarron, Dave Reggiani, Cathy Sherman

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

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

Public Services Building Design Committee: David Reggiani - Chairman, Chief George Wintle, vacancy, Jim Kacsh, Dick Groff, Mike Hicks, Tom Bailer

E-911 Committee: Chief George Wintle – Chairman, Bret Bradford, Gray Graham, Dick Groff, Mike Hicks (and/or Paul Trumblee), David Allison, George Covell

City Manager Assessment Committee: Cindy Bradford, Mark Frohnapfel, Don Sjostedt, Kelly Weaverling, EJ Cheshier, James Kacsh, Dave Reggiani

Calendars:

3 months of calendars are attached hereto
Sept 2013; Oct 2013; Nov 2013

September 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2 Labor Day City Hall Offices Closed	3	4 7:30 reg mtg LMR	5	6	7
8	9	10 6:30 P&Z LMR	11 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	12	13	14
15	16	17	18 7:00 cncl wksn LMR 7:30 reg mtg LMR	19	20	21
22	23	24	25	26	27	28
29	30					Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm HSL-High School Li- brary

October 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm HSL-High School Li- brary		1	2 time tba HSB LMR 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	3	4	5
6	7	8 6:30 P&Z LMR	9 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	10	11	12
13	14	15	16 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm HSL-High School Li- brary

November 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library					1	2
3	4	5	6 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	7	8	9
10	11 Veterans' Day City Hall Offices Closed	12 6:30 P&Z LMR	13 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	14	15	16
17	18 <i>AML Conf Anchorage</i>	19 <i>AML Conf Anchorage</i>	20 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	21 <i>AML Conf Anchorage</i>	22 <i>AML Conf Anchorage</i>	23
24	25	26	27	28 Thanksgiving City Hall Offices Closed	29 Thanksgiving City Hall Offices Closed	30