

**Mayor**

*Clay Koplin*

**Council Members**

*James Burton*

*Kenneth Jones*

*Jeff Guard*

*Robert Beedle*

*vacant*

*David Allison*

*James Wiese*

**City Manager**

*Alan Lanning*

**City Clerk**

*Susan Bourgeois*

**Deputy Clerk**

*Tina Hammer*

**Student Council**

*Cori Pegau*

**Regular City Council Meeting  
November 15, 2017 @ 7:00 pm  
Cordova Center Community Rooms  
Agenda**



**A. Call to order**

**B. Invocation and pledge of allegiance**

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

**C. Roll call**

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

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

**E. Disclosures of Conflicts of Interest**

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

1. Guest Speakers
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (CCMCABoD, School Board)
4. Student Council Representative Report

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

5. Continuation of and membership adjustments to Cordova Historic Preservation Commission..... (page 1)

**H. Approval of Minutes**

6. Minutes of the 10-18-17 Council Regular Meeting..... (page 5)

**I. Consideration of Bids**

**J. Reports of Officers**

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

**K. Correspondence**

10. 10-24-17 letter from **McManus** re: tax proposals..... (page 9)
11. 10-25-17 letter from **Mills** re: sales tax cap proposal..... (page 11)

**L. Ordinances and Resolutions**

12. Ordinance 1161..... (voice vote)(page 12)

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code sections 1.04.255, 1.20.010, 2.20.010, 2.24.010, 2.48.120, 2.56.017, 3.14.020, 3.40.090, 4.12.030, 5.12.110, 5.14.020, 5.24.040, 5.32.080, 5.32.150, 5.36.110, 5.40.150, 10.52.030, 10.52.050, 10.54.40, 10.54.070, 11.32.050, 13.24.030, 17.24.040, 18.68.030 and 18.72.080 to define the term "publish" and to clarify the notice and publication requirements under the Cordova Municipal Code – 1<sup>st</sup> reading

13. Resolution 11-17-28..... (voice vote)(page 26)  
Certification of the official results of the November 7, 2017 special election (**resolution with full  
ballot counts to be available at the meeting**)

**M. Unfinished Business**

14. Harbor Department information re used oil processing building..... (voice vote)(page 29)

**N. New & Miscellaneous Business**

15. Council concurrence of Mayor's Appointments to Boards and Commission..... (voice vote)(page 33)  
16. Discussion of council election to fill the vacancy in Council Seat E..... (page 45)  
17. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 47)

**O. Audience Participation**

**P. Council Comments**

**Q. Executive Session**

18. City Clerk's Annual 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.

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## **Agenda Item # 5. within the Consent Calendar City Council Meeting Date: 11/15/2017**

### **City Council Communication Form**

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**FROM:** Susan Bourgeois, CMC, City Clerk

**DATE:** 11/08/2017

**ITEM:** Continuation of Historic Preservation Commission & membership adjustments

**ACTION:** Approve motion to continue HPC and adjust membership as outlined below via approval of Consent Calendar

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☐ Ordinance  
☐ Resolution

☒ Motion  
☐ Information

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

Continuation of the HPC per code and adjustment to the membership by changing the P&Z rep from Tom McGann to Nancy Bird and appointing Jim Casement to another 3 year term to the HPC to expire in November 2020.

#### **II. RECOMMENDED ACTION:**

Approval of the consent calendar including: 1) motion to continue the existence of the Historic Preservation Commission as required by Cordova Municipal Code 18.90.050 and 2) motion to change the P&Z rep from Tom McGann to Nancy Bird and 3) motion to appoint Jim Casement to another 3 year term to the HPC to expire in November 2020.

**III. FISCAL IMPACTS:**

none

**IV. BACKGROUND INFORMATION:**

Cordova Municipal Code 18.90.050

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).

The Historic Preservation Commission has fairly recently begun meeting regularly so unfortunately, I inadvertently, left out the vacancy when I advertised all of the other vacancies in City boards and commissions. Jim Casement was initially appointed for less than one year so I thought it appropriate to just reappoint him this time and forego the advertising. He is interested and he is currently the Commission chair.

Also attached here is a letter from Nancy Bird explaining that Tom McGann would like to step down from his seat as the P & Z rep to the Commission and since she is already acting in a volunteer capacity as the HPC secretary and is also a member of the P & Z Commission, she asks for appointment as a full member to continue in that role (i.e. as P & Z rep to the Historic Preservation Commission).

**V. LEGAL ISSUES:**

Legally required action by council.

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

none

**VII. SUMMARY AND ALTERNATIVES:**

Approve the consent calendar to handle these 3 housekeeping duties in one fell swoop.

Remove this item from the consent calendar and direct staff in a different way.

## Susan Bourgeois

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**From:** James Casement <jcasement@gci.net>  
**Sent:** Wednesday, November 08, 2017 11:22 AM  
**To:** Susan Bourgeois  
**Subject:** Historic Preservation Commission

My appointment to the Cordova Historic Preservation Commission expires at this time. I do have an interest to remain on this commission for appointment until 2020. Jim Casement. Thank you.

P.O. Box 1185  
Cordova, AK 99574  
November 7, 2017

Mayor Clay Koplin and Cordova City Council


Dear Mayor and Council members,

As a current member of the Planning and Zoning Commission, I would like to be considered for appointment to also serve on the Cordova Historic Preservation Commission for the one-year remainder of a seat currently held by Tom McGann. I have previously served on the Historic Commission and have been serving in a volunteer basis for the past year as their secretary.

McGann, who is currently appointed as a Historic Commission member for the Planning and Zoning Commission, wishes to resign from the Historic Commission. McGann's term on the Historic Commission ends in November 2018.

Thank you for your consideration.

Sincerely,

  
Nancy Bird

**Regular City Council Meeting  
October 18, 2017 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

**Mayor Clay Koplin** called the Council regular meeting to order at 7:03 pm on October 18, 2017, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

**Mayor Koplin** led the audience in the pledge of allegiance.

**C. Roll call**

Present for roll call were **Mayor Clay Koplin** and Council members **Ken Jones**, **Jeff Guard** and **David Allison**. Council members **James Burton** and **James Wiese** were present via teleconference. Council members **Robert Beedle** & **Josh Hallquist** were absent. Also present were City Manager **Alan Lanning** and Deputy Clerk **Tina Hammer**.

**D. Approval of Regular Agenda**

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

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

**E. Disclosures of Conflicts of Interest**

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

1. Guest Speakers - none

2. Audience comments regarding agenda items

**Don Scutt** of 204 Boardwalk Way representing North Star Lumber on 701 First Street offered his opinion on the sale tax ordinances before Council. He was not in favor of any sales tax increase as he felt that would run more business out of town. He would like the exemptions looked at to see if revenue can be raised that way.

**Greg Meyer** of 1 Cannery Row said that the feedback he got from most business owners is they don't like the split sales tax idea. He felt the split was cumbersome for some businesses and offered up the idea of a flat 6.5% tax year round. He supported the increase on the sales tax cap which would generate more revenue from big electricity and fuel consumers.

**Mark Frohnepfel** of 813 Woodland Drive spoke on ordinance 1156. He brought to council's attention that the ordinance referenced a floating fuel dock located in the small boat harbor which we don't have. He supports the cap increase but is not a proponent of the split sales tax and thinks it's a heavy lift for the vendors and businesses in town.

3. Chairpersons and Representatives of Boards and Commissions

**CCMC Authority Board of Directors** – CCMCA CEO **Scot Mitchell** discussed his annual report, written in tonight's packet, to council as mandated by City Code. This is the same document that is required by the Centers for Medicare and Medicaid Services. 2 full time doctors that live in Cordova as well as over half of nurses – that has been a big impact. Solid year to year consistency in administration has been huge for staff. CT scanner, fewer medevacs which lead to more patient days in the hospital here. Turnover in the past has hurt our quality reports, we now have a full time quality control nurse who also does infection control.

**Cordova School Board** – no report

4. Student Council Representative Report – not present

**G. Approval of Consent Calendar**

**Mayor Koplin** declared the consent calendar was before the City Council.

5. Resolution 10-17-26 A resolution of the City Council of the City of Cordova, Alaska, requesting that the State of Alaska prioritize the stabilization of Power Creek Road

6. Record excused absence of Council member **Hallquist** from the October 4, 2017 Regular Meeting

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

**H. Approval of Minutes**

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

7. Minutes of 10-04-17 Council Regular Meeting

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

**I. Consideration of Bids**

## J. Reports of Officers

8. Mayor's Report – **Mayor Koplin** reported there are new executive council members seated on PWSAC board and the new executive director will be announced in a forthcoming press release. Council member **Jones** reported on several of PWSAC projects. The Mayor's written report is in tonight's packet.

9. Manager's Report – **Lanning** said he's been working the ordinances and the waste oil plan from May is being updated. He reminded council that he will be gone for ten days until October 30<sup>th</sup>. The Polar Bear tideland lease agreement has been signed and updated council on the Adams Street sidewalk project.

10. City Clerk's Report – **Hammer** said the assessors have started their 2018 review of property. The Clerk will be gone until November 2<sup>nd</sup> and there will be a special election on November 7<sup>th</sup>.

11. Staff Quarterly Reports –the written reports are in tonight's packet

- a. Cordova Police Department, **Mike Hicks**, Police Chief
- b. Cordova Harbor & Port, **Tony Schinella**, Harbormaster
- c. Information Services, **Cathy Sherman**, Museum, PIO, Library, IT, Cordova Center
- d. Parks and Recreation, **Susan Herschleb**, Director
- e. Public Works Department, **Rich Rogers**, PWD/City Engineer
- f. City Investments, **Chad Adams**, UBS Financial
- g. Cordova Fire Department, **Paul Trumblee**, Fire Marshal

## K. Correspondence - none

12. 09-28-17 Letter from Office of the State Assessor re 2017 Full Value Determination

## L. Ordinances and Resolutions

13. Ordinance 1156 An ordinance of the City Council of the City of Cordova, Alaska, adopting chapter 5.39, "motor fuel excise tax" and imposing an excise tax of \$.04 per gallon on motor fuel dispensed into vehicles and watercraft from a fuel facility within Cordova – 1st reading

**M/Allison S/Guard** to adopt Ordinance 1156 an ordinance of the City Council of the City of Cordova, Alaska, adopting chapter 5.39, "motor fuel excise tax" and imposing an excise tax of \$.04 per gallon on motor fuel dispensed into vehicles and watercraft from a fuel facility within Cordova.

**Allison** and others seemed on the fence about this but willing to pass on first reading.

Vote on the motion: 4 yeas, 1 nay (Jones), 2 absent (Hallquist, Beedle). Motion was approved.

14. Ordinance 1158 an Ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code chapter 5.40 to decrease sales tax from 6% to 4% from October 1<sup>st</sup> through March 31<sup>st</sup> and increase sales tax from 6% to 8% from April 1<sup>st</sup> through September 30<sup>th</sup> - 1<sup>st</sup> reading

**M/Allison S/Guard** to adopt Ordinance 1158 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code chapter 5.40 to decrease sales tax from 6% to 4% from October 1<sup>st</sup> through March 31<sup>st</sup> and increase sales tax from 6% to 8% from April 1<sup>st</sup> through September 30<sup>th</sup>

**Allison** said he does not support this – not in favor of a split tax, maybe in the future he'd be open to sales tax change but not now. **Guard** said the will of what they heard tonight was the people do not want the split. He wondered what an increase of 1% or a half a percent would equate to. The response was approximately \$520K for each percent of sales tax.

**M/Guard...** to increase sales tax year round to 6.5%. This motion failed for lack of a second.

**Jones** said he is opposed to this. **Burton** said he doesn't want us to wind up at 8% year round so he fears passing this.

Vote on the motion: 0 yeas, 5 nays, 2 absent (Hallquist, Beedle). Motion fails.

15. Ordinance 1159 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code section 5.40.030(c) and CMC 5.40.030(d) to increase the cap on sales tax from \$3,000 to \$7,500 – 1<sup>st</sup> reading

**M/Allison S/Guard** to approve ordinance 1159 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code section 5.40.030(c) and CMC 5.40.030(d) to increase the cap on sales tax from \$3,000 to \$7,500

**Allison** believes there may be some abuse here and he is even in favor of eliminating the cap (although he doesn't believe there is enough Council support for that yet) – he thinks this will improve revenues and he supports this. **Burton** spoke in favor of this, he especially likes the capture of bulk fuel purchases, more sales tax on big boat projects, etc. **Jones** spoke against this, he thinks it will send people outside to buy their goods.

**M/Jones...** to amend this to a \$5,000 cap instead of the \$7500. This motion failed for lack of a second.

**Guard** spoke in favor of this ordinance. He said we have pared our budget as far as possible. We cannot keep pulling from the permanent fund. We need these revenues to balance the budget. **Wiese** spoke in favor of the ordinance at \$7500, he said he would support this.

**M/Jones...** to amend this to include an exemption for house packages, building materials and boat engines (i.e. keep the exemption for these specific purchases at the \$3000 cap). This motion failed for lack of a second.



Vote on the motion: 4 yeas, 1 nay (Jones), 2 absent (Hallquist, Beedle). Motion was approved.

16. Ordinance 1160 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code Chapter 5.40 to repeal CMC 5.40.090, eliminating the compensatory collection discount from sales tax – 1<sup>st</sup> reading *M/Guard S/Allison* to adopt ordinance 1160 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code Chapter 5.40 to repeal CMC 5.40.090, eliminating the compensatory collection discount from sales tax

*Guard* spoke in favor of this – to get more money to help balance the budget. *Allison* supports this motion but he still believes that overall we can reduce staffing and he'd like to see that done to assist in balancing the budget. *Jones* spoke against this based on a belief that credit card sales force business owners to in fact pay part of the cost of sales tax that they are collecting on behalf of the City. *Burton* spoke in favor of the motion and believes that credit card fees are part of a business's cost of doing business not just on the sales tax but on the entire purchase.

Vote on the motion: 4 yeas, 1 nay (Jones), 2 absent (Hallquist, Beedle). Motion was approved.

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

*Lanning* gave his opinion of the sales tax exemptions and exceptions that exist in Cordova's code. He said there are so many varied of these that he believes may have been put in place for specific interests and relations over the years and each one is an enforcement nightmare for staff. He offered that we could more than pay for a position to enforce these. He showed a slide with an approximation of a typical Cordova family income and expenses and cost of living.

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

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

*Burton* said he was glad that the topic of exemptions came up, he would like to see exemptions come before them again. *Jones* asked for another budget work session where expenses could be discussed. Draft marijuana ordinance will be before Council on December 6. *Mayor Koplin* wondered if Council wanted a community vote on Marijuana on the March 2018 ballot.

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

*Don Scutt* of 204 Boardwalk Way said Council should clean up the exemptions before raising the tax cap.

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

*Jones* – tell friends and family to come out and voice opinions.

*Allison* – thanked *Jones* for email questions and the manager's response to those.

*Guard* – he is also not in favor of raising taxes but he's in favor of the community telling us what services that they can do without.

*Burton* – agrees with Council member Guard. He appreciates audience participation – he likes the YouTube live stream.

*Wiese* – thanked Council and the varied opinions.

At 8:36 pm *Mayor Koplin* recessed the meeting with no objection from Council in order to clear the room before the executive session.

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

18. City Manager's Annual Evaluation

*M/Allison S/Guard* to enter an executive session to discuss subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion.

Hearing no objection Council entered executive session at 8:40 pm.

Council came out of executive session at 10:34 pm.

*Mayor Koplin* said they had discussed the Manager's performance evaluation and compensation.

*M/Allison S/Jones* to direct the Mayor to proceed as we discussed in executive session

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

#### **R. Adjournment**

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

Hearing no objection the meeting was adjourned at 10:35 pm.

Approved: November 15, 2017

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

Mayor's Report  
11/9/17  
Clay Koplin

Alaska Department of Transportation staff were in Cordova last week surveying Power Creek for a road upgrade.

Representative Louise Stutes will be in Cordova this weekend during the Native Village of Eyak's Sobriety Celebration. I look forward to seeing you at the celebration, and encourage you to bring suggestions and issues of concern to Representative Stutes as she visits Cordova.

There were more applications for Parks and Recreation Board, the Planning and Zoning Commission, and the Harbor Commission, but still need volunteers for the library board. Thank you to those who have served on boards and commissions, and to those who expressed interest but were not appointed due to more requests than positions. There will be more opportunities.

Most importantly this week, we thank those who have made sacrifices to their family and personal life to serve in the armed forces. We particularly appreciate war veterans and their families that made even deeper sacrifices to protect our nation and our freedoms. We also thank those that currently serve; particularly the United States Coast Guard which supports a secure coast line and emergency response to our fishing fleets.

Happy Veteran's Day weekend.

Respectfully,

Mayor Clay

**From:** Ken Jones

**Sent:** Thursday, October 26, 2017 7:48 AM

**To:** Alan Lanning <citymanager@cityofcordova.net>; Susan Bourgeois <cityclerk@cityofcordova.net>

**Subject:** Fwd: Taxation Opinion Letter

This came in Tuesday night to all of the councilmen emails

Sent from my iPhone

Begin forwarded message:

**From:** Janet McManus <[momma.mcmanus@gmail.com](mailto:momma.mcmanus@gmail.com)>

**Date:** October 24, 2017 at 11:37:49 PM AKDT

**To:** [Mayor@cityofcordova.net](mailto:Mayor@cityofcordova.net), [CouncilSeatA@cityofcordova.net](mailto:CouncilSeatA@cityofcordova.net),  
[CouncilSeatB@cityofcordova.net](mailto:CouncilSeatB@cityofcordova.net), [CouncilSeatC@cityofcordova.net](mailto:CouncilSeatC@cityofcordova.net),  
[CouncilSeatD@cityofcordova.net](mailto:CouncilSeatD@cityofcordova.net), [CouncilSeatE@cityofcordova.net](mailto:CouncilSeatE@cityofcordova.net),  
[CouncilSeatF@cityofcordova.net](mailto:CouncilSeatF@cityofcordova.net), [CouncilSeatG@cityofcordova.net](mailto:CouncilSeatG@cityofcordova.net), [citymanager@cordova.net](mailto:citymanager@cordova.net)

**Subject:** Taxation Opinion Letter

Councilmen of Cordova,

Thank you for your dedication to our City. I appreciate the time and thought you put into your rolls as well as your open ears, listening to the community voices and opinions.

I hope to have my voice heard concerning the city budget and proposed changes to taxes. I would like to see more voices be heard on this subject and believe the best way to do so would be to bring the issue to a vote before any decision are made.

First of all, I do not think it is fair for the year round locals to be footing the bill though the increased in mill rate, and property taxes we have continued to see or to suffer though the increase in taxes as proposed. Let's take a look at the city's history for a moment. In years past Cordova has tried to raise taxes in the summer and lower them back down in the winter. It wasn't long before 6% was the new year round normal. With increasing the cost of living in Cordova we will make it less desirable to own property and homes in Cordova, thus cutting out the roots people wish to grow here.

There has to be a way to increase the budget without penalizing the home and business owners of Cordova! So many people make money in Cordova during the summers just to turn around and take it else where. An income tax seems like a valid route for us all to chip in without sinking one demographic or another. If money is made in Cordova, why not take a tax off the top before the check is cashed? This would create a way for full time residents, transients, home owners, renters, anyone working for any amount of time, to pay an equal percentage towards the betterment of our community. Whether we have to become a borough or a county to facilitate such changes, I don't know. There are other cities that do have an income tax. There is a way to make that a viable option and should be looked into. An Income tax would draw from all the fishing fleet, cannery, guiding outfits. The addition to the budget would be much greater with an income tax than a sales tax. If the idea of "seasonal" is what is attractive, do a "seasonal" income tax!

Another source of taxes that is questionable is the ultra small businesses. The joy of a small town is, we know what people are up to. Are local businesses operating with a business license? Are people that rent out portions of their home paying taxes on that? Do they pay for double water, sewer, garbage? These are all areas where corners are likely being cut that, if our budget is hurting so much, will make a difference.

Perhaps raising the budget should not be the main focus, but instead take a heart felt look into how the city can operate within budget. I am curious how long it has been since the city has operated within budget. If we are unable to make the cuts needed now to keep the city out of the red, what makes any of us think that the income from raising taxes for a few months out of the year will solve the problem? Let's focus on working to operate within our means.

When the budget is out of balance, its time to make cuts. It's not easy, but it is needed if you want to stay afloat. If we are unable to stay under budget as is, its time to cut the luxuries and focus on the necessities. In the private sector we would be downsizing our work force. No one wants people to be out of a job, but during times when money is tight, it is wise to cut back and have those that can, pick up the slack. I appreciate the cuts that have been made to assist in creating a more balanced budget however, the way I see it, more need to be made. The city should be run like a business. Are operations working as efficiently as they can? Are there positions that are no longer needed with the increase in digitalization? Are vehicles being used wisely and limited to work use? Why are unattended city vehicles idling outside of stores with the price of fuel and raise in theft? Are job descriptions being fulfilled? Could positions be consolidated? The hard questions need to be asked.

This being said, I do want to say, I do see the pool specifically as a necessity in our town. I believe the pool does serve an important function in facilitating swimming and survival skills that are imperative for our children to have in this coastal fishing town.

In fact raising summer sales taxes and the tax cap will likely further hurt the businesses of Cordova. I know plenty of families, local and summer transient, that make their big purchases outside of Cordova already. The extra cost associated with purchasing here is going to run off many big ticket sales from our fishing fleet. The raised tax cap alone on the price of an engine is the cost of a ferry ticket or the cost of flying an engine in, not to mention the slightly higher price of items in Cordova from the shipping to retailers. I envision the majority of big ticket item purchases being ordered in from Seattle or Anchorage because even with shipping the price will be cheaper. This change has the potential to ruin local businesses.

I hope that you will each continue to take the voices of our community to heart.

In all sincerity,

Ryan McManus

**Tina Hammer**

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**From:** Bryan Mills <bryanmills84@gmail.com>  
**Sent:** Wednesday, October 25, 2017 5:26 PM  
**To:** Tina Hammer  
**Subject:** Fwd: Communication for City Council

First, I'd like to express thanks to the mayor and each city council member for spending time away from your families and hammering out the difficult questions for our city. I appreciate that your job is often a thankless one, but please know that we do appreciate your willingness to do your best to improve Cordova.

I'd like to ask the members of the council to reject any ordinance that would increase the cap on sales tax beyond \$3,000. The gap between prices in Cordova and prices elsewhere is noticeable, and growing. When individuals and businesses who are making large purchases begin to see that those purchases are becoming even more expensive to complete locally, it will encourage them to take their business elsewhere. It would be irresponsible of them to do otherwise. Please don't give them more reason to do so.

Bryan Mills  
104B Whiskey Ridge Rd.



## **AGENDA ITEM # 12**

### **City Council Meeting Date: 11/15/2017**

### **CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Alan Lanning, City Manager

**DATE:** 11/15/2017

**ITEM:** Publication Ordinance

**NEXT STEP:** Seeking Council Motion

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☒ **ORDINANCE**  
☐ **MOTION**  
☐ **INFORMATION**  
☐ **RESOLUTION**

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**I. REQUEST OR ISSUE:**

Over the years and with changes in media exposure, staff is proposing changes to the method in which we are required to officially publish certain public notifications. These ordinance changes allow us to use E-news and multiple electronic methods to satisfy the requirements of State law and City Municipal Charter. Physical postings in and around Cordova are also covered and allowable.

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

Council motion to approve Ordinance as submitted or with appropriate changes.

**III. FISCAL IMPACTS:**

There will be cost savings to the City in publication costs. The full impact of those savings will not be known until the end of FY2018. However, current publication budgeted costs for FY2018 are approximately \$1,500, but actual expenditures are considerably higher. As examples, ordinance publication and election publication are coded to other line items like “office expenses” and “election expenses”.

**IV. BACKGROUND INFORMATION:**

Over the past year, I have fielded numerous requests regarding changes to the Code Sections governing publication of “general circulation” and the definition of “general circulation” and our evolving experience. These changes are being driven by electronic media, the internet, development of our own City website, our experience with “publishing” in general. The changes are intended to allow us to continue to reach a broad-based audience, provide thorough information that is easily accessible and save the City of Cordova considerable funds.

**V. LEGAL ISSUES:**

Redefining the term “publication” for the City of Cordova.

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

There are none anticipated.

**VII. SUMMARY AND ALTERNATIVES:**

Approved the Ordinance.  
Reject the Ordinance.  
Alter the Ordinance.

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1161**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
AMENDING CORDOVA MUNICIPAL CODE SECTIONS 1.04.255, 1.20.010, 2.20.010,  
2.24.010, 2.48.120, 2.56.017, 3.14.020, 3.40.090, 4.12.030, 5.12.110, 5.14.020, 5.24.040, 5.32.080,  
5.32.150, 5.36.110, 5.40.150, 10.52.030, 10.52.050, 10.54.40, 10.54.070, 11.32.050, 13.24.030,  
17.24.040, 18.68.030 AND 18.72.080 TO DEFINE THE TERM “PUBLISH” AND TO CLARIFY  
THE NOTICE AND PUBLICATION REQUIREMENTS UNDER THE CORDOVA  
MUNICIPAL CODE**

**WHEREAS**, The Alaska Open Meetings Act, AS 44.62.310 - 44.62.319, requires that “reasonable public notice shall be given” for all public meetings, and that the “notice may be given using print or broadcast media”; and

**WHEREAS**, Section 1-6(5) of the Cordova Municipal Charter defines “published” or “publication,” as used in the charter, as “appearing at least once in the city in such print or broadcast or other electronic media, or a combination thereof, that the council determines will provide the most effective notice to the public”; and

**WHEREAS**, the Alaska Supreme Court has determined that “a newspaper is one of ‘general circulation’ in a community when it “contains news of general interest to the community and reaches a diverse readership”; and

**WHEREAS**, the availability and accessibility of internet websites and publications has increased substantially in the last decade; and

**WHEREAS**, it is in the City’s best interest to clarify that “print or broadcast or other electronic media” that provide effective notice to the public of local government affairs include internet websites and publications that contain news of general interest to the community and reach a diverse readership.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Cordova, Alaska that:

**Section 1.** The Cordova Code of Ordinances of Cordova, Alaska, is hereby amended by adding a section, to be numbered 1.04.255, which said section reads as follows:

1.04.255 - Publish.

“Publish” means to appear in an internet, print, or broadcast medium that contains news of general interest to the community and that reaches a diverse readership or audience.

**Section 2.** Section 1.20.010 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

1.20.010 - Publication and posting.

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All rules and regulations by any administrative officer subject to approval by the council under the provisions of this code shall be **noticed** ~~published either by publishing the same one time one publication in a newspaper of general circulation in the city,~~ or by posting a copy thereof for ten days following their approval by the city council on the city bulletin board in the city hall.

**Section 3.** Section 2.20.010 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

2.20.010 - Notice of election.

- A. The city clerk shall publish notice of each election ~~in one or more newspapers of general circulation~~ at least once in each of the three calendar weeks immediately preceding the calendar week of the election. For special elections, in addition to published notice as set forth in the preceding sentence, the city clerk shall give such other notice to the public as may be required by the laws of the state or by resolution of the city council. Each notice of election shall include:
1. The type of election, regular or special;
  2. The date of election;
  3. The polling place and hours the polls will be open;
  4. The offices to which candidates are to be elected;
  5. The subjects of propositions to be voted upon;
  6. Voter qualifications; and
  7. The dates and manner of absentee voting.
- B. In addition to the above notices, the city clerk shall publish in full every City Charter amendment, every ordinance and every other question which is to be submitted at an election, except that a referred ordinance which was published in full after passage not more than eight weeks and at least four weeks before the election, in accordance with City Charter Sections 1-6(5) and 10-9, need not be published in full again.
- C. The city clerk shall notify at least one local radio station and one television scanner channel, if such stations and channels are in existence, of:
1. The type of election;
  2. The date of election;
  3. The polling place, and
  4. The polling place hours;
  5. The location of the published notices ~~required under subsections A and B and in Section 2.24.010.~~
- D. The radio and television scanner channel notifications required in subsection C shall be made for the forty days prior to the regular election and any special election.

**Section 4.** Section 2.24.010 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

2.24.010 - Notice of offices to be filled.

At least eight weeks, and not more than twelve weeks, before each regular election, the city clerk shall publish ~~in one or more newspapers of general circulation in the city,~~ a notice of offices to be filled at the election, the manner of declaring candidacy, final dates for filing and instructions for voter registration.

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**Section 5.** Section 2.48.120 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

2.48.120 - Validity of election—Certification by city council.

- A. Within nine days after the day of the election, the city council shall meet to review the certificate of returns prepared and delivered by the election board chairperson, and any election contests or applications for a recount.
- B. If the city council concludes that the election was validly held, such conclusion shall be publicly announced and entered upon the minutes of the meeting. The minutes shall include the number of votes cast in the election, the names of the persons voted for and the propositions and questions voted upon at such election, the offices and seats voted for, the number of votes cast for each candidate for each office and seat, and the number of votes for and against each proposition and the question voted upon. If the council concludes that the election is not valid, it shall order another election.
- C. Upon determination that the election was validly held and that substantial compliance with all voting procedures was effected and that no material discrepancy exists which may affect the outcome of the election, the city council shall direct the city clerk to:
  - 1. deliver to each candidate elected to office a certificate of election signed by the mayor and city clerk and authenticated by the municipal seal;
  - 2. prepare a certificate of election for each approved proposition to be signed by the mayor and city clerk and authenticated by the municipal seal; and
  - 3. prepare an official certificate of election to be published at least once ~~in a newspaper of general circulation within the city.~~ In the event of an election contest or recount concerning only one office, seat or question, the city council may direct that the city clerk issue a certificate for the noncontested election for the other offices, seats, and questions.

**Section 6.** Section 2.56.017 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

2.56.017 - Petitions—Publication.

Promptly after the later to occur of the certification of a petition by the city clerk as legal and sufficient under Section 2.56.014 and the expiration of the seven-day period for withdrawal of petition signatures under Section 2.56.013(C), the city clerk shall publish ~~in a newspaper of general circulation in the city~~ the following information in the petition:

- A. The question presented to the voters by the petition;
- B. The name of each person whose signature appears on the petition; and
- C. The name of each sponsor of the petition.

**Section 7.** Section 3.14.020 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

3.14.020 – Public notice.

Reasonable, consistent public notice shall be given for all meetings required to be open under this chapter. The notice must include the date, time and place of the meeting, including the location of any teleconferencing facilities that will be used. Notice of the meeting shall be published. Publication of the meeting shall be by print, or broadcast media, as determined by the governmental body. Notice shall also be posted at the principal office of the public entity or, if the public entity has no principal office, at a place designated by the governmental body and in such other locations as may be required in the code or city Charter.

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**Section 8.** Section 3.40.090 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

3.40.090 - Planning commission—Powers and duties—Zoning commission.

Planning Commission to be Zoning Commission. The planning commission is designated as the zoning commission and the terms, method of filling vacancies, ex officio members, selection of chairman, and meeting applicable to the planning commission shall also apply to the zoning commission. They shall be considered as one and the same commission for the purposes of this chapter, and all actions may be taken and all records kept in the name of the planning commission.

B. Powers and Duties. It shall be the duty of the planning commission, exercising the powers of zoning commission:

To develop, adopt, alter or revise, subject to approval by the city council, a building code, plumbing code, electrical code, and other codes and regulations that may be required from time to time to regulate building construction;

To develop, alter, adopt or revise, subject to approval by city council, a plan establishing fire zones within the city;

To develop, adopt, alter or revise, subject to approval by city council, a comprehensive plan designed to lessen congestion in streets, to secure safety from fires, panic and other danger, to promote health and the general welfare, to provide adequate light and air, to prevent over-crowding of land to avoid undue concentration of population, to facilitate adequate provision for transportation, water, sewage, schools, parks and other public requirements. To accomplish the above objectives, the commission is hereby empowered to:

a. Regulate and restrict the height, number of stories and size of buildings and other structures, the percentage of lot that may be occupied, the size of yards, courts and use of buildings, structures and land for trade, industry, residence or other purposes,

b. Condemn buildings which have become a fire or health hazard or public nuisance, and, after hearing on thirty days' notice to the owner or his agent, order or cause the removal or demolition; provided, the owner shall be given at least thirty days time after hearing within which to remove the objectionable building or buildings before the city may proceed to do so. The cost incurred by the city shall be chargeable to the property, first against the salvaged material, which may be sold at public auction, the balance of cost, if any, against the land, the same as taxes,

c. Divide the municipality into districts of such number, shape and area as may be deemed best suited to carry out the purposes of this code, and within such districts to regulate and restrict the erection, construction, reconstruction, alterations, repair or use of buildings, structures or land,

d. Provide for the manner in which regulations and restrictions and the boundaries of districts shall be determined, established and enforced, and from time to time amended, supplemented or changed.

However, no such regulation, restriction or boundary shall become effective until after a public bearing in relation thereto at which parties in interest and citizens shall have an opportunity to be heard, as hereinafter provided. At least fifteen days' notice of the time and place of such hearing shall be published in an official paper or a paper of general circulation in such municipality. Such regulations, restrictions and boundaries may from time to time be amended, supplemented, changed, modified or repealed. In case, however, of a protest against such change, signed by the owners of twenty percent or more, either of the area of the lots included in such proposed change, or by the owners of twenty percent or more of the area of the lots immediately abutting either side of the territory included in such proposed change or separated therefrom only in an alley or street, such amendment shall not become effective except by the favorable vote of three-fourths of all the members of the council. The provisions relative to public hearings and official notice shall apply equally to all changes or amendments.

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e. Develop, adopt, alter, or revise, subject to approval by city council a coastal management element to the comprehensive plan for the community; said coastal management element shall be prepared in conformance with applicable state and federal law. To accomplish these objectives, the commission is empowered to:

i. Prescribe and recommend an area to be designated the Cordova coastal zone into management districts of such number, shape, and area as may be deemed best suited to carry out the purposes hereof; and within each management district, to prescribe proper and improper water and land uses and activities and policies which shall apply,

ii. Hear and decide upon those applications which involve uses or activities that are permissible only upon a showing of certain specified conditions; said conditions being a part of the ordinance codified in this section. When such decisions are to be heard, they shall be conducted in a manner as that prescribed in Chapter 18.60,

iii. Provide for a manner in which the requirements of the coastal management program may be amended including revisions to the size and areal extent of the coastal zone and extent and classification of the management districts, and the determination of proper and improper uses and policies pertaining thereto; provided such modifications shall be subject to approval by the city council and the state of Alaska,

iv. Hear and decide upon appeals pertaining to decisions by the planning director regarding the coastal management program. Such appeals shall be conducted in the manner set forth in Chapter 18.64.

**Section 9.** Section 4.12.030 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

**4.12.030 - Job announcements and publicity.**

In order to ensure an adequate number of candidates for present or anticipated vacancies and to permit successful competition with other employees, the city manager will **publish** ~~have issued~~ job announcements and otherwise publicize vacancies ~~through such media which will include, but not be limited to, the a local newspaper.~~ All job announcements shall be clear and readable. They shall include the job title, salary range, job qualification requirements, examination information including the time, place and manner of completing applications, and other pertinent information. Publicity for all regular full-time and regular part-time job vacancies shall be conducted for a sufficient period of time in the same manner to ensure reasonable opportunity for persons to apply and be considered for employment. When a job vacancy exists for a regular full-time position, regular part-time position, temporary full-time or temporary part-time position, written notice shall be posted for ten working days. At the close of the ten day advertisement period, the city will first consider only city applications submitted by regular full-time or regular part-time city employees who submitted an application during the first five days of the advertisement period. If the vacancy is not filled by a regular full-time or regular part-time

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city employee who submitted an application during the first five days of the advertisement period, the city will consider all other applications made during the advertisement period.

**Section 10.** Section 5.12.110 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

5.12.110 - Solicitation and acceptance of bids.

- A. The city manager shall initiate competitive sealed bidding by issuing an invitation for bids. The invitation for bids shall state, or incorporate by reference, all specifications and contractual terms and conditions applicable to the procurement.
- B. Public notice of the invitation for bids shall be published at least once not less than fourteen days before the last day on which bids will be accepted, ~~in a newspaper of general circulation in the city.~~ The notice also shall be posted at the Cordova post office or such other place in the city designated by the council that is accessible to the public. The contents of the notice shall be sufficient to inform interested readers of the general nature of the supplies, services or construction being procured and the procedure for submitting a bid. The city manager shall mail or otherwise deliver notices to prospective bidders that have registered their names and addresses on a current bidders' mailing list maintained by the city. The city manager shall keep a written record of the name of each person receiving notice and of the date and manner of delivery. The failure of any person to receive notice under this subsection shall not affect the validity of any award or contract.
- C. The terms of an invitation for bids may be modified or interpreted only by written addendum issued by the city manager. Addenda to bids shall be sent to each recipient of the original bid documents. A bid may be considered responsive only if it acknowledges receipt of all addenda except for any addendum that the city manager determines in writing would have no material effect on the terms of the bid.
- D. Sealed bids shall be submitted by mail, delivery service or in person at the place and no later than the time specified in the invitation for bids. Bids not submitted at the proper place or within the time specified shall not be opened or considered.
- E. Bids shall be opened at the time and place designated in the invitation for bids. All bid openings shall be open to the public. Bids are not open to public inspection until after the notice of intent to award a contract is issued. The city manager shall tabulate the amount of each bid and shall record such other information as may be necessary or desirable for evaluation together with the name of each bidder. The tabulation shall be open to public inspection, and a copy of the tabulation shall be furnished to each bidder. To the extent the bidder designates in writing and other provisions of law permit, trade secrets and other proprietary data contained in a bid document shall be withheld from public inspection.
- F. Bids shall be accepted unconditionally without alteration or correction. No criteria except those set forth in the invitation for bids, including all specifications and addenda, may be used in determining the low bidder and the responsiveness of bids.

**Section 11.** Section 5.14.020 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

5.14.020 - Procedure.

Sales of property, material or equipment the estimated value of which is over one thousand dollars shall be as follows:

- A. By **publishing a notice of sale** advertising for a period not less than fourteen days prior to date of sale. **The notice of sale** Advertising shall **also be posted** ~~be in two consecutive~~  
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issues of the local newspaper, on the bulletin board in the City Hall, and in one other public place.

- B. Bids shall be sealed bids and accompanied by a deposit of not less than ten percent of the amount bid.
- C. No conditions of sale shall be considered except payment in full within seventy-two hours after acceptance of bid. Deposits of the three highest bidders will be held seventy-two hours or until the balance is paid on the bid of first successful bidder. If bid is not completed, sale shall be made to next highest bid or if otherwise acceptable.
- D. No bid may be withdrawn subsequent to the opening of bids, and in the event a successful bidder does not complete the purchase, the deposit shall become the property of the city as liquidated damages.

**Section 12.** Section 5.24.040 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

5.24.040 - Notice of sale - Required.

Notice of sale of impounded property shall be given all persons known to claim an interest in such property by the city manager no less than fifteen days preceding such sale. The city manager shall exercise reasonable diligence in providing actual notice in writing to known owners by certified mail or personal delivery. Notice by certified mail shall be deemed effective from the date of the posting by the city manager. In any case, notice shall be deemed sufficient upon

**1. Publication** publication of notice of sale three times during three consecutive calendar weeks, one in each week, ~~in a newspaper of general circulation in the city.~~

**2. Posting the notice of sale on the bulletin board in the City Hall, and**

**3. Posting the notice of sale in one other public place.**

**Section 13.** Section 5.32.080 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

5.32.080 - Notice of public hearing and protest.

- A. The city manager shall forward to the council with the report on an improvement proposal a resolution creating a special assessment district for the proposed improvement. The council shall set the date and time for a public hearing on the resolution, which shall be not less than thirty days after the date on which notices will be mailed under subsection B of this section.

- B. After the council sets the date and time for the public hearing on a resolution creating a special assessment district, the city clerk shall:

1. Publish at least once a week for two consecutive weeks ~~in a newspaper of general circulation within the city~~ a notice of the public hearing including the following:

- a. The time and place of the public hearing,
- b. A description of the proposed improvement,
- c. A map of the proposed special assessment district, and
- d. A description of the protest procedure in subsection C of this section, and

2. Mail, certified return receipt requested, to each record owner of real property within the proposed special assessment district a notice of the public hearing, including the information in the published notice and the following:

- a. The legal description and city tax parcel number of the record owner's property that is proposed to be assessed, and

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- b. The estimated amount of the assessment against the property.
- C. The owner of record of real property in a proposed special assessment district may file with the city clerk a written protest of the creation of the district not later than five p.m. on the last day on which city offices are open before the date of the public hearing.

**Section 14.** Section 5.32.150 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

5.32.150 - Payment of assessments.

- A. The resolution confirming the assessment roll shall fix the date on which the special assessments are due. A special assessment may not be due before thirty days after the date of mailing of the assessment statements under subsection C of this section.
- B. The council may provide in the resolution confirming the assessment roll that assessments are payable in annual or semiannual installments over the term provided in the resolution, which may not exceed fifteen years. The resolution shall fix the dates on which special assessment installments are due, and the annual rate of interest to accrue on the unpaid principal balance of a special assessment.
- C. Within ten days after the adoption of the resolution confirming the assessment roll, the city clerk shall mail to each record owner of real property in the special assessment district an assessment statement including the following information:
  - 1. The legal description and city tax parcel number of the property;
  - 2. The amount and due date of the assessment, and if the assessment is payable in installments, the amount of each installment, the dates on which installments are due, and the annual rate of interest accruing on the unpaid balance of the special assessment;
  - 3. The penalty that will apply to delinquent assessments or assessment installments;
  - 4. That the entire assessment may be paid without interest within thirty days after the date of mailing of the assessment statement; and
  - 5. That the resolution confirming the assessment roll is a final decision and any person objecting to an assessment has thirty days from the date of mailing of the special assessment statement to appeal the confirmation of the assessment roll to the superior court.
- D. Within five days after assessment statements are mailed, the city clerk shall publish notice that the statements have been mailed ~~in a newspaper of general circulation within the city.~~

**Section 15.** Section 5.36.110 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

5.36.110 - Equalization hearings—Notice required.

When all assessment notices have been mailed, the assessor shall cause to be published ~~in a newspaper of general circulation in the city~~ at least once each week for two successive weeks a notice that the assessment rolls have been completed, which notice shall state when and where the equalization hearings shall be held by the council sitting as a board of equalization, hereinafter called board. The board of equalization meetings shall be held on the third Monday each April and continue each day thereafter as it may deem necessary.

**Section 16.** Section 5.40.150 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

5.40.150 - Delinquent sales tax roll confidentiality.

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- A. During the third week of June of each year, the city manager or his designee shall publish, ~~in a newspaper of general circulation in the city,~~ a notice with the names of those sales tax accounts that are delinquent for the quarter ending March 31st; and successively in September, those sales tax accounts that are delinquent for the second quarter ending June 30th; in December, those sales tax accounts that are delinquent for the third quarter ending September 30th; in March, those sales tax accounts that have become due and delinquent for the fourth quarter ending December 31st. The manager or his designee shall include in the notice the names of those sales tax accounts which remain delinquent from any preceding quarter. For the purposes of determining delinquency for publication, an account shall be considered delinquent if the account is delinquent as defined by Section 5.40.120(B) and no agreement has been reached by the seller with the city for other means of payment. The publication of such delinquent sales tax accounts shall not be considered a disclosure within the provisions of this section.
- B. 1. All returns filed with the city for the purpose of complying with the terms of this chapter, all data obtained for such returns, and all books, papers, record or memoranda obtained under the provisions of this section are declared to be confidential, and shall be exempt from inspection of all persons except the city treasurer, city manager and city attorney, or any authorized employee thereof; provided, however, the city manager may present to the city council in executive session any return or data obtained therefrom; provided, the purpose of such presentation is informational or concerning legal action against the person whose return or tax remittance is in question.
2. All returns referred to in this chapter, and all data taken therefrom, shall be kept secure from public inspection, and from all private inspection, except as provided otherwise in this section; provided, however, nothing in this section shall be construed to prohibit the delivery to a person, or his duly authorized representative, of a copy of any return or report filed by him or her, nor to prohibit the publication of notices provided for in this section.
- C. The use of tax returns in a criminal or civil action brought to enforce the terms of this chapter against any person shall not be deemed a violation of this section, and the city, in the prosecution of any such action, may allege, prove and produce any return theretofore filed by and on behalf of any such defendant, including any data obtained from any such return or returns, other provisions of this chapter to the contrary notwithstanding.

**Section 17.** Section 10.52.030 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

10.52.030 - Notice to owners and lienholders.

- A. The city shall give written notice to each record owner and lienholder of a vehicle that the city has impounded by registered or certified mail, return receipt requested, or if the vehicle is not registered in the state or the city cannot determine the name and address of the owner or lienholder, by **publishing publication the notice, posting the notice on the bulletin board in the City Hall, and posting the notice in one other public place, for four consecutive weeks** ~~in a newspaper of general circulation in the city.~~
- B. The notice shall include:
1. A description of the vehicle and its location when impounded;
  2. The reasons why the city impounded the vehicle;
  3. The name and address of the registered owner and the vehicle identification number of the vehicle;

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4. A statement that unless within seven days after the date of the notice, either: the vehicle is released from impoundment under Section 10.52.020, or a person with an interest in the vehicle requests a hearing under Section 10.52.040, the city may without further notice impound and dispose of the vehicle by sale, destruction or other disposition authorized by law.

**Section 18.** Section 10.52.050 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

10.52.050 - Disposal of impounded vehicle.

- A. Upon satisfaction of the notice and hearing requirements prescribed in this chapter, the city may dispose of an impounded vehicle that is not released from impoundment under Section 10.52.020 within sixty days after the date of the notice of impoundment under Section 10.52.030 by removing it to a scrap processing yard or auto wrecker for disposal or by public auction not less than twenty days after notice of the auction is published ~~in a newspaper of general circulation in the city.~~ The notice of auction must describe the vehicle and specify the place, date and time at which it will be sold.
- B. The proceeds of any sale of an impounded vehicle shall be applied first to reimburse the city for costs of disposing of the vehicle, including towing, storing and selling the vehicle, and second to satisfy any amount the payment of which would be required for the release of the vehicle from impoundment under Section 10.52.020. Any part of the proceeds remaining thereafter shall be made available to the former owner of the vehicle if claimed within thirty days from the date of sale, and if not so claimed shall become the property of the city.

**Section 19.** Section 10.54.040 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

10.54.040 - Notice to owners and lienholders.

- A. The city shall give written notice to each record owner and lienholder of a vehicle that the city considers the vehicle to be abandoned. The city shall give the notice by:
  - 1. Posting on the vehicle; and
  - 2. By personal delivery or by registered or certified mail, return receipt requested, or if the vehicle is not registered in the state or the city cannot determine the name and address of the owner or lienholder, by **publishing publication the notice, posting the notice on the bulletin board in the City Hall, and posting the notice in one other public place, at least** once a week for four consecutive weeks ~~in a newspaper of general circulation in the city.~~
- B. The notice shall include:
  - 1. A description of the vehicle and its location;
  - 2. The reasons why the city considers the vehicle to be abandoned;
  - 3. The name and address of the registered owner and the vehicle identification number of the vehicle;
  - 4. A statement that unless within fifteen days after the date of the notice, either: (a) the vehicle is removed and stored in a lawful manner, or (b) a person with an interest in the vehicle requests a hearing under Section 10.54.060, the city may without further notice impound and dispose of the vehicle by sale, destruction or other disposition authorized by law.

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**Section 20.** Section 10.54.070 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

10.54.070 - Disposal of abandoned vehicles.

- A. Upon satisfaction of the notice and hearing requirements prescribed in this chapter, the city may dispose of an abandoned vehicle by removing it to a scrap processing yard or auto wrecker for disposal or by public auction not less than twenty days after notice of the auction is published ~~in a newspaper of general circulation in the city~~. The notice of auction must describe the vehicle and specify the place, date and time at which it will be sold.
- B. The proceeds of any sale of an abandoned vehicle shall be applied first to reimburse the city for costs of disposing of the vehicle, including towing, storing and selling the vehicle, and second to satisfy any fine or penalty that has been imposed for the unlawful abandonment of the vehicle. Any part of the proceeds remaining thereafter shall be made available to the former owner of the vehicle if claimed within thirty days from the date of sale, and if not so claimed shall become the property of the city.

**Section 21.** Section 11.32.050 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

11.32.050 - Notice of sale.

Any vessel impounded shall be held by the City for a period of not less than thirty days during which the City shall publish ~~in a newspaper of general circulation in Cordova~~ a notice describing the vessel in general terms, including the name and/or register number, the name and address of the owner, if known, or if not known shall so state the location of the vessel and the intention of the City to sell the same at public auction, on a day and at a place and time certain, not less than ten days prior to the sale, for cash to the highest bidder. **During the thirty day period, the notice shall also be posted on the bulletin board at the City Hall, at the harbor office, and in one other public place.** At any time prior to the auction, the owner, operator or agent may redeem the vessel by a cash payment of all City charges against the vessel.

**Section 22.** Section 13.24.030 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

13.24.030 - Public hearing—Notification and publication.

The planning commission shall hold a hearing on a petition within but not more than sixty days after submittal to the commission pursuant to Section 13.24.020(C). Notice of the hearing, including when and by whom the petition was filed, its purpose, the time and place of the hearing, and a general description of the vacation being sought, shall be published once a week for one week ~~in a newspaper of general circulation in the city~~ and shall be advertised for seven days prior to the day of the hearing on the local television/cable/radio station and shall also be posted on the public bulletin boards at the city library and United States post office at least seven days prior to the day of the hearing. The city planner shall also mail a copy of said notice to the owners of property located within three hundred feet from any point on the outside perimeter of the proposed vacation.

**Section 23.** Section 17.24.040 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

17.24.040 - Changes and amendments.

Any regulations or provisions of this title may be changed and amended from time to time by the city council; provided, however, that such changes or amendments shall not become effective until after study and report by the planning commission and until after a public hearing has been **ADDED TEXT BOLDED AND UNDERLINED / DELETED TEXT STRICKEN THROUGH**

held, public notice of which shall have been given by publishing ~~in a newspaper of general circulation~~ at least fifteen days prior to such hearing and posted in the City Hall.

**Section 24.** Section 18.68.030 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

18.68.030 - Appeals—Procedure.

- A. The board of adjustment shall fix a reasonable time for hearing on any appeal taken from the planning commission if a public hearing is required or desirable.
- B. The board shall give public notice of such hearing by publishing notice thereof ~~in a newspaper of general circulation within the city~~ at least five days or not more than fifteen days prior to the date of hearing. The board shall also mail notices to the appellant and to the owners of all property affected by any appeal at least five days prior to the date of the hearing if such notice by mail was given to the planning commission. For the purpose of such notice, the affected property shall be deemed to be that area within three hundred feet from the exterior boundary of the area covered by the appeal. Notices may be sent to cover a greater area if it is deemed that the appeal affects a greater area.
- C. Upon the hearing, any party may appear in person or by agent or by the attorney.
- D. The board of adjustment shall decide appeals within a reasonable time and shall give due consideration to the findings and recommendations of the planning commission.

**Section 25.** Section 18.72.080 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

18.72.080 – Effective date.

No ordinance of the city council affecting an amendment, supplement, change or classification, repeal of regulations or restrictions, the boundaries of districts or classifications of property shall become effective until after a public hearing in relation thereto at which parties in interest and citizens shall have an opportunity to be heard. At least fifteen days' notice of the time and place of such hearing shall be published in a paper of general circulation in the city. When the proposed amendment covers a change in the boundaries of a district, notice to owners of property shall be given in the manner above prescribed for variances.

**Section 26.** This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1st reading: \_\_\_\_\_  
2nd reading and public hearing: \_\_\_\_\_

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

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

ATTEST:

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

**ADDED TEXT BOLDED AND UNDERLINED / ~~DELETED TEXT STRICKEN THROUGH~~**



**AGENDA ITEM 13**  
**City Council Meeting Date: 11/15/2017**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 11/08/2017  
**ITEM:** Resolution 11-17-28 certifying election  
**NEXT STEP:** Majority voice vote

---

☐ ORDINANCE  
☐ MOTION

☒ RESOLUTION  
☐ INFORMATION

---

- I. **REQUEST OR ISSUE:** election certification by City Council via resolution
- II. **RECOMMENDED ACTION / NEXT STEP:** Council motion to approve Resolution 11-17-28
- III. **FISCAL IMPACTS:** none
- IV. **BACKGROUND INFORMATION:** Special Election held November 7, 2017 – ballots cast at the polls were counted that evening by the Election Board then 8 days later on November 15, 2017 (i.e. this morning), Election Board will count the “other” ballots, i.e. absentee, special needs and questioned ballots. The resolution attached here has no ‘absentee’ results and no ‘totals’ inserted, the final resolution to be approved by Council will be brought to the meeting with the total number of votes for proposition one as well as total number of ballots cast in the Special Election.
- V. **LEGAL ISSUES:** CMC 2.48.120 A – requires that council meet within 9 days after the election to certify the results – November 15, 2017 is 8 days after the election
- VII. **SUMMARY AND ALTERNATIVES:** Council can approve the resolution or direct staff in some other way if there is a concern about the validity of the election or whether it was not substantially compliant with voting procedures.

**CITY OF CORDOVA, ALASKA  
RESOLUTION 11-17-28**

**CERTIFICATION OF THE OFFICIAL RESULTS  
OF THE NOVEMBER 7, 2017 SPECIAL ELECTION**

**WHEREAS**, the City of Cordova held a special election on November 7, 2017; and

**WHEREAS**, the Election Board has canvassed all of the votes of the election and has submitted its certification of election returns of all ballots to the City Clerk; and

**WHEREAS**, Cordova Municipal Code 2.48.120.A requires that the City Council meet within nine days after the election to review the certificate of returns prepared by the Election Board, and the City Council has reviewed such certificate of returns.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Cordova, Alaska, does hereby:

Section 1: Accept the Election Board certification of election returns of all ballots; and

Section 2: Accept the Election Board certification of election returns cast at the polls and the Election Board certification of election returns of absentee, special needs and questioned ballots; and

Section 3: Determine that the election was validly held and that substantial compliance with all voting procedures was effected and that no material discrepancies exist which may affect the outcome of the election; and

**BE IT FURTHER RESOLVED** that the Cordova City Council of the City of Cordova, Alaska, certifies the following as the official results of the November 7, 2017 special election:

**Proposition No. 1**

**Shall Josh Hallquist be recalled from the office of City Council Member?**

	<b>Ballots cast at polls</b>	<b>Absentee count 11/15/17</b>	<b>Total</b>
<b>YES</b>	<b>217</b>		
<b>NO</b>	<b>99</b>		
<b>TOTAL BALLOTS CAST:</b>			

**BE IT FURTHER RESOLVED** that the City Clerk is directed to publish the results of this election in a newspaper of general circulation in the City.

**PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF NOVEMBER 2017.**

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

\_\_\_\_\_  
Councilmember James Burton

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Councilmember Jeff Guard

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Councilmember Ken Jones

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Councilmember Robert Beedle

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Councilmember James Wiese

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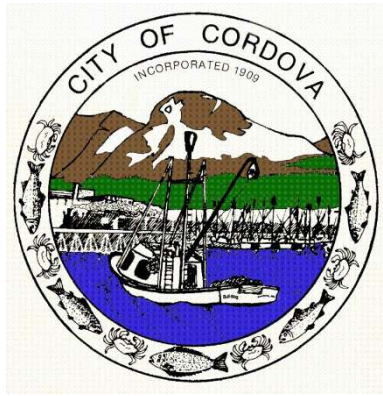
Councilmember David Allison

**ATTEST:**

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Susan Bourgeois, CMC, City Clerk

DRAFT



## **AGENDA ITEM # 14**

### **City Council Meeting Date: 11-15-2017**

### **CITY COUNCIL COMMUNICATION FORM**

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**FROM: Tony Schinella, Weston Bennett**

**DATE: 11-07-2017**

**ITEM: Used Oil Processing Building**

**NEXT STEP: No Action Required**

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☐ ORDINANCE  
☒ MOTION  
☐ INFORMATION  
☐ RESOLUTION

---

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

The Cordova Port & Harbor Dept. requesting to allocate \$200,000 from the Harbor reserve fund for the building of a used oil processing warehouse.

The City of Cordova Harbor collects on average 23,000 gallons of used oil every year. This used oil stream in previous years was distributed to 3 facilities for use in used oil burners to heat the buildings of the city shop, the high school, and the primary user the Ocean Beauty. Ocean Beauty no longer burns the used oil since an EPA inspection. This leaves the harbor with a surplus of 15,000+ gallons of used oil. This surplus needs to be transported out to Anchorage for processing at a significant cost of about \$3.00 per gallon.

The current use of the used oil within the city shop and the high school is challenged by the maintenance requirements to keep the burner running. The current used oil stream is soiled by antifreeze, water, and other particulates that clog filters and dirty the burner. This requires that the unit be taken offline and cleaned on average 4 hours per week. The used oil stream could be cleaned of the impurities by the use of heat and settlement.

This breakdown looks at the purchase and the construction of a suitable sized metal building. This will be an insulated building erected over a large concrete pad designed with a secondary containment built in. This building will be installed behind the current harbor master building. The building will be heated with a new used oil burner. The building will be used as covered storage and will be basic by design with some interior lights and receptacles for power needs. The building will hold the 2 new 8,000 gallon tanks and allow for some additional covered storage for the harbor equipment and supplies. The estimated building and construction are estimated to cost \$170,000 based on written and verbal quotes.

The city streets maintenance team reports that with clean oil the boiler maintenance will be greatly reduced from around 4 hours a week down to 4 hours per month. The harbor team will continue to collect and distribute the “clean” used oil.

With the potential availability of 15,000+ gallons of clean used oil there could be opportunities to use this in other facilities if they were retrofitted with a waste oil boiler. The estimate by the city shop to purchase the used oil unit, the settling tank, and other required parts is \$20,000.

While the city currently has 2 user bases for the used oil, the city shop and the high school, additional users could come online once the process is up and going. While many other facilities could benefit from the fuel source some make more financial sense than others. The waste water facility has an existing used oil burner system that needs some retrofitting and could become utilized much more frequently. With a cleaner fuel source the lower maintenance would allow the greater use of the existing system. Other facilities that could be reviewed include the public safety building, pool, Harbor office, and Bidarki. While each facility has its own challenges the potential is there.

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

Approve to allocate \$200,000 from the Harbor Reserved fund to construct a used oil processing warehouse.

## **III. FISCAL IMPACTS:**

Currently shipping out the oil has a cost the Harbor Dept. approximately \$40,000 per year at current use. This approach will cover its own costs within 2-5 years.

## **IV. BACKGROUND INFORMATION:**

## **V. LEGAL ISSUES:**

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

Currently none

## **VII. SUMMARY AND ALTERNATIVES**



# Used Oil Worksheet

## Current Used Oil Intake

Average Yearly Gallons of Waste Oil	23,000
Amount currently being burned	13,000

## Disposal Cost

Current Disposal Cost Per Gallon	\$ 2.30
Transportation Cost	\$ 0.70
Labor Cost to Maintain Site	\$ 39,387.15

Estimated Yearly Cost of Disposal	<b>\$ 69,387.15</b>
Disposal Cost Per Gallon	\$ 3.02

## Infrastructure Upgrades

Construct New Waste Oil Building	\$ 121,325
Purchase Centrifuge	\$ -
Purchase (2) New 8,000 gallon tanks	\$ 44,600
Plumbing and Fittings	\$ 4,000
New used oil boiler for building	\$ 20,000
Misc. Freight	\$ 20,000
Alterations to Delivery Trailer	\$ 2,000
Total Costs	<b>\$ 211,925</b>

## Yearly Operating Costs

Sludge Yearly Transfer Costs	\$ 5,000
R&M Costs	\$ 3,000.00
Maintenance Labor	\$ 3,740.88
Labor Cost to Maintain Site	\$ 39,387.15
Cleaned Oil Delivery Costs	\$ 7,481.76
Electrical	\$ 2,400.00
Total	<b>\$ 61,009.79</b>

## Projected Current Infrastructure Yearly Heating Labor Cost Savings

Reduced Maintenance Labor City Shop	\$ 5,755.20
Reduced Maintenance Labor High School	\$ 5,755.20
Total	<b>\$ 11,510.40</b>

## Breakeven

Breakeven at Current Facility Use	<b>Years</b> 3.77
-----------------------------------	----------------------

# New Building at Harbor

## Note #

5 Current total used oil storage = 24,000 gallons

6 3 hours per day 7 days a week to clean and maintain site, provided by harbormaster

7 Estimate based on quotes

8 Purchase of Centrifuge has been removed

9 Quote from Anchorage

10 Based on transportation costs of (2) 55 gallon drums

11 Based on gasket kit for centrifuge replacement kit (\$500) every 6 months and misc.

12 2 hours per week

6 3 hours per day 7 days a week to clean and maintain site, provided by harbormaster

13 4 hours per week

14 \$200 a month for lighting and to run equipment

15 Current maintenance is 4 hours per week, projected is 4 hours per month

2 hour per week with clean

15 Current maintenance is 4 hours per week, projected is 4 hours per month

16 Cost of upgrades + Operating Costs- Labor Savings/ Disposal Costs

**CORDOVA HARBOR COMMISSION  
CORDOVA, ALASKA  
RESOLUTION 10-17-01**

**A RESOLUTION OF THE HARBOR COMMISSION OF THE CITY OF CORDOVA, ALASKA  
TO CORDOVA CITY COUNCIL, REQUESTING TO ALLOCATE \$200,000.00 FROM THE  
HARBOR RESERVE FUND FOR THE BUILDING OF A USED OIL PROCESSING  
WHAREHOUSE.**

**WHEREAS**, the Harbor Department currently has to ship out the excess used oil at a cost of \$40,000.00 per year,

**WHEREAS**, the oil being shipped out could be burned by City entities if the oil was processed differently, saving the Harbor Department on disposal costs and saving the City entities on heating fuel costs.

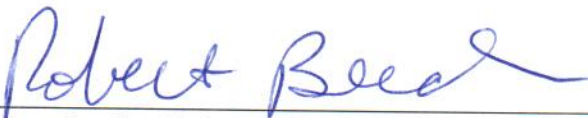
**WHEREAS**, at current rates it is projected to only take 4 years to see a return on the investment of constructing said building,

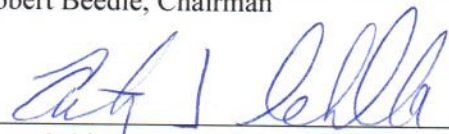
**WHEREAS**, the Harbor Department has the space for the building

**WHEREAS**, the building would serve a dual purpose of housing harbor equipment that is currently stored outside,

**NOW, THEREFORE BE IT RESOLVED** by the Harbor Commission of Cordova, Alaska, requesting the Cordova City Council allocate funds from the Harbor Reserve Fund for the building of a used oil processing warehouse, not to exceed \$200,000.

**PASSED AND APPROVED THIS 31st DAY OF OCT, 2017.**

  
\_\_\_\_\_  
Robert Beedle, Chairman

  
\_\_\_\_\_  
Tony Schinella, Cordova Harbormaster



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

---

**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 11/08/2017  
**ITEM:** Council concurrence of Mayor's appointments to boards/commissions  
**NEXT STEP:** Council motion then majority vote

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☐ ORDINANCE  
☒ MOTION(S)

☐ RESOLUTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:** There are **two** vacant seats on the Library Board, **two** vacant seats on the Harbor Commission, **two** vacant seats on the Parks and Recreation Commission and **three** vacant seats on the Planning & Zoning Commission.

**II. RECOMMENDED ACTION / NEXT STEP:** Move to confirm Mayor Koplin's appointment(s):

to the Harbor Commission of the following:

Max Wiese and Mike Babic to seats that will expire in November 2020.

to the Parks and Recreation Commission of the following:

Dave Zastrow & Anne Schaefer to seats that will expire in November 2020.

to the Planning & Zoning Commission of the following:

Scott Pegau, Tom McGann & Lee Holter to seats that will expire in November 2020.

**III. FISCAL IMPACTS:** none

**IV. BACKGROUND INFORMATION:** The Clerk's Office has been advertising these vacancies and has asked for letters to be submitted by November 7, 2017. At the time of printing of this packet 11 letters have been received expressing interest in these various appointments. All of the letters are included in this agenda item. A table follows:

<b>Board or Commission</b>	<b># of seats to fill</b>	<b>Members whose terms are up</b>	<b>Letters received from</b>
Harbor Commission	2	Robert Beedle, Max Wiese	<b>Mike Babic, Max Wiese,</b> Robert Beedle, Casey Pape
Library Board	2	Krysta Williams, Kay Groff	
Parks and Rec Commission	2	Kara Johnson, Dave Zastrow	<b>Dave Zastrow,</b> Kara Johnson, <b>Anne Schaefer</b>
Planning & Zoning Commission	3	Tom McGann, Mark Frohnepfel, Scott Pegau	<b>Tom McGann, Lee Holter,</b> <b>Scott Pegau,</b> Casey Pape

V. **LEGAL ISSUES:** none

VI. **SUMMARY AND ALTERNATIVES:**

Vote to concur with Mayor's appointments

Fail the motion to concur

**From:** michael babic <[fvbeverlyann@gmail.com](mailto:fvbeverlyann@gmail.com)>

**Sent:** Monday, November 6, 2017 2:22 PM

**To:** Clay Koplin

**Subject:** Harbor commission

Mayor Koplin and city council, I would like to submit a letter of interest for a spot on the harbor commission. I have served on the harbor commission in the past in the early 2000s. And would like to help on the commission again. Thanks for considering me.

Mike Babic

Sent from my iPhone

1 NOV 2017

To Whom it may CONCERN:

I would like to CONTINUE to SERVE  
on the HARBOR Commission

Thank you  
Robert Beedle

Casey Pape  
PO Box 625  
Cordova, AK 99574  
casey@vikingmarinealaska.com  
425.765.7062

City Clerk  
City of Cordova  
PO Box 1210  
601 1<sup>st</sup> St  
Cordova, AK 99574  
907.424.6200

November 7, 2017

Mayor Koplin:

This Letter is to convey my interest in joining the Harbor and City Planning and Zoning Commission(s) to fill current vacancies. I believe I am well qualified to serve on both of these boards to the best of my abilities and make valuable contributions in that regard.

Please take this letter as my written desire to serve on these boards as I greatly desire to serve my community in ways pertaining to our health and economic way of life (Harbor) and encourage business development through good buildings and amenities for the community.

Thank you,

Casey Pape  
Business Manager  
Viking Marine

Anne Schaefer  
PO Box 946  
Cordova, AK 99574  
annelschaef@gmail.com  
(605) 695-2268

RECEIVED

NOV 01 2017

City of Cordova

November 1, 2017

Clay Koplin  
Mayor  
Cordova, AK 99574

Dear Mayor Clay Koplin,

I am writing to express my sincere interest in serving as a member of the City of Cordova Parks and Recreation Commission.

I have been a resident of Cordova for just over three years. In that time, I have immersed myself in the community by volunteering for local organizations such as the Cordova Family Resource Center (as a Girls on the Run coach), the Copper River Watershed Project, Copper Delta Ducks Unlimited, Cordova Arts and Pageants, and the Bidarki Recreation Center (as a soccer coach for 7-8 year olds).

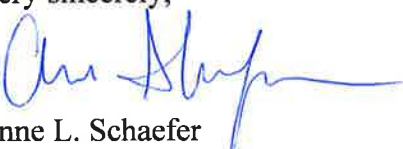
I grew up attending Parks and Recreation programs in my hometown of Brookings, South Dakota. Every summer, my parents signed me up for a number of activities, from swimming and tennis lessons to pottery and language classes. I developed self-confidence and self-esteem, and learned the importance of teamwork and responsibility through participation in these programs.

I am an avid user of local Parks and Recreation resources and services, including lap swim at the Bob Korn Memorial Pool, aerobics classes and pick-up volleyball at Bidarki Recreation Center, picnicking in Nirvana Park, and pot-lucking at Skater's Cabin, to name a few. Every year I look forward to attending Parks and Recreation sponsored events, such as the Holiday Bazaar and the Ice Worm Festival recreation tournaments. Resources and events such as these are invaluable for creating a sense of community and for maintaining a high quality of life in a remote town such as Cordova.

I am highly invested in the success of Parks and Recreation programming and services in Cordova. As such, I am interested in the opportunity to help plan and advise the development of park facilities and recreation programs. I am a good listener and critical thinker. I believe these attributes, in addition to my enthusiastic and positive attitude, would be a benefit to the commission.

Thank you for your consideration.

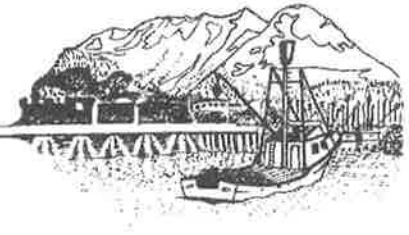
Very sincerely,



Anne L. Schaefer



# CITY OF CORDOVA



October 31, 2017

Honorable Mayor Clay Koplin  
City of Cordova  
PO Box 1210  
Cordova AK 99574

Dear Mayor Koplin,

Please accept this written request to continue my position as a Commissioner on the City of Cordova Parks & Recreation Commission. I have served on this commission for the past four years and appreciate the opportunity to contribute to the success of our Parks & Recreation department.

Thank you for your consideration,  
Kara Johnson

Date: September 22, 2017

To: City of Cordova  
Mayor's Office  
Attn: Clay Koplin  
PO Box 1210  
Cordova, AK 99574

RE: Letter of Interest  
for Remaining on the Cordova  
Parks and Recreation Commission

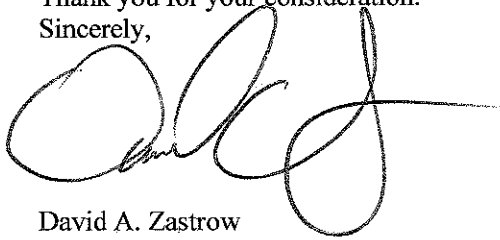
Dear Mayor Koplin;

I am writing you to express my interest in continuing as a member of the Cordova Parks and Recreation Commission. I believe my past 3 years on the commission, education, and experience in this area make me well suited for the post. I have a degree in Parks and Recreation, currently the Recreation Program manager for the US Forest Service on the Cordova Ranger District, and spent the past 30 years working with government organizations and private contractors providing developed recreation program planning, operations, and leadership. I have trained and supervised backcountry crews, managed developed recreation and trails programs, and responsible for the planning and budgeting of developed recreation operations. In recent years I have developed several partnerships and established recreation project agreements with organizations such as the Student Conservation Association, Southeast Alaska Guidance Association, Trail Mix, Alaska State Parks, City of Cordova Parks and Recreation, Eyak Corporation, Native Village Eyak, and Copper River Watershed Project.

I feel the Parks and Recreation Commission is a great opportunity for me to give to my community and I am excited about the future possibilities for public recreation in Cordova.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Zastrow', with a long horizontal flourish extending to the right.

David A. Zastrow  
(907) 424-5300 (Home)  
(907) 429-4754 (Cell)  
dzastrowak@fs.fed.us

November 7, 2017

Mayor Clay Koplin

City Clerk Susan Bourgeois

I would like to express my interest for serving another term on the Planning & Zoning Commission.

Thank you for your consideration.

Tom McGann

A handwritten signature in dark ink, appearing to read "Tom", with a long, sweeping vertical stroke extending downwards from the end of the name.

October 16, 2017

Letter of interest to serve on the Cordova planning and development committee

I am interested in serving on the Cordova planning and development committee, to use my skills in business to promote development in the community of Cordova. I have been involved in another planning and zoning committee in a previous community I worked in.

Most of my adult career has been spent in working in healthcare as a finance officer. I have served other communities as a chamber director and president. I helped form and subsequently served on a downtown revitalization committee.

Every city in the US is looking for economic growth and I would be interested in serving on the planning and development committee using my business knowledge and skills to help Cordova grow for the future.

Thank you for your consideration.

Lee Holter

November 07, 2017

Dear Mr. Mayor,

I would like to nominate myself for continued service on the Planning and Zoning Commission. I have now lived in Cordova over ten years. It is clear that I will be here for a while and would like to help serve the community. I believe that I have skills to bring to the Planning and Zoning Commission that make it an appropriate way for me to serve the community.

I have served on the Planning and Zoning commission for the past six years and feel I bring valuable skills and perspective to the commission. I am a strong believer in an open and transparent public process and feel planning is essential for setting the direction of growth of the community. Cordova's comprehensive plan is out of date, and we need to update it, so it reflects the desires of the community. This will require significant public input and a diverse set of views on the Planning and Zoning Commission. There is also a great need to improve the addressing.

These needs seem to have always fallen to the bottom of the priority list. If you anticipate that this will continue, then I ask that you don't appoint me. It would be nice to find a mechanism for improved communication between the Planning and Zoning commission and the City Manager and Council.

As the Research Program Manager for the Oil Spill Recovery Institute, it is my job to look at the long-term needs of the spill response community and find the short-term projects that allow us to achieve those long-term needs. Many times this requires several small projects that are connected appropriately to reach that goal. I believe that it is this ability to set long-term goals and see how short-term decisions allow us to achieve those goals that make me suited for serving on the Planning and Zoning Commission.

I await your decision.

W. Scott Pegau  
Box 2126  
Cordova, AK  
907-424-7785

Casey Pape  
PO Box 625  
Cordova, AK 99574  
casey@vikingmarinealaska.com  
425.765.7062

City Clerk  
City of Cordova  
PO Box 1210  
601 1<sup>st</sup> St  
Cordova, AK 99574  
907.424.6200

November 7, 2017

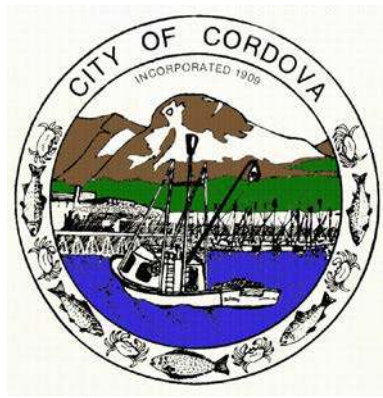
Mayor Koplin:

This Letter is to convey my interest in joining the Harbor and City Planning and Zoning Commission(s) to fill current vacancies. I believe I am well qualified to serve on both of these boards to the best of my abilities and make valuable contributions in that regard.

Please take this letter as my written desire to serve on these boards as I greatly desire to serve my community in ways pertaining to our health and economic way of life (Harbor) and encourage business development through good buildings and amenities for the community.

Thank you,

Casey Pape  
Business Manager  
Viking Marine



**AGENDA ITEM 16**  
**City Council Meeting Date: 11/15/2017**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 11/08/2017  
**ITEM:** Council election to fill the vacancy in Council Seat E  
**NEXT STEP:** Discussion/Staff direction

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☐ ORDINANCE                      ☐ RESOLUTION  
☐ MOTION(S)                      ☒ DISCUSSION/INFORMATION

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**I. REQUEST OR ISSUE:** Due to the recent recall election, there is a vacancy that Council is required to fill. Upon certification of the recall election, earlier in the meeting tonight, the seat officially became vacant.

**II. RECOMMENDED ACTION / NEXT STEP:** Discuss Council options for seeking a replacement Council member. Direct Staff accordingly.

**III. FISCAL IMPACTS:** none

**IV. BACKGROUND INFORMATION:** When this item is placed on the agenda for action, the process will be as follows: Council members can/should make nomination(s) and then there will be a roll call vote. Four Council members must agree for a person to be elected to fill the vacancy. If staff is directed to advertise for letters of interest, then staff can ensure that only names of qualified persons are brought to Council. Council could nominate and elect someone other than a person who submits a letter of interest but should then ensure that such person is willing and meets the residency and age requirements.

**V. LEGAL ISSUES:** If an official is recalled from the governing body, the office of that official is filled in accordance with AS 29.20.180. In turn, AS 29.20.180 provides that Council has 30 days to appoint a qualified person to fill the vacancy until the next regular election. Cordova's charter provision (2-10) requires the same vacancy filling process but does not apply a 30 day time period in which the vacancy must be filled. The City Attorney has advised that we stay within the 30 day period if at all possible. If we shoot to have this on for action at the December 6 meeting, that will be timely.

“Cordova Municipal Code 2.56.130- Successors” gives further direction regarding who can/cannot fill the vacancy. Also, anyone being nominated must meet the residency and age requirements in Charter 2-1 (18 years old and having resided in the City for one year) and must be registered to vote in Alaska at a residence address within Cordova.

**2.56.130 - Successors.**

A. If a city council member or the mayor is recalled, the office is filled in accordance with [Section 2-10](#) of the City Charter. If all members of the city council are recalled, the governor shall appoint three qualified persons to the city council. The appointees shall appoint additional members to fill remaining vacancies in accordance with [Section 2-10](#) of the City Charter.

B. If a member of the school board is recalled, the office of that member is filled in accordance with AS [14.12.070](#). If all members are recalled from the school board, the governor shall appoint three qualified persons to the school board. The appointees shall appoint additional members to fill remaining vacancies in accordance with AS [14.12.070](#).

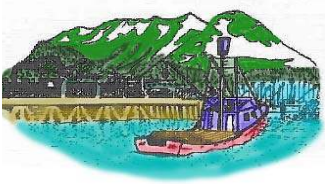
C. A person who has been recalled may not be appointed under subsection A or B of this section to the office from which the person was recalled. A person appointed under subsection A or B of this section serves until a successor is elected and takes office.

D. If an official other than a member of the city council or school board is recalled, a successor shall be elected to fill the unexpired portion of the term. The election shall be held not more than sixty days after the date the recall election is certified, except that if a regular election occurs within seventy-five days after certification the successor shall be chosen at that election.

E. Nominations for a successor may be filed until seven days before the last date on which a first notice of the election must be given. Nominations may not be filed before the certification of the recall election.

**VI. SUMMARY AND ALTERNATIVES: direct staff as Council sees fit**





## City Council of the City of Cordova, Alaska

### Pending Agenda -November 15, 2017 Regular Council Meeting

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

- 1) Council direction to staff in pursuing Crater Lake Water & Power project from City (water) side
- 2) Code change re Council member service on boards/commissions (ordinance being drafted for Nov/Dec)
- 3) Land Disposal vs. Land Development policy
- 4) Discussion/action regarding water charges at the Harbor
- 5) Odiak Camper Park and/or other locations for long term rv/trailer space rentals in Cordova
- 6) Marijuana ordinance - City Manager has attorney working toward this
- 7) Harbor centrifuge for waste oil - building/project - awaiting resolution from Harbor Commission
- 8) Cordova Center bird mitigation - for 2018

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

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

<b>12/6/2017</b>	<b>3/7/2018</b>	<b>6/6/2018</b>	<b>9/5/2018</b>
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- 2) Staff quarterly reports will be in the following packets:

<b>1/17/2018</b>	<b>4/18/2018</b>	<b>7/18/2018</b>	<b>10/17/2018</b>
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- 3) Goal for passing the 2018 budget:

- 4) DOT visit for update on Whitshed road pedestrian path:

**12/6/2017** work session at 6 pm

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

**item:**

**suggested  
agenda date:**

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

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



## City Council of the City of Cordova, Alaska

### Pending Agenda - November 15, 2017 Regular Council Meeting

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

- 1) Fisheries Advisory Committee:** 1-Torie Baker, chair (Marine Adv Prgm) 2-Jeremy Botz (ADF&G)  
authorizing resolution 04-03-45 3-Tim Joyce (PWSAC) 4-Jim Holley (AML)  
approved Apr 16, 2003 5-Chelsea Haisman (fisherman) 6-Tommy Sheridan (processor)  
Mayor Koplin is currently contacting existing members and hopes to have new appointments for Council concurrence soon

- 2) 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

- 3) Fisheries Development Committee:** 1-Warren Chappell 2-Andy Craig 3-Bobby Linville  
authorizing resolution 12-16-43 4-Gus Linville 5-Tommy Sheridan 6-Bob Smith  
approved Dec 23, 2016

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

- 1) Prince William Sound Regional Citizens Advisory Council**

**Robert Beedle** re-appointed March 2016 2 year term  
re-appointed March 2014  
appointed April 2013

- 2) Prince William Sound Aquaculture Corporation Board of Directors**








**Tom Bailer** term until Oct 2018 3 year term  
appointed February 2017

- 3) Southeast Conference AMHS Reform Project Steering Committee**

**Mike Anderson** appointed April 2016 through December 2017  
**Sylvia Lange** alternate

# NOVEMBER 2017

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
		----- absentee voting @ City Hall Oct 24 - Nov 6 M-F 8a-5p -----				7pm movie TBA NST
			6:00 Council work session 6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB		CJHS Basketball home games w-Valdez	
5	6	7	8	9	10	11
	last day of absentee voting	 Cordova Special Election 7am - 8pm, CCA	7:00 Sch Bd HSL 7:00 Harbor Cms CCB		Veterans' Day- City Hall Offices Closed	
				NVE Sobriety Celebration and Memorial Potlatch Nov 10, 11, 12		
12	13	14	15	16	17	18
			7pm, La Santa Cecilia Concert, NST			
		6:30 P&Z CCAB	6:00 Council work session 7:00 Council reg mtg CCAB		CHS wrestling @ Lancer Smith Tourney, Palmer	
19	20	21	22	23	24	25
			6:00 CEC Board Meeting	Thanksgiving Holiday-City Hall Offices Closed	7pm Current Rhythms, The Nutcracker, NST	7pm Current Rhythms, The Nutcracker, NST
				6:00 CCMCAB HCR		
26	27	28	29	30	1	2
			5:30 CTC Board Meeting			
		6:00 P&R CCM		HS Basketball practice starts		
3	4	Notes				






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

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

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

# DECEMBER 2017

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1 	2 
				Tree Lighting 12/1/17 and Holiday Bazaar 12/1-2/17		
3	4	5	6	7	8	9
			6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
10	11	12	13	14	15 CHS Basketball home endowment games w-Valdez, Fri & Sat, 12/15-16	16 
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB		state HS wrestling @ AkAir Center	
17	18	19	20	21	22	23
			6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
24	25	26	5:30 CTC Board Meeting 6:00 CEC Board Meeting	28 	29	30
	Christmas holiday - City Hall Offices Closed	6:00 P&R CCM	Cordova Teams to Rally the Regions Hardwood Classic Basketball Tourney in ANC Dec 27-30			
31	1	Notes		6:00 CCMCAB HCR		



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

# JANUARY 2018

CALENDAR MONTH	JANUARY
CALENDAR YEAR	2018
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31		2	3	4	5	6
	New Year holiday - City Hall Offices Closed		6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
7	8	9	10	11	12	13
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB			
14	15	16	17	18	19	20
	MLK Jr. holiday -City Hall Offices Closed		6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
21	22	23	24	25	26	27
			6:00 CEC Board Meeting	6:00 CCMCAB HCR		
28	29	30	31	1	2	3
			5:30 CTC Board Meeting			
		6:00 P&R CCM				
4	5	Notes				

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

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

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

## Cordova School District School Board - Elected

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

seat up for re-election in 2018

board/commission chair

seat up Nov 17

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

## CCMC Authority - Board of Directors - Elected

length of term		Date Elected	Term Expires
3 years	Kristin Carpenter	March 7, 2017	March-20
3 years	Sally Bennett	March 7, 2017	March-19
3 years	April Horton	March 7, 2017	March-19
3 years	Dorne Hawxhurst	March 7, 2017	March-18
3 years	vacant	to be appointed	March-18

## LIBRARY BOARD - APPOINTED

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

## PLANNING AND ZONING COMMISSION - APPOINTED

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

seat up Nov 17

seat up for re-election in 2018

board/commission chair

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

## HARBOR COMMISSION - APPOINTED

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

## PARKS AND RECREATION COMMISSION - APPOINTED

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

## HISTORIC PRESERVATION COMMISSION - APPOINTED

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

seat up for re-election in 2018

board/commission chair

seat up Nov 17