

Mayor

David Allison

Council Members

Tom Bailer

Cathy Sherman

Jeff Guard

Melina Meyer

Anne Schaefer

Kristin Carpenter

Ken Jones

City Manager

Helen Howarth

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

Awaiting Student

Council confirmation

**Regular City Council Meeting
September 7, 2022 @ 7:00 pm
Cordova Center Comm Rooms
Agenda**

A. Call to order

B. Invocation, 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 David Allison, Council members Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, Kristin Carpenter, and Ken Jones



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

E. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether member should be recused, Council can appeal the Mayor's ruling
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

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 (**CCMCA BoD, School Board Rep**)
4. Student Council Report – awaiting confirmation of Student Council representative

G. Approval of Consent Calendar

5. Minutes of the August 3, 2022 Special Council Meeting..... (page 1)
6. Minutes of the August 3, 2022 Regular Council Meeting..... (page 3)

H. Approval of Minutes - in consent calendar

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

7. Mayor's Report..... (page 7)
 - a. Introduction of and swearing in ceremony for **Andrew Goss, Chief of Police**
8. City Manager's Report..... (page 9)
 - a. South Harbor Rebuild update
 - b. Financial Report through 07-31-22..... (page 10)
 - c. Staff Quarterly Reports – 2Q 2022
 - i. **Fire Marshal Paul Trumblee**, Cordova Volunteer Fire Dept..... (page 13)
9. City Clerk's Report..... (page 17)

K. Correspondence..... (see primer for description page 18)

10. 7-27-22 Agency review for ADL 234012 for **Anya Honkola** dba **Bluff Point**..... (page 19)
11. 8-2-22 Email from **B. Johnson** regarding Whitshed Pedestrian Project..... (page 41)

12. 8-15-22 USFS **S. Namitz** comments on aquatic farmsite lease ADL 234012..... (page 43)
13. 8-15-22 **USF&WS** public comment period for Incidental Take Regulations under..... (page 45)
MMPA Marine Mammal Protection Act re: Sea Otters
14. 8-23-22 **Mayor Allison** letter re AMHS draft 22-23 winter schedule..... (page 48)
- 14a. 09-01-22 Interested Parties Letter re Shore Fishery Lease extensions..... (page 50)

L. Ordinances and Resolutions

15. Ordinance 1202..... (voice vote)(page 57)
An ordinance of the Council of the City of Cordova, Alaska, enacting Section 5.22.030 codifying the Land Disposal Map process to increase public awareness of municipal land status – 1st reading
16. Ordinance 1203..... (voice vote)(page 62)
An ordinance of the Council of the City of Cordova, Alaska, amending Cordova Municipal Code Sections 1.04.255, 1.20.010, 2.06.030, 2.18.050, 2.24.020, 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, 10.54.040, 10.54.070, 11.32.050, 13.24.030, 17.24.040, 18.68.030 and 18.72.080 to define the terms “publish” and “publication” and to clarify the notice and publication requirements under the Cordova Municipal Code – 1st reading
17. Resolution 09-22-26..... (roll call vote)(page 77)
A resolution of the Council of the City of Cordova, Alaska, authorizing amendment to the FY22 budget in the amount of \$591,340 in revenue and \$512,099 in expenses

M. Unfinished Business - none

N. New & Miscellaneous Business

18. Council concurrence of Mayor’s Appointment to Harbor Commission..... (voice vote)(page 91)
19. Council action on Disposal and Method of Disposal for..... (voice vote)(page 104)
a portion of ATS 220
20. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 109)

O. Audience Participation

P. Council Comments

Q. Executive Session

City Council is permitted to enter an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session header on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session right during debate on that agenda item or could move to do so later in the meeting.

R. Adjournment

Executive Sessions per Cordova Municipal Code 3.14.030

- **subjects which may be considered 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.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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**Special City Council Meeting
August 3, 2022 @ 6:30 pm
Cordova Center Community Rooms
Minutes**

A. Call to order – Vice Mayor Tom Bailer called the Council Special Meeting to order at 6:30 pm on August 3, 2022 in the Cordova Center Community Rooms.

B. Roll call - Present for roll call were Council members **Tom Bailer, Cathy Sherman, Jeff Guard, Anne Schaefer, Kristin Carpenter,** and **Ken Jones**. Council member **Melina Meyer** was present via zoom. **Mayor David Allison** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

C. Approval of agenda - M/Carpenter S/Sherman to approve the agenda.
Vote on the motion: 7 yeas, 0 nays. Motion was approved.

D. Disclosures of conflicts of interest and Ex Parte Communications – none

E. Communications by and petitions from visitors

1. Audience Comments regarding agenda items – none.

F. New Business

2. Resolution 08-22-24 A resolution of the Council of the City of Cordova, Alaska authorizing harbor revenue bonds of the City to be issued in series to finance harbor improvements consisting of a drive down float and related improvements at the Cordova Harbor; creating a lien upon net revenue of the harbor and the proceeds of fish tax payments generated from raw fish tax for the payment of the bonds; and establishing covenants of the City related to the bonds

M/Carpenter S/Jones to approve Resolution 08-22-24 a resolution of the Council of the City of Cordova, Alaska authorizing harbor revenue bonds of the City to be issued in series to finance harbor improvements consisting of a drive down float and related improvements at the Cordova Harbor; creating a lien upon net revenue of the harbor and the proceeds of fish tax payments generated from raw fish tax for the payment of the bonds; and establishing covenants of the city related to the bonds

Howarth explained these 2 resolutions go hand in hand. The bond bank has received another application and ours and that will be packaged together, and we moved quickly in order to expedite funding of this – to take advantage of reasonable interest rates. We've worked hard, attorneys and I, to get this accomplished, therefore, these are before you tonight in a special meeting format.

Carpenter said she will vote in favor and staff has provided the background. **Jones** said he supports this and wished we'd have done it already. **Guard** asked if these are 2 resolutions for 2 separate bond packages.

Howarth explained they are both for the same package – one authorizing the issuance and the other authorizes that they can be issued in series so we can do more than one issuance – up to \$5 million total.

Howarth also mentioned that the public purpose needed to be made clear. Public financing, the issuance of bonds in this instance, is only allowed for a public purpose and the stall rents being more than 200 days puts the harbor stalls into a private relationship with City – but the drive down dock (at over \$5 million on its own) can be used by anyone, therefore, it is the subject of the second resolution as the specific use for the bond funds.

Vote on the motion: 7 yeas, 0 nays. Schaefer-yes; Sherman-yes; Jones-yes; Bailer-yes; Guard-yes; Meyer-yes and Carpenter-yes. Motion was approved.

3. Resolution 08-22-25 A resolution of the Council of the City of Cordova, Alaska authorizing the issuance of a series of harbor revenue bonds in the principal amount of not to exceed \$5,000,000 for the purpose of financing the design, construction and acquisition of a drive down float and related capital improvements within the Cordova Harbor; establishing the terms of the bonds; and authorizing the sale of the bonds

M/Jones S/Sherman to approve Resolution 08-22-25 a resolution of the Council of the City of Cordova, Alaska authorizing the issuance of a series of harbor revenue bonds in the principal amount of not to exceed \$5,000,000 for the purpose of financing the design, construction and acquisition of a drive down float and

related capital improvements within the Cordova Harbor; establishing the terms of the bonds; and authorizing the sale of the bonds

Jones said he enthusiastically makes this motion and wishes we had done this a long time ago. **Sherman** said we are following up on what the community wants us to do; they voted for this and it's exciting to see it get started.

Vote on the motion: 7 yeas, 0 nays. Sherman-yes; Jones-yes; Guard-yes; Carpenter-yes; Bailer-yes; Meyer-yes and Schaefer-yes. Motion was approved.

G. Audience participation – none

H. Council comments

Guard said he is happy to be moving ahead with the project.

Jones echoed the comments before him.

I. Executive Session – none

J. Adjournment

M/Schaefer S/Guard to adjourn.

Vote on the motion: 7 yeas, 0 nays. Motion was approved. **Vice Mayor Bailer** adjourned the meeting at 6:41 pm.

Approved: September 7, 2022

Attest:

Susan Bourgeois, CMC, City Clerk

**Regular City Council Meeting
August 3, 2022 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes**

A. Call to order – **Vice Mayor Tom Bailer** called the Regular City Council Meeting to order at 7:00 pm on August 3, 2022, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance – **Vice Mayor Bailer** led the audience in the Pledge of Allegiance.

C. Roll call - Present for roll call were Council members **Tom Bailer, Cathy Sherman, Jeff Guard, Anne Schaefer, Kristin Carpenter,** and **Ken Jones.** **Mayor David Allison** and Council member **Melina Meyer** were present via zoom. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois.**

D. Approval of Regular Agenda – **M/Guard S/Sherman** to approve the agenda.
Vote on the motion: 7 yeas, 0 nays. Motion was approved.

E. Disclosures of Conflicts of Interest and ex parte communications

Council member **Jones** declared a conflict on item 21 because he owns the location where the liquor license is being transferred to. **Vice Mayor Bailer** agreed with the conflict. Council member **Bailer** declared that he has a property that is in the Whitshed corridor – there will be no substantial financial gain for him, but he wanted to declare that in light of Resolution 08-22-22 in the Consent Calendar. No council member was concerned or asked the body to declare that a conflict.

F. Communications by and Petitions from Visitors

1. Guest speakers – AK DoT reporting on Whitshed Road and Pedestrian Improvements Project – several DoT Engineers and contractors were present to discuss the project. Lead on the project, **Russell Johnson**, led the presentation. Project corridor sees a lot of non-motorized traffic (pedestrian and bicycle) and it is unsafe, lack of shoulders, narrow and the road surface is not centered in the right-of-way. The project was nominated by City of Cordova and NVE as a STIP project. DoT is here now to design and construct. The roadway is being fixed, pedestrian and bicycle path in the form of a curb and gutter sidewalk being added, drainage will be fixed, and utilities will be accommodated. Granite Construction is the contractor – it is a CMGC project (construction manager/ general contractor). Some issues with land, especially the first 100 feet from the highway – there will be some right-of-way acquisitions necessary. Schedule is as follows: preliminary design phase 2022; final design late 2022 through Q3 2023; right-of-way work has begun, and final right-of-way design done by October 2023; construction – spring 2024. This is a federally funded project – feds pay 91 cents of every dollar, remaining 9 cents is split – State of Alaska paying 4.5 cents and City of Cordova and NVE are splitting the other 4.5 cents. The project has a strict budget, and they will stay within that – the construction budget is \$9 million.

2. Audience comments regarding agenda items:

Denise Branshaw of 1705 Whitshed Rd. said her property is the most adversely affected because they are working on both sides of her property. She spoke against the project and opined that it was a waste of money. **Tom Bailer's** property is behind hers and there used to be an easement between them that he had vacated (and he had the road changed) – she asked for that to be on the record.

Casey Kinsman of 211 Council Avenue asked if the \$9 million budget includes right-of-way acquisition – **Russell Johnson** of DoT answered the question and said the \$9 million is construction only. He also asked how much of the project corridor has the incorrect platting – the answer was just the first 100 feet of the road – affects the first 4 properties on Whitshed.

3. Chairpersons and Representatives of Boards and Commissions – **Dr. Hannah Sanders** was present to report on CCMC. Inflation has hit the hospital really hard – she encouraged everyone to use CCMC services. Supplies, travelers, utilities are all expensive and they are struggling. Community Health Needs Assessment is underway – encouraged people to answer the online survey. She showed 2 grant funded

products the hospital put together – a substance abuse credit card size resource and a larger pamphlet which showed community resources available for all kinds of things. August 26 – a celebrate recovery event is planned – at the grassy field or at the high school if raining.

G. Approval of Consent Calendar

4. Minutes of the July 6, 2022 Council Public Hearing

5. Minutes of the July 6, 2022 Regular Council Meeting

6. Resolution 08-22-21 A resolution of the Council of the City of Cordova, Alaska, acknowledging the June 2022 surplus vehicle and equipment sale and approving the bid results

7. Resolution 08-22-22 A resolution of the Council of the City of Cordova, Alaska, supporting the Alaska DOT&PF Whitshed Road and Pedestrian Improvements Project which provides pedestrian accommodations and stormwater system upgrades along Whitshed from Copper River Highway to Orca Inlet Drive

8. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member **Kristin Carpenter** from the July 6, 2022 Regular Meeting

9. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member **Ken Jones** from the July 6, 2022 Regular Meeting

Vote on the Consent Calendar: 7 yeas, 0 nays. Sherman-yes; Guard-yes; Jones-yes; Schaefer-yes; Carpenter-yes; Bailer-yes and Meyer-yes. Consent Calendar was approved.

H. Approval of Minutes - in consent calendar

I. Consideration of Bids

10. Award of bid for \$86,710 to AK Elec & Control dba Jewell Equipment of Wasilla for a Wacker G70 generator and power transfer switch

M/Carpenter S/Schaefer to direct the City Manager to negotiate a contract with Alaska Electric & Control dba Jewell Equipment of Wasilla to purchase one Wacker G70 generator and automatic power transfer switch for a sum not to exceed \$86,710.

Carpenter said she will support the motion, staff has presented the background, the procurement process used for this, looks good.

Vote on the motion: 7 yeas, 0 nays. Meyer-yes; Carpenter-yes; Bailer-yes; Guard-yes; Sherman-yes; Jones-yes and Schaefer-yes. Motion was approved.

11. Award of contract for \$277,920 to Coffman Engineers, Inc. pursuant to RFP #22-0613 for Facility Condition Assessments

M/Schaefer S/Carpenter to direct the City Manager to negotiate a contract with Coffman Engineers, Inc. to provide engineering services for facility condition assessments for a sum not to exceed \$277,920.

Schaefer asked what the end product from this contract would be. **Howarth** said each of the City buildings would have a thorough assessment done to determine what deficiencies exist and can be remedied in order to extend their useful life. These assessments will provide the documentation we need to go after funding to assist with such projects. **Carpenter** agreed that sounds very useful. **Sherman** also agreed and knows that this is exactly what grantors look for. **Jones** agrees with what has been said but he cautioned that some engineers call buildings teardowns more easily than he might. **Guard** says he will support this, he sees the value in this. **Meyer** also sees the value and agrees it is a lot of money – really hopes something comes from this. **Bailer** asked where the money to pay for this is coming from. **Howarth** said we received federal ARPA funds in the \$660k range and she had divided that among projects that council had approved – but she had put about \$120k for this. The proposals came in much higher – but we have quite a bit more coming since the Governor signed the state budget, we can use some of those funds to make up the difference.

Vote on the motion: 7 yeas, 0 nays. Bailer-yes; Jones-yes; Schaefer-yes; Carpenter-yes; Guard-yes; Meyer-yes and Sherman-yes. Motion was approved.

12. Award of contract for \$50,011 to DXP/AK Pump & Supply for a Godwin 6-inch SD150M Dri-Prime Pump

M/Carpenter S/Schaefer to direct the City Manager to negotiate a contract with DXP/Alaska Pump & Supply, Inc. to provide and ship a trailer mounted Godwin 6-inch SD150M Dri-Prime Pump (FOB Cordova) for a sum not to exceed \$50,011.

Carpenter said she supports staff's recommendation – they explained the procurement process they went through. **Schaefer** had asked staff the question about how much faster this works and the response she got from **Sam Greenwood** was quite a bit more volume that this pump could handle.

Vote on the motion: 7 yeas, 0 nays. Jones-yes; Guard-yes; Meyer-yes; Sherman-yes; Bailer-yes; Carpenter-yes and Schaefer-yes. Motion was approved.

J. Reports of Officers

13. Mayor's Report – **Mayor Allison** had no report.

14. Manager's Report – City Manager **Helen Howarth** reported: 1) written updates in packet – budget, she still is awaiting confirmation of revenues coming for the state approved budget, we have also just learned about our state jail contract which will be more than double what we have received previously; 2) **Howarth** acknowledged **Nate Taylor**, Chief of Police who would be leaving Cordova – she thanked him for his hard work and dedication to Cordova – there was applause in the room.

a. South Harbor Rebuild update – written report – Council had no further questions

b. Financial Report through 06-30-22

c. Staff Quarterly Reports – 2Q 2022

i. **Police Chief Nate Taylor**, Cordova Police Department

ii. **Museum Director Mimi Briggs**, Cdv Historical Museum and Cdv Center

iii. **Library Director Debbie Carlson**, Cordova Public Library

iv. **Parks & Recreation Director Duncan Chisholm**, Bidarki & Pool

15. City Clerk's Report – mentioned the early voting for the special election and primary both on August 16, 2022 – no council questions

K. Correspondence

16. 7-1-22 Email from **K. Hayden** re Council Meetings/Bears/Public Communication

17. 7-5-22 Agency review for ADL 234001 for **Rachel Hoover** dba 100+100=200

18. 7-19-22 Division of Elections Precinct Change Notice

19. 7-28-22 AK 2023 Hazard Mitigation Plan Update – Public Flyer

L. Ordinances and Resolutions

20. Resolution 08-22-23 A resolution of the Council of the City of Cordova, Alaska authorizing a transfer of \$83,135 from the City of Cordova General Fund Reserve to Sheridan Alpine Association for purchase and installation of a new chair lift cable at Mount Eyak Recreation Area

M/Jones S/Sherman to approve Resolution 08-22-23 A resolution of the Council of the City of Cordova, Alaska authorizing a transfer of \$83,135 from the City of Cordova General Fund Reserve to Sheridan Alpine Association for purchase and installation of a new chair lift cable at Mount Eyak Recreation Area

Jones said we had discussed this at a meeting a couple of months ago – this is City infrastructure, Sheridan Alpine runs it for us, his opinion is that when major issues with the equipment it's our responsibility – they saved money toward the item which is appreciated – he will support this. **Sherman** echoes those comments – she is supportive. **Schaefer** agrees and said she thinks the cable is already installed.

Vote on the motion: 7 yeas, 0 nays. Meyer-yes; Bailer-yes; Guard-yes; Jones-yes; Sherman-yes; Carpenter-yes and Schaefer-yes. Motion was approved.

M. Unfinished Business - none

N. New & Miscellaneous Business

21. Council action to protest or waive protest for the transfer of a liquor license # 6008

Council member **Jones** left the table – he had declared a conflict of interest on this item

M/Schaefer S/Carpenter to waive protest of the transfer of liquor license # 6008 from No Road Brewing, LLC dba No Road Brewing to No Road Brewing, LLC dba Copper River Brewing and from 105 Haida Lane to 507 First Street.

Schaefer said she is in support of this business this is simply a name and location change; she is excited for them to open soon. **Carpenter** said ditto.

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

22. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists

Howarth asked Council to add a code revision for City Sales Tax chapter to the pending agenda. Council also decided to cancel the August 17 meeting and would have special meetings if any City business needed Council action before the next Regular Meeting on September 7.

O. Audience Participation

Wendy Ranney spoke as chair of the Parks and Rec Commission – she thanked Council for the approval of item 11 – the facility condition assessments contract and she appreciated the work done by **Duncan** to put this before them.

Casey Kinsman of 211 Council Avenue spoke about a work stoppage that was ordered at his home, he was properly permitted to do the work and it was ordered stopped at a crucial time, while footers were being poured. He is in favor of an inspection process he believes there is a more appropriate time for that to occur.

Oceana Black of 601 Spruce Street is in support of any project that makes Cordova more walkable/bikeable especially with the cost of fuel going up. Supporting pedestrian safety – she suggested raised walking bridges for kids to the elementary school to avoid Lake Avenue traffic.

P. Council Comments

Meyer appreciated tonight's meeting and the update on the Whitshed Road project. She hopes the details between homeowners and the State right-of-way can be worked out smoothly.

Jones thanked Council for their attendance, thinks we did good work tonight – glad to see the Whitshed update also.

Schaefer glad to see good public attendance tonight appreciated staff reports and the presentation.

Carpenter thanked DoT for making the trip and presentation tonight. Reminded people listening to put trash out only on the morning of pickup, reduce bear attractants – good to repeat that messaging. As we work toward the harbor project, important to put best practices in place, abandoned and derelict vessel problem is not going away – we should be ensuring that vessels have insurance as we invest lots of our money and other public money on the project.

Sherman thanked **Chief Taylor** – wished him and his family well, **Dr. Sanders** mentioned the CCMC survey – important to do it, give the hospital great feedback, glad they approved the new pump – will be more efficient but will also mean fewer 2 am callouts for the water department.

Bailer said with more federal funding coming out he will champion this project again; he thinks a water line out to 6-mile area would be really beneficial.

Q. Executive Session – none

R. Adjournment

M/Sherman S/Schaefer to adjourn the meeting.

Hearing no objection **Vice Mayor Bailer** adjourned the meeting at 8:32 pm.

Approved: September 7, 2022

Attest:

Susan Bourgeois, CMC, City Clerk

**Mayors Report 9/7/22
(Through 08/30/2022)**

Since our last meeting...

Over 100 e-mails received; some are follow-up and scheduling many e-mails replied to, some are follow-up, some are forwarded to appropriate individuals or groups

of note:

- Sally's Garden dedication

On 8/24/22, a dedication for Sally's Garden was held in the Library by the fireplace (as it was a blustery day) The garden is along the 1st street side of the library/museum. The Campbell family and the Muma family were in attendance along with several other staff and community members. Cathy Sherman, Mimi Briggs, and others organized the event. The garden sign was unveiled and a ribbon cutting took place with Sally's daughters doing the honors. The garden is a great place for locals and visitors to hang out and enjoy some of the beauty of our community. In addition to Sally, other great librarians of Cordova's past were remembered: Corrine Erickson, Rose Weathers, Doris Andersen and Pam Long. The Driftwood Benches were donated by former Harbormaster, Dale Muma, prior to his passing. Thank you to all of those who have had a hand in making this beautiful addition to our Cordova Center.

- AMHS – Comments on draft winter schedule...

We submitted comments through the Mayor on behalf of Council, copy in your packet. I also submitted personal comments separately. I received a reply from Speaker Stutes and her staff, with a copy of the comments they have submitted. It looks hopeful that changes might be made prior the schedule being finalized. AMHS is short on crew which is the main issue now. Shutting down the ferries during the winter has hurt their crew retention and recruitment. Speaker Stutes is working with AMHS administration to address these issues.

- Must Read Alaska – Livestream and Podcasts

I will be (already have as of the time you get this report) on 9/1/22 at 8:00am participating in a half hour show/interview on Cordova and projects/challenges we have upcoming, things we are working on, and the like. It is interview format via zoom. I believe it will be livestreamed on Must Read Alaska's Facebook page and then posted to several podcast venues...I will send out a link when I receive it.

- Chief Taylor moves to Valdez, Chief Goss joins the team!

I attended a small gathering of staff and community members at the firehall on Chief Taylor's last day working for the City. He is moving with his family to Valdez and will be an officer in their department. As fate would have it, a local resident had been interviewed and offered the job

earlier that day. We welcomed Andrew Goss as our new Chief of Police, and wish Nate Taylor and family well in Valdez

- Harbor Commission

It was AMAZING to have 10 very qualified citizens put their name in to serve our community on the expanded Harbor Commission. These are both Exciting, and Challenging times for our harbor. The South harbor rebuild project has most of its funding arranged at 35 million dollars. We continue to look for additional resources to do all we need to do, but I think we are at a point where an RFP can be issued, and we will then truly see where we are at. We are actively seeking funding for the North Harbor as well but that will take some time. Manager Howarth and Sam will update us on all those Harbor projects.

It will take lots of work, volunteer hours, and numerous public meetings to make these projects happen, the results will be here for the next 30+ years.

With that, I certainly hope that ALL of the applicants will be intimately involved in the process, whether a commissioner or not. Harbor meetings and workshops are open to the public and not nearly as formal as Council Meetings, allowing participation by all in attendance. We need all the input we can get.

I would like to Nominate for the 2 open positions on the Harbor Commission:

DAVID GLASEN

TOMMY SHERIDAN

Both of these individuals have extensive knowledge of our Harbors needs and will contribute immediately to the success of the commission, and our rebuild/renovation projects as well as ongoing operational and maintenance.

That is my report...any QUESTIONS?

Date: 9/6/22

TO: CITY COUNCIL

FROM: HELEN HOWARTH, CITY MANAGER

RE: Manager's Report

Budget Revision

Included in tonight's packet is the first of several budget revisions that will be presented for Council approval in 2022. City has received funding increases from State and Federal programs that are a consistent part of the budget. City has also received COVID relief and American Rescue Plan resources which will be presented in a future budget revision.

Council approval will amend the FY2022 budget to reflect Council action which increased funding for Cordova School District; and approval of \$81K to replace Mt. Eyak Ski Hill chair lift cable. The budget revision includes a request from Manager to add funding for contractual help for the Finance department and to fund a full-time staff person to help manage the Harbor rebuild project, to identify Federal Infrastructure funding opportunities, and to work with community partners to find solutions and funding for City's housing shortage.

Lidar Survey

The State of Alaska has contracted a firm to conduct a high-resolution imagery and lidar survey of a large area that includes Hawkins Island, south to the barrier islands, east past the Copper River and north the Million Dollar bridge. This data will be shared with City and will help with City land-use planning efforts.

Staff Changes

Curtis Fincher is leaving City employment to take a position with Agnew Beck Consulting and focus on his soon-to-open brewery. He will stay in Cordova, working remotely.

Emily Anderson has been hired to replace him and will focus on City communications and grant writing. Emily went to Mt. Eccles Elementary before moving to Fairbanks where she graduated from High School and University of Alaska with a degree in Biological Sciences. She recently moved back to Cordova.

Sharin Leppert has been hired to support Police Chief Andrew Goss. She is a resident of Cordova and most recently worked at Wells Fargo Bank. June James is providing training support as Sharin transitions into her new role.

Collin Bronson will join City to help City Manager with special projects. Bronson recently retired from the US Coast Guard where he was a commissioned officer and served a number of roles including Commander here in Cordova. He recently returned with his family and looks forward to serving Cordova in new ways.

CITY OF CORDOVA
FUND SUMMARY
FOR THE 7 MONTHS ENDING JULY 31, 2022

GENERAL FUND

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	3,586,490.50	3,931,733.47	7,216,685.00	3,284,951.53	54.5
LICENSES & PERMITS	425.00	1,490.00	21,000.00	19,510.00	7.1
OTHER GOVERNMENTAL	663,842.32	714,790.95	2,969,336.00	2,254,545.05	24.1
LEASES & RENTS	169,756.04	195,291.54	278,718.00	83,426.46	70.1
LAW ENFORCEMENT	139,876.97	176,091.62	293,804.00	117,712.38	59.9
D. M. V.	35,756.23	35,605.39	60,700.00	25,094.61	58.7
PLANNING	6,210.00	3,170.00	6,500.00	3,330.00	48.8
RECREATION	35,978.35	65,618.58	64,000.00	(1,618.58)	102.5
POOL	7,051.84	9,752.42	15,000.00	5,247.58	65.0
SALE OF PROPERTY	1,050.00	11,783.55	3,000.00	(8,783.55)	392.8
INTERFUND TRANSFERS IN	372,262.38	.00	749,827.00	749,827.00	.0
OTHER REVENUE	47,234.86	47,788.56	115,718.00	67,929.44	41.3
STATE DEBT SERVICE REIMBURSME	.00	484,626.00	378,000.00	(106,626.00)	128.2
	5,065,934.49	5,677,742.08	12,172,288.00	6,494,545.92	46.6
<u>EXPENDITURES</u>					
CITY COUNCIL	4,041.82	3,705.76	5,300.00	1,594.24	69.9
CITY CLERK	181,815.46	270,339.09	307,561.00	37,221.91	87.9
CITY MAYOR	244.00	50.00	1,500.00	1,450.00	3.3
CITY MANAGER	134,478.92	253,553.85	499,728.00	246,174.15	50.7
FINANCE	312,868.89	316,682.96	481,578.00	164,895.04	65.8
PLANNING	74,892.63	78,583.27	148,840.00	70,256.73	52.8
PLANNING COMMISSION	718.21	995.86	1,500.00	504.14	66.4
DEPARTMENT OF MOTOR VEHICLES	47,303.83	45,427.29	35,259.00	(10,168.29)	128.8
LAW ENFORCEMENT	556,458.52	587,319.16	1,121,684.00	534,364.84	52.4
JAIL OPERATIONS	133,611.77	159,532.90	278,815.00	119,282.10	57.2
FIRE & EMS	205,703.09	277,992.58	507,272.00	229,279.42	54.8
DISASTER MANAGEMENT	10,187.17	7,654.24	11,000.00	3,345.76	69.6
LIBRARY AND MUSEUM	427,561.69	354,413.20	810,775.00	456,361.80	43.7
FACILITY UTILITIES	116,152.79	126,350.30	178,600.00	52,249.70	70.7
PUBLIC WORKS ADMINISTRATION	106,693.01	110,098.43	200,745.00	90,646.57	54.8
FACILITY MAINTENANCE	212,034.53	220,225.15	377,783.00	157,557.85	58.3
STREET MAINTENANCE	346,674.94	322,623.16	814,124.00	491,500.84	39.6
SNOW REMOVAL	29,834.14	47,279.88	71,494.00	24,214.12	66.1
EQUIPMENT MAINTENANCE	212,678.25	198,525.60	352,391.00	153,865.40	56.3
PARKS MAINTENANCE	57,889.74	97,164.07	260,476.00	163,311.93	37.3
CEMETERY MAINTENANCE	707.92	1,291.57	6,695.00	5,403.43	19.3
PARKS & REC ADMINISTRATION	.00	35,752.47	229,505.00	193,752.53	15.6
RECREATION - BIDARKI	145,781.34	139,697.46	193,326.00	53,628.54	72.3
RECREATION - SWIMMING POOL	157,598.02	225,771.89	286,893.00	61,121.11	78.7
SKI HILL	30,708.56	51,906.10	102,118.00	50,211.90	50.8
NON-DEPARTMENTAL	257,155.79	426,311.58	961,226.00	534,914.42	44.4
LONG TERM DEBT SERVICE	415,612.50	391,487.50	1,715,100.00	1,323,612.50	22.8
INTERFUND TRANSFERS OUT	149,549.00	.00	.00	.00	.0
TRANSFERS TO OTHER ENTITIES	1,291,907.48	1,330,081.93	2,211,000.00	880,918.07	60.2

CITY OF CORDOVA
FUND SUMMARY
FOR THE 7 MONTHS ENDING JULY 31, 2022

GENERAL FUND

PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
5,620,864.01	6,080,817.25	12,172,288.00	6,091,470.75	50.0
(554,929.52)	(403,075.17)	.00	403,075.17	.0

CITY OF CORDOVA
FUND SUMMARY
FOR THE 7 MONTHS ENDING JULY 31, 2022

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	5,065,934.49	5,677,742.08	12,172,288.00	6,494,545.92	46.6
104 CITY PERMANENT FUND	562,252.64	(1,146,595.68)	424,900.00	1,571,495.68	(269.9)
203 FIRE DEPT. VEHICLE ACQUISITION	14,449.17	30,720.23	.00	(30,720.23)	.0
205 VEHICLE REMOVAL/IMPOUND FUND	434.50	50.00	.00	(50.00)	.0
333 COVID-19	120,797.00	(252,288.98)	.00	252,288.98	.0
335 ARPA - CLFRF	.00	667,209.54	.00	(667,209.54)	.0
401 GENERAL PROJ & GRANT ADMN	376,843.31	135,108.09	.00	(135,108.09)	.0
502 HARBOR ENTERPRISE FUND	1,080,157.66	1,078,684.73	1,667,122.00	588,437.27	64.7
503 SEWER ENTERPRISE FUND	478,362.24	533,105.17	909,323.00	376,217.83	58.6
504 WATER ENTERPRISE FUND	467,651.43	477,056.42	840,758.00	363,701.58	56.7
505 REFUSE ENTERPRISE FUND	646,572.22	713,592.54	1,381,382.00	667,789.46	51.7
506 ODIAM CAMPER PARK	14,209.55	31,497.99	68,280.00	36,782.01	46.1
654 LT2 COMPLIANCE PROJECT	13,850.00	.00	.00	.00	.0
702 HARBOR RESERVE FUND	297,121.47	256,060.06	325,000.00	68,939.94	78.8
703 SEWER RESERVE FUND	50,000.00	.00	295,000.00	295,000.00	.0
704 WATER RESERVE FUND	30,000.00	.00	50,000.00	50,000.00	.0
705 REFUSE RESERVE FUND	50,000.00	.00	260,000.00	260,000.00	.0
805 LANDFILL CLOSURE RESERVE FUND	50,145.57	135.65	50,000.00	49,864.35	.3
810 HEALTH INTERNAL SERVICE FUND	576,232.22	658,110.05	.00	(658,110.05)	.0
	9,895,013.47	8,860,187.89	18,444,053.00	9,583,865.11	48.0
<u>EXPENDITURES</u>					
101 GENERAL FUND	5,620,864.01	6,080,817.25	12,172,288.00	6,091,470.75	50.0
104 CITY PERMANENT FUND	.00	.00	100,000.00	100,000.00	.0
203 FIRE DEPT. VEHICLE ACQUISITION	2,027.55	2,543.72	.00	(2,543.72)	.0
205 VEHICLE REMOVAL/IMPOUND FUND	1,072.31	2,357.93	.00	(2,357.93)	.0
333 COVID-19	219,108.10	17,583.46	.00	(17,583.46)	.0
335 ARPA - CLFRF	.00	71,284.87	.00	(71,284.87)	.0
336 LSTA GRANTS	.00	50,782.27	.00	(50,782.27)	.0
401 GENERAL PROJ & GRANT ADMN	337,094.55	194,797.86	.00	(194,797.86)	.0
502 HARBOR ENTERPRISE FUND	993,648.71	534,610.22	1,730,730.00	1,196,119.78	30.9
503 SEWER ENTERPRISE FUND	517,508.48	340,711.06	1,784,493.00	1,443,781.94	19.1
504 WATER ENTERPRISE FUND	474,890.00	376,969.09	1,040,534.00	663,564.91	36.2
505 REFUSE ENTERPRISE FUND	688,007.68	410,074.14	1,665,627.00	1,255,552.86	24.6
506 ODIAM CAMPER PARK	37,626.89	17,768.43	68,280.00	50,511.57	26.0
654 LT2 COMPLIANCE PROJECT	17,720.50	.00	.00	.00	.0
655 ACWF#261171-S LOAN MILE17 EQU	.00	717,056.94	.00	(717,056.94)	.0
702 HARBOR RESERVE FUND	.00	198,704.74	.00	(198,704.74)	.0
703 SEWER RESERVE FUND	18,756.59	279,643.41	245,000.00	(34,643.41)	114.1
704 WATER RESERVE FUND	12,668.40	5,170.65	300,000.00	294,829.35	1.7
705 REFUSE RESERVE FUND	.00	.00	210,000.00	210,000.00	.0
810 HEALTH INTERNAL SERVICE FUND	847,675.96	785,653.31	.00	(785,653.31)	.0
	9,788,669.73	10,086,529.35	19,316,952.00	9,230,422.65	52.2
	106,343.74	(1,226,341.46)	(872,899.00)	353,442.46	(140.5)

To: Mayor and City Council
From: Paul Trumblee, Fire Marshal
Date: July 27th 2022

CORDOVA VOLUNTEER FIRE DEPARTMENT

Quarterly Report

In this second quarter of 2022. The Cordova Volunteer Fire Department responded to 47 Emergency Calls for service for a total of 205 member hours. Including emergency calls, the department participated in the regular Thursday night meetings, public education, and other activities for a total of **1908** member hours.

Not included in the total Member Hours are the On-Call Status for EMS and Officer on Duty of **16,640** hours.

Synopsis of notable training during this quarter, hydrant ops, asthma training, forcible entry, emergency vehicle ops, live fire flash over training, hypo glycemia, new member PPE and SCBA training, and trauma assessments.

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

April 2022 ACTIVITIES		Attendance	Hours	Total People Hours
Date	Thursday Meetings			
4/7	Hydrant Ops	9	3	27
4/14	Officer Meeting	8	0.5	4
4/21	Asthma	12	2	24
4/28	Forcible	16	4	64
	Total			119
Date	Public Education Taught			
	Total			0
Date	Other Activities			
4/14	CPR Training	1	7	7
4/27	Fire Pre Plan	1	1	1
	Total			8
Date	Fire Runs			
	Total			0
Date	Ambulance Runs			
4/1	22.035 - Difficulty Breathing	3	1	3
4/5	22-036 - Medical Transfer	2	2	4
4/9	22-037 - Medical Transfer	2	2	4
4/14	22-039 - Fall	6	2	12
4/10	22-038 - Medical Transport	2	2	4
4/15	22-041 - Fall	4	1	4
4/12	22-038 - Pneumonia/Covid	4	1	4
4/15	22-040 - Medical Transport	2	2	4
4/18	22-042 - Medical Transport	4	2	8
4/22	22-043 - Medical Transport	4	2	8
4/25	22-044 - Medical Transport	2	2	4
4/27	22-045 - Difficulty Breathing	3	1	3
	Total			62
<u>Total hours for the month of April</u>				259

May 2022 ACTIVITIES		Attendance	Hours	Total People Hours
	Thursday Meetings			
5/5	EVOG Initial	18	3	54
5/12	Bussiness Meeting	15	2	30
5/19	Flash Over	14	3	42
5/26	Hypo Glycemia	17	2	34
	Total			160
Date	Public Education Taught			0
5/3	Service Call	2	1	2
5/4	AHA CPR	1	3	3
5/11	Elementary School	2	1	2
	Total			7
Date	Other Activities			
5/2	Inventory	1	2	2
5/5	Training Prep	1	4	4
5/9	Service Call	1	1	1
	Total			7
Date	Fire Runs			
	Vehical Fire	12	2	24
	Total			24
Date	Ambulance Runs			
5/1	22-046 - Medical Transport	2	2	4
5/4	22-047 - Chest Pain	2	1	2
5/4	22-048 - Medical Transport	2	2	4
5/9	22-049 - Code / Not Breathing	5	2	10
5/9	22-050 - Neck / Back Pain	2	1	2
5/9	22-051 - Stomach Pain	2	1	2
5/11	22-052 - Medical Transport	2	2	4
5/12	22-053 - Cant Breath	2	1	2
5/15	22-054 - Prisoner OC'D	2	1	2
5/16	22-055 - Flu Like Symptoms	3	1	3
5/17	22-056 - Medical Transport	2	2	4
5/17	22-057 - Stomach Issues / Mental Health	2	1	2
5/17	22-058 - A-Fib	2	1	2
5/17	22-059 - Medical Transport	4	2	2
5/23	22-060 - Fall / Bleeding From Face	4	1	4
5/27	22-061 - Fainting Female	3	1	3
5/30	22-062 - Broken Ankle	3	2	6
5/30	22-063 - Medical Transport	3	2	6
	Total			64
Total hours for the month of May				262

June 2022 ACTIVITIES		Attendance	Hours	Total People Hours
Date	Thursday Meetings			
6/6	Business meeting	13	2	26
6/23	PPE/SCBA	11	4	44
6/30	Trama Assessment	10	4	40
	Total			110
Date	Public Education Taught			
	Total			0
Date	Other Activities			
6/4	Carwash	17	7.5	127.5
6/9	Trident North Combined Drill	16	3	48
6/10	Admin Work	1	2	2
6/11	APNEA Training	7	4	28
6/16	Build inflatable device for water rescue	1		1
6/23	City fire extinguisher training	3	3	9
6/23	Admin work	1	1	1
	Total			217
Date	Fire Runs			
6/2	22-015 - Oil spill	5	1	5
	Total			5
Date	Ambulance Runs			
6/4	22-064 - Seisure	4	1	4
6/6	Standby for SAR helo	4	1	4
6/15	Medical Transport	2	1	2
6/16	Lift assist	5	1	5
6/18	Psychiatric issue	3	1	1
6/18	Medical Transport	2	1	2
6/20	lethargic male	4	1	4
6/23	Medical Transport	3	1	3
6/25	Diabetic emergency	3	1	3
6/25	Elderly women fell	2	1	2
6/26	Intoxicated patient needs assistance	6	1	6
6/28	Motor vehical accident	5	1	5
6/29	Unconscious female	4	1	4
6/29	Fall/Possible diabetic emergency	2	1	2
6/29	Medical Transport	3	1	3
	Total			50
Total hours for the month of June				382



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

Phone: 907.424.6248
Cell: 907.253.6248
E-mail: cityclerk@cityofcordova.net

CITY CLERK'S REPORT TO COUNCIL

September 7, 2022 Regular Council Meeting

Property Assessments/Taxation: First half property tax payment deadline was August 31 – finance staff and Clerk's department handled very many requests for amounts owing and receipted in a large volume of revenue – Thanks to Tami, Shiella, and Tina for their excellent customer service skills and attention to detail in performing this important function for the City. Appraisal Company and Alaska CAMA Company are still hard at work scanning old cards and inputting data. They are probably about 60% through our cards now and they will be down in October to work on 2023 property assessments.

Elections: We answered some citizen questions but mostly directed them to the State website or upstairs to Ruth Steele who handled the early absentee voting for the State Special Election and Primary Election. The State crew of election workers (many are the City Election Board as well) did an amazing job as usual, this time with a pretty complicated task – the August 16 Special Election and Primary Election was well-run again. State website has some interesting statistics here:

<https://www.elections.alaska.gov/Core/voterregistrationstatistics.php>

Student Council Representative to City Council: I will be in touch with the School District soon to ask if Student Council has chosen a member to attend Council meetings or even just provide written reports occasionally. I usually let them get a few weeks or a month of school in before asking.

Publish/Publication/Advertising/Notification: These terms are pretty integral to the City Clerk's function. The expiration of the redemption period for 2019 delinquent property taxes required noticing is what inspired me to get with the City Attorney and revise code. The Cordova Times is the "newspaper of general circulation in the City" that we have obviously always used. They had a break in publication and that could've been devastating to our timelines. We were spurred to move along and align our City Code with the Charter change that citizens approved back in 2017.



This photo I used on the August 3 agenda was by local photographer Wendy Ranney. I've got it on the PA now and have given her the appropriate credit. Thanks Wendy!

Council Packet Correspondence Primer: **Communicating with Your Elected Cordova Officials**

This primer provides an overview of City of Cordova policies regarding the submission of correspondence to the City Clerk's office for distribution to City Council. These policies are general in nature and do not preempt the application of relevant laws to correspondence distribution. To the extent you have questions regarding the distribution of specific correspondence, please contact the City Clerk's office.

What gets published in Council packets as Correspondence?

- Letters, emails, cards, or other written or electronic mail addressed to City Council, any individual member of City Council or the Mayor, regardless of whether or not the sender has requested inclusion of the correspondence in a City Council packet.
- Letters, emails, cards, or other written or electronic mail written by the Mayor, individual City Council members in their capacity as elected officials, or the Council as a body
- Letters, emails, cards, or other written or electronic mail by agencies/entities that are pertinent to Council and the citizens of Cordova (e.g. population determination, full value determination, open comment periods for projects/leases in and around Cordova, etc.)
- Only correspondence received by the Clerk's Office on or before noon on the Wednesday before a regular Council meeting is eligible for inclusion in the packet for that meeting. Correspondence eligible for inclusion received after that date and time will be included in the next regularly scheduled Council meeting packet. (See CMC 3.12.035).

What does not get published in Council packets as Correspondence?

- Letters, emails, cards, or other written or electronic mail that are disparaging to individuals or entities
- Letters, emails, cards, or other written or electronic mail that have been sent anonymously
- Letters, emails, cards, or other written or electronic mail that contain confidential information or information that would warrant a constitutional violation of privacy or could potentially violate an individual's or an entity's constitutional rights.

More information about items not subject to publication:

- Correspondence that is not subject to publication in a Council packet will, however, be forwarded to the Mayor and City Council members with notification that the communication will not be included in the Council packet and the reasons for the exclusion.
- The City will attempt to contact the writer of the correspondence to inform them that the City has determined not to publish what they have sent. Notifications will be sent to the return address on the communication if one has been provided. (the best way to ensure the City is able to reach the writer is if the correspondence has been emailed through the City Clerk cityclerk@cityofcordova.net)
- A person who submits a communication that is not subject to publication in a Council packet, may still attend a meeting and read the communication during audience comments (if it is about an agenda item) or during audience participation, if it is not about an agenda item. Oral comments during a Council meeting will not be monitored or limited for content unless the comments made incite or promote violence against a person or entity. The City is not responsible or liable for the comments, thoughts, and/or opinions expressed by individuals during the public comment period at a Council meeting.

Suggestions concerning correspondence:

- Correspondence intended for all Council members should be emailed to the City Clerk at cityclerk@cityofcordova.net, hand-delivered or sent via U.S. mail to the Clerk's office. Correspondence should be clearly addressed to "Cordova City Council." Unless clearly stated otherwise, the City Clerk will presume that all correspondence addressed to City Council is intended for inclusion in the packet.

A memo from Susan Bourgeois, CMC, City Clerk

DATE: August 16, 2022

TO: Mayor and City Council, public

SUBJECT: Agency review period for ADL 234012

Steps in this process:

1. A business or citizen requests a lease from State of Alaska Department of Natural Resources, specifically, Division of Mining Land and Water.
2. Agencies are made aware of the full project scope and a 20-day agency review period begins
3. The Division makes a preliminary ruling on the request and then a 30-day agency and public review period ensues.

The City Clerk receives notice first when the agency review period opens – the full project application is put into a council packet for Council review and Council can direct staff to comment.

After the Division of Mining, Land and Water makes a preliminary decision on the lease request, the Clerk receives notice again and puts the one-page public notice into a Council packet under correspondence. The one-page notice has a link to the website where the text of the preliminary decision can be read as well as the full project packet can be reviewed. This one-page public notice also gives the public direction and timelines for making comments.

This 1 was up for a 20-day agency review. Unfortunately, the 20 days expired on August 16, 2022. However, it will be back for another agency and public review period, so I still included it in this September 7, 2022 packet.

STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND AND WATER
SOUTHCENTRAL REGIONAL LAND OFFICE

AGENCY REVIEW

This is notification that the Southcentral Regional Land Office (SCRO), Leasing Unit, received an application for a 10-year aquatic farmsite lease in accordance with AS 38.05.083, authorizing the use of 48.99 acres, more or less, of state tide and submerged lands located within Port Etches, Hinchinbrook Island, Alaska. The purpose of this notice is to gather input before a decision is made on this activity.

<u>Case #</u>	<u>Location</u>	<u>Area Plan</u>
ADL 234012 Anya Honkola dba Bluff Point	The NW1/4 and SE1/4 of Section 9, the SW1/4 of Section 10, the NW1/4 of Section 15, and the NE1/4 of Section 16 Township 18 South Range 8 West Copper River Meridian Approximate area: 48.99 acres	Prince William Sound Area Plan Map: Hinchinbrook Island Unit: Hinchinbrook Island, Subunit: 25I Designation: General Use Classification: Public Recreation Land, Settlement Land, and Wildlife Habitat Land (joint classification)

Anya Honkola dba Bluff Point has requested a lease for the installation of a submerged longline culture system using seeded line produced by a permitted hatchery for the commercial growth and harvest of four species of kelp: sugar kelp (*Saccharina latissima*), ribbon kelp (*Alaria marginata*), bull kelp (*Nereocystis luetkeana*), and dulce/stiff red ribbon kelp (*Palmaria mollis*). The proposed lease consists of two parcels, Parcel 1 measures 21.31 acres and Parcel 2 measures 27.68 acres, and is located within Port Etches, on the southwest side of Hinchinbrook Island, approximately 33.4 miles southwest of Cordova, Alaska.

After review and adjudication, SCRO may issue an authorization with stipulations for the activity. The activity may be modified during the review and adjudication process. SCRO reserves the right to determine the term and size of the lease.

You are invited to review the enclosed application materials and comment. Please direct written comments to Kate Dufault at 550 W 7th Ave, Suite 900C, Anchorage, Alaska 99501, or send via email to kate.dufault@alaska.gov, or by fax to (907) 269-8913, no later than **August 16, 2022**. If you have any questions, please call me at (907) 269-8618.

You need not respond if you do not have any recommendations. The purpose of this notice is to gather input before a Preliminary Decision is made to ensure that issuance of the proposed lease will be in the best interests of the State of Alaska.

Sincerely,

Kate Dufault

Kate Dufault
Natural Resource Specialist 2

PROJECT DESCRIPTION

DATE SUBMITTED: _____

Company Name

Bluff Point

Site Location *[Include water body, distance from nearest community, any landmarks, general region of Alaska, and whether on state tidal and/or submerged lands or private. Provide enough information to understand where it is located.]*

The proposed aquatic farm sites are located in Port Etches, a bay on the southwestern shore of Hinchinbrook Island in southern Prince William Sound. The sites are roughly 33.4 miles from the community of Cordova, AK and will be located on state tidal and/or submerged lands (pending a DNR lease).

Site Dimensions, Acres for Each Parcel

Parcel 1) 21.31 acres

NW corner to NE corner 801 feet, NE corner to SE corner 1,140 feet, SE corner to SW corner 867 feet, SW corner to NW corner 1,112 feet

Parcel 2) 27.68 acres

NW corner to NE corner 905 feet, NE corner to SE corner 1,347 feet, SE corner to SW corner 892 feet, SW corner to NW corner 1,354 feet

Total Acres of All Parcels

Parcel 1) 21.31 acres

Parcel 2) 27.68 acres

Total Acreage: 48.99 acres

Species You Intend to Farm *[Include scientific and common species name]*

Sugar Kelp (*Saccharina latissima*)

Bull Kelp (*Nereocystis luetkeana*)

Ribbon Kelp (*Alaria marginata*)

Dulse/Stiff Red Ribbon Kelp (*Palmaria mollis*)

Culture Method *[Describe operation activities to be done onsite such as outplanting of seedstock, husbandry techniques to be used (culling, sorting, washing, etc.), maintenance and monitoring activities, management of fouling organisms and incidental species, predator control measures, and schedule of activities such as timing of outplanting seeded lines or adding seedstock into trays, etc. Describe what methods you plan to use based on the definition in [5 AAC 41.400\(6\)](#). "Culture" means to use or the use of methods to manipulate the biology and the physical habitat of a desired species to optimize survival, density, growth rates, uniformity of size, and use of the available habitat, and to efficiently produce a product suitable for a commercial market.]*

Twine-wrapped seed spools will be obtained from a permitted hatchery. Seed Spools will be outplanted in late October or early November by unspooling the seed twine around the site growlines. Growlines will be monitored three times a month. No additives or interventions will be used. Harvest will occur in April or May.

Culture Gear and Equipment (Type, Size, Number, Configuration, Material, and Anchoring System) *[If more than one parcel, indicate what parcel specific gear will be located on. If more than one species, indicate gear to be used for each. Gear includes any structure that holds or protects the organism like trays, tiers of lantern nets, Vexar bags, OysterGro system, grow-out submerged longlines, predator netting, longlines, buoys, depth control systems, etc. Include approximate installation schedule, or if and what gear will remain installed year-round etc.]*

Parcel 1) Within the site there will be a total of two identical suspended grow-out submerged longlines (arrays) with the following dimensions: 585' long x 400' wide with 80 grow-out longlines ranging from 200' - 185' of 1/2" polydac line. The longlines will be 15' apart along the entire length of the array. Each array will have four 500 lb. Danforth anchors (one on each corner). The entire parcel of two connected arrays will have an additional four anchors, two on each outside edge of the arrays, for a total of twelve anchors. Each anchor will be connected to a A4 buoy on the surface by a 3/4" polydac tag line. Additionally, each anchor will be connected to the array with 40' of 1/2" galvanized chain connected to 166' - 184' of 1" polydac line. The anchor lines will run to the surface where it will be attached to A2 mooring buoys. The line length will be 2:1 (depth) for scope to maintain a better hold and to keep the array properly suspended in current. Three lines of A2 buoys will run down the length of each array (left, middle, center). Each array will have 15,400' of grow-out longline and the entire parcel will contain 30,800' of grow-out longline.

Parcel 2) Within the site there will be a total of two identical suspended grow-out submerged longlines (arrays) with the following dimensions: 660' long x 400' wide with 90 grow-out longlines ranging from 200' - 185' of 1/2" polydac line. The longlines will be 15' apart along the entire length of the array. Each array will have four 500 lb. Danforth anchors (one on each corner). The entire parcel of two connected arrays will have an additional four anchors, two on each outside edge of the arrays, for a total of twelve anchors. Each anchor will be connected to a A4 buoy on the surface by a 3/4" polydac tag line. Additionally, each anchor will be connected to the array with 40' of 1/2" galvanized chain connected to 172' - 268' of 1" polydac line. The anchor lines will run to the surface where it will be attached to A2 mooring buoys. The line length will be 2:1 (depth) for scope to maintain a better hold and to keep the array properly suspended in current. Three lines of A2 buoys will run down the length of each array (left, middle, center). Each array will have 17,250' of grow-out longline and the entire parcel will contain 34,500' of grow-out longline.

*Both parcels grow-out longlines will be suspended below the surface by a depth control line dropper system using 5 gallon buckets filled with cement. Both parcels will use the same gear for all species of kelp cultivated at the site. All gear associated with the parcels will be installed in October and removed after harvest in May, except the anchors and mooring buoys (one A2 and one A4 per anchor) that will be left onsite year round.

*See figures 3(c-f) and 5(a-d) for the detailed schematics and specifications.

Seed Acquisition Plan (Commercially produced and/or wildstock) *[Commercially produced juveniles or seed stock must be obtained from an approved seed source. Do you intend to collect wildstock juveniles or natural set organisms for direct culture on your proposed site? Yes/No. If yes, describe collection methods (applicable for indigenous species: i.e. mussels, scallops, abalone, natural set aquatic plants, etc. This does not refer to broodstock collection on behalf of hatcheries for propagation. If increasing number of acquisitions per year, indicate projected amounts per year. Aquatic plant species can be combined into total feet of line per year.]*

Seed will be acquired from a permitted hatchery.

Harvest Equipment and Method *[Describe harvest equipment and methods to be used, activities to be done onsite, and schedule of harvest of aquatic farm product. If more than one species, include harvest information for each species or group of species like macroalgae if the harvest information is the same.]*

The aquatic farm will be operational from October to May. The gear will be deployed in October and outplanting will occur at the end of the month or in early November. Harvest will begin at the end of April or beginning of May. The harvest equipment to be used include a gillnet vessel, gillnet reel, knives, and totes. The growline will be hooked to the gillnet reel and hauled onto the boat. The kelp will be cut off into totes by hand as it is reeled in. All species will be harvested in this manner.

Support Facilities (Type, Size, Number, Configuration, Material, and Anchoring) *[Support facilities include caretaker facility, storage rafts, work rafts, processing rafts, etc.]*

N/A

Access to and from Site *[Include nearest community, transportation type used and how many times traversing back and forth]*

The site will be accessed by boat from Cordova, Alaska three times a month.

Storage Location of Equipment and Gear When Not in Use *[Include whether on private lands and nearest community]*

Gear will be stored at the Native Conservancy's private property in Cordova, Alaska.

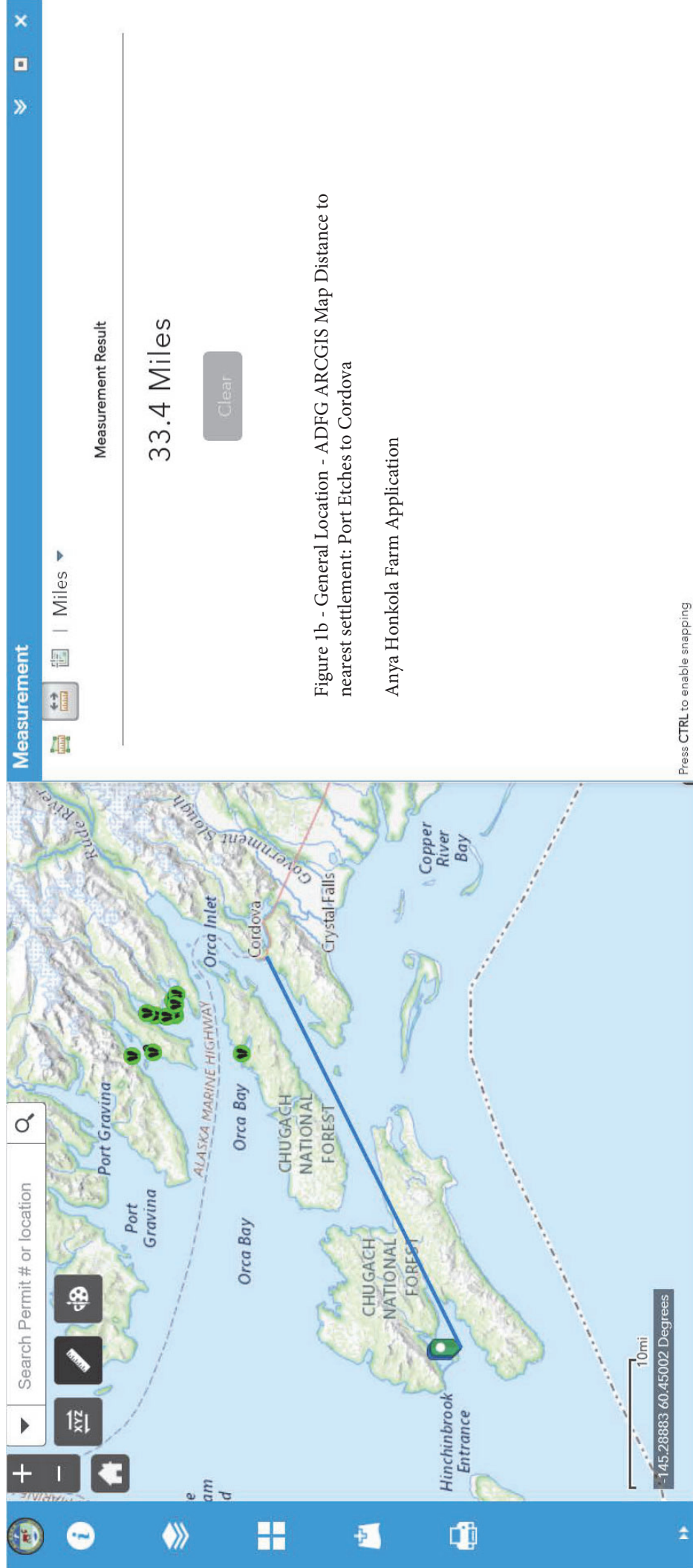
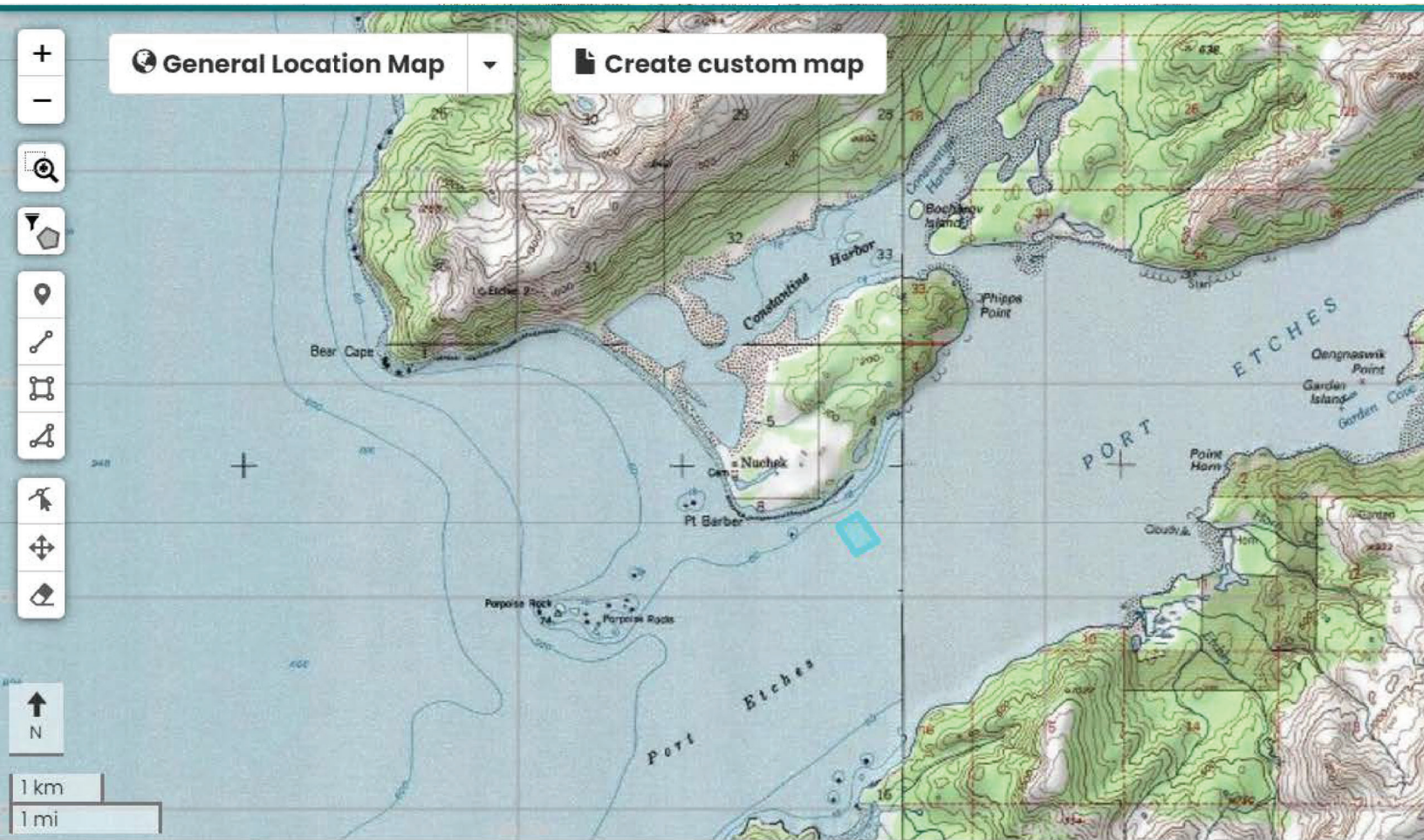




Figure 1a - General Location Map - USGS Topo Cordova B-7 & B-8 SW Quadrangle



General Location Map
Applicant: Anya Honkola
Water body: Port Etches, Prince William Sound
Area/region: South Central, Alaska

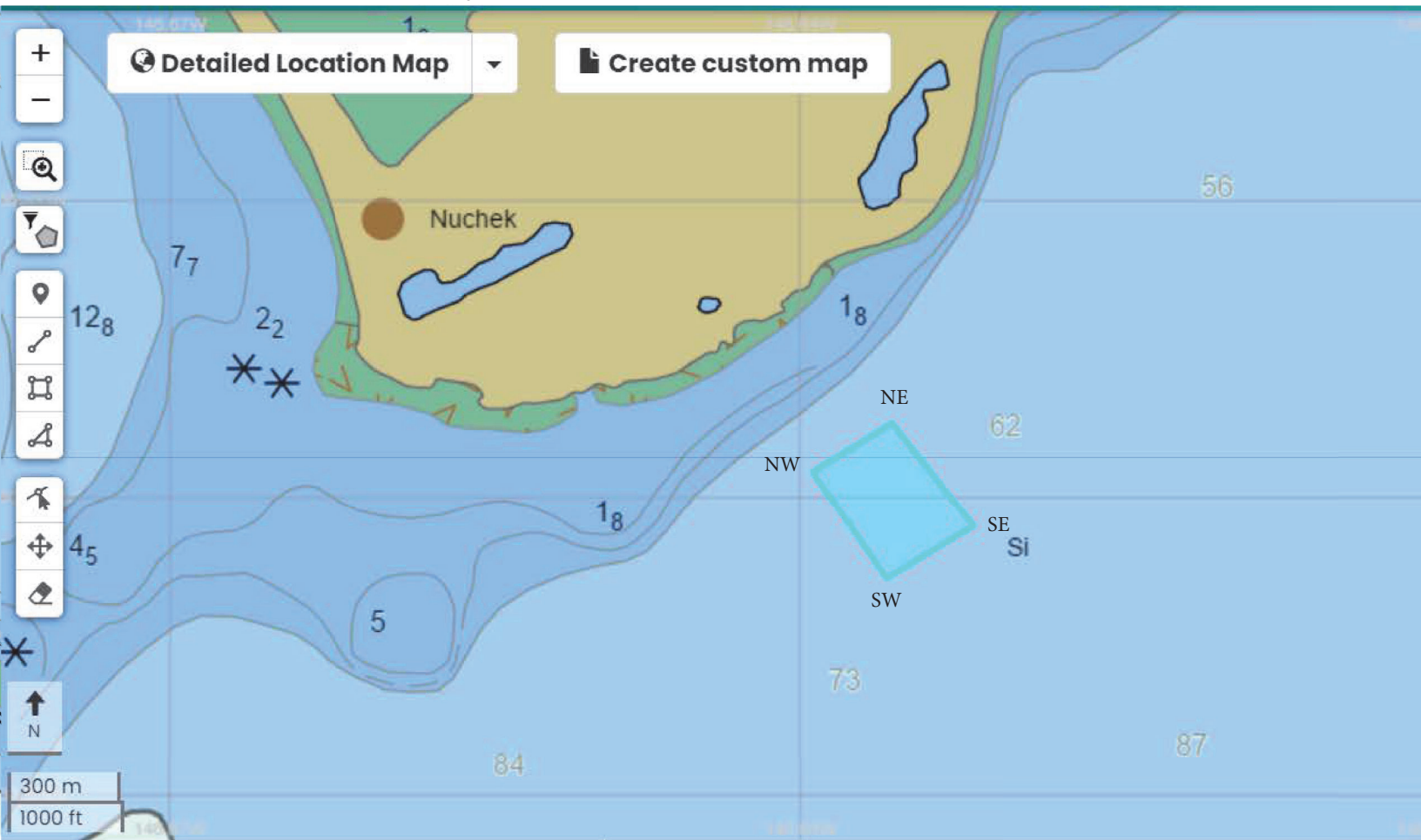
Annotations

Bounds	
Area (acre)	21.31
Perimeter (mi)	0.74
Side 1	60.325, -146.632 60.328, -146.636 Length (mi): 0.22
Side 2	60.328, -146.636 60.327, -146.639 Length (mi): 0.15
Side 3	60.327, -146.639 60.324, -146.636 Length (mi): 0.21
Side 4	60.324, -146.636 60.325, -146.632 Length (mi): 0.16

Transportation

- Alaska Communities

Figure 2 - Detailed Location Map - NOAA Charts (RNC) US4AK25M



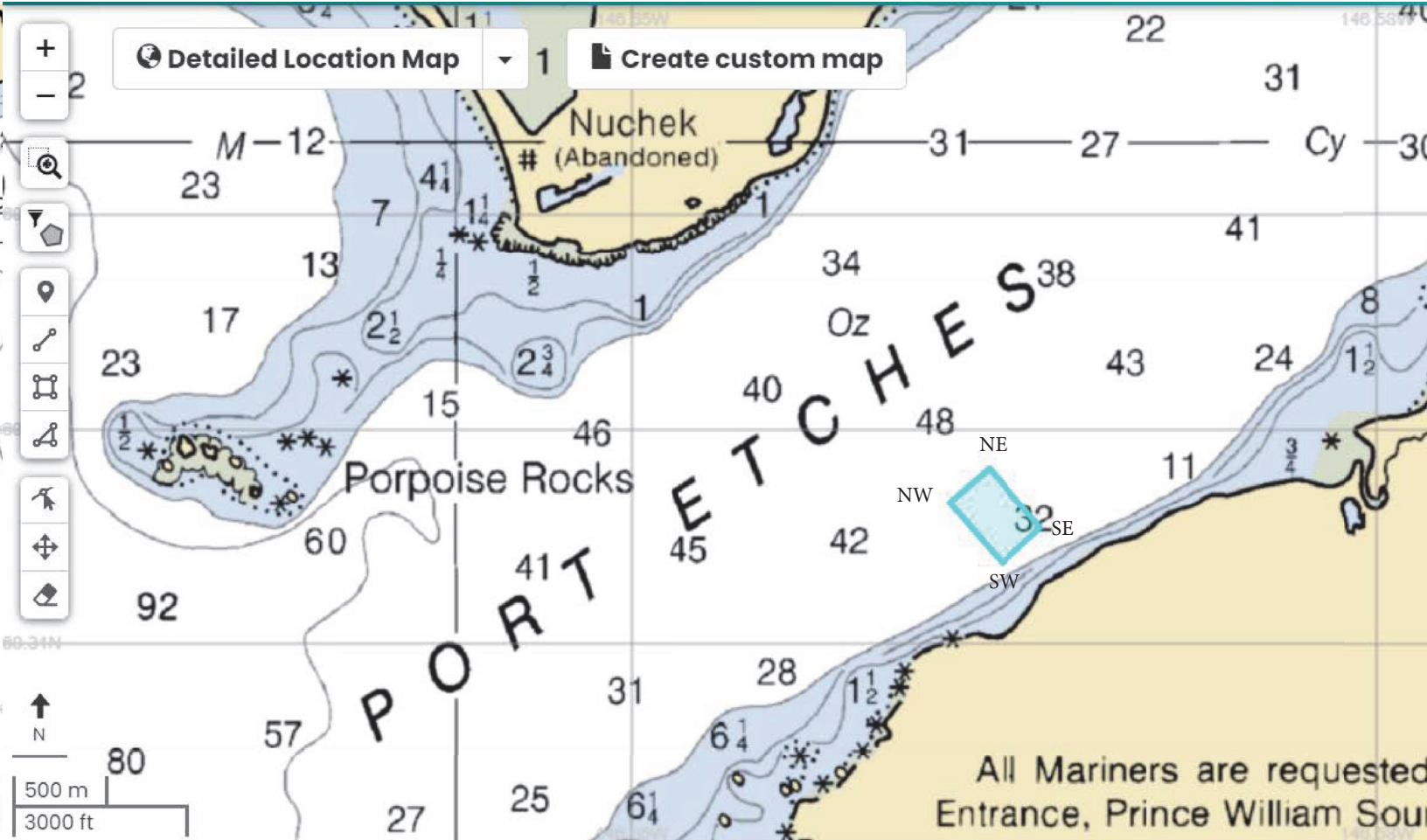
Detailed Location Map
Applicant: Anya Honkola
Water body: Port Etches, Prince William Sound
Area/region: South Central Alaska

Annotations	
Bounds	
Area (acre)	21.31
Perimeter (mi)	0.74
Side 1	60.325, -146.632 60.328, -146.636 Length (mi): 0.22
Side 2	60.328, -146.636 60.327, -146.639 Length (mi): 0.15
Side 3	60.327, -146.639 60.324, -146.636 Length (mi): 0.21
Side 4	60.324, -146.636 60.325, -146.632 Length (mi): 0.16

Transportation

- Alaska Communities

Figure 2 - Detailed Location Map - NOAA Charts (RNC) US4AK25M



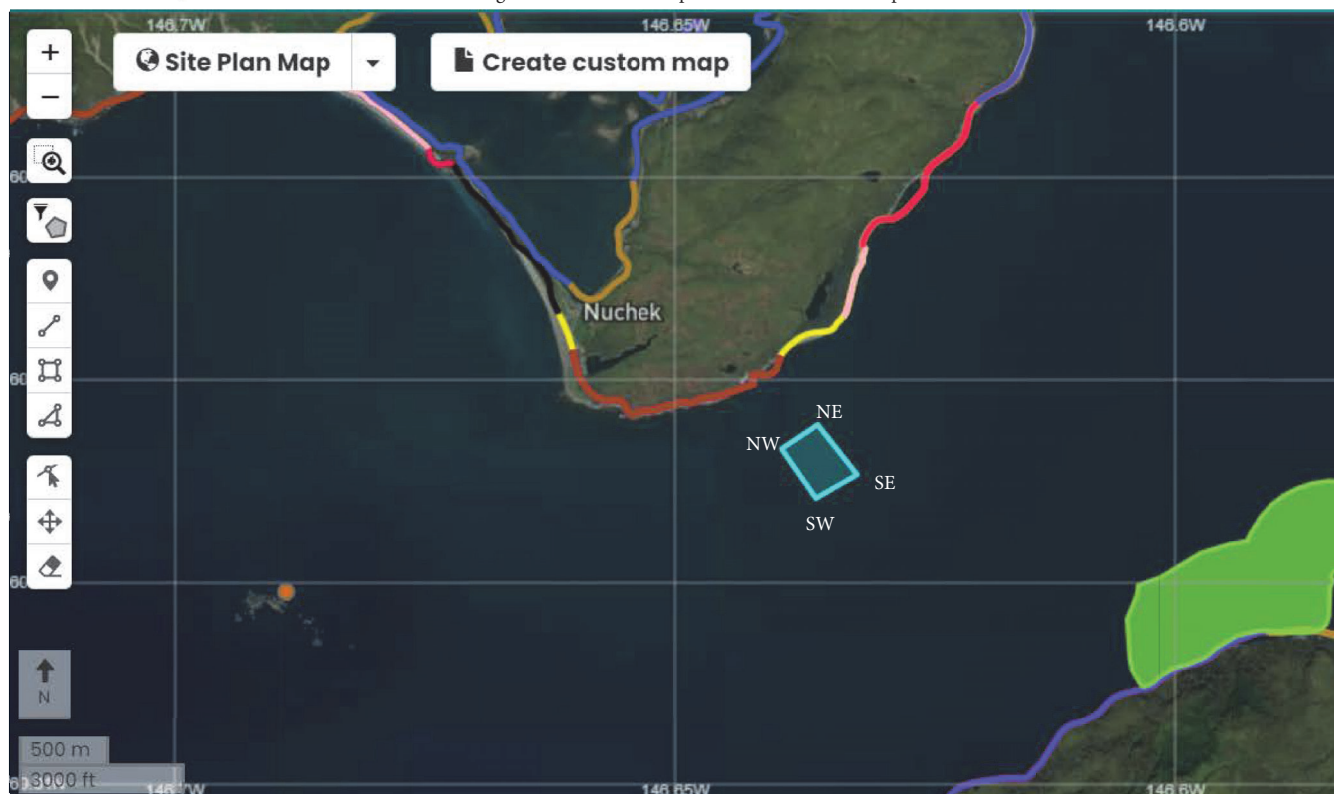
Detailed Location Map
Applicant: Anya Honkola
Water body: Port Etches, Prince William Sound
Area/region: Southcentral Alaska

Annotations

Bounds	
Area (acre)	27.68
Perimeter (mi)	0.85
Side 1	60.317, -146.620 60.318, -146.616 Length (mi): 0.17
Side 2	60.318, -146.616 60.315, -146.611 Length (mi): 0.25
Side 3	60.315, -146.611 60.314, -146.615 Length (mi): 0.17
Side 4	60.314, -146.615 60.317, -146.620 Length (mi): 0.26

Transportation

- Alaska Communities
- Layer hidden



Site Plan Map

Applicant: Anya Honkola

Water body: Port Etches, Prince William Sound

Area/region: South Central, Alaska

Annotations

Bounds

Area (acre)	21.31
Perimeter (mi)	0.74
Side 1	60.325, -146.632 60.328, -146.636 Length (mi): 0.22
Side 2	60.328, -146.636 60.327, -146.639 Length (mi): 0.15
Side 3	60.327, -146.639 60.324, -146.636 Length (mi): 0.21
Side 4	60.324, -146.636 60.325, -146.632 Length (mi): 0.16

Mariculture Biophysical

Seabird Colonies

Alaska Contaminated Sites

Alaska Contaminated Sites

Environmental Sensitivity Index Map - AK

Pacific Herring Spawning Areas

Transportation and Energy Infrastructure

Alaska Marine Highway

Mariculture Management Areas

Alaska State Game Refuges

Mariculture Management Areas

Alaska State Parks

Mariculture Infrastructure

Aquatic Farms

Mariculture Infrastructure

Log Transfer Facilities

Alaska ShoreZone

Kelp Biobands

Alaria

Patchy
Continuous

Soft Brown Kelp

Patchy
Continuous

Dark Brown Kelp

Patchy
Continuous

Dragon Kelp

Patchy
Continuous

Giant Kelp

Patchy
Continuous

Bull Kelp

Patchy
Continuous

Alaska ShoreZone

Sea Grass Biobands

Surfgrass

Patchy
Continuous

Eelgrass

Patchy
Continuous

Alaska ShoreZone

Oil Persistence

Days
Weeks
Months
Month to Years
Years



Site Plan Map
 Applicant: Anya Honkola
 Water body: Port Etches, Prince William Sound
 Area/region: South Central Alaska

Annotations

Bounds

Area (acre)

27.68

Perimeter (mi)

0.85

Side 1

60.317, -146.620

60.318, -146.616

Length (mi): 0.17

Side 2

60.318, -146.616

60.315, -146.611

Length (mi): 0.25

Side 3

60.315, -146.611

60.314, -146.615

Length (mi): 0.17

Side 4

60.314, -146.615

60.317, -146.620

Length (mi): 0.26

Mariculture Biophysical

Seabird Colonies

Mariculture Infrastructure

Aquatic Farms

Mariculture Infrastructure

Log Transfer Facilities

Alaska ShoreZone

Kelp Biobands

Alaria

Patchy

Continuous

Soft Brown Kelp

Patchy

Continuous

Dark Brown Kelp

Patchy

Continuous

Dragon Kelp

Patchy

Continuous

Giant Kelp

Patchy

Continuous

Bull Kelp

Patchy

Continuous

Alaska Contaminated Sites

Alaska Contaminated Sites

Mariculture Management Areas

Alaska State Parks

Mariculture Management Areas

Alaska State Game Refuges

Transportation and Energy Infrastructure

Alaska Marine Highway

Alaska ShoreZone

Sea Grass Biobands

Surfgrass

Patchy

Continuous

Eelgrass

Patchy

Continuous

Environmental Sensitivity Index Map - AK

Pacific Herring Spawning Areas

Alaska ShoreZone

Oil Persistence

Days

Weeks

Months

Month to Years

Years

Hydrocarbon Contaminants in Alaska's Southern Coast

Hydrocarbon Contaminant Sampling Locations from CIRCAC

☾ Jun 8, 1993 00:00 (UTC) - Aug 25, 2002 00:00 (UTC)

Hydrocarbon Contaminants in Alaska's Southern Coast

Extent of the Exxon Valdez Oil Spill

Layer hidden

Hydrocarbon Contaminants in Alaska's Southern Coast

Exxon Valdez Oil Spill Shoreline Oiling

EVOS Shoreline Surface Oiling

☾ Mar 1, 1989 00:00 (UTC) - Jun 1, 1991 00:00 (UTC)

Very Light Impact

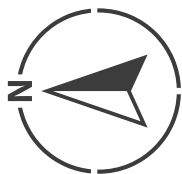
Light Impact

Medium Impact

Heavy Impact

EVOS Shoreline Surface Oiling Sample Effort

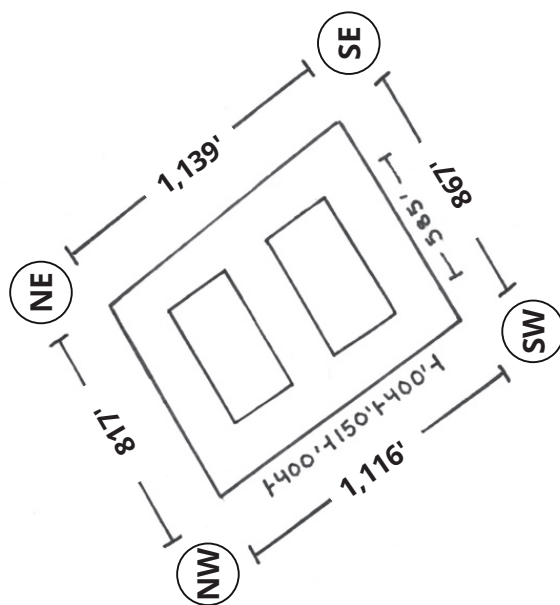
☾ Mar 1, 1989 00:00 (UTC) - Jun 1, 1991 00:00 (UTC)



UPLAND

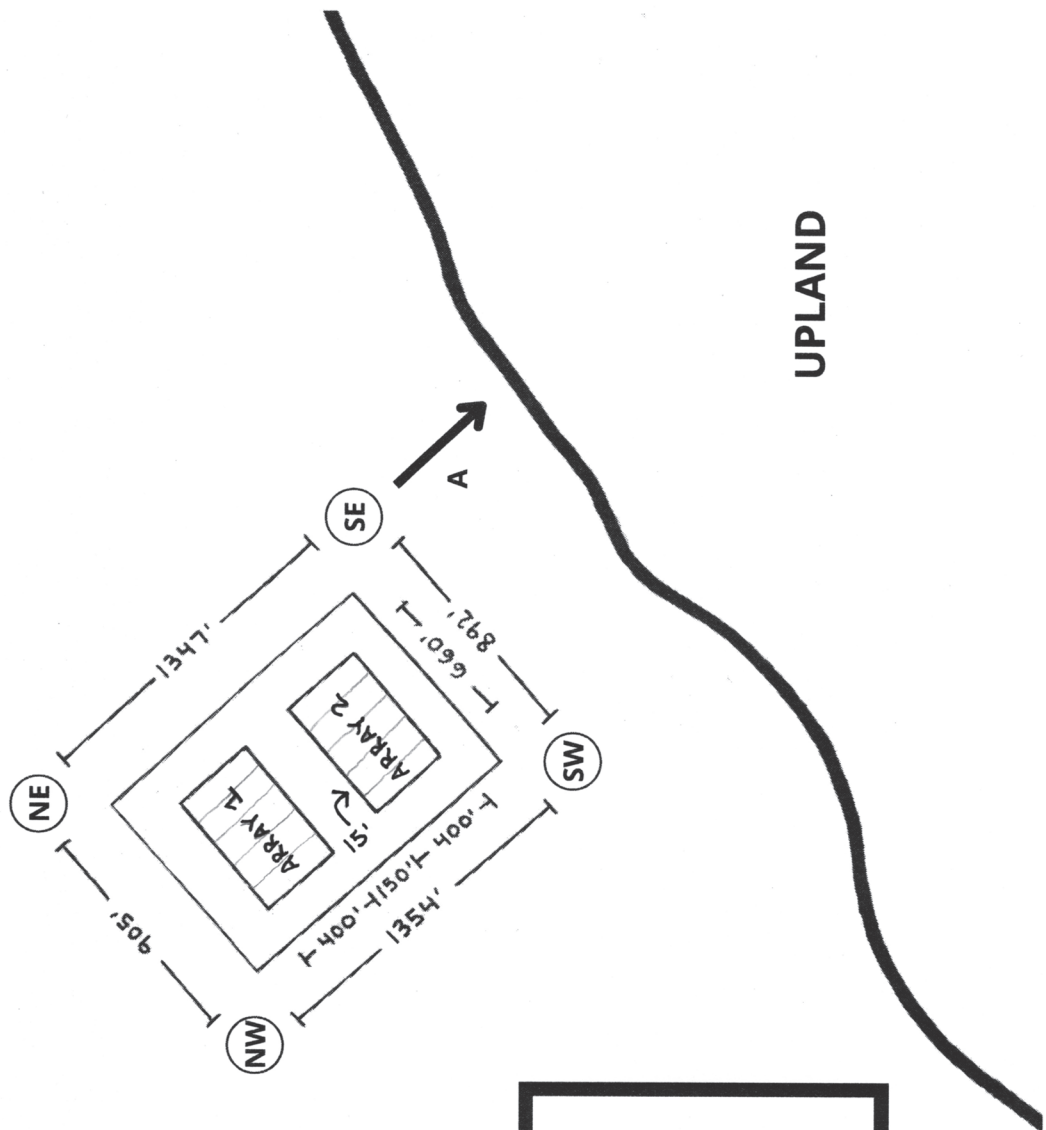
FIGURE 3(A)
AQUATIC FARM SITE PLAN
- NORTH SITE -

NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
JULY 1, 2022



PARCEL TOTAL SIZE: 1,139' X 867' X 1,116' X 817'
ACREAGE: 21.310
TWO ARRAYS - 585'L X 400'W EACH
80 LONGLINES PER ARRAY
15' SEPARATION OF LINES
150' BETWEEN ARRAYS
A - 2,671 FEET TO SHORE FROM NE CORNER

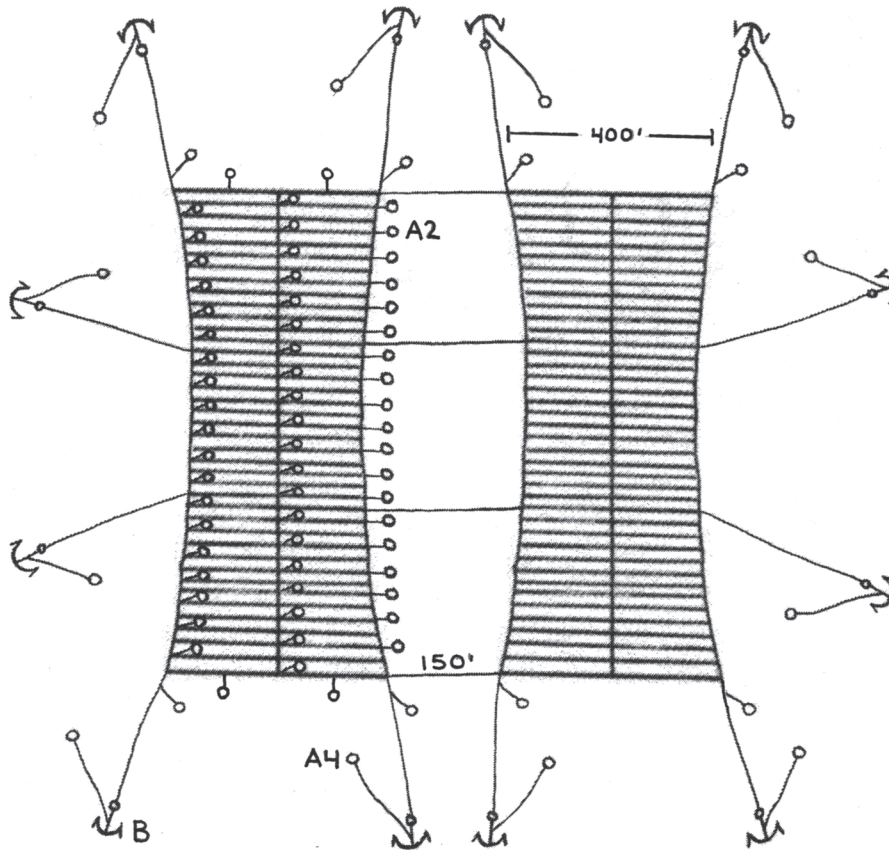
FIGURE 3(B)
AQUATIC FARM SITE PLAN
- SOUTH SITE -
NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
APRIL 19, 2022



PARCEL TOTAL SIZE: 1,347' X 892' X 1,354' X 905'
 ACREAGE: 27.68
 TWO ARRAYS - 660'L X 400'W EACH
 90 LONGLINES PER ARRAY
 15' SEPARATION OF LINES
 150' BETWEEN ARRAYS
 A - 1,045 FEET TO BEACH FROM SE CORNER
 ANCHORS AND BOUYS EXPLAINED IN NEXT FIG.

FIGURE 3(C)
ARRAYS DIAGRAM
- NORTH SITE -

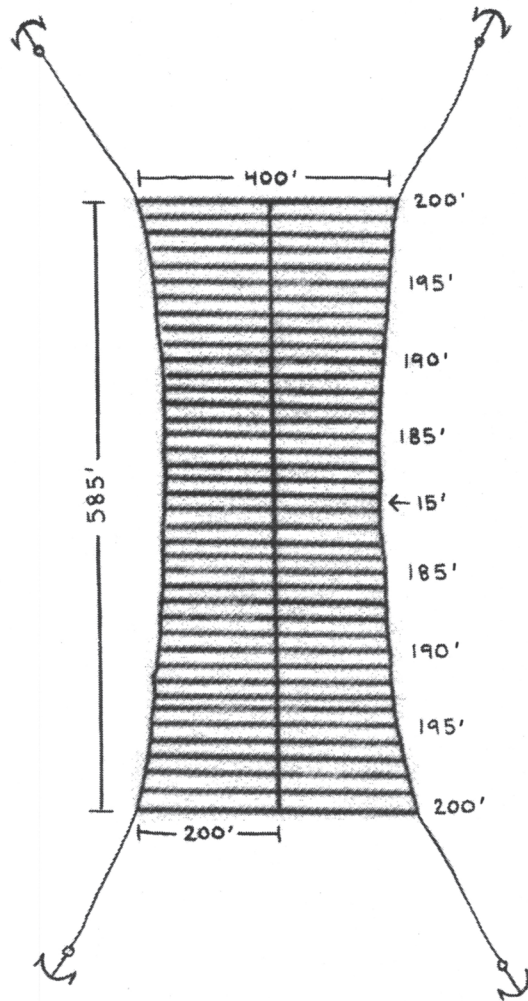
NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
APRIL 19, 2022



TWO ARRAYS
TOTAL SIZE: 585'L X 950'W
150 FEET BETWEEN ARRAYS
A4 - POLYFORM BOUY (LARGE)
A2 - POLYFORM BOUY (SMALL)
B - 500 LB DANFORTH ANCHORS W/ 40' 1/2 CHAIN
15,400' GROW-OUT LINES PER ARRAY
30,800' GROW-OUT LINES TOTAL
FURTHER DETAIL IN NEXT FIG.

**FIGURE 3(D)
SINGLE ARRAY DIAGRAM
- NORTH SITE -**

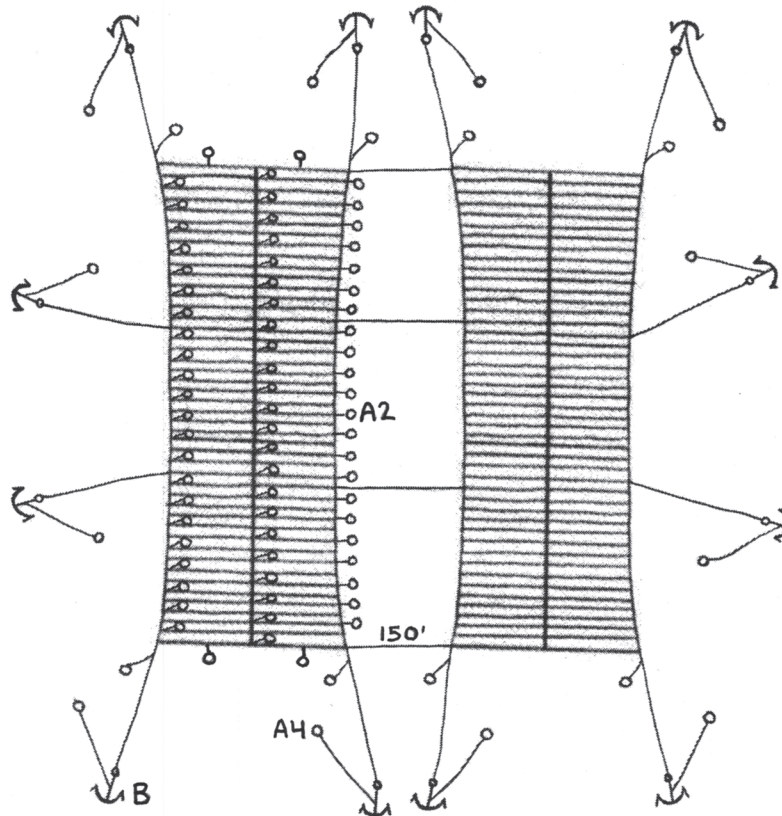
**NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
APRIL 19, 2022**



TOTAL SIZE: 585'L X 400'W
80 GROW-OUT LINES (200'-185' EACH)
15' SEPARATION BETWEEN LINES
15,400 GROW-OUT LINES

FIGURE 3(E)
ARRAYS DIAGRAM
- SOUTH SITE -

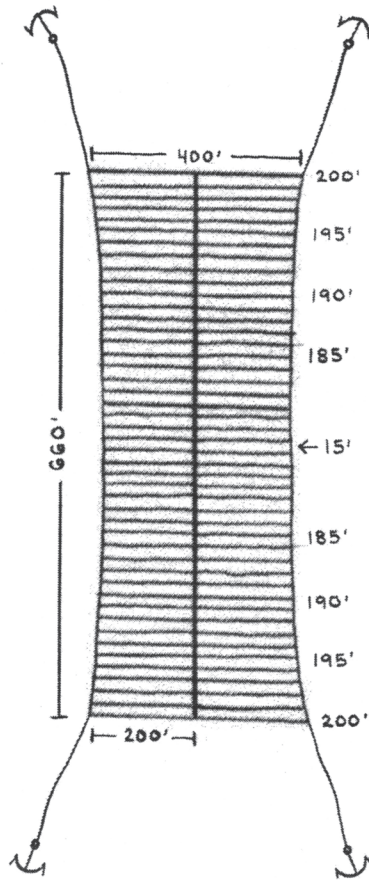
NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
APRIL 19, 2022



TWO ARRAYS
TOTAL SIZE: 660'L X 950'W
150' BETWEEN ARRAYS
A4 - POLYFORM BOUY (LARGE)
A2 - POLYFORM BOUY (SMALL)
B - 500LB DANFORTH ANCHORS W/ 40' 1/2 CHAIN
17,250' GROW-OUT LINES PER ARRAY
34,500 GROW-OUT LINES TOTAL
FURTHER DETAIL IN NEXT FIG.

FIGURE 3(F)
SINGLE ARRAY DIAGRAM
- SOUTH SITE -

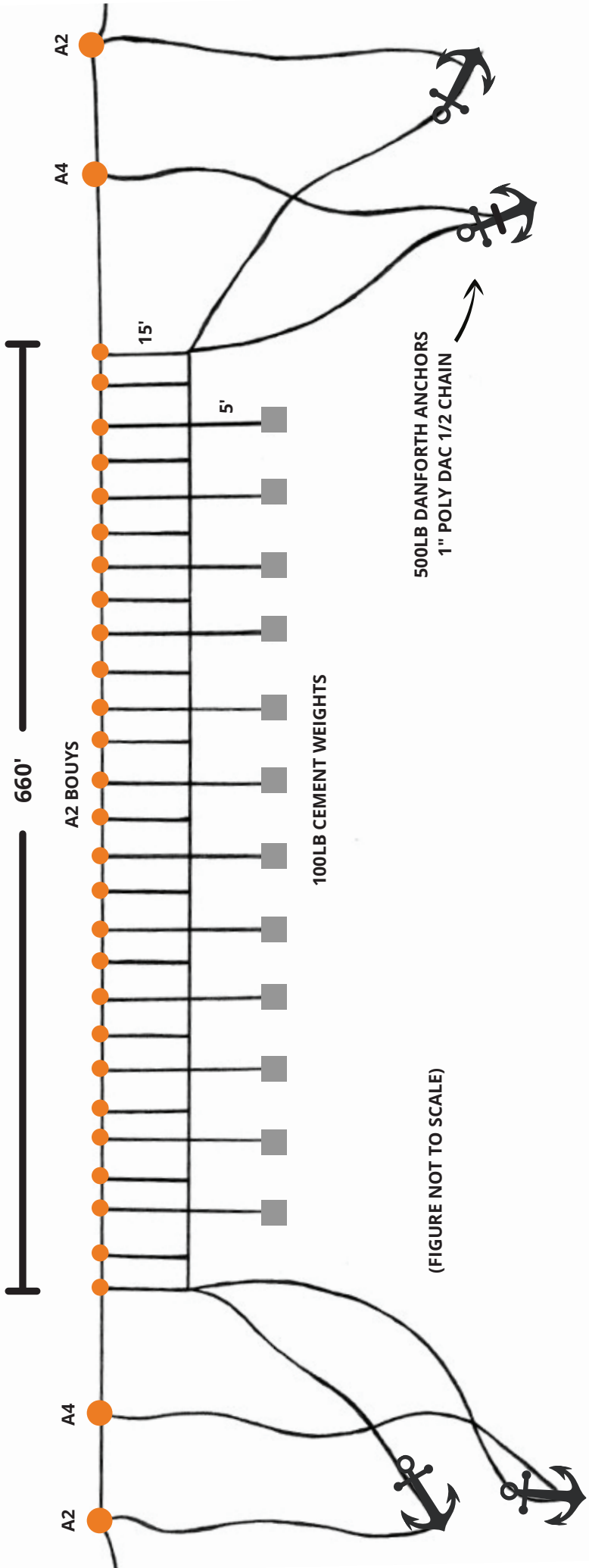
NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
APRIL 19, 2022



TOTAL SIZE: 660'L X 400'W
90 GROW-OUT LINES (200'-185' EACH)
15' SEPARATION BETWEEN LINES
17,250' GROW-OUT LINES

FIGURE 5 (A)
CROSS-SECTIONAL DIAGRAM
- NORTH SITE -

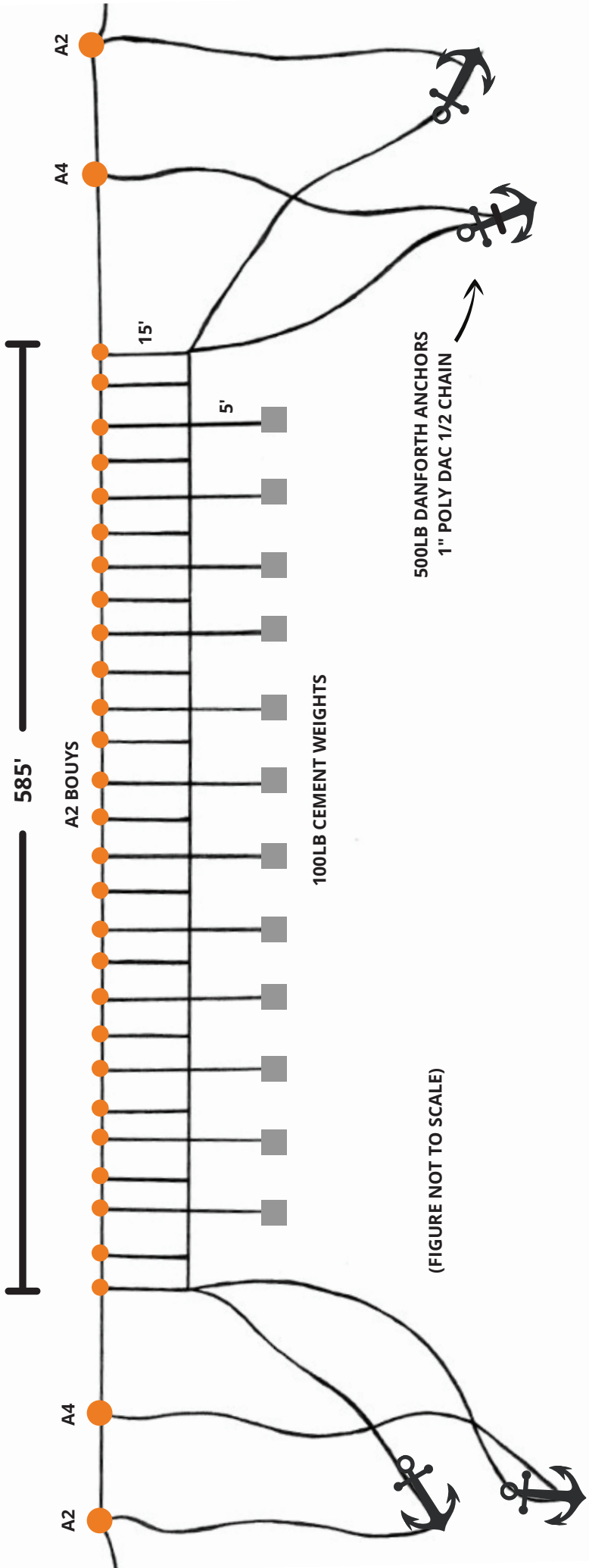
NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
APRIL 19, 2022



166'-184' DISTANCE FROM BOTTOM OF GEAR TO OCEAN BOTTOM
204' WATER DEPTH AT LOW TIDE
GRAVEL (MAJOR ON-BOTTOM PHYSICAL FEATURE)

FIGURE 5 (B)
CROSS-SECTIONAL DIAGRAM
- SOUTH SITE -

NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
APRIL 19, 2022

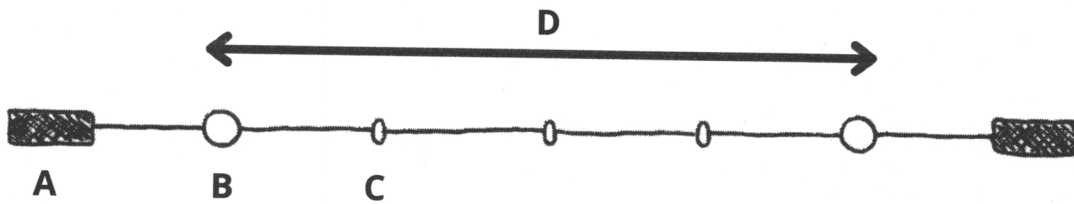


172'-268' DISTANCE FROM BOTTOM OF GEAR TO OCEAN BOTTOM
192' WATER DEPTH AT LOW TIDE
GRAVEL (MAJOR ON-BOTTOM PHYSICAL FEATURE)

FIGURE 5(C)
CLOSE-UP OF SINGLE GROW LINES

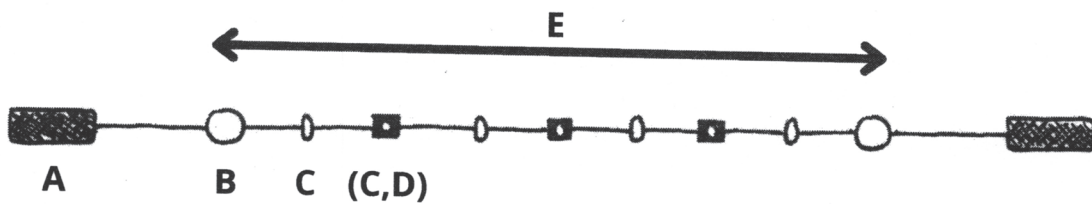
NATIVE CONSERVANCY
PORT ETCHES
PRINCE WILLIAM SOUND, AK
APRIL 19, 2022

SUGAR KELP GROW-LINE



- A. ANCHOR
- B. A4 GILLNET BOUY
- C. A2 GILLNET BOUY
- D. 166'-184' KELP LONGLINE SECTION (NORTH SITE)
172'-268' KELP LONGLINE SECTION (SOUTH SITE)

BULL KELP GROW LINE



- A. ANCHOR
- B. A4 GILLNET BOUY
- C. WEIGHT (100LB CEMENT)
- D. A2 GILLNET BOUY
- E. 166'-184' KELP LONGLINE SECTION (NORTH SITE)
172'-268' KELP LONGLINE SECTION (SOUTH SITE)

Susan Bourgeois

From: Kristin Carpenter
Sent: Wednesday, August 3, 2022 4:59 PM
To: Susan Bourgeois
Subject: Fw: NFHWY00129 Whitshed Road - Resolution 08-22-22

Hi Susan,

sending in case you haven't received this from anyone else yet. 😊

See you soon,

Kristin

From: Brooke Mallory <brookecjmallory@gmail.com>
Sent: Tuesday, August 2, 2022 9:34 PM
To: Cathy Sherman <councilseatb@cityofcordova.net>; David Allison <mayor@cityofcordova.net>; Tom Bailer <CouncilSeatA@cityofcordova.net>; Jeff Guard <councilseatc@cityofcordova.net>; Melina Meyer <councilseatd@cityofcordova.net>; Anne Schaefer <councilseate@cityofcordova.net>; Kristin Carpenter <councilseatf@cityofcordova.net>; Ken Jones <councilseatg@cityofcordova.net>
Subject: NFHWY00129 Whitshed Road - Resolution 08-22-22

Good evening City of Cordova Mayor and Council.

I would like to respectfully ask the City of Cordova Council to vote against approving Resolution 08-22-22 that deals with the Whitshed Road Improvements and Pedestrian Project.

Per the presentation that DOT has given for your packets tonight - the stated need for this projects is because Whitshed Road is narrow and has no dedicated shoulders. The lack of shoulder causes non-motorized users to share the 11-foot vehicle lanes or trek off the paved roadway.

I would cite the response from the SOA's own paperwork that says that "Analysis of crash data shows no apparent accident clusters or crash patterns". Are we planning to fix something because people walking/riding out Whitshed may need to walk in the dirt next to the road? Or may need to share the road for the short period of time to get by the Rose Lodge?

Although I believe that this project began with the best intentions, I strongly believe that this is a waste of resources for the Federal Government, State of Alaska, City of Cordova and Native Village of Eyak. Although the new projected costs are "down" to \$9M - back in 2021 they were projected just shy of \$13M. How much is the City's match going to be promised to keep up with the rising costs of inflation?

Can the City afford to not only pay for this match, but also afford to continue to pay for the new maintenance for snow removal of the walkway and upkeep of things like the handrails? The SOA presentation makes it clear that those items would be the City's responsibility moving forward.

How many properties are going to be adversely affected due to the back and forth of poor surveys throughout the decades that will need to be "corrected" for this pathway?

Are we going to fix all of our roads that have sheets of water coming down them when it rains hard?

We live in remote Alaska. We need to keep in mind what we actually can afford to build AND what we can afford to do upkeep on.

In my mind to support this resolution would be a fiscally irresponsible decision.

Please vote against resolution 08-22-22.

Brooke Mallory
200 Lake Ave
1027 Whitshed Rd

Susan Bourgeois

From: Namitz, Steven -FS <steven.namitz@usda.gov>
Sent: Tuesday, August 16, 2022 9:20 AM
To: Dufault, Kate Q (DNR); DFG, DCF AquaticFarming (DFG sponsored); Brady, Carol S (DEC); Mendivil, Gary A (DEC); Frenchik, Tess T (DNR); DNR Land Sales (DNR sponsored); Lessard, Richard R (DNR); DNR, Parks OHA Review Compliance (DNR sponsored); Park Permitting (DNR sponsored); dogpermitting (DNR sponsored); Barrett, Tom R (DNR); Alvarez, Monica M (DNR); Frenchik, Tess T (DNR); Gervelis, Gwen M (DNR); O'Claray, Heather S (DOT); Beckwith, Morris R (DOT); Chastain, Bernard A (DPS); julie.scheurer@noaa.gov; Alicia.bishop; hannah.wilson@noaa.gov; molly.zaleski@noaa.gov; nmfs.akr.habitat@noaa.gov; cepoa-rd-kenai@usace.army.mil; regpagemaster@usace.army.mil; David.M.Seris@uscg.mil; douglass_cooper@fws.gov; Sierra_Franks@fws.gov; jenipher_cate@fws.gov; stephanie_burgess@fws.gov; sabrina_farmer@fws.gov; patrick_lemons@fws.gov; Britton, Ronald -FS; Zastrow, Dave- FS; Kuntzsch, Deyna - FS; Catterson, Matthew R (DFG); Neff, Travis C (DEC); LaCroix.Matthew@epa.gov; FS-Region 10 Lands; Trust Land Office (DNR sponsored); w.schade, david; aacd@mtaonline.net; Kevin Johnson; Susan Bourgeois; Trish.aacd@mtaonline.net
Cc: Miller, Andrew J (DNR); Cougan, Karen A (DNR); Reynolds, Brent C (DNR); Hought, Stormy - FS, CORDOVA, AK; Zastrow, Tanya -FS; Britton, Ronald -FS; Kuntzsch, Deyna - FS; Smith, John - FS
Subject: RE: Agency Review for Proposed State-Owned Tide and Submerged Lands Lease - ADL 234012: Bluff Point
Attachments: USFS Agency Review ADL 234012 Bluff Point 8_16_2022.pdf

Kate,

Thanks for the opportunity to comment (Attached).

The USFS has no concerns for this specific project and location.

With respect to the increasing number of these requests within Prince William Sound we would ask ADNR's consideration on the maximum percentage coverage that should be allowed to operate in an area. Some locations maybe reaching a high density of mariculture sites. Should these sites continue to be permitted there is an expectation of access issues during certain times of the year.

The Forest Service will continue to seek to work collaboratively with ADNR and other state agencies for the protection of forest resources.

Sincerely,

Steve



Steve Namitz
District Ranger
Forest Service
Chugach National Forest; Cordova Ranger District
p: 907-424-4747
steven.namitz@usda.gov

612 2nd Street (P.O. Box 280)
Cordova, AK 99574
www.fs.fed.us



Caring for the land and serving people

From: Dufault, Kate Q (DNR) <Kate.Dufault@alaska.gov>

Sent: Wednesday, July 27, 2022 11:49 AM

To: DFG, DCF Aquatic Farming (DFG sponsored) <dfg.dcf.aquaticfarming@alaska.gov>; Brady, Carol S (DEC) <carol.brady@alaska.gov>; Mendivil, Gary A (DEC) <gary.mendivil@alaska.gov>; Frenchik, Tess T (DNR) <tess.frenchik@alaska.gov>; DNR Land Sales (DNR sponsored) <landsales@alaska.gov>; Lessard, Richard R (DNR) <richard.lessard@alaska.gov>; DNR, Parks OHA Review Compliance (DNR sponsored) <oha.revcomp@alaska.gov>; Park Permitting (DNR sponsored) <parkpermitting@alaska.gov>; dogpermitting (DNR sponsored) <DOG.Permitting@alaska.gov>; Barrett, Tom R (DNR) <tom.barrett@alaska.gov>; Alvarez, Monica M (DNR) <monica.alvarez@alaska.gov>; Frenchik, Tess T (DNR) <tess.frenchik@alaska.gov>; Gervelis, Gwen M (DNR) <gwen.gervelis@alaska.gov>; O'Claray, Heather S (DOT) <heather.oclaray@alaska.gov>; Beckwith, Morris R (DOT) <morris.beckwith@alaska.gov>; Chastain, Bernard A (DPS) <bernard.chastain@alaska.gov>; julie.scheurer@noaa.gov; Alicia.bishop <Alicia.bishop@noaa.gov>; hannah.wilson@noaa.gov; molly.zaleski@noaa.gov; nmfs.akr.habitat@noaa.gov; cepoa-rd-kenai@usace.army.mil; regpagemaster@usace.army.mil; David.M.Seris@uscg.mil; douglass_cooper@fws.gov; Sierra_Franks@fws.gov; jenipher_cate@fws.gov; stephanie_burgess@fws.gov; sabrina_farmer@fws.gov; patrick_lemons@fws.gov; Britton, Ronald -FS <ronald.l.britton@usda.gov>; Zastrow, Dave- FS <David.Zastrow@usda.gov>; Kuntzsch, Deyna - FS <deyna.kuntzsch@usda.gov>; Namitz, Steven -FS <steven.namitz@usda.gov>; Catterson, Matthew R (DFG) <matt.catterson@alaska.gov>; Neff, Travis C (DEC) <travis.neff@alaska.gov>; LaCroix.Matthew@epa.gov; FS-Region 10 Lands <SM.FS.r10lands@usda.gov>; Trust Land Office (DNR sponsored) <mhtlo@alaska.gov>; w.schade, david <david.w.schade@alaska.gov>; aacd@mtaonline.net; planning@cityofcordova.net; cityclerk <cityclerk@cityofcordova.net>; Trish.aacd@mtaonline.net

Cc: Miller, Andrew J (DNR) <andrew.miller@alaska.gov>; Cougan, Karen A (DNR) <karen.cougan@alaska.gov>; Reynolds, Brent C (DNR) <brent.reynolds@alaska.gov>

Subject: Agency Review for Proposed State-Owned Tide and Submerged Lands Lease - ADL 234012: Bluff Point

Good afternoon,

Please find the attached Agency Review Notice and Development Plan for Anya Honkola dba Bluff Point's application for an aquatic farm lease ADL 234012 for 48.99 acres, more or less, of state-owned tide and submerged lands located within Port Etches, on the southwest side of Hinchinbrook Island, approximately 33.4 miles southwest of Cordova, Alaska. The purpose of the lease is for the cultivation of sugar kelp, ribbon kelp, bull kelp, and dulse/stiff red ribbon kelp. You are being asked to look at this information as part of a 20-day agency review. If you have any questions, please let me know.

If you wish to submit formal comments, please see attached notice for instructions.

Thank you,

Kate Dufault

Natural Resource Specialist II
Department of Natural Resources
Division of Mining, Land & Water
Aquatic Farm Leasing Program
550 W. 7th Ave, Suite 900C
Anchorage, AK 99501

Susan Bourgeois

From: Patterson, Heather M <heather_patterson@fws.gov> on behalf of R7mmmregulatory, FW7 <R7mmmregulatory@fws.gov>
Sent: Monday, August 15, 2022 10:39 AM
To: R7mmmregulatory, FW7
Subject: Notice of Availability and Public Comment Period - Proposed Incidental Take Regulations for Authorization of Take of Small Numbers of Sea Otters under the Marine Mammal Protection Act
Attachments: email Letter of Availability USCG ITR.pdf

Hello,

Please find attached a Letter of Availability pertaining to a Federal Register publication of Proposed Incidental Take Regulations for Authorization of Take of Small Numbers of Sea Otters under the Marine Mammal Protection Act. In order to view the Proposed Rule, Draft Environmental Assessment, and supplemental documents or to provide the Service with comment, visit www.regulations.gov and search for docket number: FWS-R7-ES-2022-0025. The Service will accept comments on this proposed authorization until September 14, 2022. Additional questions may be posed by replying to this email address.

Thank you.

Dear Stakeholder,

The U.S. Fish and Wildlife Service (Service) has published in the *Federal Register* (87 FR 50041, August 15, 2022) proposed Incidental Take Regulations (ITRs) under the Marine Mammal Protection Act of 1972 (MMPA). If finalized these ITRs would authorize the incidental take of small numbers of northern sea otters (*Enhydra lutris kenyoni*) in coastal waters of the Gulf of Alaska. We are seeking public comment on these proposed ITRs for a 30-day period ending on September 14, 2022. We are also making available for public comment our draft National Environmental Policy Act Environmental Assessment (EA) which we conducted for these proposed ITRs. The Service is interested in any comments you may have on these proposed ITRs or the EA.

Under the MMPA, otherwise prohibited actions that may result in the incidental taking by harassment of small numbers of marine mammals may be authorized by the Service for a period of up to five years, provided certain findings are made. We received a request from the United States Coast Guard (USCG) for such an authorization, associated with their planned pile driving and marine construction activities at eight USCG installations across the Gulf of Alaska. The ITRs, if finalized, would authorize the incidental harassment, which includes disturbance, to sea otters that could result from their activities however, no lethal take would be authorized under the proposed ITRs.

The Service's proposed ITRs and EA were developed and based on our determinations that take from the activities will affect a small number of sea otters, will have a negligible impact on the Southwest Alaska, Southcentral Alaska, and Southeast Alaska stocks of sea otters, and will not have an unmitigable adverse impact on the availability of sea otters for subsistence uses. In writing these draft ITRs we also identified mitigation measures that USCG will be required to implement in order to ensure their work will have the least practicable adverse impact on sea otters and their habitat.

The proposed ITRs, including our analysis of effects, the draft EA, and the supporting documents provided by the applicant are now available for public review and comment. In order to view these documents or to provide the Service with comment, visit www.regulations.gov and search for docket number: FWS-R7-ES-2022-0025. The Service will accept comments on this proposed authorization until September 14, 2022.

We will review all comments prior to making a final determination. Should you have questions, please contact Regulatory Program Lead, Ms. Sierra Franks, via email at r7mmmregulatory@fws.gov or by phone at 1-800-362-5148.

Sincerely,

A handwritten signature in blue ink, appearing to be "Sierra Franks", written over a faint circular official stamp.

Chief, Marine Mammals Management

CITY OF CORDOVA



8/23/2022

Alaska Department of Transportation & Public Facilities

RE: Alaska Marine Highway Schedule

I write on behalf of the Cordova City Council to express serious concern for the draft 2022-2023 Winter Ferry Schedule which shows no ferry service to Cordova for October and November while the Aurora is in overhaul. The Alaska Marine Highway System is an essential lifeline for our community, and two months without service will have significant negative impacts on our residents, businesses, and critical projects.

October and November are busy months in Cordova. Our contractors and businesses rely on ferry service during those months to import supplies from Anchorage. Our residents rely on ferry service during those months to stock up on goods for winter and schedule medical appointments after a busy fishing season. And our schools rely on ferry service during those months for sports and other group activities. In addition to school events, the Alaska Federation of Native's conference and commerce related to the Permanent Fund Dividend distribution all happen in October.

We firmly believe there is a way to provide some level of service to our community during October and November and offer several suggestions for your serious consideration:

- 1) Tazlina fill in for the Aurora while the Aurora is in overhaul. The Tazlina is in layup 10/1-1/3 and could possibly be redeployed to Prince William Sound.
- 2) Service Cordova twice-monthly by bringing the cross-gulf ferry into the PWS as done in the past.

Cordova appreciates the difficult decisions and complexity of issues that go into development of the ferry schedule but requests reinstatement of some level of ferry service during October and November for our 2,550-member land-locked community.

Sincerely,

David Allison, Mayor
City of Cordova, AK

Susan Bourgeois

From: Alaska Department of Transportation and Public Facilities Autoreply <71585@PublicInput.com>
Sent: Tuesday, August 23, 2022 10:01 AM
To: Susan Bourgeois
Subject: Re: City of Cordova comments



Thank you for your email

Dear Susan Bourgeois,

We've received your response and have included it in Alaska Department of Transportation and Public Facilities's dashboard for AMHS Winter 22-23 Operating Plan Comments. Depending on the nature of your email, the project team will reach out as soon as possible.

For general comments, Alaska Department of Transportation and Public Facilities will review your email as part of their public input process for AMHS Winter 22-23 Operating Plan Comments. Be sure to check back at the project website for updates.

Thank you for taking the time to reach out - your input is vital to healthy public dialog!

[Visit Website](#)

Sent by [PublicInput.com](#) · 2409 Crabtree Blvd Suite 107, Raleigh, NC 27604
[Privacy policy](#)

Susan Bourgeois

From: Micelotta, Cinnamon A (DNR) <cinnamon.micelotta@alaska.gov>
Sent: Thursday, September 1, 2022 8:11 AM
Subject: Public Notice for 2023 Shore Fishery Lease Extensions
Attachments: 2023 Extensions Interested Parties Letter.pdf; 2023 PN Master List of Extensions.pdf

Dear Interested Party:

The Department of Natural Resources, Division of Mining, Land and Water, Shore Fishery Leasing Program is evaluating whether to issue 10-year shore fishery lease extensions for shore fishery leases expiring between January 1, 2023 and December 31, 2023. We are offering you the opportunity to review the enclosed 2023 List of Extensions. This list can also be accessed by visiting the Shore Fishery Leasing Program website at: <http://dnr.alaska.gov/mlw/shore/index.cfm> and clicking on the Public Notice of 2023 Shore Fishery Lease Extensions link, or by visiting the Department of Natural Resources public notice website at <http://dnr.alaska.gov/commis/pic/pubnotfrm>.

Protests and comments regarding a lease extension must be submitted in writing and directed to Samantha Carroll of the Southcentral Region Land Office, Division of Mining, Land and Water at 550 W 7th Ave, Suite 900C, Anchorage, AK 99501-3577.

Protests should clearly state the nature and purpose of the protest in accordance with 11 AAC 64.450 (a & b) and be submitted to **both** the applicant and the Department of Natural Resources by certified or registered mail **no later than October 17, 2022**. Protests and comments postmarked after this date will not be accepted. A decision will be made after the protest period has ended. Only those who submit timely written comments may appeal a decision.

To request the **mailing address** for a **particular applicant**, please contact one of the Shore Fishery Leasing Program staff listed below.

Sincerely,

The Shore Fishery Leasing Team

Kevin Kelly
(907) 269-8545
kevin.kelly2@alaska.gov

Cinnamon Micelotta
(907) 269-8132
cinnamon.micelotta@alaska.gov

Andrew Miller
(907) 269-8116
andrew.miller@alaska.gov

Department of Natural Resources Division
of Mining, Land, and Water Shore Fishery
Leasing Program 550 W 7th Ave Ste 900c
Anchorage, AK 99501-3577





THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources

DIVISION OF MINING, LAND & WATER
Southcentral Regional Land Office

550 West 7th Avenue, Suite 900C
Anchorage, Alaska 99501-3577
Main: 907.269.8503
TTY: 711 or 800-770-8973
Fax: 907.269.8913

September 1, 2022

Subject: Public Notice for 2023 Shore Fishery Lease Extensions

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kevin.kelly2@alaska.gov

Cinnamon Micelotta
(907) 269-8132
cinnamon.micelotta@alaska.gov

Andrew Miller
(907) 269-8116
andrew.miller@alaska.gov

Enclosures: 2023 List of Extensions

**STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF MINING, LAND AND WATER
550 W 7th Ave, Suite 900C
Anchorage, AK 99501-3577**

**Public and Agency Notice
2023 Shore Fishery Lease Extensions**

The Shore Fishery Leasing Program within the Department of Natural Resources is considering the extension of Shore Fishery Leases expiring in **2023**. The public is welcome to review and comment on the proposed actions. Written comments will be accepted between **September 1, 2022**, and **October 17, 2022**. Only those who submit timely written comments may appeal a decision.

This public notice includes the following lease extensions:

Alaska Peninsula

Northern District:

ADL 224802	Louk, Sharlene M.
ADL 225481	Heuker, Heidi A.
ADL 231578	Heuker, Herman R.
ADL 56784	Heuker, Timothy R.

Southeastern District:

ADL 225007	Ogata, Raymond
ADL 223662	Barnett, Robert M.
ADL 231577	Adams, David M.
ADL 231271*	Brown, Patrick J. (*This extension was missed in 2022, due to a clerical error)

Southwestern District:

ADL 225365	Bendixen, Bert D.
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Bristol Bay

Egegik District:

ADL 200470	Ivy, Charles R.
ADL 202816	Weinberg, Robert

ADL 225324	Kopra, David L.
ADL 225340	Tibbetts, Elaine M.
ADL 225680	Currey, Todd
ADL 225987	Hicks, Steven C.
ADL 231541	Kunz, Tobin E.
ADL 224468	Weinberg, Paul E.

Naknek-Kvichak District:

ADL 201513	Thornburgh, Kathleen
ADL 201707	Leman, Jeffrey M.
ADL 201709	Rohani, Shayan
ADL 201758	Brown, Melanie C.
ADL 201759	Brown, Katherine C.
ADL 206599	Nelson, Curtis A.
ADL 223853	Bain, Samuel
ADL 224268	Meyer, Eric
ADL 224516	Smith, Lyle T.
ADL 224517	Smith, Benjamin T.
ADL 231557	Gerry, Stephen E.
ADL 231566	Weckerle, Terrie
ADL 231581	Ford, Shannon
ADL 231687	Rispler, Nathan
ADL 231690	Harris, Gregory S.
ADL 231693	Matson, Judy J.
ADL 36888	Cockrell, Lorri A.

Nushagak District:

ADL 211013	Wright, William C.
ADL 224841	Ramondos, Helen
ADL 231197	Kroener, Hilda E.
ADL 231545	Macdonald, Daniel C.
ADL 231563	Eckley, George C.
ADL 231580	Greer, Jesse A.

Togiak District:

ADL 228112	Pavian, Sidney M.
ADL 225990	Foerch, Bruce F.

Cook Inlet

Central Cook Inlet:

ADL 201977	Arness, Joseph C.
ADL 202727	Crookston, Alan T.
ADL 224291	Shadura, Virginia Ann
ADL 224293	Shadura, Virginia Ann
ADL 224491	Dent, Jeff
ADL 224533	Pastos, Nathaniel
ADL 224556	Olender, Patricia
ADL 224564	Johnson, Benjamin C.
ADL 224803	Ralston, Linda N
ADL 224910	Johnson, Patricia
ADL 224979	Limacher, Deborah A.
ADL 225066	Hollier, Carrie J.
ADL 225087	Hollier, Jayden J.
ADL 225215	Petterson, Ralph J.
ADL 225267	Halsey, Ronald L.
ADL 225268	Meyer, Daniel J.
ADL 225344	Halsey, Ronald L.
ADL 225352	Steible, Matthew J.
ADL 225387	Smith, Darrell L.
ADL 225403	Halsey, Debbie L.
ADL 225409	Patterson, Ralph J.
ADL 225631	Markwood, Pamela S.
ADL 231565	Solberg, Dustin J.
ADL 46995	Carr, Justin T.
ADL 47001	Darch, Norman E.
ADL 78915	Gabriel, Lisa J.
ADL 78916	Gabriel, Brian Gerard
ADL 225393	Clark, Cheryn

Northern Cook Inlet:

ADL 210860	Braund, Stephen R.
ADL 225251	Charles, Wilford W.
ADL 225252	Charles, Randy W.
ADL 225253	Charles, Scott W.
ADL 224902	Pellegrom, Tamara G.

Southern Cook Inlet:

ADL 201311	Brown, Rita L.
ADL 225022	Chalup, Elaine L.
ADL 225083	Baxter, Sera J.
ADL 225244	Tyler, Victor G.
ADL 228402	Millar, Rory
ADL 231229*	Daigle, Ann B. (*This extension was missed in 2022, due to a clerical error)

Kodiak

Alitak Bay District:

ADL 201864	Nugent, Michael J.
ADL 201865	Omlid, Kendra
ADL 203857	Christiansen, David R.
ADL 225259	Dieters, Eric E.
ADL 233623	Fisher, Mikayla

Uganik Bay District:

ADL 209487	Large, Brian E.
ADL 204251	Goodell, Harvey
ADL 227867	Beck, Wendy
ADL 228292	Dumm, Donald S.

Uyak Bay

ADL 225270	Munsey, Robert A
------------	------------------

Prince William Sound

Eshamy District:

ADL 228102	Totemoff, Amber
ADL 29505	Behan, Benjamin
ADL 50300	Jenkins, James

Protests and Comments regarding a lease extension must be submitted in writing and directed to Samantha Carroll of the Southcentral Regional Land Office of the Division of Mining, Land and Water at 550 W 7th Ave, Suite 900C, Anchorage, AK 99501-3577. A protest must clearly state the nature and purpose of the protest in accordance with 11 AAC 64.450 and be submitted to both the applicant and the Department of Natural Resources by certified or registered mail no later than **October 17, 2022**. Protests postmarked after this date will not be accepted. If you need further information on any of these leases, please contact one of the shore fishery leasing staff listed below:

Andrew Miller

Natural Resource Manager I

(907) 269-8116

Email: andrew.miller@alaska.gov

Kevin Kelly

Natural Resource Specialist

(907) 269-8545

Email: kevin.kelly2@alaska.gov

Cinnamon Micelotta

Natural Resource Specialist

(907) 269-8132

Email: cinnamon.micelotta@alaska.gov

Individuals with audio impairments that have questions concerning this application may call Relay Alaska at 711 or 1-800-770-8973 for assistance at no cost.

DNR reserves the right to waive technical defects in this publication.

Sincerely,

The Shore Fishery Leasing Team



AGENDA ITEM # 15
City Council Regular Meeting Date: 9/7/22
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 9/7/22
ITEM: Ordinance 1202 Title 5.22 Land Disposal Code Update
NEXT STEP: Review Ordinance for Approval

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

I. REQUEST OR ISSUE: Staff has provided draft changes to Cordova Municipal Code (CMC) 5.22 – Disposal of Real Property, as requested by the Planning Commission and City Council.

Staff requests the City Council reviews Ordinance 1202 to amend Chapter 5.22 and set a date for the Public Hearing.

II. RECOMMENDED ACTION / NEXT STEP: Recommended Motion: “I move to approve Ordinance 1202 updating Cordova Municipal Code 5.22”

III. FISCAL IMPACTS: The proposed changes would increase materials costs and staff time an additional 3 to 5 hours for processing a letter of interest that involves a request for changing the status of a lot from “Not Available” to “Available” for the public noticing requirements. There will also be additional legal fees for the review of an ordinance to change the code.

IV. BACKGROUND INFORMATION: There have been concerns raised about the existing methods of communication for the land disposal maps and changes to them. The existing process has been in place since 2012, while there has been some tweaks to the designation of the properties and what those mean, there has not been a lot of consideration given to how the land disposal maps and changes to those maps are presented to the public. The land disposal maps are usually reviewed and updated in January, other than these public

meetings where the summary of the changes is presented, and the maps are in the packet there is no communication to the public of any changes to properties.

City Council and Planning Commission identified a need to change city code regarding disposal of city land to include additional public noticing in certain circumstances.

Planning Commission discussed the need for additional noticing at their 6/10/21 and 8/10/21 regular meetings. The Planning Commission and City Council then held a joint work session on 10/6/21 to discuss the topic. Following these meetings staff was given direction to create draft code that included provisions that clarified the land disposal map update process as well as including additional public noticing when new land is added to the map, or land designated as “Not Available” is proposed to be changed to “Available”.

Staff created code language that accomplishes the following:

- Define land disposal map definitions and update procedures
- Includes public noticing when new land is added to the disposal maps or when a lots status is requested to be changed from “Not Available” to “Available”. Noticing includes:
 - A sign posted on the site
 - Notice sent to all property owners within 300 feet
 - Notice posted at regular city locations (City Hall, Cordova Public Library, and the Post Office)

The draft ordinance was brought to the Planning Commission at their 4/14/22 regular meeting for further discussion and they passed a resolution supporting the ordinance and recommending that City Council pass the ordinance at their 5/10/22 regular meeting.

V. LEGAL ISSUES: Legal reviewed the ordinance and made non-substantive edits to the language. No legal issues identified.

VI. SUMMARY: At the direction of the City Council and Planning Commission, staff has created code updates to CMC 5.22 better defines the land disposal map and annual update process as well as created noticing requirements for when new land is added to the disposal maps or when a lots status is requested to be changed from “Not Available” to “Available”.

VII. ATTACHMENTS:

- A. Planning Commission Resolution 22-03
- B. Ordinance 1202

**CITY OF CORDOVA, ALASKA
ORDINANCE 1202**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA
ENACTING SECTION 5.22.030 CODIFYING THE LAND DISPOSAL MAP PROCESS
TO INCREASE PUBLIC AWARENESS OF MUNICIPAL LAND STATUS**

WHEREAS, the Planning Commission has recommended that Section 5.22.030 should be adopted to codify the City’s practices regarding the City of Cordova’s land disposal map; and

WHEREAS, the Planning Commission and City Council have determined that the public will benefit from a uniform and standardized process by which land designations in Cordova are documented and communicated to the public for purposes of Chapter 5.22 of the Cordova Municipal Code; and

WHEREAS, the Planning Commission and City Council have determined that public notice should be required when new properties are added to the land disposal map, or when a property becomes “available” to better inform neighboring property owners and the City at large to a change in land use.

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

Section 1. The Cordova Code of Ordinances of Cordova, Alaska, is hereby amended by adding a section, to be numbered 5.22.030, which said section reads as follows:

~~[5.22.030 — Reserved]~~ **5.22.030 Land Disposal Map**

A. **The City shall maintain and update annually a map of city owned real property. The following designations shall be applied to the land disposal map:**

1. **Available: These properties are available to purchase or lease.**
2. **Available – Subdivision Required: These properties are available to purchase or lease, but a subdivision of the land may be required.**
3. **Tidelands: Tidelands are considered as “Available” designation but shall require review and recommendation from the Harbor Commission. Disposal of tidelands shall follow the procedures set forth in CMC 5.16.**
4. **Not Available: These properties are currently in use for city uses and operations but can be the subject of a Letter of Interest per the procedures set forth in this chapter.**
5. **Leased: These properties are currently under lease and not considered available but can be the subject of a Letter of Interest during the final year of the lease term.**

- B. Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.
- C. The land disposal map may be modified throughout the year at the request of the public through the submission of a Letter of Interest, under the procedures set forth in this chapter.
- D. The City Planner shall provide public notice when real property is added to the land disposal map, or when the “Not Available” designation is proposed to be removed from an existing property. The notice shall:
1. Include the name of the proponent, the location of the property, the proposed use and project description, and information on how the public can comment on the proposal.
 2. Be posted on the property in a location visible and legible from the Right-Of-Way, beginning thirty (30) days prior to the Planning Commission delivering its recommendation to the City Council.
 3. Be posted at City Hall, Cordova Public Library, and the Post Office beginning thirty (30) days prior to the Planning Commission delivering its recommendation to the City Council.
 4. Be mailed to all property owners within 300 feet of the perimeter of the subject property thirty (30) days prior to the Planning Commission delivering its recommendation to the City Council.

Section 2. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1st reading: September 7, 2022

2nd reading and public hearing:

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 22-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA, RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF CORDOVA,
ALASKA TO AMEND CORDOVA MUNICIPAL CODE CHAPTER 5.22 – DISPOSAL OF REAL
PROPERTY, IN ORDER TO UPDATE AND CLARIFY THE CODE.**

WHEREAS, the Planning Commission has determined that Chapter 5.22 requires additional clarity for the keeping and updating of an annual land disposal map; and

WHEREAS, the public will benefit from having a standardized update process and clarification of the land designations; and

WHEREAS, the Planning Commission finds that additional public notice should be required in circumstances in which new properties are added to the land disposal map, or when a properties designation is made “Available”; and

WHEREAS, the public notice will better inform nearby property owners and the city at large to land use changes; and

WHEREAS, the Planning Commission recommend to City Council to accept the proposed amendments and approve an ordinance codifying the changes.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend to the City Council of the City of Cordova, Alaska to amend Cordova Municipal Code Chapter 5.22, in order to update and clarify the code.

PASSED AND APPROVED THIS 10TH DAY OF MAY, 2022



Nancy Bird, Chair

ATTEST:



Kevin Johnson, City Planner

MEMORANDUM

**TO: CORDOVA CITY COUNCIL
CITY MANAGER HELEN HOWARTH
CITY CLERK SUSAN BORGEOIS**

**FROM: HOLLY C. WELLS
JESSICA J. SPUHLER**

**RE: ORDINANCE 1203: REVISING THE CORDOVA MUNICIPAL CODE TO
DEFINE THE TERM “PUBLISH” AND “PUBLICATION” AND TO
CLARIFY NOTICE AND PUBLICATION REQUIREMENTS**

CLIENT: CITY OF CORDOVA

FILE NO.: 401,777.276

DATE: AUGUST 30, 2022

Introduction

If passed and approved, Ordinance 1203 would amend the Cordova Municipal Code to define the terms “publish” and “publication” in a manner that allows the City to use all forms of electronic, print, and broadcast media to provide notice across multiple City functions as reflected in Code. Cordova’s Charter was previously amended to encompass electronic, print, and broadcast media and allow Council discretion to determine what form of publication provides effective notice to the public.¹ Recently the Cordova Times changed ownership and ceased print publication for a limited period of time, during ongoing City notice periods. Although the Cordova Times is printing again, City Staff recommend that the Council modernize the Code to provide flexibility regarding notice and publication requirements.

Relevant Background

Cordova’s Municipal Code contains a variety of notice and publication requirements, many requiring “publication in a newspaper of general circulation.” 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.”² The Court has also held that “courts should defer to a

¹ Cordova Municipal Charter § 1-6(5).

² *Moore v. State*, 553 P.2d 8, 21 (Alaska 1976).

government's judgment regarding whether a newspaper is one of general circulation.”³ Broadly speaking, courts are deferential to local governments’ notice efforts where they have been made in good faith in light of statutory requirements.

Based on this case law, Ordinance 1203 and the previous amendment of the City Charter provide the City flexibility to identify those print, broadcast, and electronic mediums by which it may most effectively communicate with the public.

The Ordinance adopts Section 1.04.255, which provides:

1.04.255 - Publish.

“Publish” or “publication” 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.

The Ordinance then goes on to replace references to publication “in a newspaper of general circulation” with the terms “publish” or “publication” more broadly, to apply the Section 1.04.255 definition. This amendment affects notice and publication requirements pertaining to elections, open meetings, Planning Commission hearings, job announcements, procurement, sale, disposal, and impoundment of property, assessments, equalization hearings, sales tax delinquency, and Board of Adjustment hearings.

The Ordinance does not change or diminish when notice and publication are required. It only provides the City additional discretion regarding how to accomplish notice and publication.

Conclusion

The Ordinance proposes changes across the Code to allow the City to utilize print, broadcast, and electronic media in providing notice to the public of City processes. The ordinance does not limit the City’s obligation to provide notice, nor does it make other substantive changes to Code. These changes are limited in scope to ensure that the City can carry out notice requirements at all times, even under circumstances where a local newspaper ceases its print publication or changes the frequency of publishing to such an extent that Council believes use of the local print “newspaper of general circulation” no longer provides sufficient notice to the public.

³ *City of St. Mary’s v. St. Mary’s Native Corp.*, 9 P.3d 1002, 1012 (Alaska 2000) (citing *Moore* at 21).

**CITY OF CORDOVA, ALASKA
ORDINANCE 1203**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AMENDING CORDOVA MUNICIPAL CODE SECTIONS 1.04.255, 1.20.010, 2.06.030,
2.18.050, 2.24.020, 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, 10.54.040, 10.54.070, 11.32.050, 13.24.030,
17.24.040, 18.68.030 AND 18.72.080 TO DEFINE THE TERMS “PUBLISH” AND
“PUBLICATION” 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, local print newspapers are not published at the same frequency or increasingly at all in many small communities, as demonstrated recently by the interruption of the Cordova Times’ print publication schedule; 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 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” or “publication” 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.

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 Ceity Ceouncil on the city bulletin board in the city hall.

Section 3. Section 2.06.030 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

2.06.030 - Notice of offices to be filled.

At least 60 days and not more than 90 days before each regular election, the City Clerk shall publish ~~in at least one newspaper of general circulation within the City and post on the City's website,~~ a notice of offices to be filled at the upcoming regular election, the manner of declaring candidacy, and final dates for filing for candidacy.

Section 4. Section 2.18.050 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

2.18.050 - Validity of election—Certification by Ceity Ceouncil.

- A. No more than forty-eight hours after the all-ballot canvassing session is complete, Ceity Ceouncil 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 Ceity Ceouncil 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, 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. If 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 affected and that no material discrepancy exists which may affect the outcome of the election, Ceity Ceouncil shall direct the Ceity Celerk to:
 1. Deliver to each candidate elected to office a certificate of election signed by the ~~M~~mayor and Ceity Celerk and authenticated by the municipal seal;
 2. Prepare a certificate of election for each approved proposition to be signed by the ~~M~~mayor and Ceity Celerk and authenticated by the municipal seal; and
 3. Prepare **and publish at least once** 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, Ceity Ceouncil may direct that the Ceity Celerk issue a certificate for the non-contested election for the other offices, seats, and questions.

Section 5. Section 2.24.020 of the Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

2.24.020 - City Celerk emergency election authority.

- A. In an emergency, the Ceity Clerk is authorized to take action to preserve the integrity of the election, while at the same time allowing eligible voters to vote who might otherwise not get an opportunity.
- B. Actions authorized under this chapter may include, but are not limited to:
 - 1. Requesting expedited relief from a court of competent jurisdiction;
 - 2. Keeping polling locations, early voting sites, voting assistance centers, and ballot drop boxes open longer than allowed by this Code;
 - 3. Closing polling locations, early voting sites, and ballot drop boxes permanently or for a limited time regardless of the requirements in this title, while providing eligible voters other opportunities to vote;
 - 4. Accepting absentee voting applications after the deadlines in this title but before the close of the election;
 - 5. Moving polling places, early voting sites, and ballot drop boxes with as much notice as possible without jeopardizing life and safety; and
 - 6. Accepting votes not cast on official ballots.
- C. The Ceity Clerk shall take steps to maintain a record of every action taken under this chapter and, if possible, shall adequately segregate votes cast under this chapter so that a court may rule on the action taken and accurately add or subtract votes as may be necessary.
- D. If practicable, the city clerk shall publish ~~post public~~ notice of any changes to the election procedure as a result of this chapter, and the reasons for such changes, ~~on the city website and in a newspaper of general circulation within the city.~~ If notice is impracticable under this subsection, the Ceity Clerk shall make reasonable efforts to provide notice through other avenues and shall provide Ceity Council with an explanation of the notice provided and the reasons for it at Ceity Council's next special, regular or emergency council meeting.

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 Ceity 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 Ceity 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 Ceity Charter.

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.

- A. 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:
 - 1. To develop, adopt, alter or revise, subject to approval by the Ceity 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;
 - 2. To develop, alter, adopt or revise, subject to approval by Ceity Council, a plan establishing fire zones within the city;
 - 3. To develop, adopt, alter or revise, subject to approval by Ceity 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 Ceity may proceed to do so. The cost incurred by the Ceity 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~~ **for at least fifteen days prior to the hearing.** ~~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.

- e. Develop, adopt, alter, or revise, subject to approval by ~~Ceity~~ Ceity 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 Ceity 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 Ceity ~~M~~anager 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 Ceity 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 city employee who submitted an application during the first five days of the advertisement period, the Ceity 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 Ceity ~~M~~anager 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 Ceity ~~M~~anager 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 Ceity. The Ceity ~~M~~anager 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 Ceity ~~M~~anager. 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 Ceity ~~M~~anager 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 Ceity ~~M~~anager 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 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 Ceity Manager no less than fifteen days preceding such sale. The Ceity 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 Ceity 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 Ceity 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 Ceity Celerk 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
 - 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 Ceity Celerk 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 Ceity Celerk 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.

- A. During the third week of June of each year, the ~~Ceity M~~anager or ~~their~~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 ~~Ceity T~~reasurer, ~~Ceity M~~anager and ~~Ceity A~~ttorney, or any authorized employee thereof; provided, however, the ~~Ceity M~~anager may present to the eity eouncil 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 ~~Ceity~~, in the prosecution of any such action, may allege, prove and produce any return

therefore 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 Ceity shall give written notice to each record owner and lienholder of a vehicle that the Ceity has impounded by registered or certified mail, return receipt requested, or if the vehicle is not registered in the state or the Ceity 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 Ceity impounded the vehicle;
 - 3. The name and address of the registered owner and the vehicle identification number of the vehicle;
 - 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 Ceity 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 Ceity 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 Ceity 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 Ceity shall give written notice to each record owner and lienholder of a vehicle that the Ceity considers the vehicle to be abandoned. The Ceity 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 Ceity 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 Ceity 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 Ceity may without further notice impound and dispose of the vehicle by sale, destruction or other disposition authorized by law.

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 Ceity 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 Ceity 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 Ceity.

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 ~~C~~city ~~P~~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 ~~C~~city ~~C~~ouncil; provided, however, that such changes or amendments shall not become effective until after study and report by the ~~P~~planning ~~C~~ommission and until after a public hearing has been 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 ~~B~~board of ~~A~~adjustment shall fix a reasonable time for hearing on any appeal taken from the ~~P~~planning ~~C~~ommission 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 ~~B~~board of ~~A~~adjustment shall decide appeals within a reasonable time and shall give due consideration to the findings and recommendations of the ~~P~~planning ~~C~~ommission.

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 ~~Ceity~~ Ceouncil 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: September 7, 2022

2nd reading and public hearing: _____

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

DATE: September 7, 2022
TO: City Council
FROM: Helen Howarth, City Manager
RE: FY22 Budget Revision

Council Action:

Motion to approve Resolution 09-22-26 revisions to the approved FY22 Budget.

Background:

City has received revenues from State and Federal programs that exceed the amounts approved in the FY22 budget. In addition, during FY22 Council has acted to increase expenses for specific program lines.

Council approved an \$195,991 increase to the Cordova School District's July 1-December 31, 2022 budget appropriation. An increase by the Forest Service Receipts/Schools program in the same amount was identified as the source of funds to pay for this budget change. (see attached resolution 06-22-19 approved June 1, 2022)

Additionally, Council approved an \$83,135 expenditure by Sheridan Alpine Association for replacement of the chair lift cable at Mt. Eyak Ski Area. (see attached resolution 08-22-23 approved August 3, 2022) Staff was tasked with identification of a source of funds for the expenditure and proposes using a portion of the increase to In-Lieu and Community Assistance awards for that purpose.

Council also approved a contract for upgraded assessment services to include software purchase and fees of \$88,095 and annual assessor fee of \$44,000 for a total of \$132,095. (see attached minutes from June 15, 2022 meeting including memo to explain the award of RFP for assessing item 8) An increase in Alyeska Pipeline tax assessments from prior years will cover that expense.

Staff proposes adding a new position to identify and take advantage of the one-time resource opportunities available with the Federal Infrastructure bill; provide on-the-ground support for the Harbor rebuild project; and to identify and pursue housing solutions for Cordova. Total budget impact for FY22 is \$45,430 for salary/benefits and an additional \$5,448 for a computer and peripherals.

The contractual services line in the Finance Department is over-budget and staff recommends a \$50,000 increase in that line.

<u>Revenue</u>	<u>FY22Budget</u>	<u>Actual</u>	<u>Variance</u>
In lieu payments:	\$353,560	\$417,237	\$63,678
Community Assistance	\$75,000	\$135,249	\$60,249
FS Receipts/Schools	\$431,205	\$627,196	\$195,991
Property Tax/Alyeska	\$2,800,000	\$3,071,422	<u>\$271,422</u>
TOTAL			<u>\$591,340</u>

<u>Expenses</u>	<u>FY22 Budget</u>	<u>Actual</u>	<u>Variance</u>
Ski Hill Lift Cable	\$10,000	\$93,135	\$83,135
CSD City contribution July-Dec	\$700,000	\$895,991	\$195,991
Assessor Software/Setup	\$0	\$88,095	\$88,095
Assessor Contract	\$18,000	\$62,000	\$44,000
Finance Contractual Services	\$50,000	\$100,000	\$50,000
Special Projects (new)	\$0	\$45,430	\$45,430
Computers/peripherals	\$0	\$5,448	<u>\$5,448</u>
TOTAL			<u>\$512,099</u>

Future impacts: The lift cable is a one-time expenditure. Allocations for Cordova Schools and the Special Projects position will have impact in future budget years and will be presented in the FY23 budget for Council approval. The assessor software/setup is a one-time expense. The increase to assessor and software contracts will be budgeted appropriately into the future. Increases in the State and Federal programs are *expected* to remain in FY23 and beyond.

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-22-26**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING AMENDMENT TO THE FY22 BUDGET IN THE AMOUNT OF \$591,340 IN
REVENUE AND \$512,099 IN EXPENSES**

WHEREAS, the Council of the City of Cordova has adopted the City Operating Budget and appropriated funds for FY22 for the period of January 1, 2022 to December 31, 2022; and

WHEREAS, staff is requesting the following amendments to the FY22 budget that were unrecognized at the time of adoption to include both revenues and expenses per the table below. Additional revenues include increases in State programs, and prior years increased property tax from Alyeska Pipeline Service Company. Expense budget amendments related to Council action include increase in Cordova School allocation, increase to Ski Hill for new chair lift cable, and contract approval for Assessor software and fees. The finance department contract line is increased by \$50,000 and an exempt position is added to pursue infrastructure funding opportunities and special projects.

Line Item #	Current	Proposed	Adjusted	Description
101-300-40040	\$353,560	\$417,238	\$63,678	In Lieu Tax Payment
101-302-40215	\$75,000	\$135,249	\$60,249	Community Assistance State
101-302-40221	\$431,205	\$627,196	\$195,991	Forest Service Secure Rural Schools
101-300-40001	\$2,800,000	\$3,071,422	\$271,422	Property Tax (Alyeska adjustment)
TOTAL			<u>\$591,340</u>	
101-902-57001	\$700,000	\$895,991	\$195,991	Schools July-December
101-421-50000	\$261,053	\$286,672	\$25,619	Salaries/City Manager Dept
101-421-50100	\$19,970	\$21,931	\$1,961	FICA
101-421-50110	\$57,432	\$63,068	\$5,636	PERS
101-421-50120	\$81,151	\$91,093	\$9,942	Health Insurance
101-421-50130	\$705	\$774	\$69	Comp Insurance
101-421-50140	\$1,245	\$1,370	\$125	ESC
101-421-50150	\$21,171	\$23,249	\$2,078	Pers Relief
101-824-52255	\$10,000	\$15,448	\$5,448	Computers Peripherals
101-402-52230	\$18,000	\$62,000	\$44,000	Assessor Fees
101-402-52235	\$0	\$88,095	\$88,095	Assessor software/setup
101-704-51040	\$10,000	\$93,135	\$83,135	Repair Maintenance Ski Lift cable
101-422-52180	\$50,000	\$100,000	\$50,000	Professional Services/Finance
TOTAL			<u>\$512,099</u>	

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Cordova, Alaska that amendment of the FY22 budget to include \$591,340 in revenue and expenses of \$512,099 and as listed above is hereby authorized.

PASSED AND APPROVED THIS 7th DAY OF SEPTEMBER 2022.

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

DRAFT

**CITY OF CORDOVA, ALASKA
RESOLUTION 06-22-19**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ESTABLISHING THE LEVEL OF LOCAL FUNDING AND APPROVING THE BUDGET
OF THE CORDOVA PUBLIC SCHOOL DISTRICT FOR THE FISCAL YEAR ENDING
JUNE 30, 2023**

WHEREAS, Alaska Statutes 14.14.060 (c) and 14.14.065 provide that the Cordova Public School District Board of Education shall submit the school budget for the following school year to the City Council by May 1 and the City Council shall determine the total amount of money to be made available from local sources for school purposes within 30 days of receipt of the School Board of Education's request; and

WHEREAS, Cordova School Board and City Council held a joint budget work session on May 4, 2022 where the proposed Cordova Public School District FY2023 budget was presented; and

WHEREAS, these statutes provide that the City's failure to determine the funding level within 30 days would result in automatic approval of the amount requested; and City Council's June 1, 2022 meeting date accommodates that timeframe; and

WHEREAS, on December 15, 2021 City Council approved the City's fiscal year 2022 operating budget which included an appropriation from the General Fund of \$1,700,000 as revenue support and \$139,000 as in-kind support for the Cordova Public Schools of which \$700,000 of the revenue support was earmarked for the July 1 – Dec 31, 2022 time period (CSD FY23); and

WHEREAS, the Cordova School Board proposes a FY23 (July 1, 2022 - June 30, 2023) operating budget of \$6,966,685 for the Cordova Public School District which includes City funding of **\$2,139,000** consisting of \$2,000,000 in revenue support from local sources and \$139,000 in-kind support; and

WHEREAS, City received \$637,241.46 in Forest Service Receipts for schools which exceeds the FY22 budgeted amount by \$195,991.46, and

WHEREAS, CSD requests a budget increase and Forest Service Receipts provides a source of funds for that increase, Staff proposes adding the \$195,991.46 in Forest Service school receipts to the July 1-December 31, 2022 City approved allocation of \$700,000 for a total of \$895,991.46; and

WHEREAS, due to the discrepancy in fiscal years between the City and the School District, City Council will deliberate the balance of the School District request for the Jan 1-June 30, 2023 portion of their FY23 school budget in the City's FY23 operating budget.

NOW, THEREFORE BE IT RESOLVED THAT the Council of the City of Cordova, Alaska, hereby approves the operating budget of the Cordova Public School District for its Fiscal

Year 2023 ending June 30, 2023 in the amount of **\$6,966,685**, and increases the June 1 - December 31, 2022 allocation by \$195,991.46 to \$895,991.46; and

BE IT FURTHER RESOLVED THAT, both the commitment to a local funding level and the approval of the operating budget are subject to modification during the City of Cordova FY23 budgeting process and appropriation.

PASSED AND APPROVED THIS 1st DAY OF JUNE 2022.



A blue ink signature of David Allison.

David Allison, Mayor

ATTEST:

A blue ink signature of Susan Bourgeois.

Susan Bourgeois, CMC, City Clerk

approved at a previous meeting

**CITY OF CORDOVA, ALASKA
RESOLUTION 08-22-23**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING A TRANSFER OF \$83,135 FROM THE CITY OF CORDOVA
GENERAL FUND RESERVE TO SHERIDAN ALPINE ASSOCIATION FOR
PURCHASE AND INSTALLATION OF A NEW CHAIR LIFT CABLE AT MOUNT
EYAK RECREATION AREA**

WHEREAS, the City of Cordova has a 55-year lease, expiring August 2027, with the State of Alaska/Department of Natural Resources to use the Mt. Eyak Recreation Area; and

WHEREAS, the City of Cordova provides recreational facilities for the citizens of and visitors to the community; and

WHEREAS, the Cordova community has expressed support for Mt. Eyak Recreation Area and its ski lifts as an important community recreational facility; and

WHEREAS, the City of Cordova has contracted with Sheridan Alpine Association to operate and maintain the Mt. Eyak Recreation Area and its ski lifts; and

WHEREAS, the Sheridan Alpine Association has contracted with a third party, Rocky Mountain Lift Services and Supplies, to assess the safety of and identify issues with the chair lift and its wire cable; and

WHEREAS, the assessment identified wear and tear on the steel cable needed for Chair Lift operations, and replacement of the cable is recommended for safety and insurance purposes; and

WHEREAS, the total cost to purchase and install a new Chair Lift cable is \$152,535, of which Sheridan Alpine Association is providing \$69,400 in matching funds from in-kind services and organization reserves.

NOW THEREFORE BE IT RESOLVED that the Council of the City of Cordova, Alaska, authorizes the transfer of \$83,135 from the General Fund Reserve to the Sheridan Alpine Association for the purchase and installation of a new chair lift cable at Mt. Eyak Recreation Area.

PASSED AND APPROVED THIS 3rd DAY OF AUGUST 2022



ATTEST:


Tom Bailer, Vice Mayor


Susan Bourgeois, CMC, City Clerk

Regular City Council Meeting
June 15, 2022 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order – **Mayor David Allison** called the Regular City Council Meeting to order at 7:10 pm on June 15, 2022, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance – **Mayor Allison** led the audience in the Pledge of Allegiance.

C. Roll call - Present for roll call were **Mayor David Allison** and Council members **Tom Bailer**, **Cathy Sherman**, **Jeff Guard**, **Melina Meyer**, and **Ken Jones**. Council member **Kristin Carpenter** was present via teleconference. Council member **Anne Schaefer** was absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda – **M/Bailer S/Guard** to approve the agenda.
Hearing no objection, **Mayor Allison** declared the agenda approved as submitted.

E. Disclosures of Conflicts of Interest and ex parte communications - none

F. Communications by and Petitions from Visitors

1. Guest speakers - none
2. Audience comments regarding agenda items
3. Chairpersons and Representatives of Boards and Commissions – no School Board report. CCMC Board – **Dr. Sanders** reported: 1) continue to do ok financially, some months they are just scraping by; 2) they have become preferred providers for most of the insurance companies that are here in Cordova; 3) they use a sliding scale even if the patient is insured, just underinsured, the sliding scale still applies, she wanted people to know that – doesn't want anyone missing out on healthcare because of money.

G. Approval of Consent Calendar

4. Minutes of the June 1, 2022 Council Public Hearing
5. Proclamation of Appreciation to **Mike Hicks**
6. Minutes of the June 1, 2022 Regular Council Meeting
7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member Melina Meyer from the June 1, 2022 Regular Meeting
Vote on the Consent Calendar: 6 yeas, 0 nays, 1 absent. Guard-yes; Schaefer-absent; Jones-yes; Meyer-yes; Bailer-yes; Carpenter-yes; and Sherman-yes. Consent Calendar was approved.
Mayor Allison read the proclamation for **Mike Hicks** into the record. City Fire Marshal **Paul Trumblee** had a plaque from the CVFD to present to **Mike Hicks**. There was applause from the audience.

H. Approval of Minutes - in consent calendar

I. Consideration of Bids

8. Council Approval of Award for Contract for City Assessing and Upgrade to CAMA (Computer Assisted Mass Appraisal) System

M/Guard S/Bailer to direct the City Manager to negotiate contracts with Appraisal Company of Alaska, LLC and Alaska CAMA Company, LLC for professional assessment/appraisal services and data conversion into MARS software system for tax years 2023-2025.

Guard said getting our assessing in a digital form has been something on the back burner for a while, needs to get done, he'll go with the recommendation of the manager. **Bailer** said he would've liked to see the actual cost of the other proposal – he said it is a Council decision. **Bourgeois** and **Howarth** said the other proposal was \$45k per year. **Bourgeois** said she wrote the memo with the required information per City Code – she said this is how we bring these items to Council, after RFP's, for pieces of equipment, for engineering contracts, and the like. **Howarth** said the actual proposals may be proprietary and we are not required to make them public until Council approves one. **Howarth** went on

to say the committee of four met and unanimously picked this proposal. The criteria in the RFP are best met by this proposal. **Bailer** said he will not support this – thinks that Council should have seen both proposals – he’s seen their work and doesn’t think they do a good job. **Guard** said he agreed with what the **Clerk** said – we don’t get to micromanage the staff – staff analyzes the content of the proposal and recommends to Council who can get the job done best. **Sherman** said she is in support – she noticed that we will have to increase budgets in the future for this. She said there seem to not be too many companies doing this work and these 2 companies seem to be working together in many places and getting this work done. **Meyer** asked if later on we have another assessing firm will they be able to use this software. **Bourgeois** said yes, the software is ours – we will be paying them annual maintenance fees. **Meyer** said getting this information on our website someday is something she’d like to see – would be really useful for citizens. **Jones** said he supports this; he also wishes we could have seen both the proposals, but he is willing to support this. **Carpenter** asked about the format of the data if we switch assessors later. **Bourgeois** said that **Andrew Scott, Tina Hammer, Kevin Johnson** and she had a teleconference with Alaska CAMA company and we asked the questions and got tech specifications and the format of data is in a FileMaker Pro software and will be owned by the City and is usable to others in the future. **Bailer** again stated he is not in support and is not in favor of this company and he thinks we need to look again at Council approval of contracts – he thinks Council is not doing its duty if they can’t see the other proposal. He has been on enough boards and commissions and this is how managers can run away with things and spend lots of money needlessly. He supports the project, not the company that is doing it. **Jones** said he will support this, but he agrees with Council member **Bailer**, thinks Council has the fiduciary responsibility to know all the information before they make decisions on contracts.

Vote on the motion: 5 yeas, 1 nay, 1 absent. Schaefer-absent; Sherman-yes; Jones-yes; Bailer-no; Guard-yes; Meyer-yes; and Carpenter-yes. Motion was approved.

J. Reports of Officers

9. Mayor’s Report – **Mayor Allison** had a written report in the packet and added: 1) anything of note he gets by email and such he forwards on to Council – nothing else specific to report on.

10. Manager’s Report – City Manager **Helen Howarth** reported: 1) we are patiently waiting for the Governor to sign the state budget – embedded in that: \$3m for harbor, \$5m for PWSSC, close to \$900k in school bond debt reimbursement (for past few years) – if that all stays in, Council will have important conversations over how to proceed with those resources; 2) met with **Senator Murkowski** and **NVE** last weekend regarding healthcare – toured the Ilanka Clinic and helped communicate City’s commitment to collaboration with NVE in securing a permanent healthcare solution for Cordova – she felt good hearing that, she was supportive of the notion of collaborative healthcare solution; 3) staff is refocusing grant opportunities to other needs – have accomplished all grant apps for the harbor work, now moving on to housing – working with anyone and everyone to see how City can leverage and maybe kickstart some initiatives. Infrastructure funding – we are also looking at everything we might qualify for – a conundrum is some grants require substantive plans – in some instances we’d qualify for planning money not implementation money.

Questions: **Jones** asked the status of the Second Street project – **Howarth** asked Planner **Johnson** to comment – **Johnson** said the project is in the preliminary design phase slated for construction in 2025. **Mayor Allison** asked about the status of the Sheridan Alpine Association request for funding to complete the chair lift cable installation project. **Howarth** said she is awaiting the Governor’s signing of the budget so she has a better handle on where that money would come from – this item will be at one of the 2 July meetings.

a. South Harbor Rebuild update – **Howarth** said we are kind of in a holding pattern – waiting to put out RFP for design-build once we know status State money and Denali grant. Won’t know BUILD grant results until fall.

11. City Clerk’s Report – **Bourgeois** had a written report in the packet which was a response to a Council question at the last meeting. She and **Howarth** need Council direction regarding pursuing

public comment via telephone at Council meetings. **Sherman** said people can send emails, letters, come to the meeting, listen on YouTube – she doesn't think we need to have the call-in. **Guard** said he feels exactly opposite – feels like the fishermen are out fishing during the summer – he likes it the way Sitka did it – not a free-for-all, but the citizens sign up the day before, then we call them. **Bailer** had mixed feelings – wondered if we could explore an inexpensive way to accomplish this with Cordova Telephone. **Jones** asked if we could hear the opinion of staff – **Andrew Scott** – tech contractor. **Scott** said he has a few ideas of what might work, something with a link on website, a zoom contact could be emailed to them. There are kinks to work out – provision a second laptop, somehow ensure the audio works well and includes the YouTube, Council members on the teleconference and citizens on the zoom call. **Jones** said he is in favor, he liked what Council member **Guard** said about the fleet – he prefers it be more like during Covid, even if it is the day of the meeting. **Meyer** is in full support – also supports day of, not having to register ahead. **Carpenter** said if staff can find an easy, cost-effective solution, she is in support of that.

K. Correspondence

12. 06-01-22 Email from G. Jensen regarding Harbor Commission

13. 06-01-22 Email from D. Glasen regarding Harbor Commission

L. Ordinances and Resolutions

14. Substitute Ordinance 1200 An ordinance of the Council of the City of Cordova, Alaska amending Section 11.08.020 of the Cordova Municipal code to increase the number of Harbor Commission members from five to seven – 1st reading

M/Bailer S/Guard to adopt Substitute Ordinance 1200 An ordinance of the Council of the City of Cordova, Alaska amending Section 11.08.020 of the Cordova Municipal code to increase the number of Harbor Commission members from five to seven

Bailer said he will support this – he spoke to some members of the commission and they seem to support it as well. **Guard, Jones, Sherman, Carpenter, and Meyer** all spoke in support. **Jones** opined that he would also like to see it codified that to serve on the Harbor Commission you need to be a paying user of the Harbor. He thinks we've usually included that in our decision when filling seats, but he'd like to see it codified. **Carpenter** asked **Jones** if that means he thinks that a commercial fisherman who pulls his boat between periods and doesn't pay for a stall should not be allowed to serve on the Harbor Commission. **Jones** said that person definitely has less of a vested interest. **Guard** thought that usually you are only going to get people with a vested interest who apply for a seat because they are the ones willing to devote time to the commission, he'd just rather know that than actually codify the exclusion of people from membership.

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

15. Ordinance 1201 An ordinance of the Council of the City of Cordova, Alaska repealing Cordova Municipal Code Title 16 "Building Codes" and enacting Title 16 "Buildings and Construction" to adopt the building codes adopted by the State of Alaska and local amendments to those building codes tailored to Cordova; amend CMC 1.28.085 to update the fine schedule to reflect changes in Title 16; amend CMC 1.04.025, 18.08.010, 18.17.100, 18.18.010, 18.26.040, 18.32.055, 18.33.010, 18.33.030, 18.33.050, 18.33.060, 18.33.080, 18.33.100; 18.33.110, 18.33.130, 18.34.070, 18.34.080, 18.34.100, 18.38.050-18.38.100, 18.39.100, 18.39.130, 18.44.010-18.44.030, 18.46.030 to reflect revisions to Title 16; repealing and reenacting CMC Chapter 18.42 "Site Plan Review" to streamline the site plan review process and provide a hearing and review process for suspended or revoked site plan approval; repealing 18.33.070 "Lot Coverage," 18.76.070 "Building Permit", and 18.80.020 "Building Permit-Scope and Validity."

M/Bailer S/Sherman to adopt ordinance 1201 an ordinance of the Council of the City of Cordova, Alaska repealing Cordova Municipal Code Title 16 "Building Codes" and enacting Title 16 "Buildings and Construction" to adopt the building codes adopted by the State of Alaska and local amendments to those building codes tailored to Cordova; amend CMC 1.28.085 to update the fine schedule to reflect changes in Title 16; amend CMC 1.04.025, 18.08.010, 18.17.100, 18.18.010, 18.26.040, 18.32.055,

18.33.010, 18.33.030, 18.33.050, 18.33.060, 18.33.080, 18.33.100; 18.33.110, 18.33.130, 18.34.070, 18.34.080, 18.34.100, 18.38.050-18.38.100, 18.39.100, 18.39.130, 18.44.010-18.44.030, 18.46.030 to reflect revisions to Title 16; repealing and reenacting CMC Chapter 18.42 "Site Plan Review" to streamline the site plan review process and provide a hearing and review process for suspended or revoked site plan approval; repealing 18.33.070 "Lot Coverage," 18.76.070 "Building Permit", and 18.80.020 "Building Permit-Scope and Validity."

Bailer asked to hear from City Planner **Kevin Johnson**. **Johnson** said this has been being worked on for over 5 years. Our Code references the Uniform Building Code and that hasn't been in existence since the mid-1990's, so it is an important step to remedy that and reference codes that are in existence and also to update and clarify how to get a building permit and responsibilities of City and permittee. Site Plan Review process had been in Title 18 – but it's a better fit to have it in Title 16, so it has been moved. Planning Commission approved this at their Meeting last night. They did recommend minor changes to the first 2 whereas clauses. Planning Commission asked that the first and second whereas's be switched and in the first whereas strike the words "the repeal by the state in".

M/Bailer S/Guard to amend the ordinance by switching the first 2 whereas clauses, and in the first whereas striking "the repeal by the state in".

Vote on the motion to amend: 6 years, 0 nays, 1 absent (Schaefer). Motion was approved.

Bailer asked if Planning Commission did all the heavy lifting here or how did this work. **Johnson** said there were quite a few meetings, they went line by line redlining the code, he'd bring it back and then the Commission approved it to be made into an ordinance so then he got with legal to get it into this format. **Bailer** said he's in support. **Sherman** knows how long this has been in the works, she's glad to see it. **Guard, Carpenter** said they would support – thanked staff for the work.

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

M. Unfinished Business - none

N. New & Miscellaneous Business

16. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists

Mayor Allison asked for a resolution of support for repairs to CRH – send to the Master Plan and to the State. **Howarth** said budget amendments hopefully by second July meeting. Add to the PA a resolution to send to the legislature for next session to adopt laws that are stricter for opioid drug sales that cause deaths, as was requested by **Lisa Marie Jacobs** during the work session tonight.

O. Audience Participation - none

P. Council Comments

Carpenter thanked staff for the work on public participation at meetings and to the staff and Planning Commission on the code work.

Bailer thanked the Planning Commission.

Guard also thanked Planning department and Commission.

Meyer appreciated the work session information. Doesn't want us to let it go – keep it at the front of our minds – prevention is key. Glad to add to the Harbor Commission.

Q. Executive Session – none

R. Adjournment

M/Bailer S/Guard to adjourn the meeting.

Hearing no objection **Mayor Allison** adjourned the meeting at 8:47 pm.

Approved: July 6, 2022

Attest:



Susan Bourgeois, CMC, City Clerk





AGENDA ITEM 8
City Council Meeting Date: 6/15/2022
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk

DATE: June 8, 2022

ITEM: Award of RFP for Property Tax Assessing Services including upgrade to CAMA (Computer Assisted Mass Appraisal) System

NEXT STEP: Council authorizes the City Manager to negotiate this contract

☐ ORDINANCE
 ☐ RESOLUTION
☒ MOTION
 ☐ INFORMATION

I. REQUEST OR ISSUE: This form constitutes the memorandum required per Code 5.12.040 setting forth the following:

A. Identity of Contractor:		Appraisal Company of Alaska, LLC and Alaska CAMA Company, LLC			
B. Contract Price:					
2 parts			year 1	year 2	year 3
1) one-time setup costs	AppCo	\$ 44,000			\$44,000
	Alaska CAMA Co	\$ 75,000			\$75,000
			total one-time setup		\$119,000
2) recurring annual costs	AppCo	\$ 22,600	\$ 22,600	\$25,000	
	Alaska CAMA Co	\$ 13,095	\$ 13,023	\$13,023	
	TOTAL per Year	\$ 154,695	\$ 35,623	\$ 38,023	
C. Nature and Quantity of the work the City shall receive under the contract:					
	Professional Assessment / Appraisal services. CAMA System installation including scanning all existing property record cards. Data conversion into the CAMA system. All for tax years 2023, 2024, 2025.				

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion “to direct the City Manager to negotiate contracts with Appraisal Company of Alaska, LLC and Alaska CAMA Company, LLC for professional assessment/appraisal services and data conversion into MARS software system for tax years 2023-2025”.

III. FISCAL IMPACTS: The one-time setup costs total \$119,000 consisting of payment for MARS (Municipal Assessment Record System - contract with Alaska CAMA Company) of **\$75,000**. Appraisal Company of Alaska to receive **\$44,000** in one-time setup costs including \$6,000 in scanning records and \$38,000 in loading data into the CAMA system.

Annual costs of assessing and MARS maintenance combined will be budgeted at **\$38,023**. If we remain with these dual contracts into future years, we should expect to be paying in the \$38k - \$40k range annually depending on what the assessor plans for each subsequent year (i.e. how much work will be needed based on how our sales ratio comes in for the preceding year), also dependent on slight increases in the software maintenance fees.

IV. BACKGROUND INFORMATION: The Request for Proposals for “Property Tax Assessing Services including Upgrade to an Industry-Standard CAMA System” was published on May 3 with a proposal submission deadline of June 1, 2022.

There are 3 firms in Alaska that provide contract assessing to communities in Alaska who do not have assessing departments in house. All three were contacted and asked to submit proposals. There are many large national firms that provide CAMA systems, 3 were found that also provide assessing services. The request for proposals was sent to those 3 with a request for them to submit a proposal.

Two proposals were received by the deadline. The City Clerk, Deputy Clerk, City Planner and City Manager met to discuss and analyze the proposals on Monday June 6, 2022. The review committee unanimously supports awarding the contract to the joint proposal put in by Appraisal Company and Alaska CAMA Company.

Appraisal Company of Alaska has been the City of Cordova’s contract assessor for over 27 years. They are the only firm in Alaska that maintains full-time staff providing contract assessments and related appraisal services throughout the state. Appraisal Company has worked with Alaska CAMA Company over the past several years and the two companies provide assessing/MARS software collaboration in 8 other communities across the state: Bristol Bay Borough, Nome, Unalaska, Dillingham, Petersburg, Wrangell, Yakutat, and Valdez. Appraisal Company of Alaska also contracts for assessing services with North Slope Borough (in-house CAMA program) and Kotzebue. Alaska CAMA Company provides MARS software for 3 other communities in Alaska: City and Borough of Sitka (staff assessor), Haines Borough (staff assessor) and City of Craig (Horan & Co. contract assessor).

The evaluation criteria on the RFP were as follows: demonstrated experience performing the scope of work, firm qualifications and references, personnel qualifications, and cost.

The combined experience of Appraisal Company of Alaska and Alaska CAMA Company was clearly conveyed in the proposals submitted. The 2 firms have worked together to implement the conversion of records from paper cards into MARS in 8 other communities across the state. Appraisal Company provided detailed resumes of 4 staff members that have all worked in Cordova and are well-versed in

Cordova's properties – the firm is qualified as are the named personnel to complete the required tasks for the conversion and the continued assessing services. As far as cost, the other proposal did not separate out the cost of the initial setup of the system, licensing, and maintenance, instead it was factored into the annual cost. That firm's overall cost for the 3 years was less but the annual cost was more than the annual cost of Appraisal Company and Alaska CAMA Company combined (after the initial implementation).

Benefits to the conversion to a computerized assessing platform:

Cordova's property record cards are paper folders with handwritten notes that get entered in pencil. It is long past due for these to be automated. The installation of MARS will improve accuracy because less manual data entry will occur. The assessors enter data directly into MARS while conducting property reviews in the field. The review committee ensured follow up questions were asked regarding integration with Caselle and with GIS. MARS software is compatible with both and the developer is practiced in the integration procedures. Five of the MARS communities also use Caselle financial software. As far as GIS, there are MARS communities that have MARS data accessible by the GIS mapping that is available on those City's websites. Cordova may not see this right away, but it is a future goal. Property record cards are public records so this automation and eventual access to this data on the City website will increase transparency. The automation and increased accessibility to City records lends itself to a more professional and sophisticated look for the City. Embedded in the one-time setup costs of the Alaska CAMA Company proposal is training. The developer is ready and willing to train onsite and is available for teleconferences, screen shares and other modes of communication for City employees who will use the program.

V. LEGAL ISSUES: This proposal has been solicited under the 5.12.130 – Competitive sealed proposals and the memo is written in accordance with section 5.12.040. (both attached)

VI. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contracts.



AGENDA ITEM 18
City Council Meeting Date: 09/07/2022
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 08/23/2022
ITEM: Concurrence of Mayor's appointments to Harbor Commission
NEXT STEP: Approval of Motion to concur

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Mayor Allison will make suggestions for appointments to fill the 2 newly created seats on the Harbor Commission.

II. RECOMMENDED ACTION: City Council may concur with the appointment suggestions made by Mayor Allison, or City Council could vote not to concur and/or vote each member separately, or Council members can make different motions to choose someone else entirely for appointment. Each seat can be filled with separate motions or both can be done in one motion.

III. BACKGROUND INFORMATION: Council adopted Substitute Ordinance 1200 on July 6, 2022. The ordinance became effective 30 days after passage and publication; on August 6, 2022. The City Clerk has advertised these vacancies for several weeks. The ad included a deadline for applications in order to be considered at tonight's meeting of August 9, 2022 – thinking we would fill these at an August 17 Regular Meeting – but that meeting was canceled. All of the applications received before publication of this packet are attached here – a total of 10 applications. Harbor Commission seats are for 3 years. A seven-member board/commission has staggered terms (expiring annually in a 2-2-3 pattern). It worked best to align these 2 new terms with the November 2024 term-end, so the 2 appointed tonight will serve for less than the 3 full year term.

IV. SUMMARY AND ALTERNATIVES: see recommended action above

Mayor Allison has confirmed in his Mayor's report in tonight's packet that the two names he is nominating to the Council for the two vacant Harbor Commission seats are as follows: **David Glasen** and **Tommy Sheridan**. All other applications received are attached herein for Council consideration.



City Board or Commission Membership Application



Personal Information	
Name: Steve Namitz	Date: 7/16/2022
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 3 years
Name of Partner (optional):	
Employer: USDA Forest Service	Job Title: District Ranger
Contact Information	
Residence Address: 208 first street	
Mailing Address: PO Box 532, Cordova, AK 99574	
Cell Phone: XXXXXXXXXX	Email Address: steven.namitz@usda.gov
May we include your contact information on our webpage/in published meeting packets: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets: Everything but personal cell phone.	
Affiliations	
Current membership in organizations: Ducks Unlimited	
Past memberships in organizations: American Fisheries Society, Wild Turkey Federation, Oregon State University 4H (Shooting Sports)	
City Board(s) or Commission(s) in which you are interested: Harbor Commision	
Why do you want to be involved with this Board or Commission? I have a personal and professional interest.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? I have a personal interest as a person that retains a slip in the Harbor as well as the authorized official of a Federal Facility also within the Harbor were the USFS conducts Marine operations.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 10/2019	



City Board or Commission
Membership Application



Personal Information	
Name: <u>Makena O'Toole</u>	Date: <u>7/26/22</u>
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <u>36 yrs</u>
Name of Partner (optional):	
Employer: <u>Self</u>	Job Title: <u>Commercial Fisherman</u>
Contact Information	
Residence Address: <u>Mile 4.1 Whitehead Rd</u>	
Mailing Address: <u>P.O. box 1986</u>	
Cell Phone: <u>907-346-7838</u>	Email Address: <u>makenaotoole@yahoo.com</u>
May we include your contact information on our webpage/in published meeting packets: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations: <u>cd fu shellfish/groundfish division chair</u>	
Past memberships in organizations:	
City Board(s) or Commission(s) in which you are interested: <u>Harbor Commission</u>	
Why do you want to be involved with this Board or Commission? <u>I would like to help plan the new harbor development and try and find ways to maximize its potential to benefit all user groups.</u>	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? <u>I have spent a lot of time fishing out of harbors from San Diego to Alaska. I would like to share ideas I have seen in other harbors across the country.</u>	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 10/2019	



City Board or Commission Membership Application



Personal Information	
Name: Tommy Sheridan	Date: July 28, 2022
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? Since October 2010 (11 years)
Name of Partner (optional): Ellen Sheridan	
Employer: Self employed and University of AK	Job Title: Fisheries Consultant and Research Faculty
Contact Information	
Residence Address:	
Mailing Address:	
Cell Phone:	Email Address:
May we include your contact information on our webpage/in published meeting packets: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations: Please see attached resume.	
Past memberships in organizations: Please see attached resume.	
City Board(s) or Commission(s) in which you are interested: Harbor Commission.	
Why do you want to be involved with this Board or Commission? I have an interest in and familiarity with issues relating to harbor use as both a community member and as a commercial fishery participant. Further, I believe that my affiliations with the University of Alaska Fairbanks Alaska Center for Energy and Power and Alaska Blue Economy brings with them access to funding resources and expertise that can contribute to harbor operation and development.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? Please see my resume and previous response. Thank you for your consideration, and I'm happy to engage with the Commission and/or Council as necessary to better articulate my experience and credentials.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net <div style="float: right;"> Board/Commission Application Revised: 09/2019 </div>	

EDUCATION

M.S., Fisheries and Wildlife Administration, with a Graduate Minor in Rural Studies. 2017. Oregon State University
Graduate Certificate, Fisheries Management. 2012. Oregon State University
Undergraduate Certificate, Fisheries Technology. 2009. University of Alaska Southeast
B.S., Environmental Studies. 2002. Florida State University

WORK EXPERIENCE

2019–present: Sheridan Consulting, LLC, Cordova, AK

Current title: Owner

Duties: experienced fisheries professional looking to innovate for the benefit of Alaska’s fishery resources, with a recent focus on mariculture and blue economy development, a specialization in salmon aquaculture and salmon fishery management, and a passion for workforce development.

2022–present: University of Alaska Fairbanks, Alaska Center for Energy and Power, Fairbanks, AK

Current title: Research Professional

Duties: serving as Community Liaison for the Alaska Regional Collaboration for Innovation and Commercialization (ARCTIC) Program’s establishment of Cordova, Alaska as a Community Innovation Hub.

2011–2013, 2021: University of Alaska Southeast Applied Fisheries Program, Sitka, AK

Title: Adjunct Instructor

Duties: creation and delivery of fisheries courses for the UAS Applied Fisheries Program.

Summer 2021: Oregon Institute of Marine Biology, Charleston Marine Live Center, Charleston, OR

Title: Instructor

Duties: development and delivery of OIMB’s “Biology of Fishes” summer field and laboratory course at the Oregon coast.

Spring 2021: Oregon State University, Corvallis, OR

Current title: Instructor

Duties: development and delivery of fisheries curriculum for the Department of Fisheries, Wildlife, and Conservation Sciences.

2019–2020: Prince William Sound Aquaculture Corporation (PWSAC), Cordova, AK

Title: General Manager/Chief Executive Officer

Duties: served as General Manager and Chief Executive Officer for PWSAC. PWSAC is a private, non-profit salmon hatchery operator founded in 1974 by a local commercial fishermen’s organization to optimize Alaska’s salmon fishery resources.

2016–2019: Silver Bay Seafoods, Cordova, AK

Titles: Prince William Sound Fleet Manager and Director of Government Affairs

Duties: as fleet manager, coordinated tender vessel movements and buying of fish to maximize opportunity for the Silver Bay Seafoods (SBS) Prince William Sound (PWS) commercial purse seine fishing fleet. As Director of Government Affairs, participated in fishery regulatory processes of importance to SBS, and pursued opportunities for external collaborations.

2010–2016: Alaska Department of Fish and Game, Cordova, AK

Title: Fishery Biologist (Area Management Biologist)

Duties: fishery manager for the State of Alaska’s largest commercial purse seine salmon fishery, stakeholders for which included over 200 permit holders, and dozens of industry entities.

2002–2010: Northern Southeast Regional Aquaculture Association, Sitka, AK

Titles: Conservation Intern→Fisheries Technician→Fish Culturist→Assistant Hatchery Manager→Special Projects Manager

Duties: served as a Student Conservation Association Conservation Intern with Northern Southeast Regional Aquaculture Association (NSRAA). Was employed as a Fisheries Technician at Medvejie Hatchery, Hidden Falls Hatchery, and the Coho Lake Rearing Project. Worked as a Fish Culturist and Assistant Hatchery Manager at Hidden Falls Hatchery; and, as project manager for both the Salmon Lake Weir and the NSRAA Otolith Laboratory as Special Projects Manager.

2000–2002: Florida State University Department of Biological Sciences, Tallahassee, FL

Titles: Research Assistant and Science Diver (SCUBA)

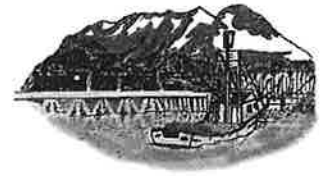
Duties: worked as a Research Assistant and Science Diver at the Bamfield Marine Sciences Centre on Vancouver Island, British Columbia. Worked as a Research Assistant and Science Diver for the Florida State University Institute for Fishery Resource Ecology. Also served as the primary contact for the Florida Fish and Wildlife Conservation Commission Florida Marine Research Institute Tagging Hotline.

SERVICE ADDENDUM

2022–present: Alaska Bycatch Review Task Force (Vice Chair)
2022–present: Green Communities Leadership Institute Core Leadership Team
2022–present: Student Conservation Association Alumni Council
2021–present: Alaska Mariculture Alliance Board of Directors (BOD, Secretary, Executive Committee)
2021–present: Prince William Sound Economic Development District BOD
2019–present: Alaska Commissioner to the North Pacific Anadromous Fish Commission
2018–present: Alaska Fisheries Development Foundation BOD (Vice President, Executive Committee)
2018–present: Prince William Sound Science Center BOD (Research Committee Chair)
2018–present: Member, City of Cordova Fisheries Advisory Committee
2019–2021: Member, Alaska Governor's Mariculture Task Force (MTF) Mariculture Development Council Committee
2019–2020: Member, Alaska Seafood Marketing Institute (ASMI) Responsible Fisheries Management (RFM) Committee
2018–2020: Member, Copper River/Prince William Sound Fish and Game Advisory Committee
2017–2020: Member, Alaska Hatchery Research Project (AHRP) Finance Committee
2017–2020: Member, City of Cordova Fisheries Development Committee
2016–2018: Member, Prince William Sound Aquaculture (PWSAC) BOD (Executive Committee)
2015–2018: Member, AHRP Science Panel
2015–2018: Chair, Prince William Sound/Copper River Regional Planning Team
2015–2016: Alaska Department of Fish and Game ex-officio representative, PWSAC BOD
2009–2010: Member, Sitka Sound Science Center BOD



City Board or Commission Membership Application



Personal Information	
Name: <u>David Glasen</u>	Date: <u>7/30/22</u>
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <u>41 years</u>
Name of Partner (optional):	
Employer: <u>self</u>	Job Title: <u>Com fish</u>
Contact Information	
Residence Address: <u>609 cedar st</u>	
Mailing Address: <u>Box 2202</u>	
Cell Phone: <u>907 429 4797</u>	Email Address: <u>ccomfort@ctaak.net</u>
May we include your contact information on our webpage/in published meeting packets: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations: <u>PWSAC</u>	
Past memberships in organizations: <u>Cordova City Council</u> <u>PWSAC</u>	
City Board(s) or Commission(s) in which you are interested: <u>Harbor Commission</u>	
Why do you want to be involved with this Board or Commission? <u>I recognize the harbor is a critical part of Cordova's infrastructure and would like to be involved in keeping the new harbor user friendly</u>	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? <u>20+ years slip holder in south harbor</u> <u>I know the problems that Harbor users face everyday.</u>	
Applications can be dropped off at City Hall or emailed to: <u>cityclerk@cityofcordova.net</u>	
Board/Commission Application Revised: 10/2019	



City Board or Commission Membership Application



Personal Information	
Name: Robert Beedle	Date: 2 August
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 60+
Name of Partner (optional):	
Employer: self employed	Job Title: Captian
Contact Information	
Residence Address: 609 spruce st Cordova Alaska, 99574	
Mailing Address: po box 1242	
Cell Phone: 907 947-0070	Email Address: rbdle609@gmail.com
May we include your contact information on our webpage/in published meeting packets: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations:	
Past memberships in organizations:	
City Board(s) or Commission(s) in which you are interested: Harbor Commission	
Why do you want to be involved with this Board or Commission? Very interested In the repair and improvement of the harbor for all users.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? Past member of harbor commission and chair. A very long time user of the harbor. Have traveled to other ports and harbors around the state with an interest in what would be good for Cordova harbor users.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 10/2019	



City Board or Commission Membership Application



Personal Information	
Name: Hein Kruithof	Date: 8/4/22
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 15 years
Name of Partner (optional): Kasandra Kruithof	
Employer: Dutch Marine Industries, LLC	Job Title: Owner
Contact Information	
Residence Address: XXXXXXXXXXXXXXXXXXXX	
Mailing Address: PO Box 1784	
Cell Phone: XXXXXXXXXX	Email Address: hein_kruithof@yahoo.com
May we include your contact information on our webpage/in published meeting packets: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets: Mailing address and email address	
Affiliations	
Current membership in organizations: None	
Past memberships in organizations: None	
City Board(s) or Commission(s) in which you are interested: Harbor Commission	
Why do you want to be involved with this Board or Commission? I want to serve on this commission because I want to be involved in conversations and decisions regarding our harbor and shipyard.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? I have used the harbor for commercial fishing purposes for almost 20 years—gillnetting and purse seining— and currently maintain a stall for my subsistence/personal use bowpicker which also has a SERVS contract. I have been a year-round harbor user as long as I've been a Cordova resident. Also, I own and operate Dutch Marine Industries, which has me spending a lot of time in the harbor, working in the shipyard, and blocking vessels off of the Travellift alongside the Harbor Department. I feel that through my past and current activity in the harbor and shipyard, I would be a valuable member.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 09/2019	



City Board or Commission Membership Application



Personal Information	
Name: Ryan Schuetze	Date: 8/6/2022
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 9 years currently, 17 years cumulative
Name of Partner (optional): Melissa Schuetze	
Employer: Self	Job Title: Commercial fisherman/Tenderman
Contact Information	
Residence Address: 200B 1st St	
Mailing Address: PO Box 2422	
Cell Phone: (206)660-3400	Email Address: ryan@seaworthyfisheries.com
May we include your contact information on our webpage/in published meeting packets: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations: Cordova Trails Committee Alaska Longline Fisherman's Assoc.	
Cordova District Fishermen United	
Past memberships in organizations: Cordova Parks & Recreation Commission Cordova Chamber of Commerce	
National Ski Patrol	
City Board(s) or Commission(s) in which you are interested: Harbor Commission	
Why do you want to be involved with this Board or Commission? The Cordova Harbor is not only the financial center of our community, but a major component of how we as a town represent ourselves to visitors.. I would like the opportunity to work with the commission to represent the various users of the harbor, whether it be for commercial or recreational purposes.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? As a commercial fisherman in Cordova for nearly 20 years, I have been the hired skipper on a number of boats of various sizes and in various slips in the harbor. As the owner of a larger vessel I understand the needs of larger boats and the budgets that they are tied to. Prior experience includes working as a construction superintendent in Seattle, managing timelines and budgets with a variety of trades simultaneously. I possess good communication skills, a level head and a solution focused outlook.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 09/2019	



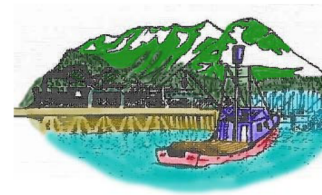
**City Board or Commission
Membership Application**



Personal Information	
Name: <u>Garrett Collins</u>	Date: <u>8-8-22</u>
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <u>37</u> years
Name of Partner (optional): <u>Kelsey Collins</u>	
Employer: <u>Cordova Electric</u>	Job Title: <u>Apprentice maintenance operator</u>
Contact Information	
Residence Address: <u>4.2 mile whittshed rd</u>	
Mailing Address: <u>box 472</u>	
Cell Phone: <u>907-887-1799</u>	Email Address: <u>garrettcollins@gmail</u>
May we include your contact information on our webpage/in published meeting packets: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations: <u>CR-PWS fish and Game Advisory Committee</u>	
Past memberships in organizations:	
City Board(s) or Commission(s) in which you are interested: <u>Harbor Commission</u>	
Why do you want to be involved with this Board or Commission? <u>To help with the planning for harbor renovations and to offer my opinions and ideas for future projects and decisions involving our harbor facilities.</u>	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? <u>I've been a harbor user for over 20 years as a commercial fisherman and now I do a lot of the boat operations for CEC with their Humpback Creek facility so I have a good understanding of the harbor needs for multiple user groups.</u>	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 10/2019	



City Board or Commission Membership Application



Personal Information	
Name: Marc Cloward	Date: 08/08/22
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 12 years
Name of Partner (optional):	
Employer: N/A	Job Title:
Contact Information	
Residence Address: XXXXXXXXXX Cordova AK 99574	
Mailing Address: P XXXXXXXXXX Cordova AK 99574	
Cell Phone: XXXXXXXXXX	Email Address: XXXXXXXXXX @m
May we include your contact information on our webpage/in published meeting packets: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets: would prefer an alternative email for contact	
Affiliations	
Current membership in organizations: Life Member Fraternal Order of the Alaska State Troopers	
Past memberships in organizations:	
City Board(s) or Commission(s) in which you are interested: Harbor Commission	
Why do you want to be involved with this Board or Commission? As a user of the harbor since 2010, I view the harbor as a critical component of the City's infrastructure - both from an economic and a quality of life perspective. I believe it is important to provide competitive facilities that balance the support to the commercial users and encourage residents to enjoy recreational use. It is not impossible to provide facilities that support both. I would like to be part of the process in addressing ongoing maintenance priorities and future development, while balancing needs for parking, ramp access, slip/dock improvements with necessary revenue.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? Cordova Harbor vessel slip-holder; recreational boater; sea-plane pilot; PADI-certified rescue diver Extensive marine operations experience (27+ years) in varying harbor/port configurations Graduate of the Marine Law Enforcement Training Program at FLETC (Georgia) National Association of State Boating Law Administrators (NASBLA) Boating Accident Investigator Former medium-class vessel operator/instructor for the Alaska Department of Public Safety Presented numerous "Kids Don't Float" programs	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	

Board/Commission Application

Revised: 09/2019



City Board or Commission Membership Application



Personal Information	
Name: Katharine (Kate) Laird	Date: August 23, 2022
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 9 years
Name of Partner (optional): Hamish Laird	
Employer: self	Job Title: charter boat captain (20 years)
Contact Information	
Residence Address:	
Mailing Address:	
Cell Phone: 907 831 0701	Email Address: katelaird1000@gmail.com
May we include your contact information on our webpage/in published meeting packets: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets: name / cell phone / email	
Affiliations	
Current membership in organizations: Charter yacht company Sterna Corporation, current Cordova and Alaska business licenses; Alaska corporate registry.	
Past memberships in organizations: Cordova Chamber of Commerce (did not renew this year due to Covid slow down of business, but plan to rejoin next year). International Association of Antarctic Tour Operators (2002-2011)	
City Board(s) or Commission(s) in which you are interested: Harbor Commission	
Why do you want to be involved with this Board or Commission? As someone who lives aboard in the harbor, I am very interested in the harbor's future.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? I have been involved with charter yacht operations for the last thirty years. I have worked out of and visited commercial harbors and marinas in a dozen different countries and have spent time in hundreds of them around the world, from the very good to the very bad. In addition to Cordova, I have kept my boat in the Alaska harbors of Seward, Whittier, Sand Point, Chignik, Akutan, Dutch Harbor, Kodiak, and Adak. I hold a 100 ton USCG near coastal master's license.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	

Board/Commission Application

Revised: 09/2019



AGENDA ITEM # 19
City Council Meeting Date: 9/7/22
CITY COUNCIL COMMUNICATION FORM

FROM: Kevin Johnson, City Planner
DATE: 9/7/22
ITEM: Letter of Interest for Portion of ATS 220, Odiak Slough
NEXT STEP: Make Decision on Disposal and Disposal Method for Requested Land

☒ MOTION
☐ ORDINANCE

☐ INFORMATION
☐ RESOLUTION

I. REQUEST OR ISSUE:

Requested Actions: Decision on Disposal and Disposal Method for Requested Land Applicant:
Jeff Guard & Dorne Hawxhurst
Legal Description: Portion of ATS 220, Odiak Slough
Area: ~ 4,400 Square Feet
Zoning: Adjacent Zoning = Low Density Residential
Attachments: Location Map, Letter of Interest

II. RECOMMENDED ACTION / NEXT STEP: Staff suggests the following motion:

“I move to dispose of the requested Portion of ATS 220, Odiak Slough as outlined in Cordova Municipal Code 5.22.060 (B) by *”

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with Jeff Guard & Dorne Hawxhurst to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

III. FISCAL IMPACTS: The lease or purchase could generate revenue for the city through increased taxable land. All costs associated with the land disposal process (legal review, title, surveying, subdividing, etc.) are borne by the applicant as required by code.

IV. BACKGROUND INFORMATION: Jeff Guard & Dorne Hawxhurst have submitted a Letter of Interest to purchase an area of approximately 4,400 square feet of tidelands adjacent to their property located at 902 Cliff Trail. The reason for requesting to purchase the land is so that they would have enough land to meet the lot size requirements to subdivide their existing property into two lots. This would then allow for them to construct / convert an existing garage into a stand-alone single-family residence thus increasing the housing stock within the city.

Currently the tidelands are undeveloped, and no city use is occurring. If the city chooses to dispose of the land it will be required to be surveyed and platted so that a legal lot is created that can be sold to the applicants.

The Planning Commission heard this request at their 8/18/22 regular meeting and approved a motion to recommend that the City Council dispose of the land to Jeff and Dorne through direct negotiations. The commission chose to make this recommendation for direct negotiations as the requested land is unlikely to be of use to any other parties due to its location. While the requested area does abut the State ROW, the topography makes it almost impossible for anyone else to access the area without using a large amount of fill, which would require extensive permitting through the State and the Army Core of Engineers. No fill would be required for the applicants' plans so there would be no additional State or Federal hoops to jump through.

Applicable Code:

5.22.040 - Letter of interest to lease or purchase.

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

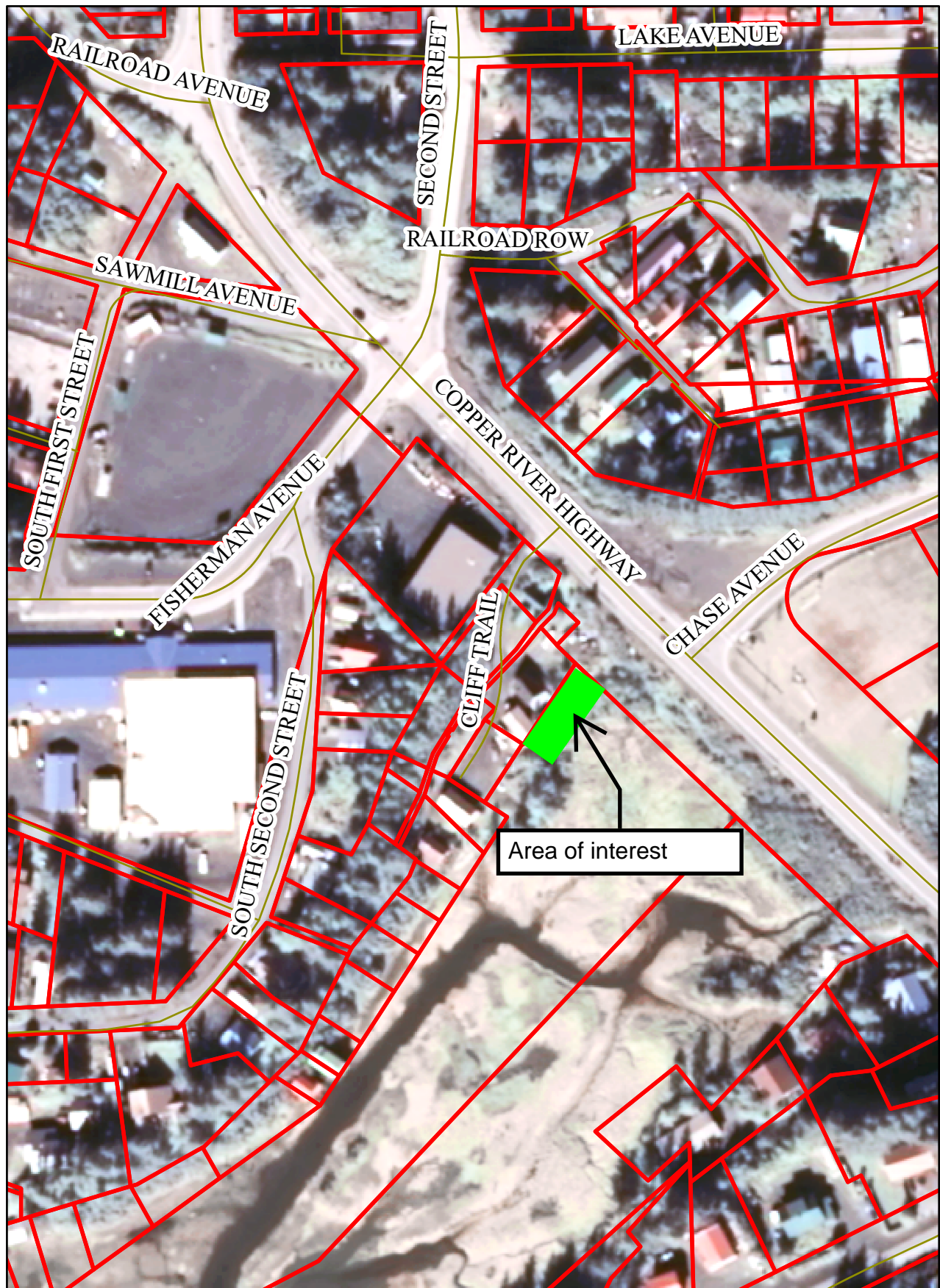
5.22.060 - Methods of disposal.

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

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

V. LEGAL ISSUES: Legal review of lease / purchase agreement would be required and would occur following direction from the Council to dispose of the land.

VI. SUMMARY AND ALTERNATIVES: The City received a letter of interest for a portion of ATS 220 along Odiak Slough. This request was reviewed by staff and the Planning Commission. The Planning Commission has recommended that the City Council dispose of the property by direct negotiations with the applicant as they are likely the only ones that could utilize the requested land based on topography and permitting requirements.



To: Kevin Johnson
City of Cordova, Planning Department

From: Jeff Guard and Dorne Hawxhurst

Phone Contact: (907) 602-6055 or (360) 535-4320
Email Contact: dornehawxhurst@hotmail.com

Date: July 19, 2022

Via: Hand delivery

Subject: Letter of Interest to Purchase Tidelands

1430

Dear Mr. Johnson,

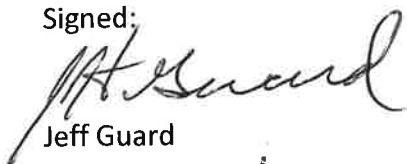
We hereby submit a letter of interest to purchase certain tidelands adjacent to our property located at Lot 14-A, Block 10, US Survey 2981 A-B. Tax ID 02-373-525

(~ 4,400 sq ft)
We wish to purchase about 40-feet of tidelands extending off of our east property line.

We wish to purchase these tidelands in order to have enough land to construct a house there, and also to subdivide the lot. In this way we propose to create two houses where there currently is one house and a small studio apartment.

If you have any questions or need additional information, please call or email. Time is of the essence.

Signed:


Jeff Guard


Dorne Hawxhurst

RECEIVED
JUL 19 2022
City of Cordova



Pending Agenda (PA) Primer

What is Pending Agenda?

A list of topics that Council wants to explore in the future (these are Pending, for an Agenda).

These topics might be worthy of an agenda item at a regular/special meeting (if there is a specific action being requested).

These topics might be worthy of a work session when Council can discuss at more length and come to a consensus about direction to staff to bring an action back.

How do you get something ON Pending Agenda?

During PA, a Council member can suggest a topic to add to PA. At that time, a second Council member, the Mayor or the City Manager can act as the second who agrees to add the item to the Pending Agenda List.

How do you get something OFF Pending Agenda?

During PA, a Council member can mention a topic that is on the list of topics and name a **specific date** to hear the item, either as an action item on a regular/special meeting or as a discussion item for a work session. If this occurs, a second member is still required, and the member(s) should clearly articulate the action intended or the specific topic for discussion and set a specific date.

Quarterly, we will go through all the items listed on PA and purge the ones that no longer seem practical or that have been handled already.

What is NOT appropriate for Pending Agenda?

Sometimes items are considered for PA but are more appropriately tasks for the Clerk or Manager. These items might warrant Council action in the future, and if so, will be brought back when that is necessary. A consensus of the entire body is required to task the Manager or Clerk with something specific.

The PA part of the meeting sometimes becomes a more detailed discussion of an item being proposed. Council should refrain from the extraneous discussion of a topic at this time and instead clearly state the item, get agreement of a second, and it will be added to the list. Obviously, sometimes a short discussion is required in order to articulate the detail of what is being added.



City Council of the City of Cordova, Alaska

Pending Agenda

September 7, 2022 Regular Council Meeting

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

- 1) Fisheries Advisory Committee:**
 - re-auth res 01-20-04 approved Jan 15, 2020
 - auth res 04-03-45 approved Apr 16, 2003

1-John Williams (fisheries educ/Mar Adv Prgm)	2-Jeremy Botz (ADF&G)	
3-vacant (processor rep)	4-Jim Holley (marine transportation/AML)	
5-Chelsea Haisman (fish union/CDFU)	6-Tommy Sheridan (aquaculture)	

- 2) Cordova Trails Committee:**
 - re-auth res 11-18-29 app 11/7/18
 - auth res 11-09-65 app 12/2/09

1-Elizabeth Senear	2-Toni Godes	
3-Dave Zastrow	4-Ryan Schuetze	
5-Wendy Ranney	6-Michelle Hahn	

- 3) Fisheries Development Committee:**
 - authorizing resolution 12-16-43
 - reauthorization via Res 11-19-51
 - approved 11/20/2019

1-Warren Chappell	2-Andy Craig	3-Bobby Linville
4-Gus Linville	5-vacant	6-Bob Smith
7- Ron Blake	8- John Whissel	

F. City of Cordova appointed reps to various non-City Boards/Councils/Committees:

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

Robert Beedle	re-appointed March 2022	2 year term until March 2024
	re-appointed March 2020	
	re-appointed June 2018	
	re-appointed March 2016	
	re-appointed March 2014	
	appointed April 2013	

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

Tom Bailer	re-appointed October 2021	3 year term until Sept 2024
	re-appointed October 2018	
	appointed February 2017-filled a vacancy	

**CITY OF CORDOVA, ALASKA
RESOLUTION 03-22-03**

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

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

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

1. Port and Harbor Renovations
 - a. South Harbor replacement (G, H & J floats priority)
 - b. Harbor basin expansion
 - c. General upgrades (north harbor sidewalks, waste oil building, harbor crane)
2. Upgrade Community Water Supply
 - a. Extend City water supply to 6-mile
3. Large Vessel Maintenance Facility
 - a. Shipyard building
 - b. Shipyard expansion and improvements
4. Public Safety Building
5. Road Improvements / ADA Sidewalk Improvements
 - a. Second Street
 - b. 6th & 7th Streets sidewalk/drainage project
 - c. Ferry terminal sidewalk
 - d. General street and sidewalk improvements

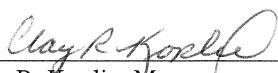
and;

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

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

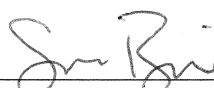
PASSED AND APPROVED THIS 2nd DAY OF MARCH 2022





Clay R. Koplin, Mayor







ATTEST:



Susan Bourgeois, CMC, City Clerk

September 2022

CALENDAR MONTH	SEPTEMBER
CALENDAR YEAR	2022
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
Alaska State Fair Aug 19 - Sept 5						
4 	5 CSD Labor Day Holiday Sept 5 Sept 5th Labor Day Holiday City Hall Offices Closed	6	7 CHS Volleyball starts  7:00 Council reg mtg CCAB	8	9 Fungus Festival Sept 9-11 	10
11 	12	13 6:30 P&Z CCAB	14 CJHS BBall & Cheer start Sept 14 6:00 Harbor Cms CCM 7:00 Sch Bd HSL	15 	16	17
18	19	20 5:30 CTC Board Meeting	21 7:00 Council reg mtg CCAB	22	23	24
25	26	27 6:00 P&R CCM	28 CHS Wrestling starts 	29 6:00 CCMCAB HCR	30	1
2	3	Notes				

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



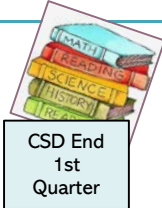

CCA-Community Rm A
 CCB-Community Rm B
 CCM-Mayor's Conf Rm
 CCE-Education Room

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

Cncl - 1st & 3rd Wed
 P&Z - 2nd Tues
 SchBd, Hrb Cms - 2nd Wed
 CTC - 3rd Tues
 P&R - last Tues
 CEC - 4th Wed
 CCMCA Bd - last Thurs

October 2022

CALENDAR MONTH	OCTOBER
CALENDAR YEAR	2022
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10  Indigenous Peoples Day CSD Holiday	11 6:30 P&Z CCAB	12 7:00 Council reg mtg CCAB 6:00 Harbor Cms CCM 7:00 Sch Bd HSL	13	14	15
16	17	18  Alaska Day Holiday City Offices closed	19 7:00 Council reg mtg CCAB	20	21  CSD End 1st Quarter	22
23	24	25 6:00 P&R CCM	26 6:00 CEC Board Meeting	27 6:00 CCMCAB HCR	28	29
30	31 	Notes Legend: CCAB-Community Rms A&B HSL-High School Library CCA-Community Rm A CCB-Community Rm B CCM-Mayor's Conf Rm CCE-Ed Education Room LN-Library Fireplace Nook CRG-Copper River Gallery HCR-CCMC Conference Room		Cncl - 1st & 3rd Wed P&Z - 2nd Tues SchBd, Hrb Cms - 2nd Wed CTC - 3rd Tues P&R - last Tues CEC - 4th Wed CCMCA Bd - last Thurs		

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

Mayor and City Council - Elected

seat/length of term	email	Date Elected	Term Expires
Mayor:	David Allison	March 1, 2022	March-25
3 years	Mayor@cityofcordova.net		
Council members:			
Seat A:	Tom Bailer, Vice Mayor	March 1, 2022	March-25
3 years	CouncilSeatA@cityofcordova.net	March 5, 2019	
Seat B:	Cathy Sherman	March 3, 2020	March-23
3 years	CouncilSeatB@cityofcordova.net		
Seat C:	Jeff Guard	Mar 3, 2020	March-23
3 years	CouncilSeatC@cityofcordova.net	Mar 5, 2017	
Seat D:	Melina Meyer	March 2, 2021	March-24
3 years	CouncilSeatD@cityofcordova.net	March 6, 2018	
Seat E:	Anne Schaefer	March 2, 2021	March-24
3 years	CouncilSeatE@cityofcordova.net	March 6, 2018	
		December 6, 2017	elected by encl
Seat F:	Kristin Carpenter	March 1, 2022	March-25
3 years	CouncilSeatF@cityofcordova.net		
Seat G:	Ken Jones	March 1, 2022	March-25
3 years	CouncilSeatG@cityofcordova.net		

Cordova School District School Board of Education - Elected

length of term		Date Elected	Term Expires
3 years	Barb Jewell	Mar 1, 2022, Mar 5, 2013, Mar 1, 2016, Mar 5, 2019	March-25
	bjewell@cordovasd.org		
3 years	Henk Kruithof	March 2, 2021	March-24
	hkruithof@cordovasd.org		
3 years	Terri Stavig	March 1, 2022	March-25
	tstavig@cordovasd.org		
3 years	Peter Hoepfner	Mar 7, 2006, Mar 3, 2009, Mar 6, 2012, Mar 3, 2015, Mar 6, 2018, Mar 2, 2021	March-24
	phoepfner@cordovasd.org		
3 years	Sheryl Glasen, president	Mar 4, 2014, Mar 7, 2017, Mar 3, 2020	March-23
	saglasen@cordovasd.org		

seat up for re-election in 2023

vacant

board/commission chair

seat up for re-appt in Nov 22

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	Linnea Ronnegard, Chair CCMCBoardSeatC@cdvcmc.com	Mar 6, 2018, Mar 2, 2021	March-24
3 years	Ann Linville CCMCBoardSeatA@cdvcmc.com	March 1, 2022	March-25
3 years	Chris Iannazzone CCMCBoardSeatB@cdvcmc.com	March 24, 2022	term until 3/25 but up for 2-yr trm 3/23 <u>March-23</u> <u>March-25</u>
3 years	Liz Senear CCMCBoardSeatD@cdvcmc.com	March 2, 2021	March-24
3 years	Kelsey Appleton Hayden CCMCBoardSeatE@cdvcmc.com	March 3, 2020	March-23

Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	Mary Anne Bishop, Chair	Nov '06, '10, '13, '16 & '19	November-22
3 years	Debra Adams	Dec '21	November-24
3 years	Sherman Powell	June '18, Feb '20	November-22
3 years	Arisa Pearson	December-20	November-23
3 years	Krysta Williams	Feb '18, Dec '20	November-23

Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Nancy Bird, Chair	Nov '16, '19	November-22
3 years	Mark Hall, Vice Chair	Nov '19	November-22
3 years	Sarah Trumblee	Dec '20	November-23
3 years	Tania Harrison	Mar '22	November-24
3 years	Tom McGann	Feb '21	November-23
3 years	Chris Bolin	Sep '17, Nov '18 Dec '21	November-24
3 years	Trae Lohse	Nov '18, Dec '20	November-23

seat up for re-appt in Nov 22

vacant

seat up for re-election in 2023

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	Mike Babic	Nov '17, Dec '20	November-23
3 years	Andy Craig, Chair	Nov '16, '19	November-22
3 years	Max Wiese	Mar '11, Jan '14, Nov '17, Dec '20	November-23
3 years	Ken Jones	Feb '13, Nov '16, Nov '19	November-22
3 years	Christa Hoover	Dec '21	November-24
3 years	to be appointed 9-7-22	Aug '22	November-24
3 years	to be appointed 9-7-22	Aug '22	November-24

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Wendy Ranney, Chair	Aug '14, Nov '15, Nov '18, Dec '21	November-24
3 years	Henk Kruithof	Nov '19	November-22
3 years	Aaron Hansen	Dec '21	November-24
3 years	Kirsti Jurica	Nov '18, Dec '21	November-23
3 years	Marvin VanDenBroek	Feb '14, Nov '16, Nov '19	November-22
3 years	Karen Hallquist	Nov '13, '16, '19	November-22
3 years	Dave Zastrow	Sept '14, Feb '15, Nov '17, Dec '20	November-23

Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Cathy Sherman, Chair, professional member	Aug '16, Nov '19	November-22
3 years	Heather Hall, professional member	Aug '16, Feb '20	November-22
3 years	Sylvia Lange, NVE member	Nov '19	November-22
3 years	Christy Mog, professional member	Apr '22	November-23
3 years	Wendy Ranney, historical society member	Nov '18, Dec '21	November-24
3 years	Nancy Bird, PC member	Nov '17, Nov '18 Dec '21	November-24
3 years	Jim Casement, public member	Nov '17, Dec '20	November-23

seat up for re-election in 2023

vacant

board/commission chair

seat up for re-appt in Nov 22