

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

Mhikee Gasmen

**Regular City Council Meeting
January 18, 2023 @ 7:00 pm
Cordova Center Comm Rooms
Agenda**



MLK Jr. Day January 16, 2023

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

G. Approval of Consent Calendar

5. Minutes of the November 30, 2022 Special Council Meeting..... **(page 1)**
6. Minutes of the December 7, 2022 Public Hearing..... **(page 3)**
7. Resolution 01-23-01..... **(page 4)**

A resolution of the Council of the City of Cordova, Alaska adopting an alternative allocation method for the FY23 Shared Fisheries Business Tax program and certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in FMA 15: Prince William Sound

8. Council concurrence of Mayor's appointment to fill City dedicated..... **(page 8)**
seat on PWSRCAC Board
9. Council concurrence of Mayor's appointment to fill vacancy on the Library Board **(page 10)**
10. Resolution 01-23-02..... **(page 12)**

A resolution of the Council of the City of Cordova, Alaska approving the license for a mobile restaurant for Charity Schandel, dba Terra Veda

H. Approval of Minutes - in consent calendar

I. Consideration of Bids/Proposals/Contracts

11. Approval of contract extension until annual review can be..... **(roll call vote)(page 24)**
completed for City Manager Helen Howarth

J. Reports of Officers

12. Mayor's Report

13. City Manager's Report

a. South Harbor Rebuild update

b. City Financials..... (page 26)

14. City Clerk's Report

K. Correspondence..... (see primer for description page 28)

15. 12-2-22 Letter from State of Alaska DOT Re: Cordova-Orca Road (page 29) Winter Storm Repairs Project

16. 01-11-23 Public and Agency Notice for Aquatic Farmsite Lease for Logan Arnold..... (page 34) dba Kelpy Boy, ADL 234003

L. Ordinances and Resolutions – in consent calendar

M. Unfinished Business – none

N. New & Miscellaneous Business

17. Discussion of NVE Letter of Interest regarding Healthcare..... (page 37)

18. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 40)

O. Audience Participation

P. Council Comments

Q. Executive Session

19. Recommendations from City Manager regarding CEC land disposal negotiations, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

(executive session materials provided to Council under separate cover)

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**

if you have a disability that makes it difficult to attend city-sponsored functions, you may contact 907-424-6200 for assistance.

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

Regular Meetings of the Cordova City Council are live-streamed on the City's YouTube

<https://www.youtube.com/@CityofCordovaAlaska>

or available there for viewing by the next business day

**Special City Council Meeting
November 30, 2022 @ 12:00 pm
Cordova Center Community Rooms
Minutes**

A. Call to order –Mayor Allison called the Council Special Meeting to order at 12:00 pm on November 30, 2022 in the Cordova Center Community Rooms.

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

C. Approval of agenda - M/Carpenter S/Jones to approve the agenda.

M/Carpenter S/Jones to amend the agenda to add a South Harbor Rebuild staff report as item 1a.

Hearing no objection, the amendment was approved.

Vote on the motion as amended: 5 yeas, 0 nays, 2 absent (Sherman, Schaefer). 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.

1a. Staff Report – South Harbor Proposal Design-Build Selection

City Manager **Helen Howarth** led by saying this project is many years in the making; the RFP went out and we had hoped for multiple proposals but in the end received two. Both were far over the amount we had put in the RFP to complete the scope of work – the best was \$45 million, and we have \$35.7 million. We scored the proposals and issued a notice of intent to award to Turnagain Marine Construction. The team proceeded to work with Turnagain on a reduced scope of work, a lesser price, but also retain our grant funding. Which resulted in the proposal in front of you which are two possible ways to address the harbor rebuild both of which will require additional resources from the City. **Collin Bronson**, harbor rebuild team member, stated the rebuild concept meets all the requirements of the grant and bond, but we're over budget. He's trying to find a solution that buys down as much risk to those funding sources as possible and still meets all the needs of the community and harbor commission. **Bronson** gave a power point slide presentation comparing the two proposal options, how Turnagain Construction Corporation was selected and the team's options and recommendations. To remain on the current timeline the contract will need to be signed within the next week for construction to begin September 2023 and to conclude April 2024, all functionality by June 2024. **Carpenter** asked if there was more work to add or if it's just \$3.9 million needed for option B. **Bronson** stated they will be going after more grant money, but the challenge is, they need the money now to keep to the timeline. **Howarth** continued with some additional options and funding possibilities. **Meyer** asked what the impact will be with the loss of dredging in the harbor. **Greenwood** explained that the dredging was needed for the "O" float which was part of the full construction, not in option A or B. **Bailer** asked if the team feels fully confident in the design and the competency of the contractor. **Greenwood** answered they have a concept and are totally confident in Turnagain. After they have a contract they will be able to get into the details. **Bailer** questioned the insurance policy; **Greenwood** stated our contract is through Garth who is a construction lawyer. We have liquidated damages and daily liquidated damages; also, we required a bid bond and a construction bond. **Bailer** supports what was put forward. **Guard** asked if the bids had the materials levels we hoped to find and is there a 50-year warranty from Turnagain. **Greenwood** explained that part of the RFP was a 50-year lifespan including a maintenance schedule. **Guard** questioned what type of material would be used for the floats. **Schinella** described the proposed wood floats that having poly tubs underneath coated in rubber. He stated they stand up to ice and any kind of animal damage with the decking spaced apart to allow for drainage. They also have torsion bar adjusters which can be used to keep the docks straight. **Jones** added the new docks in Valdez that Turnagain installed are twice as tall as our current docks and elevated well above the water service. He's in favor of this project and wants to move forward as prices keeping getting more expensive. He prefers loaning the harbor the \$3.9 million out of the permanent fund paying it back with increased stall rents. The B+ option would allow for the bulkhead, extra parking spaces and O float to be added in the future. **Schinella** addressed

Jones' grid concerns and stated we will not lose the grid. **Jones** would like any changes to the design be vetted through the harbor commission.

F. New Business

2. Resolution 11-22-31 A resolution of the Council of the City of Cordova, Alaska committing \$3,620,000 for the South Harbor Rebuild Project

M/Jones S/Carpenter to approve Resolution 11-22-31 a resolution of the Council of the City of Cordova, Alaska committing \$3,620,000 for the South Harbor Rebuild Project

M/Jones S/Carpenter to amend commitment to \$3,896,575 for the South Harbor Rebuild Project

Hearing no objection, the amendment was approved.

Jones stated its a worthwhile project for use of community resources and should evaluate how it's paid back.

Howarth interjected this is a bridge to buy us time to identify other funding sources and repayment strategies.

This will allow access to city resources and operate as a line of credit to keep the project moving forward.

Carpenter said she supports the resolution and asked if a second vote is necessary if the funds were to come out of the permanent fund. **Howarth** said yes and the commitment is a compilation of available resources which would not be needed for day to day expenses over the next 12 months. **Bailer** is in support. **Guard** is in support. **Meyer** is in support and likes that this buys time to look for other funding sources. **Mayor Allison** stated he hopes the public will get involved when it comes time to appropriate the funds as special meetings only give 24-hour notice. Since 4 million is already committed for in the general fund he supports a loan or setting up a permanent fund for investing; pushing for grants and creative ways to get it paid for.

Vote on the main motion as amended: 5 yeas, 0 nays, 2 absent. Schaefer-absent; Sherman-absent; Jones-yes; Bailer-yes; Guard-yes; Meyer-yes and Carpenter-yes. Motion was approved.

3. Award of Contract to Turnagain Marine Construction for South Harbor Rebuild

M/Carpenter S/Jones to direct the City Manager to negotiate a contract with Turnagain Marine Construction to provide design and construction of the South Harbor Rebuild for a sum not to exceed \$39,596,575.

Carpenter this is the vote that enables us to award the contract so we can get the work going, she's in favor of the motion. **Jones** supports this motion for option B+ that staff presented. **Meyer** said its part of the process.

Bailer is good with the motion. **Guard** is in support. **Mayor Allison** stated this is committing us, if we don't get grants for the \$3.9 million we will need to find a place to get that money.

Vote on the motion: 5 yeas, 0 nays, 2 absent. Sherman-absent; Jones-yes; Guard-yes; Carpenter-yes; Bailer-yes; Meyer-yes and Schaefer-absent. Motion was approved.

G. Audience participation – none

H. Council comments

Meyer said she's excited to see this moving forward, it's been a long time coming. She thanked staff for all the hard work.

Guard thanked staff for everything they've done.

Jones thanked everyone for coming out in the middle of the day. He's excited to see this moving forward and wished we would have done it 10 years ago.

Bailer thanks to the dedication of the team working on this, really appreciate it. He has faith the City Manager will find other funds. This is going to be great for Cordova.

I. Executive Session – none

J. Adjournment

Hearing no objection, **Mayor Allison** adjourned the meeting at 12:57 pm.

Approved: January 18, 2023

Attest: _____

Tina Hammer, Deputy Clerk

**City Council Public Hearing
December 7, 2022 @ 6:45 pm
Cordova Center Community Rooms
Minutes**

A. Call to order

Mayor David Allison called the Council public hearing to order at 6:53 pm on December 7, 2022, in the Cordova Center Community Rooms.

B. Roll call

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

C. Public hearing

1. Resolution 12-22-32 A resolution of the Council of the City of Cordova, Alaska adopting an operating budget for fiscal year 2023
2. Resolution 12-22-33 A resolution of the Council of the City of Cordova, Alaska adopting City service fees, rates, and charges for the 2023 calendar budget

Mayor Allison opened the hearing up for public testimony on the two resolutions. There was no public testimony.

D. Adjournment

Hearing no objection **Mayor Allison** adjourned the public hearing at 6:56 pm.

Approved: January 18, 2023

Attest: _____

Tina Hammer, Deputy Clerk



AGENDA ITEM # 7
CITY COUNCIL MEETING DATE: 1/18/23
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, CMC, City Clerk

DATE: 1/11/23

ITEM: Resolution 01-23-01

ACTION: Adopting alternative allocation method for shared fish business tax

<input type="checkbox"/> Ordinance	<input type="checkbox"/> Motion
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Information

I. REQUEST OR ISSUE: Council annually approves this resolution which allows for a 3-way split of the shared portion of fish business tax in FMA 15 PWS between Whittier/Cordova/Valdez.

II. RECOMMENDED ACTION: Approval of the consent calendar including motion to approve Resolution 01-23-01.

III. FISCAL IMPACTS: Business tax of \$110,234.51 is the amount to be divided equally among the 3 communities in FMA #15. Approval of the resolution means Cordova will receive \$36,744.84.

IV. BACKGROUND INFORMATION: Cordova, Valdez and Whittier have continued to decide that the 3-way split is the best alternative allocation method.

V. LEGAL ISSUES: the program is described in Statute:
<http://www.legis.state.ak.us/basis/statutes.asp#29.60.450>
and in the Alaska Administrative Code: <http://www.legis.state.ak.us/basis/aac.asp#3.134>

VI. CONFLICTS OR ENVIRONMENTAL ISSUES: none as the communities have been amicably agreeing to the 3-way split for many years.

VII. SUMMARY AND ALTERNATIVES: Council could direct staff to proceed with the long form and/or proceed with negotiations with the other 2 communities for a different split.

**CITY OF CORDOVA, ALASKA
RESOLUTION 01-23-01**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, ADOPTING
AN ALTERNATIVE ALLOCATION METHOD FOR THE FY23 SHARED FISHERIES
BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD
FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES
BUSINESS ACTIVITY IN FMA 15: PRINCE WILLIAM SOUND**

WHEREAS, AS 29.60.450 requires that for a municipality to participate in the FY21 Shared Fisheries Business Tax Program, the municipality must demonstrate to the Department of Commerce, Community, and Economic Development (DCCED) that the municipality suffered significant effects during calendar year 2021 from fisheries business activities; and

WHEREAS, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by DCCED; and

WHEREAS, 3 AAC 134.070 provides for the use, at the discretion of DCCED, of alternative allocation methods which may be used within fisheries management areas if all eligible municipalities within the area agree to use the method, and the method incorporates some measure of relative significant effect of fisheries business activity on the respective municipalities in the area; and

WHEREAS, the Cordova City Council proposes to use an alternative allocation method for allocation of FY22 funding available within the Prince William Sound Management Area in agreement with all other municipalities in this area participating in the FY23 Shared Fisheries Business Tax Program.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Cordova, Alaska, by this resolution certifies that the following alternative allocation method fairly represents the distribution of significant effects during 2021 of fisheries business activity in the Prince William Sound Management Area.

ALTERNATIVE ALLOCATION METHOD: All eligible communities in the Prince William Sound Fisheries Management Area (Whittier, Valdez, and Cordova), FMA 15, will receive an equal share of the available funds.

PASSED AND APPROVED THIS 1st DAY OF JANUARY 2023

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS
Fairbanks Office

455 Third Avenue, Suite 140
Fairbanks, Alaska 99701-3110
Main: 907.451.2718
Fax: 907.451.2742

November 15, 2022

City of Cordova
PO Box 1210
Cordova, AK 99574

Dear Municipal Official:

The Department of Commerce, Community, and Economic Development is pleased to announce availability of the **FY 2023 Shared Fisheries Business Tax Program**. The purpose of the program is to allocate a share of state fish tax collected outside municipal boundaries with municipalities affected by fishing industry activities. Municipalities around the state will share approximately \$2.4 million based on 2021 fisheries activity as reported by fish processors on their fish tax returns. Details of how the program works are included in the application under *Program Description*.

Historically, your municipality along with the other communities in your fisheries management area FMA 15: Prince William Sound has filed using the Alternative Method found on the last four pages of this application. A breakdown is included that details the communities in your FMA, in addition to the anticipated payment based on the agreed upon allocation method for your FMA. If this agreement is still in place with your FMA, you will only need to have your Council/Assembly pass the enclosed alternative method sample resolution in order to participate in the program.

If your FMA intends to change the alternative method of allocation, the new proposal must be submitted to our office no later than **January 15, 2023**. If an agreement cannot be made with all communities in your FMA, you will need to file using the standard method and claim your significant effects. Instructions on both of these methods are detailed in the application packet.

**DEADLINE FOR SUBMISSION OF COMPLETED APPLICATION IS
FEBRUARY 15, 2023**

Applications can be scanned and emailed to caa@alaska.gov with the subject line **"Cordova, FY23, SFBT"**. If you have any questions about the program or require assistance in completing the application, please contact me at kimberly.phillips@alaska.gov or call (907) 451-2718.

Sincerely,

A handwritten signature in purple ink, appearing to read "Kimberly Phillips".

Kimberly Phillips
Grants Administrator 3

Enclosure

FMA 15: Prince William Sound			FY 22 Landing Tax Allocation	Reference
Total allocation: LONG			\$0.00	Number
			Calculated Allocation	Total Distribution
Community	Population	Calculated Allocation		
City of Cordova	2,545	\$36,744.84	\$0.00	23-SF15-01 \$36,744.84
City of Valdez	3,971	\$36,744.83	\$0.00	23-SF15-02 \$36,744.83
City of Whittier	260	\$36,744.84	\$0.00	23-SF15-03 \$36,744.84
Totals	6,776	\$110,234.51	\$0.00	\$ 110,234.51
Community Count	3			
*Three municipalities share available funding equally.				



AGENDA ITEM 8
City Council Meeting Date: 1/18/23
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 1/12/23
ITEM: Concurrence of Mayor's appointment of City rep to PWSRCAC, Davide Janka
NEXT STEP: Approval of Motion to concur

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Prince William Sound Regional Citizens Advisory Council sent a letter on December 7, 2022 (attached) advising that Robert Beedle had resigned his seat as the dedicated City of Cordova member on the board (he is actually remaining on the board as the CDFU representative). The letter asked the City of Cordova to fill the seat timely so that the new City Representative could attend the upcoming January 26-27, 2023 board meetings in Anchorage.

II. RECOMMENDED ACTION: City Council should concur with the appointment suggestion made by Mayor Allison and approve concurrence by voice vote or a roll call vote approving the consent calendar accomplishes the same. **Mayor Allison** is recommending **David Janka** for appointment to the seat for a term to run through May 2024.

III. BACKGROUND INFORMATION: The Clerk's office began advertising December 14 for interest and put a deadline for letters to be received of January 10, 2023. One letter was received, from David Janka, it is attached here.

IV. SUMMARY AND ALTERNATIVES: City Council members may concur with the Mayor's appointment or may take alternative action. Any alternative action would require pulling the item from the consent calendar.

Mayor David Allison <mayor@cityofcordova.net>
City of Cordova
cc: Susan Bourgeois <citycleark@cityofcordova.net>

December 12, 2022

Greetings,

I am submitting my name for consideration for appointment to the City of Cordova's seat on the Prince William Sound Regional Citizens' Advisory Council's (PWSRCAC) Board of Directors recently vacated by Robert Beedle.

I have lived in Cordova for coming up on 30 years. Previously I lived in Valdez for 16 years.

I am very familiar with PWSRCAC. I was present at it's inception in Valdez, have attended some of their Board meetings as well as some of their Committee meetings, receive their newsletters, annual reports, committee meeting packets, Board of Directors meeting packets and have worked as a contractor for them. My photographs, knowledge of the natural history of Prince William Sound and Exxon Valdez Oil Spill (EVOS) has been freely shared with them.

Even before the 1989 Exxon Valdez Oil Spill I was involved with research projects and environmental issues in PWS including baseline tidal surveys with National Marine Fisheries Service, glacier research with US Geological Survey, biologist for the salmon hatchery in Valdez and commenting on and following many projects in PWS including the agreements which created the EVOS Trustee Council.

Around 1985 I shifted to working within the tourism industry. In 1989 my family and I were care-taking Stan Stephens' Growler Island Camp on Glacier Island just 8 miles west of Bligh Reef when the Exxon Valdez ran aground on March 24, 1989. I worked the first week of response then went back to my commitment to Stan Stephens' Camp. In following years I was able to relief skipper aboard small response boats, worked for the Valdez Local Response Program, was Director of PWS Conservation Alliance, participated in the Trans Alaska Gas Line Environmental Review Committee, represented local interests on the last major shoreline survey by Exxon and guided Greenpeace's Rainbow Warrior and David Rockefeller Jr.'s sailboat flotilla to lingering EVOS oil sites in PWS.

We moved to Cordova in 1993 operating the 58' charter vessel Auklet for the previous owner. In 1995 we started Auklet Charter Services based in Cordova. We specialized in research/work trip support, film/media as well as natural history cruises. The work allowed me to be involved with Federal, State, University and Non-Government Organization research projects in and around PWS. Most of these projects where related to research and monitoring related to the Exxon Valdez Oil Spill (EVOS). This has allowed me to spend time in every corner of PWS as well as gain and share valuable knowledge of the area. As my own project I have documented EVOS lingering oil nearly every year.

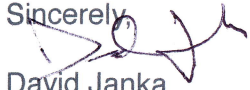
Potential conflict of interest with my charter work has kept me from considering this board position in the past. I am presently transitioning into retirement so no longer see any issues.

Our website is still up with a full list of organizations we have chartered with as well as maps and photos showing my extensive experience in PWS. <https://www.auklet.com/research.htm>

I strongly support PWSRCAC's mission and would be honored to represent Cordova on their Board of Directors.

Thank you for this opportunity and please call, text or email if you have any questions or need any references.

Sincerely,



David Janka
POBox 1231 Cordova, AK 99574
907-253-3428
<info@auklet.com>



AGENDA ITEM 9
City Council Meeting Date: 1/18/23
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 1/12/23
ITEM: Concurrence of Mayor's appointment to Library Board
NEXT STEP: Approval of Motion to concur

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: The Library Board has 1 vacant seat that will expire November 2025.

II. RECOMMENDED ACTION: City Council should concur with the appointment suggestion made by Mayor Allison and approve concurrence by voice vote or roll call vote approving the consent calendar accomplishes the same. Suggested motion is to move to concur with **Mayor Allison's** appointment of *Sherman Powell*, to the Library Board for a term through November 2025.

III. BACKGROUND INFORMATION: The City Clerk advertised all board and commission vacancies for approximately 6 weeks at the end of 2022. Sherman Powell is an incumbent on the Library Board and has applied expressing his continued interest in remaining on the board. Unfortunately, his application was received after the date of the last Council meeting.

IV. SUMMARY AND ALTERNATIVES: City Council members may concur with the Mayor's appointment or take alternative action. Any alternative action would require pulling this item from the consent calendar.



City Board or Commission Membership Application



Personal Information	
Name: <u>Sherman Powell</u>	Date: <u>12/09/22</u>
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? <u>5 years</u>
Name of Partner (optional): <u>Susan Powell</u>	
Employer: <u>Self</u>	Job Title: <u>Fisherman</u>
Contact Information	
Residence Address: XXXXXXXXXXXXXXXXXXXX	
Mailing Address: XXXXXXXXXXXXXXXXXXXX	
Cell Phone: XXXXXXXXXXXX	Email Address: XXXXXXXXXXXXXXXXXXXX
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: <u>CVFD, Sheridan Alpine Association, Eyak Foundation</u>	
Past memberships in organizations:	
City Board(s) or Commission(s) in which you are interested: <u>Library Board</u>	
Why do you want to be involved with this Board or Commission? <u>I love libraries and books. I want to help keep Cordova's library amazing for kids in our community</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'm a stay at home dad when I'm not fishing, and I've used the library a lot with my kids.</u>	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 10/2019	



AGENDA ITEM 10
City Council Meeting Date: 1/18/23
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 1/11/23
ITEM: Resolution 01-23-02 approving a license for a mobile restaurant
NEXT STEP: Majority voice vote

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Resolution approving a license for a mobile restaurant per CMC chapter 6.16 (attached).

II. RECOMMENDED ACTION / NEXT STEP: Council motion to approve Resolution 01-23-02, or approval of the consent calendar.

III. FISCAL IMPACTS: This would allow the startup of a new business in Cordova that would contribute to sales tax revenue as well as enhance the food choices for citizens of and visitors to Cordova.

IV. BACKGROUND INFORMATION: Prospective business owner and requester of the mobile restaurant license, Charity Schandel, has written a letter explaining her business plan and offered pictures of the proposed location of mobile restaurant and pictures of the actual facility. Supporting documents are included as well: lease agreement, correspondence with AK environmental health officer, current state and City business licenses. This business proposal fits as a mobile restaurant as defined in City Code, however, the vending of goods using this location/mobile restaurant will require a conditional use permit through the planning commission. In order to expedite approval for food only this Resolution is before Council tonight. The part of the business plan that includes vending of goods cannot occur until the CUP is approved – that is slated for a February Planning Commission meeting.

V. SUMMARY AND ALTERNATIVES: Council can approve the resolution or ask questions to further understand the business owner's plan and possibly ask for modifications. If any discussion or questions are necessary the item will need to be removed from the consent calendar.

**CITY OF CORDOVA, ALASKA
RESOLUTION 01-23-02**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
APPROVING THE LICENSE FOR A MOBILE RESTAURANT FOR CHARITY SCHANDEL,
DBA TERRA VEDA**

WHEREAS, CMC 6.16.010 defines a mobile restaurant as any restaurant or other stand, vehicle or cart or other movable structure or other means, by which food is sold to the public upon public streets, sidewalks, alleys or other public rights-of-way, or upon private property not in a structure affixed to the land; and

WHEREAS, applicants for mobile restaurant licenses shall be denied a license unless the applicant demonstrates to the council that public convenience and necessity will thereby be enhanced without causing undue risk or harm to the public health or safety; and

WHEREAS, operators of a mobile restaurant in Cordova must abide by Cordova Municipal Code Chapter 6.16.050 which reads as follows:

- A.** A mobile restaurant may not be stopped or positioned in a manner or location that will congest or impede the flow of traffic or otherwise interfere with the use of the streets or access-ways by the public.
- B.** A mobile restaurant selling foods that are dispensed or wrapped in disposable containers or packages shall be equipped with a sufficient number of accessible receptacles for disposal of litter produced by sales, and the operator shall police all resulting litter from each area of operation.
- C.** A mobile restaurant may not be operated from any location on a public street, alley or right-of-way for a period of time in excess of two hours, unless the operator acquires written permission from the city manager to operate for a longer designated period of time to provide service to the public.
- D.** A mobile restaurant may not be operated in front of or immediately adjacent to an established business offering the same or similar commodities from a fixed location.
- E.** The overall dimensions of a mobile restaurant shall not exceed a length of twenty-five feet, a width of up to but not exceeding eight feet, nor a height of eleven feet, and the mobile restaurant must be licensed and registered with the state. The gross weight of the mobile restaurant shall not exceed ten thousand pounds.

WHEREAS, Charity Schandel has made application to the Clerk to operate a mobile restaurant.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Cordova, Alaska, does hereby approve the application of Charity Schandel, dba Terra Veda for a license to operate a mobile restaurant in Cordova.

PASSED AND APPROVED THIS 18th DAY OF JANUARY 2023

David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

Terra Veda/Charity Schandel (Wheeler)

Box 2152

Cordova, AK 99574

(907) 942-5568

Operation Location: 604 1st Street

MOBILE MARKET VENDING

January 18, 2023 Council Meeting

OVERVIEW

I have recently upgraded a hand-built unit on trailer & was granted permission via DEC to sell & make foods that fall under Alaska Cottage Food Laws (non-potentially hazardous/not needing to be temperature controlled), from said unit. I have signed a lease with CTC to put the unit in & have paid for insurance for the year. In 2018, I launched my small herbal business, Terra Veda, & had moved into the retail location behind the Alaskan. I handcraft an array of art, loose-leaf teas, herbal products, & foods that are health conscious & eco-friendly. This unit offers me a platform to relaunch my business after the pandemic, with a more solid chance for expansion & growth. Beyond myself, I wish to run the unit with a forward-thinking community approach by offering it to licensed/permitted locals & fundraisers to do the same, at no charge. This essentially creates a Mobile Mercantile Market Unit with Co-Op fundamentals & community values; we affectionately refer to the unit as “The Coop”, & would like to officially coin it as such. The unit has room for further upgrading, which would expand how much food can be offered to Cordova. This is a future plan & I would like City Council’s blessing to move forward with such plans, as we reach the milestones to do so. For now, I wish to have the dry, warm unit host Terra Veda and other Cottage Food creators, Artists, and Fundraisers to sell their goods from, at an affordable & more frequent location. Currently, these types of businesses are only seen at the 4 annual vendor events & once-a-month Saturday Markets; Approving this proposal will exponentially increase locals, like myself, availability to sell their goods from 16 times a year, while decreasing hassle, discouragement from overhead costs, & commitment of brick and mortar vending.

GOALS

1. Boost my livelihood, local economy, morale, and entrepreneurship.
2. Provide a vital platform for growth as a person & community.
3. Diversify locally offered goods, while increasing the limited community resources.
4. Be a subconscious influence towards waste management & eco-friendly solutions.

SPECIFICATIONS

The hand-built, off-grid unit is 10.7' long (with additional 4' trailer tongue), 6.5' wide, & 8.7' tall, being previously used locally for Cottage Food sales. We upgraded the unit with full insulation, walls, FRP (commercial & food-grade wall protector), along with upgrading the wiring to a contained system to run fans & lighting from 12-volt DC batteries with attached fuse-box. The unit can be run full-time without needing to be charged for a month, which will be supplemented by a trickle-charge via a solar charging system that we are installing. A #40 propane tank is mounted on the tongue of the trailer & is attached to a portable 2-burner propane inside, which can be removed from the unit for grilling use &/or currently approved foods under Alaska Cottage Food Laws inside the unit. A portable heater is being hooked to the existing propane tank to offer heat, under the guidance of local CVFD personnel who are aware of these plans. The unit is equipped with a fire extinguisher, 4 ventilation flaps, 2 sliding windows, & a locking door. A spigot is located in the lot to provide water, if needed, but we prefer to maintain our off-grid foundation when gradually upgrading-hauling water &/or self-contained hand-washing stations. After extensively reading through the state guidelines, this is entirely possible and permissible, but is not required until someone is seeking a permit to sell foods that are hazardous, which Cottage Food is not, therefore exempt. The bulk of food being sold will not be made on-site, but will follow state regulations to ensure compliance with vendors & goods being sold from "The Coop". If currently approved foods are made on-site or at-home, a placard, label, card, or signage that reads, "THESE PRODUCTS ARE NOT SUBJECT TO STATE INSPECTION" shall be conspicuously posted on or within the unit itself, or directly on packaged foods, per DEC requirements for Cottage Foods. A vendor has the opportunity to apply for a Temporary Food Service permit for up to 120-days, in conjunction with a "Not Self-Contained" permit from the state, which allows them to prepare foods in an approved kitchen & expand their menu. I will be personally pursuing this once the initial phases are complete & will encourage vendors to do so themselves. This proposal will not be approving anyone to sell out of "the Coop"-aside from pre-scheduled fundraising events- that have a menu similar to Jen's. Cottage Food is very limited, therefore automatically reducing risk of competition due to none of her items falling under this category. Terra Veda itself is built on plant-based products, foods, and eco-friendly systems that are not available locally, but heavily desired. Interested candidates will need to be approved prior to use by providing a menu, proof of current state & city licensing, any necessary permits, and agree to haul their own waste & fully sanitize between use.

Menu Example(s):

<https://dec.alaska.gov/eh/fss/food/retail/cottage-food/>

Cottage Food (Already approved by DEC to sell from unit)

1. Baked Goods- Cakes, Pies, Cookies, Breads, Crackers not needing refrigeration after preparation.
2. Bottled/Jarred Items- Vinegars, Extracts, Pickles, BBQ sauces, Pickles, Salsas, Relishes, & Jams/Jellies.
3. Candies/Confections- Fudge, Truffles, Brittles, Marshmallows, & Chocolate Covered Pretzels, Graham Crackers, or Fruit.
4. Fermented Products- Kombucha, Fermented Fruit & Vegetable Products (ex: sauerkraut & kimchi)
5. Other Cottage Food: Baked Product Mixes, Dried Soup & Dip Mixes, Dehydrated Vegetables or Fruit, Popcorn (candied/balls/seasoned), Dry Herbs, Salts, Seasonings, Dry Pasta made with Egg, Nuts (coated or uncoated), Roasted Coffee or Dried Tea, Waffle Cones, Tortillas, Flatbreads, & Fruit Leathers.

Fundraisers (Not more than 3 within 90-days for same beneficiary cause):

1. Expanded options as long as items are cooked and served immediately, prepared beforehand and kept within safe serving temperatures upon serving, or are using pre-packaged foods that just need “warmed” before serving.
2. Eligible candidates to host a fundraiser from “The Coop” must advertise to the general public, be under the umbrella of a 501c3, religious congregation, school, organization, or political campaign, to raise funds for a cause within their entity. Fundraisers for medical, education, or personal needs of an individual are permissible, as long as the monetary gains are solely used for the cause outlined in the fundraiser.
3. Examples: Hot Dogs, Hamburgers, Soups, and many other options can be cooked from portable burners outside of the unit, under a canopy, if desired. As long as the guidelines outlined by the state are followed, food fundraisers can include a lot more items than Cottage Food.

Non-Contained Items (Businesses whom obtain this permit can expand the menu):

1. Terra Veda: Plant-Based Milks & Ice-Cream, Sauces, Dips, Charcuterie, etc intended to eventually be prepared in separate DEC approved kitchen & vended from unit.

Non-Edible Goods Examples (Once Conditional Use Permit is Obtained):

1. Artwork- Handcrafted decorative pieces made from an array of materials such as wood, epoxy, metals, textiles, glass, canvas, etc that were customized by the seller.
 2. Photography- Photo images on an array of materials & layouts that are taken by the seller & watermarked.
 3. Crafts- Useful Items handmade from an array of materials such as wood, glass, metals, textiles, leather, epoxy, wax, etc.
 4. Toiletries & Household Cleaning- Handcrafted products, not found at local retail, for the purpose of personal hygiene, beautification, grooming, & household cleanliness. Example: Bath bombs, Soaps, plant-based cleaners & detergents, body scrubs, salves, lotions, etc.
 5. Plant & Garden: Plant starters, bouquets, seeds & garden supplements.
- Proper permitting will be obtained before selling any items listed above.



LEASE AGREEMENT

THIS LEASE AGREEMENT, effective this 23rd day of November, 2022, is by and between Terra Veda ("Lessee") and Cordova Telephone Cooperative, Inc. ("Lessor").

PREMISES

- A. Lessee operates facilities that provide food, event, and retail services to the public in and about the Cordova area.
- B. Lessee wishes to place equipment and attachments ("Equipment") on Lessor's property for the purpose of providing such services.
- C. Lessee wishes to secure a short-term leasehold estate from Lessor who is agreeable to entering into a short-term lease agreement with Lessee for the purpose set forth above.
- D. The premises to be leased are located at the 604 1st Street, Cordova Alaska 99574.
- E. The specific space or area leased is described in Exhibit A ("Property").

NOW THEREFORE, in consideration of the premises and of the mutual agreements set forth below, the parties agree as follows:

1. Property. Lessee agrees to lease from Lessor; and Lessor agrees to lease to Lessee, the Property. Lessee's use of the Property shall be for the purposes of operating facilities to provide food, event, and retail services to the public in and about the Cordova area and for no other purpose without the written consent of Lessor. Lessee shall be responsible for locating itself within the boundaries of the Property. Lessee may not assign its interest without having first obtained Lessor's prior written approval.

2. Term of Leasehold. The term of the leasehold shall be for up to one (1) month, commencing on the execution day of this Lease. The parties may mutually agree in writing to extend the term of the lease. At the expiration of the lease term, Lessee will promptly vacate the Property. Lessee is responsible for returning the Property to Lessor in the same or similar condition as when Lessee took possession of the Property and free of garbage, spills, or other damage. Should Lessor fail to timely vacate the property at the expiration of the lease period, Lessor may raise the Rental Rate and take all legal actions necessary to remove Lessee from the premises.

3. Rental Rate. The rental rate for the parcel shall be fifty (\$50.00) dollars per month. Rent shall be paid monthly in advance by the 10th day of the month, or the

IN WITNESS WHEREOF, the Parties have executed this agreement on the month, day, and year first above written.

LESSOR:

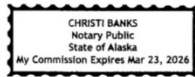
By: [Signature]
Its: CEO

LESSEE:

By: [Signature]
Its: OWNER

STATE OF ALASKA)
3rd JUDICIAL DISTRICT) ss.

The foregoing was acknowledged before me this 23rd day of November, 2022, by Jeremiah Beckett & Charity Schandel the CEO & owner of CTC & Terra Veda.

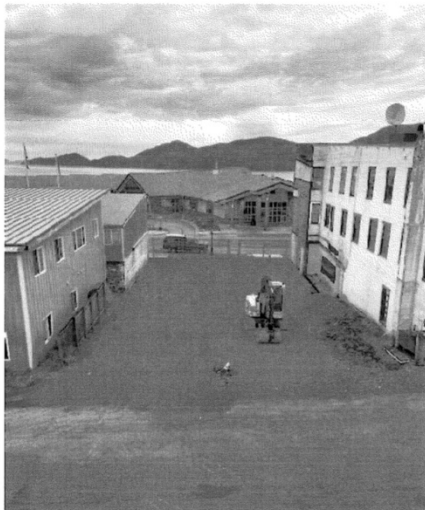


[Signature]
Notary Public in and for the State of Alaska
My commission expires: Mar 23 2026

Page 4 of 5

EXHIBIT A
LEASED PROPERTY DESCRIPTION

The leased space consists of the empty lot shown below.



2:23



4 Messages

< [Inbox](#)

Cottage Food Wago...



Hi Charity,

Thank you for emailing and for also taking the time to discuss your plans with Nancy and I.

As discussed you plan on having vendors, who fall under the cottage food exemption, use this unit to sell their products out of. The cottage food exemption allows the sale of non-potentially hazardous foods to be sold directly to consumers without a permit if certain conditions are met.

These conditions are outlined in the following link; [Cottage Food \(alaska.gov\)](http://CottageFood.alaska.gov) .

If your vendors meet these conditions and are selling a food item allowed under the cottage food exemption (a list is shown in the link as well) then they are allowed to use your unit to sell out of and do not need a permit. Your unit would not be subject to the requirements in the Alaska Food Code if it is only being used for vendors that fall under the cottage food exemption.

We do recommend that food safety practices be used whenever food items are being prepared such as handwashing and glove use.

Please let me know if you have any further questions.

Thank you,

Lani Thompson

Environmental Health Officer



Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

TERRA VEDA

P.O. BOX 2152, CORDOVA, AK 99574

owned by

CHARITY SCHANDEL

is licensed by the department to conduct business for the period

November 22, 2022 to December 31, 2024
for the following line(s) of business:

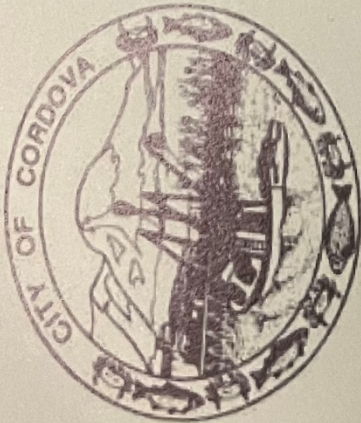
31 - Manufacturing; 42 - Trade; 71 - Arts, Entertainment and Recreation; 72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Sande
Commissioner



Terra Veda
Charity Schandel
PO Box 2152
Cordova AK 99574

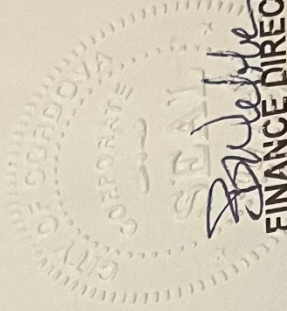
City of Cordova
PO Box 1210
Cordova, AK 99574

BUSINESS LICENSE

LOCATION OF BUSINESS

Terra Veda
604 First Street
Cordova AK 99574

DATE ISSUED 01/01/2022	EXPIRATION DATE 12/31/2022
STATE LICENSE 1111371	LICENSE NUMBER 5568



FINANCE DIRECTOR

THIS CERTIFIES that the business or individual listed is hereby licensed to do business within the CITY OF CORDOVA , AK
This license is to be displayed conspicuously at the location of business, and is not transferrable or assignable.

Chapter 6.16 - FOOD HANDLING ESTABLISHMENTS

Sections:

6.16.010 - Definitions.

For the purposes of this chapter, the following terms shall be defined as follows:

- A. "Food" means any matter, including milk, intoxicating liquors, and other liquids, commonly consumed by persons.
- B. "Food handler" means and includes any person employed or working in any food handling establishment.
- C. "Food handling establishment" means any restaurant, itinerant restaurant, mobile restaurant, bar, market, store, confectionery, bottling works, bakery or dairy as defined in this section.
- D. "Itinerant restaurant" includes any restaurant operating for a temporary period in connection with a fair, carnival, circus, public exhibition or other similar gathering.
- E. "Mobile restaurant" includes any restaurant or other stand, vehicle, cart or other movable structure or other means, by which food is sold to the public upon public streets, sidewalks, alleys or other public ways or rights-of-way, or upon private property not in a structure affixed to the land.

(Prior code § 6.301, as amended during 1979 codification).

6.16.020 - License—Mobile restaurants to show necessity.

Applicants for mobile restaurant licenses shall be denied a license unless the applicant demonstrates to the council that public convenience and necessity will thereby be enhanced without causing undue risk or harm to the public health or safety. The council may restrict the license to areas within the city in which the applicant presents sufficient evidence of convenience and necessity. Upon request for appearance, the council shall schedule a prompt hearing and permit the applicant reasonable time to present evidence.

(Prior code § 6.304, as amended during 1979 codification).

6.16.030 - License—Showing of other required licenses.

A food handling establishment shall have and show to the satisfaction of the city clerk that such establishment has the applicable state, borough and city licenses required for the use and occupancy of the premises or to operate the business involved before the city clerk may issue the annual license.

(Prior code § 6.306, as amended during 1979 codification).

6.16.040 - License—Revocation.

A food handling license once issued is subject to suspension or revocation if the licensee fails to maintain all state, borough and city licenses and to meet all state, borough and city health requirements, and comply with all city and state laws, ordinances and regulations.

(Prior code § 6.308, as amended during 1979 codification).

6.16.050 - Operation of mobile restaurant.

A. A mobile restaurant may not be stopped or positioned in a manner or location that will congest or impede the flow of traffic or otherwise interfere with the use of the streets or access-ways by the public.

B. A mobile restaurant selling foods that are dispensed or wrapped in disposable containers or packages shall be equipped with a sufficient number of accessible receptacles for disposal of litter produced by sales, and the operator shall police all resulting litter from each area of operation.

C. A mobile restaurant may not be operated from any location on a public street, alley or right-of-way for a period of time in excess of two hours, unless the operator acquires written permission from the city manager to operate for a longer designated period of time to provide service to the public.

D. A mobile restaurant may not be operated in front of or immediately adjacent to an established business offering the same or similar commodities from a fixed location.

E. The overall dimensions of a mobile restaurant shall not exceed a length of twenty-five feet, a width of up to but not exceeding eight feet, nor a height of eleven feet, and the mobile restaurant must be licensed and registered with the state. The gross weight of the mobile restaurant shall not exceed ten thousand pounds.

(Prior code § 6.305, as amended during 1979 codification).



AGENDA ITEM 11
City Council Meeting Date: 1/18/23
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 1/18/23
ITEM: City Manager Contract Amendment
NEXT STEP: Council Approval of Contract Amendment

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Employment Agreement amendment approval for City Manager Helen Howarth. The amendment consists of a short extension while annual review and negotiations of new contract can occur between Council and Manager.

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion: to approve the first amendment to the employment agreement between the City of Cordova and Helen Howarth.

III. FISCAL IMPACTS: none, rate of pay remains same until new contract terms are negotiated.

IV. BACKGROUND INFORMATION: City Council will conduct an annual review of the City Manager after which a new contract can/should be negotiated between the parties. This first contract has ended per its terms before such evaluation and negotiations could occur and therefore, an extension is the best cure to ensure continuation of City Management under Helen Howarth.

V. LEGAL ISSUES: City Attorney has reviewed this amendment.

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

FIRST AMENDMENT TO EMPLOYMENT AGREEMENT

This First Amendment to the Employment Agreement by and between the City of Cordova, Alaska, ("Cordova"), a municipal corporation, and Helen Howarth ("Manager"), is made effective as of January 15, 2023 ("Effective Date").

WHEREAS, Manager is currently employed by Cordova pursuant to that certain Employment Agreement dated October 2, 2019 ("Agreement"); and

WHEREAS, the Agreement expires by its terms on January 15, 2023; and

WHEREAS, Cordova and Manager wish to amend the Agreement to provide for a temporary extension of the Agreement until the earlier of: March 1, 2023, or the date the parties agree to a new employment agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, Cordova and Manager agree as follows:

1. **TERM**. The term of the amended Agreement is from January 15, 2023 to the earlier of: March 1, 2023, or the date the parties agree to a new employment agreement unless the Agreement is terminated earlier pursuant to Section Four, Paragraph (a) of the Agreement.
2. **SAVINGS CLAUSE**. Save and except as hereinabove expressly amended, the Agreement shall continue in full force and effect.

IN WITNESS WHEREOF, the City Council of the City of Cordova has caused this First Amendment to be signed and executed on the City Council's behalf by its Mayor and duly attested by its City Clerk, and Helen Howarth has executed this First Amendment for and on behalf of herself, as of the Effective Date.

City Council of the City of Cordova, Alaska

By: _____

David Allison, Mayor

Manager: _____

Helen Howarth

Attest: _____

Susan Bourgeois, City Clerk

CITY OF CORDOVA
FUND SUMMARY
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	111,488.58	7,862,458.48	7,551,785.00	(310,673.48)	104.1
LICENSES & PERMITS	75.00	22,890.00	21,000.00	(1,890.00)	109.0
OTHER GOVERNMENTAL	19,950.76	2,634,898.39	3,225,576.00	590,677.61	81.7
LEASES & RENTS	18,038.89	333,775.37	278,718.00	(55,057.37)	119.8
LAW ENFORCEMENT	38,826.00	311,385.64	293,804.00	(17,581.64)	106.0
D. M. V.	3,011.80	63,335.94	60,700.00	(2,635.94)	104.3
PLANNING	430.00	5,473.00	6,500.00	1,027.00	84.2
RECREATION	2,506.21	85,238.86	64,000.00	(21,238.86)	133.2
POOL	669.00	46,758.05	15,000.00	(31,758.05)	311.7
SALE OF PROPERTY	0.00	12,833.55	3,000.00	(9,833.55)	427.8
INTERFUND TRANSFERS IN	53,180.34	0.00	749,827.00	749,827.00	0.0
OTHER REVENUE	13,064.02	152,518.09	115,718.00	(36,800.09)	131.8
STATE DEBT SERVICE REIMBURSEMENT	0.00	2,022,113.00	378,000.00	(1,644,113.00)	535.0
	261,240.60	13,553,678.37	12,763,628.00	(790,050.37)	106.2
<u>EXPENDITURES</u>					
CITY COUNCIL	257.94	3,985.15	5,300.00	1,314.85	75.2
CITY CLERK	22,871.30	430,537.56	439,656.00	9,118.44	97.9
CITY MAYOR	0.00	302.42	1,500.00	1,197.58	20.2
CITY MANAGER	29,544.48	479,490.84	545,158.00	65,667.16	88.0
FINANCE	35,392.15	531,060.13	531,578.00	517.87	99.9
PLANNING	9,267.17	140,165.02	148,840.00	8,674.98	94.2
PLANNING COMMISSION	76.38	1,197.98	1,500.00	302.02	79.9
DEPARTMENT OF MOTOR VEHICLES	5,348.16	83,571.29	35,259.00	(48,312.29)	237.0
LAW ENFORCEMENT	88,652.49	1,123,790.33	1,121,684.00	(2,106.33)	100.2
JAIL OPERATIONS	20,466.81	264,727.69	278,815.00	14,087.31	95.0
FIRE & EMS	26,001.93	478,910.79	507,272.00	28,361.21	94.4
DISASTER MANAGEMENT	2,736.88	9,252.66	11,000.00	1,747.34	84.1
LIBRARY	42,303.02	619,343.19	810,775.00	191,431.81	76.4
FACILITY UTILITIES	32,028.87	213,203.80	178,600.00	(34,603.80)	119.4
PUBLIC WORKS ADMINISTRATION	16,989.44	184,447.43	200,745.00	16,297.57	91.9
FACILITY MAINTENANCE	43,308.73	360,325.94	377,783.00	17,457.06	95.4
STREET MAINTENANCE	73,374.16	608,700.84	814,124.00	205,423.16	74.8
SNOW REMOVAL	75,710.57	65,593.79	71,494.00	5,900.21	91.8
EQUIPMENT MAINTENANCE	43,751.61	312,899.45	352,391.00	39,491.55	88.8
PARKS MAINTENANCE	7,480.44	174,794.80	260,476.00	85,681.20	67.1
CEMETERY MAINTENANCE	0.00	2,994.54	6,695.00	3,700.46	44.7
PARKS & REC ADMINISTRATION	19.98	136,785.56	229,505.00	92,719.44	59.6
RECREATION - BIDARKI	24,132.47	184,049.19	193,326.00	9,276.81	95.2
RECREATION - SWIMMING POOL	23,462.85	405,869.95	286,893.00	(118,976.95)	141.5
SKI HILL	20,302.11	174,954.81	185,253.00	10,298.19	94.4
NON-DEPARTMENTAL	83,890.83	613,855.80	966,674.00	352,818.20	63.5
LONG TERM DEBT SERVICE	0.00	1,715,100.00	1,715,100.00	0.00	100.0
TRANSFERS TO OTHER ENTITIES	15,355.83	2,417,241.48	2,406,991.00	(10,250.48)	100.4
	742,726.60	11,737,152.43	12,684,387.00	947,234.57	92.5
	(481,486.00)	1,816,525.94	79,241.00	(1,737,284.94)	2,292.4

CITY OF CORDOVA
FUND SUMMARY
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

	PY ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	261,240.60	13,553,678.37	12,763,628.00	(790,050.37)	106.2
104 CITY PERMANENT FUND	49,607.40	(1,528,330.69)	424,900.00	1,953,230.69	(359.7)
203 FIRE DEPT. VEHICLE ACQUISITION	2,677.26	53,332.38	0.00	(53,332.38)	0.0
205 VEHICLE REMOVAL/IMPOUND FUND	0.00	50.00	0.00	(50.00)	0.0
333 COVID-19	59,423.48	15,389.59	0.00	(15,389.59)	0.0
335 ARPA - CLFRF	0.00	1,240,895.61	0.00	(1,240,895.61)	0.0
336 ARPA - LSTA GRANTS	0.00	12,450.00	0.00	(12,450.00)	0.0
401 GENERAL PROJ & GRANT ADMN	14,278.88	252,852.20	0.00	(252,852.20)	0.0
502 HARBOR ENTERPRISE FUND	49,813.66	1,367,978.18	1,667,122.00	299,143.82	82.1
503 SEWER ENTERPRISE FUND	70,606.55	851,864.57	909,323.00	57,458.43	93.7
504 WATER ENTERPRISE FUND	41,646.28	742,555.97	840,758.00	98,202.03	88.3
505 REFUSE ENTERPRISE FUND	79,616.94	1,153,372.39	1,381,382.00	228,009.61	83.5
506 ODIK CAMP PARK	922.75	35,172.49	68,280.00	33,107.51	51.5
602 HARBOR & PORT PROJECTS	0.00	4,977,948.21	0.00	(4,977,948.21)	0.0
702 HARBOR RESERVE FUND	(99.78)	577,272.04	325,000.00	(252,272.04)	177.6
703 SEWER RESERVE FUND	0.00	0.00	295,000.00	295,000.00	0.0
704 WATER RESERVE FUND	0.00	0.00	50,000.00	50,000.00	0.0
705 REFUSE RESERVE FUND	0.00	0.00	260,000.00	260,000.00	0.0
805 LANDFILL CLOSURE RESERVE FUND	125.61	208.49	50,000.00	49,791.51	0.4
810 HEALTH INTERNAL SERVICE FUND	75,772.41	1,227,398.35	0.00	(1,227,398.35)	0.0
	705,632.04	24,534,088.15	19,035,393.00	(5,498,695.15)	128.9
<u>EXPENDITURES</u>					
101 GENERAL FUND	742,726.60	11,737,152.43	12,684,387.00	947,234.57	92.5
104 CITY PERMANENT FUND	0.00	0.00	100,000.00	100,000.00	0.0
203 FIRE DEPT. VEHICLE ACQUISITION	495.95	4,349.84	0.00	(4,349.84)	0.0
205 VEHICLE REMOVAL/IMPOUND FUND	116.73	7,333.17	0.00	(7,333.17)	0.0
333 COVID-19	68,749.73	17,583.46	0.00	(17,583.46)	0.0
335 ARPA - CLFRF	0.00	288,046.86	0.00	(288,046.86)	0.0
336 ARPA - LSTA GRANTS	5,892.40	61,289.35	0.00	(61,289.35)	0.0
401 GENERAL PROJ & GRANT ADMN	16,332.41	307,459.54	0.00	(307,459.54)	0.0
502 HARBOR ENTERPRISE FUND	78,692.66	985,554.94	1,730,730.00	745,175.06	56.9
503 SEWER ENTERPRISE FUND	65,598.15	623,695.17	1,784,493.00	1,160,797.83	35.0
504 WATER ENTERPRISE FUND	63,403.79	626,839.43	1,040,534.00	413,694.57	60.2
505 REFUSE ENTERPRISE FUND	80,597.35	717,523.57	1,665,627.00	948,103.43	43.1
506 ODIK CAMP PARK	3,164.87	28,189.19	68,280.00	40,090.81	41.3
602 HARBOR & PORT PROJECTS	0.00	38,502.43	0.00	(38,502.43)	0.0
654 LT2 COMPLIANCE PROJECT	813.50	0.00	0.00	0.00	0.0
655 ACWF#261171-S LOAN MILE17 EQU	0.00	1,120,000.00	0.00	(1,120,000.00)	0.0
702 HARBOR RESERVE FUND	0.00	966,621.65	0.00	(966,621.65)	0.0
703 SEWER RESERVE FUND	7,150.00	330,244.19	245,000.00	(85,244.19)	134.8
704 WATER RESERVE FUND	0.00	5,170.65	300,000.00	294,829.35	1.7
705 REFUSE RESERVE FUND	0.00	105,878.02	210,000.00	104,121.98	50.4
810 HEALTH INTERNAL SERVICE FUND	85,934.81	1,411,692.39	0.00	(1,411,692.39)	0.0
	1,219,668.95	19,383,126.28	19,829,051.00	445,924.72	97.8
	(514,036.91)	5,150,961.87	(793,658.00)	(5,944,619.87)	649.0

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.



In Reply Refer To:
Cordova-Orca Road Winter Storm Repairs Project
State Project Number: NSHWY00700
No Historic Properties Affected

December 22, 2022

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

Dear Mayor Koplin:

Because of damages caused by an extreme winter storm event, the Alaska Department of Transportation and Public Facilities (DOT&PF), Maintenance and Operations (M&O) is proposing to repair the ocean side road embankment at multiple sections between milepost (MP) 1.0 and 2.1 of Orca Road (also known as New England Cannery Road), in Cordova, Alaska. The project location information is presented in Table 1 and shown on Figures 1-2.

Table 1: Project Location

Township	Range	Section	USGS Quad Map	Meridian	Lat/Long (WGS 84)
015S	003W	10,11,15	Cordova C-5	Seward	60.5750NN, 147.7297W

Pursuant to AS 41.35.070, Preservation of Historic, Prehistoric, and Archaeological Resources Threatened by Public Construction, DOT&PF finds that **no historic properties will be affected** by the proposed project.

Project Description

The DOT&PF M&O, is proposing the following activities between MP 1.0 and 2.1 of Orca Road.

- The erosion of roadside slopes and roadways shoulders includes twelve (12) section repairs with multiple cut-outs that are approximately 5 to 20 feet wide and 3 to 15 feet deep (see Figure 2 for exact locations).
 - Proposed work would occur from the existing roadway using a loader and a backhoe to replace and rebuild the road prism to an as-built condition.

- The 22-foot roadway would remain the same, and the shoulder of the road would be rebuilt by backfilling and replacing materials in-kind to reestablish and maintain roadway structures.

Materials for this project are anticipated to be contractor-furnished from an in-town commercial material source located at approximately 0.8-mile Whitshed Road. Staging is proposed to occur at MP 1.0 of Orca Road (see Figure 2).

Project Area of Potential Effects (APE)

The Project APE is presented on Figures 1 and 2 and extends from MP 1.0 and 2.1 of Orca Road (a.k.a. New England Cannery Road), north of Cordova, Alaska. Visual impacts were considered when developing the APE for this project, none were identified. Proposed repairs are returning the road to as-built conditions, thus not imparting visual impacts.

Identification Efforts

A search of the Alaska Heritage Resources Survey-IBS (AHRS) database on December 22, 2022 indicated that there is one (1) AHRS site located within the Project APE. That AHRS site is briefly described below.

COR-00576 Copper River Highway- The Copper River Highway is approximately 49.5-miles long and runs from downtown Cordova to the north side of the Million Dollar Bridge at Miles Glacier. The Copper River Highway was constructed between 1945 and 1964, using a portion of the alignment of the abandoned Copper River & Northwestern Railway Grade. The Highway was determined not eligible for the National Register of Historic Places, and the SHPO concurred with that determination on 2/19/2015.

A search of the Alaska Department of Natural Resources Division of Mining, Lands and Water Revised Statute (RS) 2477 database indicates that there are no (0) recognized public ROWs under this Statute within the Project APE.

A review of the DOT&PF Northern Region Cultural Resources Library revealed that the APE, which is limited to the ocean side embankment of the Copper River Highway, was surveyed as part of the Alaska Roads Programmatic Agreement (Mead and Hunt 2014). No cultural resources were discovered as a result of that survey. The DOT&PF Archaeologist-Cultural Resource Specialist (PQI) believes that this level of effort is sufficient for project as presented.

Finding of Effect

As there are no historic properties identified within the Project APE, the DOT&PF Northern Region PQI believes that a finding of **no historic properties affected** is appropriate for the project as presented.

Consultation Efforts

Due to the limited nature of the work being proposed, the DOT&PF is proceeding directly to findings on this project. In addition to the Chief of Office of History and Archaeology for the

State of Alaska, the following parties will be sent letters: Native Village of Eyak, Eyak Corporation, Tatitlek Corporation, Chugach Alaska Corporation, City of Cordova.

If you wish to comment on this finding, I can be reached at the address above, by telephone at 907-451-2227, or by e-mail at holly.mckinney@alaska.gov. Your timely response will greatly assist us in incorporating your concerns into project development. For that purpose, we respectfully request that you respond within thirty days of your receipt of this correspondence.

Sincerely,



Holly J. McKinney

Cultural Resource Specialist-Archaeologist (PQI)
State of Alaska DOT&PF Northern Region

Enclosures:

Figure 1: Project Vicinity and Location map.

Figure 2: Project APE, Cordova-Orca Road Winter Storm Repairs Project.

References:

Mead and Hunt 2014 Statement of Significance: Copper River Highway. Report prepared for the Alaska Department of Transportation and Public Facilities.

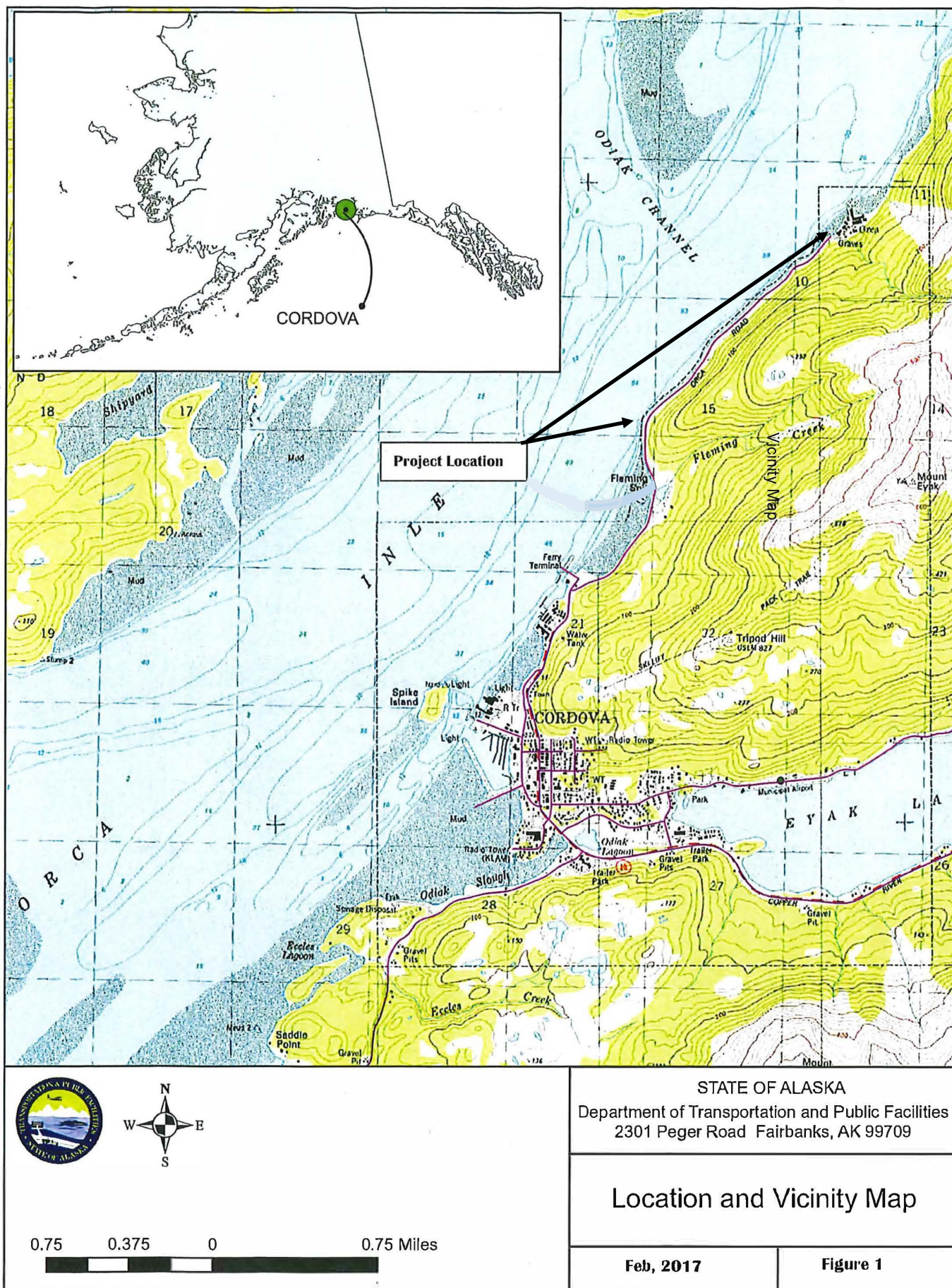
Electronic cc w/ enclosures:

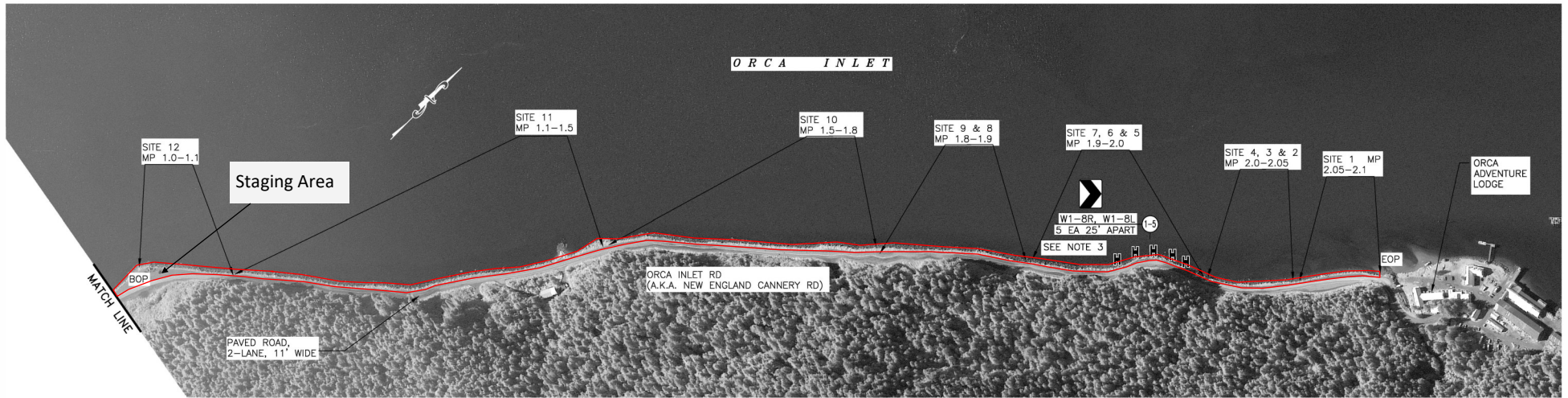
Daniel Adamczak, P.E., DOT&PF Northern Region, Project Manager

Melissa Riordan, DOT&PF Northern Region, M&O Environmental Impact Analyst

Brett Nelson, DOT&PF Northern Region, Regional Environmental Manager

Kathy Price, DOT&PF Statewide Cultural Resources Manager





LEGEND:
 DOUBLE SIDED SIGN

Project area of Potential Affect (APE)

PLAN DETAILS

NO SCALE

NOTES:

- PROJECT IS LOCATED AT ORCA INLET ROAD (ALSO KNOWN AS NEW ENGLAND CANNERY ROAD) BETWEEN FLEMING SPIT LAGOON AND ORCA ADVENTURE LODGE. INDIVIDUAL SITES ARE BETWEEN MP 1.0 & 2.1.
- EACH INDIVIDUAL SITE HAS SEVERAL DAMAGED BANK EAT-OUT SECTIONS TO REPAIR. SEE SHEET 2 & 3 FOR DETAILS.
- REINSTALL FALLEN DOUBLE-SIDED 3 EA CHEVRON SIGNS AFTER REBUILDING ERODED EMBANKMENT. MAINTAIN SAME 25' SPACING BETWEEN ALL SIGNS. YOU MAY REUSE SIGNS THAT ARE IN DOT & PF M&O POSSESSION AT CORDOVA SHOP (OR PROVIDE NEW). SEE SHEET 3.

NO.	DATE	REVISION



STATE OF ALASKA
 Department of Transportation and Public Facilities
 Maintenance & Operations
 Northern Region

SHEET:	CORDOVA - ORCA ROAD
DATE:	WINTER STORM REPAIRS
NSHWY00700	PROJECT SITE DETAILS

A memo from Susan Bourgeois, CMC, City Clerk

DATE: January 12, 2023

TO: Mayor and City Council, public

SUBJECT: Agency and Public review period for preliminary decision
regarding Aquatic Farmsite leases near Cordova

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 aquatic farmsite lease was before Council on June 1, 2022 when the Agency review period was open and now this is in correspondence for tonight's meeting because the 30-day *agency and public comment period* is open – deadline for comments February 10, 2023.

DNR has a website explaining this process:

<https://dnr.alaska.gov/mlw/aquatic/application/>

Susan Bourgeois

From: Reynolds, Brent C (DNR) <brent.reynolds@alaska.gov>
Sent: Wednesday, January 11, 2023 7:52 AM
To: DFG, DCF Aquatic Farming (DFG sponsored); Munter, Tony P (DFG); Brady, Carol S (DEC); Mendivil, Gary A (DEC); Frenchik, Tess T (DNR); DNR Land Sales (DNR sponsored); DNR, Parks OHA Review Compliance (DNR sponsored); Park Permitting (DNR sponsored); dogpermitting (DNR sponsored); Barrett, Tom R (DNR); Alvarez, Monica M (DNR); Gervelis, Gwen M (DNR); O'Claray, Heather S (DOT); Beckwith, Morris R (DOT); Chastain, Bernard A (DPS); Julie Scheurer - NOAA Federal; Alicia.bishop; Hannah Wilson - NOAA Affiliate; Molly Zaleski - NOAA Federal; NMFS Habitat - NOAA Service Account; anch_web_mail@nps.gov; CEPOA-RD-KFO, POA; Pagemaster, Reg POA; Seris, David M CIV; douglass_cooper@fws.gov; Sierra_Franks@fws.gov; Cate, Jenipher R; Burgess, Stephanie M; Farmer, Sabrina J; Lemons, Patrick; denise.wolvin@usda.gov; sajacobson@fs.fed.us; rebecca.peterman@usda.gov; Britton, Ronald -FS; tpaquet@fs.fed.us; dzastrow@fs.fed.us; Kuntzsch, Deyna - FS; steven.namitz@usda.gov; Catterson, Matthew R (DFG); LaCroix.Matthew@epa.gov; FS-Region 10 Lands; Trust Land Office (DNR sponsored); aacd@mtaonline.net; Kevin Johnson; Susan Bourgeois; Helen Howarth
Cc: Morris, Michelle I (DFG); Cougan, Karen A (DNR)
Subject: Public and Agency Notice of ADL 234003 Located in Simpson Bay, Cordova, Alaska
Attachments: ADL 234003 Public Notice.pdf

Good Morning,

Please see the attached Public and Agency Notice of the DNR Preliminary Decision (PD) regarding the proposed aquatic farmsite lease from Logan Arnold dba Kelpy Boy, ADL 234003, located within Simpson Bay, near Cordova, Alaska. The Public Notice Comment Period is from January 11, 2023 until February 10, 2023. The PD can be accessed beginning January 11, 2023 via the DNR website cited within the attached notice.

Please contact me if you have any questions.

Sincerely,

Brent Reynolds

Natural Resource Specialist II
Department of Natural Resources
Aquatic Farm Program
550 W. 7th Ave., Suite 900C
Anchorage, Alaska
Phone: (907) 269-8567
Fax: (907) 269-8913



State of Alaska
Department of Natural Resources
Division of Mining, Land & Water
Southcentral Regional Land Office
550 W. 7th Ave., Suite 900C
Anchorage, AK 99501-3577

ADL 234003
Aquatic Farmsite Lease
Logan Arnold dba Kelpy Boy
Simpson Bay (USGS Quad Map Cordova C-5)

Public and Agency Notice
Pursuant to AS 38.05.945

Subject to AS 38.05.083, the Southcentral Regional Land Office (SCRO) has made a Preliminary Decision to offer a 10-year lease to Logan Arnold dba Kelpy Boy for 33.84 acres, more or less, of state-owned tide and submerged lands for the operation of an aquatic farmsite for the purpose of cultivating sugar kelp, bull kelp, ribbon kelp, and dulse. The location of the project area is further described as being within the W1/2 of Section 19, Township 14 South, Range 03 West, Copper River Meridian, within the southern cove of Simpson Bay, Prince William Sound, approximately 7.25 miles northwest of the city of Cordova, Alaska.

The public and agencies are invited to review and comment on this proposed project. A copy of the decision can be found at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx> or is available in hardcopy upon request. Questions concerning how to comment should be directed to Brent Reynolds at (907) 269-8567 or by e-mail at brent.reynolds@alaska.gov or by fax to (907) 269-8913. **All comments must be received in writing at the above listed mailing address or e-mail on or before February 10, 2023.** To be eligible to appeal DNR's Final Decision, under AS 38.05.035(i)-(m), a person must have submitted written comments during this comment period.

The State of Alaska, Department of Natural Resources, complies with Title II of the American with Disabilities Act of 1990. Individuals with audio impairments that have questions concerning this PD 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.

January 12, 2023

TO: Cordova City Council

FROM: Helen Howarth, City Manager

RE: Native Village of Eyak/Cordova Health Care

The attached letter from Ted Wright, new CEO of Native Village of Eyak (NVE), outlines a renewed effort and commitment by NVE to take responsibility for health care delivery in Cordova through construction of a new Clinic and coordination of health care with Cordova Community Medical Center until such time all health services are consolidated.

In the letter, NVE outlines its commitments to the process and delineates its expectations of City.

City assets (land, buildings) are possible pieces that will come into play. City, CCMC and NVE will work together with community to identify viable health care solutions. City, CCMC and NVE staff have begun meeting and agree to a collaborative, cooperative and transparent process.



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Helen Howarth, City Manager
City of Cordova
601 1st Street
Cordova, AK 99574

December 21, 2022

Dear Ms. Howarth:

Please accept this letter of Interest as an expression of the commitment of the Native Village of Eyak to work with the City to consolidate healthcare operations in Cordova. While we appreciate the many years of work the City and Tribe have put into this effort, it is time to move past the general idea phase to more robust discussions of commitments, expectations, actions, and plans.

Native Village of Eyak Commitments

1. We will take responsibility for all healthcare operations within the community of Cordova
2. We will finance and complete Phase 1 & 2 environmental analysis to determine the suitability and feasibility of sites adjacent to the Cordova Community Medical Center (CCMC).
3. Our Council has also committed resources to complete the design of the new Ilanka Community Health Clinic (IHC), in keeping with the NVE priority of improving healthcare for the whole community.
4. Our team will work cooperatively on a structure and process for the Native Village of Eyak to assume CCMC governance and operations alongside enhanced IHC operations to ensure the community has access to the best healthcare possible.
5. We will lobby our congressional delegation before the end of March for an appropriation to help fund the new Ilanka Clinic. This first appropriation anticipates future support for a remodel and/or replacement of the Cordova Community Medical Center.
6. NVE will consider 105-L leasing to service the debt from construction of the new Clinic and fill any gaps in capital infrastructure funding.
7. Per (4) above the NVE Council has begun to structure a joint Board to govern the Medical Center and Clinic as we cooperatively consolidate healthcare in Cordova. This will entail many public meetings and joint City-Tribal sessions; but we are committed to this work.



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Native Village of Eyak Expectations

1. The City of Cordova Council would pass a resolution in support of our request to Senator Murkowski for an appropriation toward Clinic construction.
2. The City would assist NVE in obtaining the appropriate permits as necessary throughout the project.
3. The City will collaborate with NVE during the A&E phase of the construction project to resolve all zoning, ingress/egress, utility, drainage, and environmental challenges which may arise.
4. The City will provide a formal point of contact(s) who will help coordinate and communicate information throughout the duration of the project.
5. The City representatives will commit to meet with the NVE representatives at least two times per month throughout the duration of the project.

We look forward to your joining us to organize a governing body for healthcare for the community of Cordova. The representatives of this Board will work with CCMC/ICHC, the City of Cordova and the Native Village of Eyak to resolve issues ranging from PERS liability, ground lease/ownership, potential Coast Guard needs, credentialing/privileging of staff, and ongoing financial sustainability planning.

Our goal is to move forward in a collaborative manner working in the best interest of the community with the final product being a Memorandum of Agreement which can be codified by both NVE Tribal Council and the Municipality of Cordova City Council.

Please let me know when we could meet after the New Year to discuss details.

Sincerely,

Ted A Wright

Ted A Wright
Executive Director

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

January 18, 2023 Regular Council Meeting

A. | Future agenda items - topics put on PA with no specific date for inclusion on an agenda | Initially put on or revisited | |-----------------------------------------------------------------------------------------|-------------------------------| |-----------------------------------------------------------------------------------------|-------------------------------|

- | | |
|---------------------------------------------------------------------------------------------------------------------|-----------|
| 1) Plan/schedule for departmental site visits/work sessions/state of the dept reporting | 3/17/2021 |
| 2) Ordinance change (Title 4) before a new CBA gets negotiated - so Council has a role in approval process | 2/17/2021 |
| 3) Public Safety Resources - discussion | 1/20/2021 |
| 4) City addressing - ongoing project 2022 | 11/4/2020 |
| 5) City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - new finance director | 2/19/2020 |
| 6) Council discussion/direction to Planning and Zoning Commission re sale of City owned residential lots | 11/3/2021 |
| * this to occur in 2022 when Planning Commission begins work on land disposal maps | |
| 7) Council discussion about incentives for investment in Cordova | 11/3/2021 |
| 8) Revenues/financial planning/sales tax cap discussion | 12/1/2021 |
| 9) Res to legislature supporting adoption of stricter punishment for drug sales that cause overdose deaths | 6/15/2022 |
| 10) Code update of Chapter 5.40 Sales Tax | 8/3/2022 |
| 11) Alaska Mariculture Alliance - city rep appointment after bylaw changes - update from Mayor | 9/21/2022 |

B. | Resolutions, Ordinances, other items that have been referred to staff | date referred | |-----------------------------------------------------------------------|---------------| |-----------------------------------------------------------------------|---------------|

- | | |
|---------------------------------------------------------------------------------------------------------------------|------------|
| 1) Res 03-22-05 adopting 2022 land disposal maps-referred until amendments to 5.22 come before Council | 3/2/2022 |
| 5.22 amendments via ord 1202 will be effective end 10/22 - will approve new land maps 1/23 | |
| 2) Disposal of PWSSC Bldg - referred until more of a plan for north harbor so the term of RFP would be known | 1/19/2022 |
| 3) Res 11-21-42 placing ballot prop to change Council seats to undesignated (after 2022 state election) | 11/17/2021 |
| 4) Res 03-21-13 support for snow avalanche and landslide hazards assessment | 3/17/2021 |
| 5) Disposal of ASLS 79-258 - motion to put out for proposals was referred to staff after an e.s. | 9/16/2020 |
| 6) Res 05-20-18 re CCMC sale committee | 5/6/2020 |
| 7) Res 12-18-36 re E-911, will be back when a plan has been made | 12/19/2018 |

C. | Upcoming Meetings, agenda items and/or events: with specific dates | |--------------------------------------------------------------------| |--------------------------------------------------------------------|

- 1) Capital Priorities List Resolution (03-22-03) is in each packet - if 2 council members want to revisit the resolution they should mention that at Pending Agenda and it can be included in the next packet for action
- 2) Staff quarterly reports will be in the following packets: some are in 4/20/22 others will be in 5/4/22 packet for 1Q

2/1/2023
4/19/2023
7/20/2023
10/18/2023
- 3) Joint City Council and School Board Meetings - twice per year, April & October

6pm before Council mtg **5/3/2023**
6pm @ CHS before Sch Bd mtg **Oct. or Nov. 2023**
- 4) Clerk's evaluation - each year in **Feb** (before Council changeover after Mar election) - next **Feb '23**
- 5) Manager's evaluation - each year in **Jan** - next one Jan '23
- 6) In **May** each year City will provide public outreach regarding beginning of bear season photo by Wendy Ranney
- 7) Council worksession about housing shortage/progress staff has made towards solutions - **Jan 23**
- 8) Council discussion of bear issue - **January or February 2023**
- 9) Joint City Council-Harbor Commission Meeting - sometime during **1Q 2023**



D. | Council adds items to Pending Agenda in this way: | |---------------------------------------------------| |---------------------------------------------------|

item for action	tasking which staff: Manager/Clerk?	proposed date
1) ...		
2) ...		
3) ...		

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



City Council of the City of Cordova, Alaska
Pending Agenda
January 18, 2023 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
reauthotrization 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**
new appointee being considered 1/18/23 2 year term until May 2024
- 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

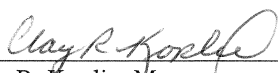
and;

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.

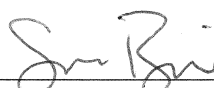
PASSED AND APPROVED THIS 2nd DAY OF MARCH 2022





Clay R. Koplin, Mayor








ATTEST:



Susan Bourgeois, CMC, City Clerk







January 2023

CALENDAR MONTH **JANUARY**
 CALENDAR YEAR **2023**
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2  Holiday City Offices closed	3 <div>CSD Winter Vacation Dec 22 - Jan 6</div>	4 <div>7:00 Council reg mtg CCAB</div>	5	6 	7
8	9	10	11 <div>6:00 Harbor Cms CCM 7:00 Sch Bd HSL</div>	12	13  <div>40th Annual Tip Off Tourney 1/12-14/23</div> 	14
15	16  MLK Jr. Holiday City Offices closed	17 <div>6:30 P&Z CCAB</div>	18	19	20 	21 <div>Home CHS BBall 1/20-21/23</div>
22	23	24	25 <div>7:00 Council reg mtg CCAB</div>	26	27	28
29	30	31 <div>6:00 CEC Board Meeting</div>	1 <div>6:00 CEC Board Meeting</div>	2 <div>6:00 CCMCAB HCR</div>	3	4
5  Mar 7, 2023 Election: declaration of candidacy period opens 12/23/22 and closes 2/6/23		6 <div>6:00 P&R CCM</div>				
<div>Notes</div> <div> <div>Legend:</div> <div>CCA-Community Rm A</div> <div>CCB-Community Rm B</div> <div>CCM-Mayor's Conf Rm</div> <div>CCER-Education Room</div> <div>LN-Library Fireplace Nook</div> <div>CRG-Copper River Gallery</div> <div>HCR-CCMC Conference Room</div> </div> <div> <div>Cncl - 1st & 3rd Wed</div> <div>P&Z - 2nd Tues</div> <div>SchBd, Hrb Cms - 2nd Wed</div> <div>CTC - 3rd Tues</div> <div>P&R - last Tues</div> <div>CEC - 4th Wed</div> <div>CCMCA Bd - last Thurs</div> </div>						

February 2023

CALENDAR MONTH **FEBRUARY**
CALENDAR YEAR **2023**
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
			7:00 Council reg mtg CCAB			
5	6	7	8	9	10	11
 Mar 7, 2023 Election: last day to register in order to vote 2/5/23	Mar 7, 2023 Election: declaration of candidacy period opens 12/23/22 and closes 2/6/23	6:30 P&Z CCAB	6:00 Harbor Cms CCM 7:00 Sch Bd HSL			
12	13	14	15	16	17	18
		Early Voting: City Election at Cdv Ctr/City Hall: 2/14 - 2/17 8a-5p				
			7:00 Council reg mtg CCAB			
19	20	21	22	23	24	25
	Presidents Day Holiday City Offices closed	 5:30 CTC Board Meeting	Early Voting: City Election at Cdv Ctr/City Hall: 2/21 - 2/24 8a-5p			
			6:00 CEC Board Meeting	6:00 CCMCAB HCR		
26	27	28	1	2	3	4
		6:00 P&R CCM				
5	6	Notes				

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

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

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

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 cncl
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 23

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>
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

elected by board to fill until 3/23 election

Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	Mary Anne Bishop, Chair	Nov '06, '10, '13, '16, '19, Dec '22	November-25
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	Kris Ranney	Dec '22	November-25
3 years	Mark Hall, Vice Chair	Nov '19, Dec '22	November-25
3 years	Sarah Trumblee	Dec '20	November-23
3 years	Tania Harrison, Chair	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 23

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 & Dec '22	November-25
3 years	Max Wiese	Mar '11, Jan '14, Nov '17, Dec '20	November-23
3 years	Ken Jones	Feb '13, Nov '16, Nov '19, Dec '22	November-25
3 years	Christa Hoover	Dec '21	November-24
3 years	Dave Glasen	Sept '22	November-24
3 years	Tommy Sheridan	Sept '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, Dec '22	November-25
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, Dec '22	November-25
3 years	Karen Hallquist	Nov '13, '16, '19, Dec '22	November-25
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	vacant, PC member	Aug '16, Nov '19	November-22
3 years	vacant, professional member	Aug '16, Feb '20	November-22
3 years	vacant, 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, professional 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 23