

Mayor

David Allison

Council Members

Tom Bailer

Cathy Sherman

Kasey Kinsman

Wendy Ranney

Anne Schaefer

Kristin Carpenter

Ken Jones

Interim City Manager

Samantha Greenwood

City Manager

Helen Howarth

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

**Regular City Council Meeting
January 17, 2024 @ 7:00pm
Cordova Center Community Rooms**

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, Kasey Kinsman, Wendy Ranney, 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 Speaker - none
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (Hospital Board, School Board, etal)
4. Student Council Report - none

G. Approval of Consent Calendar

5. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of unexcused absence of Council member Kasey Kinsman from the January 3, 2024 Regular Meeting.
6. Resolution 01-24-02..... (page 1)
A resolution of the Council of the City of Cordova, Alaska adopting an alternative allocation method for the FY24 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

H. Approval of Minutes – None

I. Consideration of Bids/Proposals/Contracts – none

J. Reports of Officers

7. Mayor's Report
8. City Manager's Report
 - a. South Harbor Project Update, Special Projects **Collin Bronson**
 - b. Staff report: E-911 and City addressing policy..... (page 5)
9. City Clerk's Report – notice of voter registration, offices to be filled..... (page 6)
how to declare candidacy for March 5, 2024 Regular City Election
10. Staff Quarterly Reports, 4Q 2023
 - a. Cordova Historical Museum, **Ashley Bivin**, Museum Director..... (page 8)
 - b. Cordova Center, **Megan Anderson**, Cordova Center Coordinator..... (page 13)

- K. Correspondence**..... (see *primer* for description page 15)
11. 01-05-24 Letter from Brent and Joan Songer re address changes..... (page 16)
12. 01-08-24 Letter from Elke and Wolfgang Hagmuller re address changes..... (page 18)
13. 01-08-24 Letter from Roy and Kristi Wilson re address changes..... (page 19)
14. 01-09-24 Letter from John and Diane Wiese re address changes..... (page 21)
15. 01-10-24 Agency & Public review open period notice for amendment to ADL233817 (page 23)
- Amber Morris dba Wild Blue Mariculture

L. Ordinances and Resolutions

16. Resolution 01-24-01..... (voice vote)(page 26)
- A resolution of the Council of the City of Cordova, Alaska designating Capital Improvement Projects
17. Resolution 01-24-03..... (voice vote)(page 34)
- A resolution of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a sole source contract with Alaska Harbor Consulting LLC to provide engineering, consultation & documentation for the South Harbor Rebuild Project

M. Unfinished Business - none

N. New & Miscellaneous Business

18. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 38)

O. Audience Participation

P. Council Comments

Q. Executive Session

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

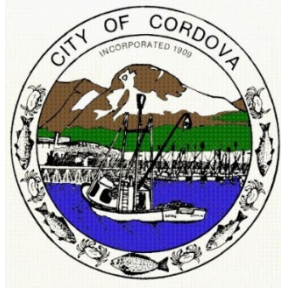
R. Adjournment

Executive Sessions per Cordova Municipal Code 3.14.030

- **subjects which may be considered are:** (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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
or are available there for viewing or audio-only by the next business day**



AGENDA ITEM # 6
CITY COUNCIL MEETING DATE: 01/17/24
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, CMC, City Clerk

DATE: 01/09/24

ITEM: Resolution 01-24-02

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 01-24-02.

III. FISCAL IMPACTS: Business tax of \$45,861.94 is the amount to be divided equally among the 3 communities in FMA #15. Approval of the resolution means Cordova will receive \$15,287.31.

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 01-24-02**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, ADOPTING
AN ALTERNATIVE ALLOCATION METHOD FOR THE FY24 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 FY24 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 2022 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 FY24 funding available within the Prince William Sound Management Area in agreement with all other municipalities in this area participating in the FY24 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 2022 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 17th DAY OF JANUARY 2024

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

550 W 7th Ave, Suite 1650
Anchorage, Alaska 99501
Main: 907.269.4501
Fax: 907.269.4563

October 26, 2023

Susan Bourgeois
City of Cordova
PO Box 1210
Cordova, AK 99574

Dear Susan:

The Department of Commerce, Community, and Economic Development is pleased to announce availability of the **FY 2024 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 \$1.3 million based on 2022 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, 2024**. 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, 2024**

Applications can be scanned and emailed to caa@alaska.gov with the subject line **"City of Cordova, FY24, SFBT"**. If you have any questions about the program or require assistance in completing the application, please contact me at zoe.olson@alaska.gov or call (907) 263-2156.

Sincerely,

A handwritten signature in blue ink, appearing to read "Z. Olson".

Zoe Olson
Grants Administrator 2

Enclosure

FMA 15: Prince William Sound			FY 22 Landing Tax Allocation	Reference	
		Total allocation: \$45,861.94	\$0.00	Number	
Community	Population	Calculated Allocation	Calculated Allocation		Total Distribution
City of Cordova	2,566	\$15,287.31	\$0.00	24-SF15-01	\$15,287.31
City of Valdez	3,950	\$15,287.31	\$0.00	24-SF15-02	\$15,287.31
City of Whittier	253	\$15,287.31	\$0.00	24-SF15-03	\$15,287.31
Totals	6,769	\$45,861.94	\$0.00		\$ 45,861.94
Community Count	3				
*Three municipalities share available funding equally.					

To: City Council
From: Kevin Johnson, City Planner
Paul Trumblee, Fire Marshal / Deputy Fire Chief
Cameron Hayden, Acting Police Chief
Date: 1/11/2024
Re: E911 and City Addressing Policy

The City of Cordova has been attempting to implement a standardized addressing system city wide since 2012. The purpose of this system is to provide accurate, consistent, and predictable addresses for emergency responders.

The process began with an E911 Addressing Committee who worked on a draft addressing policy. This policy was then reviewed by the Planning Commission at their 5/8/2012 meeting. The Planning Commission agreed with the policy and passed it onto the City Council.

The City Council reviewed the policy at their 5/14/12 meeting. At this meeting, the Council asked staff to return with an ordinance to codify the policy. Staff began work on an ordinance to codify the full policy. After consultation with the city attorneys it was determined that the full policy should not be put into code but instead just the parts necessary to establish addressing authority and procedures for when addressing and road naming should occur. The policy would then be used by staff to administer the addressing system. Council approved this at their 9/19/12 meeting after a public hearing and two readings of the ordinance.

On page five of the policy that was adopted for addressing standards it states that "Addresses shall be assigned such that even numbered addresses will be on the South or East side of the street, as appropriate for the roadway. The North or West sides of streets shall be assigned odd numbered addresses."

In 2022, using this policy, and at the direction from City Council to the City Manager, funding was made available to contract with GEOComm to implement a consistent, and predictable address system; The City Planner, Fire Marshal, and Police Chief made the determination that the addresses on Eyak Drive had been miss assigned and did not conform to the set standard. This required that addresses be reassigned to ensure uniformity and predictability for our emergency responders.

Of the roughly 1,000 properties eligible for an address 84% retained existing addresses, 12% did not have an address and were assigned an address, and 4% had their address modified.

City of Cordova

REGULAR CITY ELECTION

Tuesday March 5, 2024

- Voter Registration Information
- Offices to be Filled
- How to Declare Candidacy

You may register online at elections.alaska.gov or voter registration applications may be obtained at City Hall

Voter Registration

To be qualified to vote in a Regular or Special City Election, a voter must be:

- A.** Qualified to vote in State Elections and registered to vote in State Elections at a residence address within the City limits of Cordova at least thirty days immediately preceding the City Election (by Sunday February 4, 2024);
- B.** A resident of the City for thirty days immediately preceding the City Election (by Sunday February 4, 2024); and
- C.** Not disqualified under Article V of the Alaska Constitution.

To Elect:

Seat D * One (1) **City Council Member** * for One (1) Regular, Three (3) Year Term

Seat E * One (1) **City Council Member** * for One (1) Regular, Three (3) Year Term

To Elect:

Two (2) **School Board Members** * for Two (2) Regular, Three (3) Year Terms

To Elect:

Two (2) **Hospital Services Board Members** * for Two (2) Regular, Three (3) Year Terms

To Declare Candidacy: Any qualified voter who meets the residency and age requirements of the elective office must file, not earlier than the date of first posting of this notice (Tuesday December 19, 2023) and at least by 30 days before the election (by Monday February 5, 2024), with the city clerk, a sworn declaration of candidacy using the declaration of candidacy form that applies to the office for which he or she is a candidate in order for the voter's name to appear on the ballot as a candidate for that elective office.

Residency requirements: Mayor, City Council, and School Board: One year immediately preceding the election. Hospital Services Board: One year immediately preceding the election and able to meet the requirements in Cordova Municipal Code 15.20.010.

Election Information for March 5, 2024 City Election

Offices to be filled:

City Council Seat D – *Wendy Ranney* – is not termed out

City Council Seat E – *Anne Schaefer* is termed out and cannot run

School Board Seats coming open

Pete Hoepfner and *Henk Kruithof*, no term limits, both can run again

Hospital Services Board Seats coming open

Diane Ujioka and *Liz Seneear*, no term limits, both can run again

Visitation: 1382

- Visitors were from:
 - **Alaska:** Cordova, Anchorage, Sitka, Yakutat, Wasilla, Kasilof
 - **United States:** California, Minnesota, Arizona, Utah, Colorado, Texas, Missouri, Washington, Arkansas, South Dakota
 - **International:** N/A

Copper River Gallery Events:

Oct: "From the Vault" Interactive exhibitions

Come see some old-timey objects from our collection and have fun guessing what they are.

What is this object that "Ernestine the Operator" is using?

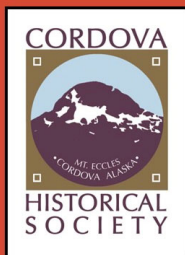
YOU use one EVERY DAY!



Interactive TOUCH Exhibit

@ your Cordova
Museum in October!

On view October 6- 28, 2023
School classes welcome!



"One Ringy Dingy, Two Ringy Dingy."

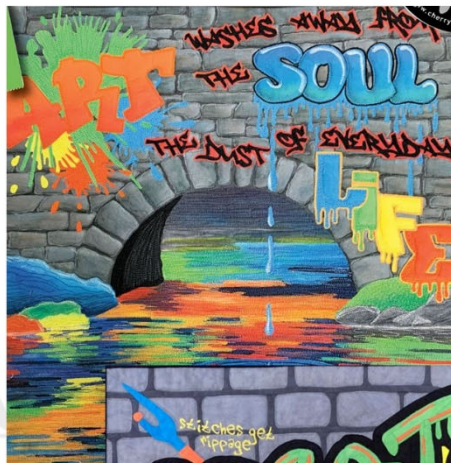


"Hello, Is this the
Party to Whom I'm Speaking!"



Nov: Graffiti Quilts by Cherrywood Fabrics.

Gallery opening: 45 visitors, Nov 2nd.



2021 - 2022 Cherrywood Challenge

GRAFFITI

386 entries

- 186 quilts selected for two exhibits
- Debuts at Houston Market & Festival '22

Museum hours: Tue-Fri 10-5, Sat 12-5 424-6665

Copper
River
Gallery

November 2023

Opening
Reception
& fabric sale
Friday, Nov. 3
5-7 pm

Cherrywood
hand-dyed
fabric quarters on
sale in the gift
shop *November &
December only!*



Dec: Holiday Art Show

Gallery Opening: 43 visitor, Nov 30th



Stocking Stuffer & Holiday ART show



Come enjoy holiday refreshments
& support your local artists!

Opening Reception:

Thursday, November 30th

5-7 pm

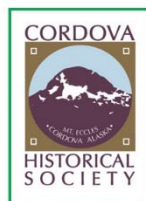
Copper River Gallery

Refreshments provided

Many pieces priced

\$50.00 & under!

Select higher priced items
available as well.



Museum Accomplishments:

- 218 Cordova Historical Society members, 92 of whom are life members.
- School Groups:
 - Sept 19th
 - 12Students
 - 14 students
 - Sept 25th
 - 17 Students
 - 13 students
 - Sept 26th
 - 18 Students
 - Nov 21:
 - 11Students
 - 11 Students
- Events:
 - Annual Dinner and Membership drive Oct 14th
 - 56 guest
 - Hosted the Pioneer Igloo talk the Great Alaskan Shootout at the Northstar.
 - 94 guest
 - Cookie exchange host Dec 14th.
 - 30 guest
- Closed out the 2022 Art Acquisition Fund. With the AAF grant the Historical Society bought the Mt Eccles, oil painting done by Sharlene Cline.

Curator's Notes:

EXHIBITS

Planned and researched signs and labels for First Peoples exhibit and Alaska & Empires exhibit. To be printed and installed in first quarter of 2024.

From the Cordova Historical Societies permanent collection doubled the number of works of art on display in the Zeigler Gallery.

Initiated preservation of four historic Webber engravings by removing from old, non-archival materials to new archival mats. To be reframed in original frames and glass. Ongoing.

COLLECTIONS AND ARCHIVES

Few new objects were offered from the public.

Accepted into the permanent collection were the following:

1 Sweetbrier Zippo brand cigarette lighter

1 Original, signed by the author, copy of "CopperTints"

2 packets of 1910 - 1920's postcard collections.

1000 photos from Bidarki Recreation Center were accepted into the education collection.

Review of the FV Starthrower and its future as part of the CHS permanent collection, or not, is underway with conversations with museum staff and board members. One conversation took place at the boat.

-Accessioning process is ongoing with new and several backlogged items.

First Quarter 2024 Gallery Exhibits:

Jan: Continuation of Holiday art show.

Feb: Ice worm Photo Show

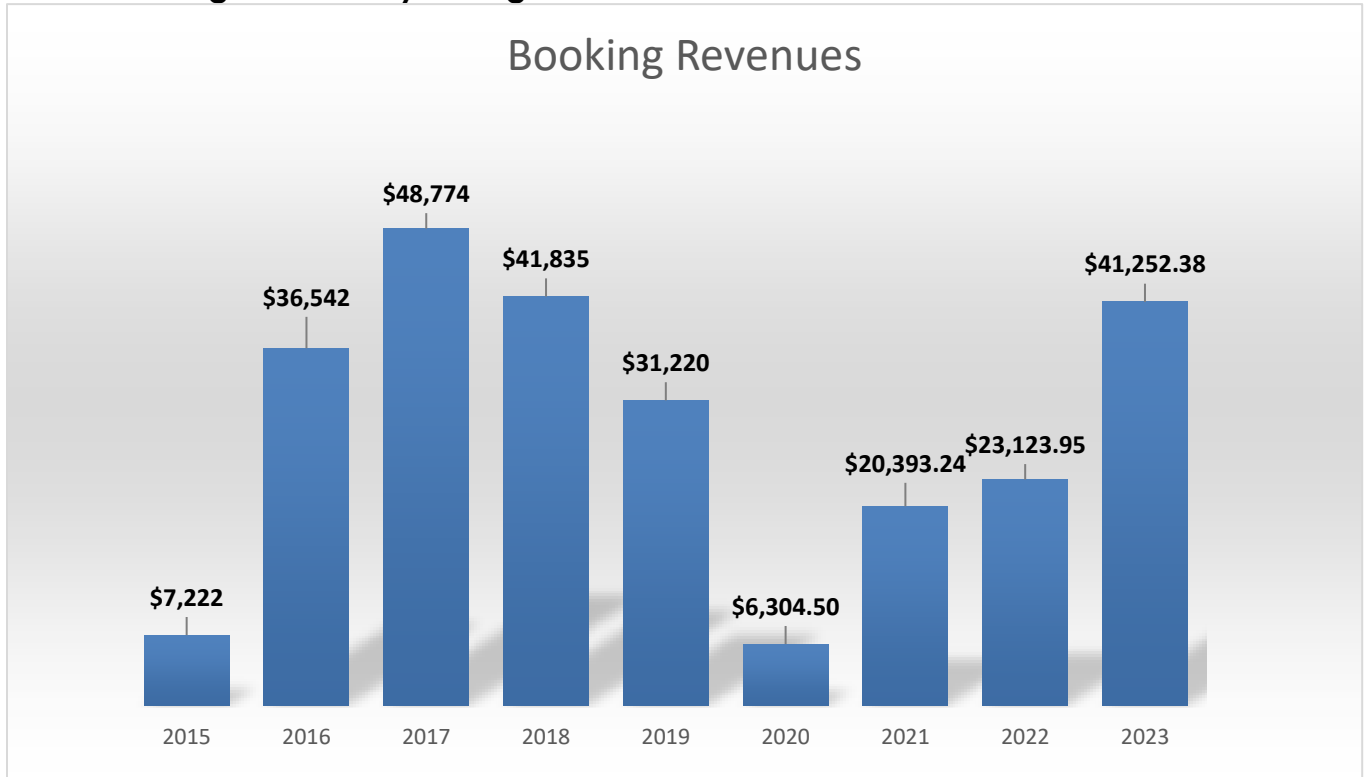
March: From DNA to Beer

Respectfully submitted by Ashley Bivin, Director

Cordova Center 4th Quarter 2023

The Cordova Center Events Management Team consists of Megan Anderson, Malvin Fajardo, Paula Payne, Caleb Horney, Dana James, and Toni Bocci. With assistance from Ashely Bivin and Jason Ellingson.

- **Bookings: * January through December 2023 ***



In-Kind Non-Rev: \$4,505

- City of Cordova Department Meetings
- Monthly Boards & Commissions
- Council Teleconferences
- Library Outreach Programs
 - Movies: *Cocaine Bear*, *Mission Impossible*, and *The Nightmare Before Christmas*

- **Revenue: \$10,372.38**

- Banquet Events
 - Northwind Quilting Guild – Scholarship Fundraiser 10.27.23
 - Chamber of Commerce – Gala 11.18.23
 - CCF – Donor Appreciation & Grant Celebration 12.7.23
 - NVE – Staff Appreciation Dinner 12.11.23
- Birthday Parties
- Conference Board Meetings
 - CDFU – Salmon Harvest Task Force 10.3.23
 - PSWAC – Fall Board Meeting 10.12-13.23

Cordova Center 4th Quarter 2023

- Community Events:
 - Lifeline Outreach – Feeding Alaska 10.19-21.23
 - Turnagain Marine – Shepard Point Job Fair & Update 11.12-13.23
 - TSA – Applications and Interviews 11.15.23
 - Eye Guys – Eye Exams 12.17-18.23
 - Audubon Xmas Bird Count Breakfast 12.17.23
- Monthly Board Meetings
 - CEC – Cordova Electric Cooperative
 - CTC – Cordova Telecom Cooperative
 - CR-PWS Marketing
 - CCF – Cordova Community Foundation
 - Sheridan Alpine Association – Ski Swap 12.2.23
- Movies
 - NVE – *Brother Bear* 11.10.23
 - Sheridan Alpine Association - *Alltime* 12.2.23
 - ACE Hardware – *Frozen, Elf, and The Grinch (2018)*
- North Star Theater Events:
 - Current Rhythms – Dance and Theater Practice 4th Qtr 2023
 - Current Rhythms – Dance Winter Performance
- Event attendees #568

- **Landscaping:** Will resume Spring 2024

Update

- Website:
 - **Goals Achieved** – All forms are up-to-date and made available in a clear accessible manor
 - **Goal Achieved** – Developed a webform to collect data from event reservations
 - **Coming Soon** – New interactive Cordova Center webpage
 - **Pending** – Research the feasibility of an Event Calendar

Looking Forward

- **Next Steps:**
 - **Goal** – NS Theater – Troubleshoot any issues we are having with the stage wall plates
 - **Goal** – Update Facility Guide Brochure with accurate and up-to-date pictures and information
 - **Goal** – Finalize the MOU agreement with the Chamber of Commerce and begin collaborating on marketing the Cordova Center

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.

Brent & Joan Songer
PO Box 1019
140 Eyak Drive
Cordova, Alaska 99574

City of Cordova
Mayor Allison & Cordova City Council Members
Kevin Johnson & Planning and Zoning Commission Members
PO Box 1210
Cordova, Alaska 99574

January 5, 2024

Dear Mayor Allison, Cordova City Council members, Kevin Johnson and Planning and Zoning Commission Members:

This letter is in regard to address changes made to numerous property owners in the city of Cordova.

This "address change" has affected a number of people in Cordova, but I will only speak to changes made to the 6 ½ mile area on Eyak and Gandil Drive. A number of years ago the city assigned address numbers to the residents. Residents use their physical address for a variety of documents and accounts i.e.:

- Fishing licenses
- Passports
- Alaska Airlines Known Shipper
- Alaska Permanent Fund Dividend
- Living Trust
- Wills
- Bank accounts
- Loan applications
- Credit card
- Utilities
- US Post Office
- Etc. etc. etc.

Now, the city expects Cordova residents to go through the tedious process of changing all accounts, etc. and in some cases spend money (\$1,000 to make that change in a Living Trust), because the city has decided it is more convenient for them??? WHAT difference does it make if the odd numbers are on the wrong side??? That is what Kevin told me when I called the city. The city gave us the addresses in the first place!

We have had two fires in our warehouse and the emergency crews found us both times.....and that was BEFORE we were assigned a physical address.

It is great that we have physical house numbers. The city and the emergency crews currently have maps with addresses for each property. Why make everyone go this expensive and tedious process to change all of our accounts???

The city may use the addresses it assigned us the first time and it can be shared with the Postal Service and Google Maps and we can all find one other. The emergency services crews can find us and the citizens won't have to go through this expensive and tedious process. Our current addresses are valid and accurate now.

Thank you for your time and hopefully you will reconsider and leave our physical addresses as is!!!


Brent Songer



Joan Songer
140 Eyak Drive
Cordova, Alaska 99574

Cell: Brent 907 342-7314
Joan 907 342-7311

Elke & Wolfgang Hagmüller
PO Box 2325
Cordova AK 99574
907-424-3553
elkehagmuller@gmail.com and whagmuller@mailfence.com
1/8/24

Dear Mayor and Council members,

As two of the residents who are affected by your decision to change certain addresses, we would like you to reconsider. The effect of what you are doing has little effect for the City but has a huge one for those affected. The amount of paperwork you are forcing on people is quite considerable and attached to it are costs. Right now, we already have 2 addresses, our Lot number 23B and the CEC number 135 which the state has already adopted with the Realid. Why not just use the CEC number and be done with it?

How do we explain to agencies that we are still living at the same place, we have not moved, only the address changed? Or when you apply for a loan or something, where did we live before? We already had problems just booking International flights, as the INS and TSA get confused.

Please reconsider, and leave the address the way it is. Thank you.

Sincerely Elke and Wolfgang Hagmuller

City Clerk

Please place in the package for the Council Meeting on the 17th January 2024. Thank you

January 8th, 2024

City of Cordova, Planning and Zoning Department
Kevin Johnson, City Planner
Susan Bourgeois, City Clerk
PO Box 1210
Cordova Alaska 99574

To the City of Cordova Planning and Zoning Department, Kevin Johnson, Susan Bourgeois, and City Council,

We are writing to protest the City's plan to assign new addresses to existing, functioning, Google Map accurate addresses on Eyak Drive, specifically.

The Planning Department's plan to arbitrarily trade addresses amongst neighboring properties makes absolutely no sense. The problems it creates are many, time sensitive and costly to change, the following are just a few :

- Mortgage loans
- Property deeds
- Homeowners insurance policies *** (in our case, we would have to cancel our current policy, and apply for a new one with the newly assigned address. It was a very difficult process to secure homeowners insurance on our timber frame house to begin with. There was one underwriter willing to write our policy because of the distance from a manned fire department. 5 mile station did not count as it's not a manned station. We are unwilling to navigate that scenario again)
- Voters registrations
- Property taxes
- PFD applications (already submitted with our address)
- Personal checks
- Business LLC identifications and State of Alaska Bi-ennial reports
- Fishing permit cards
- FCC licensing
- Wills and Living Trust documents

We understand some places in Cordova don't have road names or actual house numbers (specifically out Whitshed), those places need house numbers.

We have lived at 6.5 mile for over 25 years. EMS, FedEx and UPS all know who we are, and where 220 Eyak Drive is. Google maps knows where our house is.

We insist you revisit this idea and find a solution that makes sense.

Respectfully,

Roy and Kristi Wilson
220 Eyak Drive
Cordova Alaska 99574

907 424 4570

John & Diane Wiese
P.O. Box 1031
155 Eyak Drive
Cordova Alaska 99574

City Of Cordova
Mayor Allison & City Council Members
P.O. Box 1210
Cordova Alaska 99574

Dear Mayor Allison and City Council Members:

In a recent letter to home owners in Cordova from the City of Cordova's Planning and Zoning Commission, letter states that minor changes were made to a small number of addresses. just on Eyak Drive, there are 30+ homeowners affected, that is every homeowner on Eyak Drive. This letter is in regard to address changes specifically made to the 30+ addresses on Eyak Drive. We have owned property since the late 1970's. Our home was built on Tax Lot # 03-070-660 in 1982 and we were given the address 155 Eyak Drive by the City of Cordova. If you Google Map 155 Eyak Drive you can drive right to our driveway and see our home and warehouse as well as all the rest of the 30+ homes on Eyak Drive. You can also find this information in City of Cordova Records online. The City implemented the numbered system the first time years ago and there is no valid reason it can't remain the same in the case of Eyak Drive.

While I'm happy the City has a new E911 System in place, switching & trading current addresses #'s so odd #'s are on the right side of the road and even #s on the left, big city like, is absurd and will have absolutely **no** impact on the E911 System, it will function just fine without disrupting the 30 + households physical addresses on Eyak Drive.

My current address, #155 Eyak Drive has been assigned or traded to Tax Lot #03-071-620, belonging to my neighbor across & down the street. We, #155 Eyak Drive, have been assigned the new address #140 Eyak Drive, which is currently Tax Lot #03-070-610 the house & property across from ours. Everyone in our subdivision is being forced to change their home address to someone else's address across the street. Do you see how confusing and how many repercussions will come from this trading & switching all the current house numbers the other side of the street? If you were going to change the house #'s it would be smarter and easier to start with an entire new series of #'s instead of all the switching & trading from one side of the street to another especially when it is clearly unnecessary. The new E911 system isn't affected by odd and even street numbers being on one side of the street or the other.

Another valid concern is the cost to all the homeowners being forced to change their addresses. In our personal Living Will and Trust, our property 155 Eyak Drive is bequeathed in a trust, which will now be the house across and down the street and not even our property. Imagine all the professional billable hours, cost & time it will take

for all of us it will to change every legal document we have with our current address attached to the new address that the city is forcing on us. I'm going to list a few of the inconveniences that we personally and many others will have to deal with immediately:

Replacing our business checks with our new address and the cost to replace them from Intuit \$500.00. Bank checking & savings accounts, Loan applications, Retirement Plans, Fishing Licenses, Drivers License, Passports, Alaska PFD, Alaska Air Known Shipper, Passports, Credit cards, Debit cards, Utilities & Refuse billing, Fuel & Propane Deliveries, Living Wills & Trusts billable hours, Homeowners Insurance Policy, Website updates, City & State Business Licenses-home based or not, business letterhead, business cards, refinancing a home that had a previous address. All have to be updated and some at considerable and totally unnecessary time & expense to the homeowners.

I have emailed our concerns to our Homeowner Insurance. To update our policy we may have to start an entire new policy to change the address numbers even though our home is on the same Tax Lot #. It is up to the discretion of the underwriters if our policy can be even be renewed as is or if they will renew it. Many companies will not warehouses on property, only the homes, partly because the warehouses are unattended and sustain greater damage in a fire than a single home property. According to our Insurance Company, our home & warehouse are currently grandfathered in at our 155 Eyak Drive address and we prefer to stay that way.

There is no reason the City can't use our current addresses as the EMS E911 system is designed to accept data input by road access, house # & road name. Our current addresses are valid & accurate already & E911 emergency response crews can find us just fine. We are asking you to PLEASE reconsider the many repercussions the change addresses will have on the residents of Eyak Drive and leave our physical addresses as they currently are.

Kind regards,

John & Diane Wiese

You can find us on:

Google Maps at 155 EYAK DRIVE

City Of Cordova Tax Lot 03-171-660 John Wiese 155 Eyak Drive

A memo from Susan Bourgeois, CMC, City Clerk

DATE: January 10, 2024

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 is a request for an amendment to an existing aquatic farmsite lease – the public and agency review period is now open and the deadline for comments is February 8, 2024.

DNR has a website explaining this process:

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

Leasing Process Summary Outline

- Application received and reviewed for completeness
- Application determined to be complete and awaits adjudication
- 20-day agency notice and review period
- Preliminary Decision is written
- 30-day public notice and review period
- Final Finding and Decision written and issued
- 20-day appeal period
- Final administrative order and decision goes into effect 31 days after the FFD is issued
- Annual fee, bonding and insurance requirements met
- Lease issued

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 233817
Aquatic Farmsite Lease
Amber Morris dba Wild Blue Mariculture
Simpson Bay (USGS Quad Map Cordova C-6)

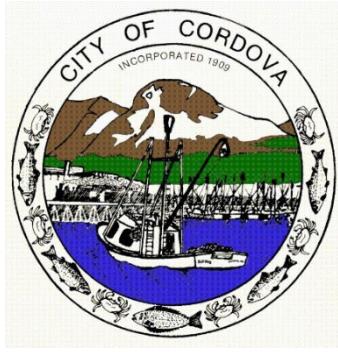
Public and Agency Notice
Pursuant to AS 38.05.945

Subject to AS 38.05.083, the Southcentral Regional Land Office (SCRO) has made a Preliminary Decision to amend a 10-year lease to Wild Blue Mariculture allowing gear to remain in the water year-round. The current lease parcel for ADL 233817 measures 22.03 acres, more or less, of state-owned tide and submerged lands for the operation of an aquatic farmsite for the purpose of cultivating ribbon kelp and sugar kelp. The location of the project area is further described as being within the S1/2 of Section 14, Township 14 South, Range 4 West, Copper River Meridian, within Simpson Bay, approximately 7 nautical miles northwest of the city of Cordova, Alaska.

The public is invited to review and comment on this Decision. 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, 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 February 8, 2024.** 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.



Agenda Item # 16
City Council Meeting Date: 01/17/2024
City Council Communication Form

FROM: Staff

DATE: 1/10/24

ITEM: Resolution 01-24-01

ACTION: Updating Council's CIP List Resolution

☐ Ordinance
☒ Resolution

☐ Motion
☐ Information

- I. REQUEST OR ISSUE:** The Council occasionally revisits this federal/state CIP prioritized list – the last CIP list resolution approved was Resolution 02-23-03 on February 1, 2023.
- II. RECOMMENDED ACTION:** move to approve resolution 01-24-01, then move to amend resolution 01-24-01 by adding items to the list and/or removing items from the list and/or re-ordering the list.
- III. FISCAL IMPACTS:** The impact could be in future budgets if any of the items on the list come to fruition and may require City matches to federal or state funding sources
- IV. BACKGROUND INFORMATION:** Staff has provided a list of projects/capital improvements.
- V. LEGAL/LEGISLATIVE ISSUES:** The state and federal government may have funding available this year, which could help with many City projects – having projects listed and prioritized is a step toward requesting funding for that project
- VI. CONFLICTS OR ENVIRONMENTAL ISSUES:** environmental issues could exist with any number of the items on the CIP list
- VII. SUMMARY AND ALTERNATIVES:** The Council could opt to amend by adding or removing items and/or re-ordering the list as mentioned above

Attached to this memo:

Resolution 01-24-01 – exactly the same as Resolution 02-23-03 which was the last approved CIP list resolution, except with a new/refreshed number for 2024

2 pages of Staff Recommendations

2 pages of notes written by Council member Sherman

**CITY OF CORDOVA, ALASKA
RESOLUTION 01-24-01**

**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:

Port and Harbor

- South Harbor Replacement
- North Harbor Efficiency and Safety
 - Stabilize Breakwater Ave through sheet piling to create usable uplands for industrial, commercial, Harbor and associated uses.
 - Improve pedestrian safety by creating a sidewalk and boardwalk system to navigate between the north and south harbors.
 - Provide additional cranes, laydown areas, and in-harbor fuel services.
- Rebuild 3-Stage Dock
- Waste Oil/Maintenance Building
- Shipyard Expansion
- Harbor Basin Expansion

Water Upgrades

- Improve water delivery during peak water usage.
- Booster station at Murchison tank to improve water delivery during peak flow.
- Permanent siphon at Crater Lake to improve water delivery during peak flow.
- Upgrade Pipe Infrastructure.
- Upgrade pump stations and equipment.

Sewer Upgrades

- Replacement/upgrade of Wastewater plant and Scada.
- Replacement/Upgrades of Lift Stations.
- Replacement of Force main in Odiak Slough.
- Upgrade Pipe Infrastructure.

Streets Infrastructure and Equipment

- 6th and 7th Streets Upgrades
- Chase Avenue Upgrades
- Replace/Upgrade pedestrian walkways (4th and Adams) (Council Street), and (2nd Street to Main)
- Wheeled Loader
- Road Grader

Water Services and Fire Protection (hydrants) to Outlying Areas – Feasibility Study

Public Safety

- Mile 4 Substation Foundation Repair
- E-911 Implementation
- Acquire and integrate new hardware to fully utilize the new E-911 addressing.
- Replace Failing RMS
- Replace Dispatch Console
- Replace Radio Structure on Ski Hill

Engineering and Preliminary Design of Public Safety Building

Recreational Safety and Development

Pool Infrastructure

Replacement of 60mm PVC Pool liner
Door and Siding Replacements and CMU Joint Repairs
Pool Cover Replacement
Pool Roof Replacement
Ventilations Remodel/Replacement
Electrical Distribution System Replacement
ADA Compliance and Parking Area re-grade.

Bidarki Recreation Center

Structural Repair
Code and Ada Compliance
Facility Improvements

Eyak Lake Skater's Cabin

Demolish and replace.

Playground Renovations

Replacement of swing set at Noel Pallas Children's Memorial Playground

Parks Restrooms/Buildings/Structures

Ballfield/Cordova Municipal Park Restroom/Concession Stand – Code and ADA Compliance
Fleming Spit Restroom Replacement
Odiak Pond Boardwalk and Gazebo – Code and ADA Compliance
Odiak Camper Park Restrooms/Facility Improvements – Code and ADA Compliance.
Parks Maintenance Shop Facility Improvements – Code Compliance

Ski Hill Improvements

Land Development

Housing
Cold Storage
Harbor Basin Expansion

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 17th DAY OF JANUARY 2024

David Allison, Mayor

Attest:

Susan Bourgeois, CMC, City Clerk

Staff Recommendations - Not Prioritized

1. Port and Harbor Renovations
2. North Harbor Efficiency and Safety Improvements
 1. Stabilize Breakwater Ave through sheet piling to create usable uplands for industrial, commercial, Harbor and associated uses.
 2. Improve pedestrian safety by creating a sidewalk and boardwalk system to navigate between the north and south harbors.
 3. Provide additional cranes, laydown areas, and in harbor fuel services
3. Large Vessel Maintenance Facility
 1. Shipyard building
 2. Shipyard expansion and improvements
4. Waste Oil Building
5. Harbor Basin Expansion
6. Improve water delivery during peak water usage
 1. Booster station at Murchison tank to improve water delivery during peak flow
 2. Build a permanent siphon at Crater lake to improve water delivery during peak flow
 3. Upgrade piping infrastructure
 4. Upgrade pumps stations and equipment
7. Water
 1. Feasibility Study services and Fire Protection (hydrants) to Outlying Areas
 2. Water distribution upgrades
8. New Public Safety Building
 1. Preliminary Site engineering
 2. Prep Site
9. Replace Ski Hill Radio Shed
10. Repair Mile 4 Substation Foundation
11. E-911 Implementation
 1. Acquire and integrate new hardware to fully utilize the new E-911 addressing
 2. Replace Failing RMS
 3. Replace Dispatch Console
12. Pool Infrastructure
 1. Door and siding replacements and CMU joint repairs
 2. Pool cover replacement
 3. Pool Roof replacement

4. Ventilation remodel/replacement
 5. Electrical distribution system replacement
 6. ADA compliance and parking area re-grade
13. Eyak Lake Skater's Cabin
 1. Demolish and replace.
14. Bidarki Recreation Center
 1. Structural Repair
 2. Code and ADA Compliance
 3. Facility improvements
15. Playground Renovations
 1. Replacement of swing set at Noel Pallas Children's Memorial Playground
16. Parks Restroom/Building/Structures
 1. Ballfield / Cordova Municipal Park Restroom/Concession Stand Code & ADA Compliance
 2. Flemming Spit Restroom Replacement
 3. Odiak Pond Boardwalk and Gazebo Code & ADA Compliance
 4. Odiak Camper Park Restrooms Code & ADA Compliance and facility improvements.
 5. Parks Maintenance Shop Code Compliance and facility improvements.
17. Streets Infrastructure and Equipment
 1. 6th & 7th Streets upgrades
 2. Chase Avenue upgrades
 3. Replace/Upgrade pedestrian walkways – 4th and Adams, Council, and 2nd street to Main
 4. Backhoe
 5. Wheeled loader
 6. Road Grader
18. Sewer upgrades
 1. Replacement/upgrade of Wastewater plant and Scada
 2. Replacement/Upgrades of Lift Stations
 3. Replacement of Force main in Odiak Slough
 4. Upgrade Pipe infrastructure

Notes for 1.3.24 Council Meeting

1. Port and Harbor

~~a. South Harbor Replacement~~

b. North Harbor Efficiency and Safety Improvements

- i. Stabilize Breakwater Ave through sheet piling to create usable uplands for industrial, commercial, Harbor and associated uses.
- ii. Improve pedestrian safety by creating a sidewalk and boardwalk system to navigate between the north and south harbors.
- iii. Provide additional cranes, laydown areas, and in-harbor fuel services.

~~c. Rebuild 3 Stage Dock~~

d. Waste Oil Building

e. Large Vessel Maintenance Facility

- i. Shipyard Building
- ii. Shipyard expansion and improvements

f. Harbor Basin Expansion

2. Public Works (Water/Sewer/Streets)

a. Improve water delivery during peak water usage.

- i. Booster station at Murchison tank to improve water delivery during peak flow.
- ii. Build a permanent siphon at Crater Lake to improve water delivery during peak flow.
- iii. Upgrade piping Infrastructure.
- iv. Upgrade pumps stations and equipment

Replace morpac

b. Improve water service and fire protection.

- i. Feasibility Study services and Fire protection (hydrants) to outlying areas. #1
- ii. Water Distribution upgrades. #2

c. Sewer Upgrades

- i. Replacement/upgrade of Wastewater plant and Scada.
- ii. Replacement/Upgrades of Lift Stations.
- iii. Replacement of Force main in Odiak Slough.
- iv. Upgrade Piping Infrastructure.

d. Streets Infrastructure and Equipment

- i. 6th and 7th Streets Upgrades
- ii. Chase Avenue Upgrades
- iii. Replace/Upgrade pedestrian walkways (4th and Adams) (Council Street), and (2nd Street to Main)
- iv. Backhoe
- v. Wheeled Loader
- vi. Road Grader

3. Public Safety

a. Mile 4 Substation Foundation Repair

COST?

b. E-911 Implementation

- i. Acquire and integrate new hardware to fully utilize the new E-911 addressing.
- ii. Replace Failing RMS

- iii. Replace Dispatch Console
- c. Replace Radio Structure on Ski Hill COST?
- d. New Public Safety Building
 - i. Preliminary Site Engineering COST?
 - ii. Prep Site

4. Recreational Safety and Development

- a. Pool Infrastructure
 - i. ~~Replacement of 60mm PVC Pool liner~~
 - ii. Door and Siding Replacements and CMU Joint Repairs
 - iii. Pool Cover Replacement
 - iv. Pool Roof Replacement
 - v. Ventilations Remodel/Replacement
 - vi. Electrical Distribution System Replacement
 - vii. ADA Compliance and Parking Area re-grade.
- b. Bidarki Recreation Center
 - i. Structural Repair
 - ii. Code and Ada Compliance
 - iii. Facility Improvements
- c. Eyak Lake Skater's Cabin
 - i. Demolish and replace.
- d. Playground Renovations
 - i. Replacement of swing set at Noel Pallas Children's Memorial Playground COST? \$15K
- e. Parks Restrooms/Buildings/Structures
 - i. Ballfield/Cordova Municipal Park Restroom/Concession Stand – Code and ADA Compliance
 - ii. Fleming Spit Restroom Replacement
 - iii. Odiak Pond Boardwalk and Gazebo – Code and ADA Compliance
 - iv. Odiak Camper Park Restrooms/Facility Improvements – Code and ADA Compliance.
 - v. Parks Maintenance Shop Facility Improvements – Code Compliance

5. Land Development

- a. Housing
- b. Cold Storage
- c. Harbor Basin Expansion



AGENDA ITEM 17
City Council Meeting Date: 01/17/2024
CITY COUNCIL COMMUNICATION FORM

FROM: Collin Bronson, Special Projects Director
DATE: 01/17/2024
ITEM: Award of Sole Source Contract to Alaska Harbors LLC.
NEXT STEP: Council approval of resolution authorizing City Manager to negotiate the contract

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Our engineering consultant has parted ways with the firm that provided engineering consultation support to the South Harbor rebuild project. As such the services provided can now be accomplished through the new company with the same engineer via Alaska Harbors LLC. The project staff recommends entering into a sole-source contract with Alaska Harbors LLC, as they have been on the project since its inception and can provide the necessary continuity for continued design, review, documentation and final approval of contract requirements regarding design & engineering. The rates charge by Alaska Harbors LLC are significantly lower than the previous contractor.

5.12.150 - Sole source procurements.

A. The city may procure supplies, services, or construction without competition where the city manager determines in writing that one of the following circumstances applies:

1. Supplies, services or construction that reasonably meet the city's requirements are available from only one vendor;
2. The supplies, services or construction have a uniform price wherever purchased;
3. The supplies, services or construction may be purchased from or through another governmental unit at a price lower than that obtainable from private vendors;
4. The price of the supplies, services or construction is fixed by a regulatory authority; or
5. The contract is for professional services that the council by resolution determines to procure without formal competition.

B. The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.

This contract meets the requirements of 5.12.150 A5 above by providing professional services from a firm that will meet the City's needs of continuity, and knowledge of the South Harbor Project, will increase efficiency, and reduce costs.

II. RECOMMENDED ACTION / NEXT STEP: Council suggested motion “to approve Resolution 01-24-03, a resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Alaska Harbors LLC. to provide consultation, documentation, and design and engineering consultation for the South Harbor Rebuild Project in the amount of Forty-Two Thousand and Three Hundred Twenty-Four dollars (\$42,324.00)”

III. FISCAL IMPACTS: This contract will be paid for with funds from 702-400-52180 Harbor Reserve. This new contract is half the cost of the previous contract.

IV. BACKGROUND INFORMATION: The South Harbor Rebuild Project is currently in the final phase of design and issuance for construction documents are a critical step in the process. The design & engineering expertise provided by Alaska Harbors LLC is a critical component. Additionally, the continued oversight and consultation as construction begins will benefit the city to have independent expert oversight to ensure contract elements are being met as well as the final review once construction is complete.

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

**CITY OF CORDOVA, ALASKA
RESOLUTION 01-24-03**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING
THE CITY MANAGER TO ENTER INTO A SOLE SOURCE CONTRACT WITH ALASKA
HARBOR CONSULTING LLC TO PROVIDE ENGINEERING, CONSULTATION &
DOCUMENTATION, FOR THE SOUTH HARBOR REBUILD PROJECT**

WHEREAS, the South Harbor Rebuild Project has received federal funding from Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant and requires extensive engineering review and expertise; and

WHEREAS, Alaska Harbor Consulting LLC has experience with other similar sized projects within the State of Alaska; and

WHEREAS, Alaska Harbor Consulting LLC has been involved with this project since its inception and has in-depth knowledge of the project; and

WHEREAS, continuing with Alaska Harbor Consulting LLC will provide continuity in South Harbor Rebuild Project that will ensure the critical review of design and engineering elements and provide the City the best opportunity to complete the contract requirements in a timely and cost-effective manner; and

WHEREAS, a sole source contract with Alaska Harbor Consulting LLC to provide all of the engineering, design and construction oversight, offers the City the best opportunity to timely deliver the overall project; and

WHEREAS, City Council does hereby approve the following as required in Cordova Municipal Code Section 5.12.040 Council approval of contracts:

A. Contractor: *Alaska Harbor Consulting LLC*

B. Contract price: *\$42,324.00*

C. Project Manager/Owner's Representative consultation on design, construction RFI's, design changes/change orders, technical reviews, site visits, project closeout and documentation review.

WHEREAS, pursuant to Cordova Municipal Code Section 5.12.150A, the City Manager has determined in writing that the services of Alaska Harbor Consulting LLC will meet the City's needs of continuity and knowledge of the project, will increase efficiency, and reduced costs. The City Council affirms by approving this resolution the City Council agrees in approving this resolution that the professional services contract with Alaska Harbor Consulting LLC should be procured without formal competition.

NOW, THEREFORE BE IT RESOLVED THAT, the Council of the City of Cordova, Alaska, hereby authorizes the City Manager to enter a sole source contract with Alaska Harbor Consulting LLC to provide consultation, documentation, and design review for the South Harbor Rebuild Project.

PASSED AND APPROVED THIS 17th DAY OF JANUARY 2024

David Allison, Mayor

ATTEST:

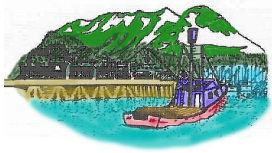
Susan Bourgeois, CMC, City Clerk

ALASKA HARBOR CONSULTING, LLC				
FEE ESTIMATE (Time and Expenses)				
Client: City of Cordova				
Project Name: Cordova South Harbor Rebuild, Construction Phase Engineering Services				
Estimate Date: 1/2/24				
Time Estimate:				
			Billing Rate: \$ 175.00	
Task #	Task Description	Labor Hours	Labor Cost	
1	PM/Coordination			
	Weekly Meetings (Jan-June)	24	\$ 4,200	
2	Technical Reviews during construction:			
	Construction Submittals, Design Changes, RFIs, etc. (2 hrs/wk jan-jun)	48	\$ 8,400	
3	Engineer Site Visits During Construction			
	Milestone Site Visits (3 site visits, 2 days each incl. travel)	48	\$ 8,400	
	Substantial Completion	16	\$ 2,800	
	Final Completion	16	\$ 2,800	
	Site Visit Reports, punchlists (5 ea)	30	\$ 5,250	
4	Project Closeout: Record Drawing Review	24	\$ 4,200	
Total labor Hours:		206		
Total Labor Cost Estimate:			\$36,050	
Expenses Estimate:				
	Description	Quantity	Unit Cost	Total Cost
	RT Airfare (ANC to CDV)	5	\$400	\$2,000
	Meals & Lodging, per diem	10	\$280	\$2,800
	Car rental, per day	10	\$125	\$1,250
	Mileage, per mile RT airport	95	\$0.67	\$64
	Airport parking, per day	10	\$16	\$160
Total Expenses Cost Estimate:				\$6,274
TOTAL PROJECT FEE ESTIMATE (Time + Expenses):			\$42,324	

Assumptions:

Assumptions regarding the amount of time required per task are as noted in the spreadsheet above. The nature of fieldwork and construction support services vary widely depending on construction changes, issues that occur during construction, weather, and the level of detail and paperwork submitted by the contractor that requires review. Site visits each assume no flight delays and work can be accomplished within an average 2-day trip, while some trips may take more or less days. Actual time and expenses will be billed.

Billing labor rate includes a multiplier to account for overhead expenses such as utilities, insurance, equipment, materials and other indirect expenses as well as labor associated with preparation of fee proposals, recordkeeping, invoicing, and other project related indirect labor.



City Council of the City of Cordova, Alaska

Pending Agenda

January 17, 2024 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) Public Safety Resources - discussion		1/20/2021
	2) Ordinance change (Title 4) to ensure Council has a role in CBA approval process		9/6/2023
	3) Council discussion about incentives for investment in Cordova		11/3/2021
	4) Revenues (head tax, mv fees, airline landing tax, etal) - explore alternate revenues in 2024		12/6/2023
	5) Res to legislature supporting adoption of stricter punishment for drug sales that cause overdose deaths		6/15/2022
	6) Alaska Mariculture Alliance - city rep appointment after bylaw changes - update from Mayor		9/21/2022
	7) Facility condition assessments part 2 work session (did P&R on 4-19-23) - Oct '23		9/6/2023
	8) City Code re: procurement, Manager spending limit trigger in a code provision		4/19/2023
	9) In person attendance requirements for Council members - follow up fall '23		5/3/2023
	10) Discuss/create a policy for established timeframes for review of City ongoing contracts		9/6/2023
	11) Explore methods to capture tourism dollars by requiring arriving RVs to use paid facilities		9/6/2023
B.	Resolutions, Ordinances, other items that have been referred to staff		date referred
	1) Disposal of PWSSC Bldg - referred until more of a plan for north harbor so the term of RFP would be known		1/19/2022
	2) Disposal of ASLS 79-258 - motion to put out for proposals was referred to staff after an e.s.		9/16/2020
	3) 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, <u>Resolution 02-23-03</u> , 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:		
	1/17/2024	4/17/2024	7/17/2024
			10/16/2024
	3) Joint City Council and School Board Meetings - twice per year, May & October		
	6pm before Council mtg 5/1/2024		6pm @ CHS before Sch Bd mtg Oct. or Nov. 2024
	4) Clerk's evaluation - each year in Feb (before Council changeover after Mar election) - next Feb '24		
	5) Manager's evaluation - each year in Jan - next one Jan '24		
	6) In May each year City will provide public outreach regarding beginning of bear season		
	7) Code rewrite Titles 5 & 7 - Work Sessions with City attorneys ongoing 1Q '24		
	8) Each year in June Council will approve by Resolution, the School's budget and City's contribution		

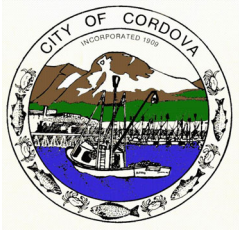
photo by Wendy Ranney



8/3/2022

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 17, 2024 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 | 1-John Williams (fisheries educ/Mar Adv Prgm) | 2-Jeremy Botz (ADF&G) |
| auth res 04-03-45 approved Apr 16, 2003 | 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 | 1-Elizabeth Senear | 2-Toni Godes |
| auth res 11-09-65 app 12/2/09 | 3-Dave Zastrow | 4-Ryan Schuetze |
| | 5-Stormy Haught | 6-Michelle Hahn |
- 3) Fisheries Development Committee:**
- | | | | |
|-----------------------------------|-------------------|-----------------|------------------|
| authorizing resolution 12-16-43 | 1-Warren Chappell | 2-Andy Craig | 3-Bobby Linville |
| reauthotrization via Res 11-19-51 | 4-Gus Linville | 5-vacant | 6-Bob Smith |
| approved 11/20/2019 | 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**
- | | | |
|--------------------|------------------------|----------------------------|
| David Janka | appointed January 2023 | 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 02-23-03**

**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:

Port and Harbor

- South Harbor Replacement
- North Harbor Efficiency and Safety
 - Stabilize Breakwater Ave through sheet piling to create usable uplands for industrial, commercial, Harbor and associated uses.
 - Improve pedestrian safety by creating a sidewalk and boardwalk system to navigate between the north and south harbors.
 - Provide additional cranes, laydown areas, and in-harbor fuel services.
- Rebuild 3-Stage Dock
- Waste Oil/Maintenance Building
- Shipyard Expansion
- Harbor Basin Expansion

Water Upgrades

- Improve water delivery during peak water usage.
- Booster station at Murchison tank to improve water delivery during peak flow.
- Permanent siphon at Crater Lake to improve water delivery during peak flow.
- Upgrade Pipe Infrastructure.
- Upgrade pump stations and equipment.

Sewer Upgrades

- Replacement/upgrade of Wastewater plant and Scada.
- Replacement/Upgrades of Lift Stations.
- Replacement of Force main in Odiak Slough.
- Upgrade Pipe Infrastructure.

Streets Infrastructure and Equipment

- 6th and 7th Streets Upgrades
- Chase Avenue Upgrades
- Replace/Upgrade pedestrian walkways (4th and Adams) (Council Street), and (2nd Street to Main)
- Wheeled Loader
- Road Grader

Water Services and Fire Protection (hydrants) to Outlying Areas – Feasibility Study

Public Safety

- Mile 4 Substation Foundation Repair
- E-911 Implementation
- Acquire and integrate new hardware to fully utilize the new E-911 addressing.
- Replace Failing RMS
- Replace Dispatch Console
- Replace Radio Structure on Ski Hill
- Engineering and Preliminary Design of Public Safety Building

Recreational Safety and Development

Pool Infrastructure

- Replacement of 60mm PVC Pool liner
- Door and Siding Replacements and CMU Joint Repairs
- Pool Cover Replacement
- Pool Roof Replacement
- Ventilations Remodel/Replacement
- Electrical Distribution System Replacement
- ADA Compliance and Parking Area re-grade.

Bidarki Recreation Center

- Structural Repair
- Code and Ada Compliance
- Facility Improvements

Eyak Lake Skater's Cabin

- Demolish and replace.

Playground Renovations

- Replacement of swing set at Noel Pallas Children's Memorial Playground

Parks Restrooms/Buildings/Structures

- Ballfield/Cordova Municipal Park Restroom/Concession Stand – Code and ADA Compliance
- Fleming Spit Restroom Replacement
- Odiak Pond Boardwalk and Gazebo – Code and ADA Compliance
- Odiak Camper Park Restrooms/Facility Improvements – Code and ADA Compliance.
- Parks Maintenance Shop Facility Improvements – Code Compliance

Ski Hill Improvements

Land Development

- Housing
- Cold Storage
- Harbor Basin Expansion

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 15th DAY OF FEBRUARY 2023










David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

January 2024

CALENDAR MONTH	JANUARY
CALENDAR YEAR	2024
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31  Mar 5, 2024 Election: declaration of candidacy period opens 12/19/23 and closes 2/5/24	1  Holiday City Offices closed	2 <div>CSD Winter Vacation Dec 22 - Jan 8</div>	3 <div>7:00 Council reg mtg CCAB</div>	4	5 	6
7	8	9	10	11	12	13
14	15  MLK Jr. Holiday City Offices closed	16 <div>6:30 P&Z CCAB</div>	17 <div>6:00 Harbor Cms CCAB 7:00 Sch Bd HSL</div>	18	19 	20 
21	22	23 <div>5:30 CTC Board Meeting CCER</div>	24 <div>7:00 Council reg mtg CCAB</div>	25	26 <div>41st Annual Tip Off Tourney 1/18-20/24</div>	27 
28	29	30	31 <div>6:00 CEC Board Meeting</div>	1 <div>6:00 CCMCAB HCR</div>	2 <div>Home CHS BBall 1/26-27/24</div>	3
4	5	6 <div>6:00 P&R CCM</div>	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

February 2024

CALENDAR MONTH **FEBRUARY**
 CALENDAR YEAR **2024**
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28  		Iceworm Festival "Pre-Ice-Storic" Jan 27 - Feb 3, 2024				
4 <div>Mar 5, 2024 Election: last day to register in order to vote 2/4/24</div>	5 <div>Mar 5, 2024 Election: declaration of candidacy period opens 12/19/23 and closes 2/5/24</div>	6	7 <div>7:00 Council reg mtg CCAB</div>	8	9	10
11	12	13	14 <div>6:00 Harbor Cms CCAB 7:00 Sch Bd HSL</div>	15	16	17 
18	19 <div>Presidents Day Holiday City Offices closed</div>	20 	Early Voting: City Election at Cdv Ctr/City Hall: 2/20 - 2/23 8a-5p		23	24
25	26 	27 <div>5:30 CTC Board Meeting CCER</div>	28 <div>6:00 CEC Board Meeting</div>	29	1	2
3	4	Early Voting: City Election at Cdv Ctr/City Hall: 2/26 - 3/1 8a-5p				
		6:00 P&R CCM		6:00 CCMCAB HCR		

Notes

Legend:
 CCAB-Community Rms A&B
 HSL-High School Library
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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	March 1, 2022	March-25
3 years	CouncilSeatA@cityofcordova.net	March 5, 2019	
Seat B:	Cathy Sherman	March 7, 2023	March-26
3 years	CouncilSeatB@cityofcordova.net	March 3, 2020	
Seat C:	Kasey Kinsman	March 7, 2023	March-26
3 years	CouncilSeatC@cityofcordova.net		
Seat D:	Wendy Ranney	July 5, 2023	March-24
3 years	CouncilSeatD@cityofcordova.net	elected by cncl	
Seat E:	Anne Schaefer, Vice Mayor	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, president	Mar 1, 2022, Mar 5, 2019, Mar 1, 2016, Mar 5, 2013	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 2, 2021, Mar 6, 2018, Mar 3, 2015, Mar 6, 2012, Mar 3, 2009, Mar 7, 2006	March-24
	phoepfner@cordovasd.org		
3 years	David Glasen	March 7, 2023	March-26

seat up for re-election in Mar '24

vacant

board/commission chair

seat up for re-appt in Nov '24

(updated 01-17-24)

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

Hospital Services - Board of Directors - Elected

length of term		Date Elected	Term Expires
3 years	Diane Ujioka CCMCBoardSeatC@cdvcmc.com	December 19, 2023 elected by board	March-24
3 years	Ann Linville CCMCBoardSeatA@cdvcmc.com	March 1, 2022	March-25
3 years	Chris Iannazzone CCMCBoardSeatB@cdvcmc.com	March 7, 2023 March 24, 2022 elected by board	March-25
3 years	Liz Senear CCMCBoardSeatD@cdvcmc.com	March 2, 2021	March-24
3 years	Kelsey Appleton Hayden, Chair CCMCBoardSeatE@cdvcmc.com	March 7, 2023 March 3, 2020	March-26

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, Jan '23	November-25
3 years	Mark Donachy	Dec '23	November-26
3 years	Krysta Williams	Feb '18, Dec '20, Dec '23	November-26

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, Dec '23	November-26
3 years	Tania Harrison, Chair	Mar '22	November-24
3 years	Gail Foode	Dec '23	November-26
3 years	Chris Bolin	Sep '17, Nov '18 Dec '21	November-24
3 years	Sean Den Adel	Dec '23	November-26

seat up for re-election in Mar '24

vacant

board/commission chair

seat up for re-appt in Nov '24

(updated 1-17-24)

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	Ryan Schuetze	Dec '23	November-26
3 years	Andy Craig, Chair	Nov '16, '19 & Dec '22	November-25
3 years	Garrett Collins	Dec '23	November-26
3 years	Ken Jones	Feb '13, Nov '16, Nov '19, Dec '22	November-25
3 years	Christa Hoover	Dec '21	November-24
3 years	Hein Kruithof	Dec '23	November-26
3 years	Tommy Sheridan	Sept '22	November-24

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Sami Magallanes	Sept '23	November-24
3 years	Henk Kruithof	Nov '19, Dec '22	November-25
3 years	Aaron Hansen, Chair	Dec '21	November-24
3 years	Kara Rodrigues	Dec '23	November-26
3 years	Marvin VanDenBroek	Feb '14, Nov '16, Nov '19, Dec '22	November-25
3 years	Jason Ellingson	Mar '23	November-25
3 years	Dave Zastrow	Sept '14, Feb '15, Nov '17, Dec '20, Dec '23	November-26

Historic Preservation Commission - Appointed

length of term		Date Appointed		Term Expires
3 years	Kris Ranney, PC member	Mar '23	appt'd by PC	November-25
3 years	Heather Hall, professional member	Aug '16, Feb '20, Mar '23		November-25
3 years	Sylvia Lange, NVE member	Nov '22, Nov '19	appt'd by NVE	November-25
3 years	Christy Mog, professional member	Dec '23		November-26
3 years	Ashley Bivin, historical society member	Dec '23		November-24
3 years	Nancy Bird, professional member	Nov '17, Nov '18		November-24
		Dec '21		
3 years	Jim Casement, public member	Dec '23		November-26

seat up for re-election in Mar '24

vacant

board/commission chair

seat up for re-appt in Nov '24

(updated 1-17-24)