

**Mayor**  
*Kristin Smith*

**Council Members**  
*Debra Adams*  
*Aaron Hansen*  
*Kasey Kinsman*  
*Michael Mickelson*  
*Wendy Ranney*  
*Cathy Sherman*  
*David Zastrow*

**City Manager**  
*Samantha Greenwood*

**City Clerk**  
*Susan Bourgeois*

**Deputy City Clerk**  
*Colette Gilmour*

**Regular City Council Meeting**  
**May 7, 2025 @ 7:00pm**  
**Cordova Center Comm 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 Kristin Smith, Council members Debra Adams, Aaron Hansen, Kasey Kinsman, Michael Mickelson, Wendy Ranney, Cathy Sherman, and David Zastrow



**Copper River Delta Shorebird Festival**  
**Cordova, Alaska**  
*May 1-4, 2025*

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

**E. Disclosures of Conflicts of Interest and Ex Parte Communication**

- conflicts as defined in CMC 3.10.010 should be declared, then Mayor rules whether member should be recused, Council may 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 - 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**..... (roll call vote)

5. Minutes:
- a. Feb 19, 2025, Regular City Council Meeting Minutes..... (page 1)
  - b. Mar 5, 2025, Regular City Council Meeting Minutes..... (page 7)
  - c. Apr 2, 2025, Regular City Council Meeting Minutes..... (page 10)

**H. Approval of Minutes – in Consent Calendar**

**I. Consideration of Bids/Proposals/Contracts**

6. Council approval of Restated Employment Agreement with..... (roll call vote)(page 13)  
 City Clerk **Susan Bourgeois** (may be discussed in executive session)

**J. Reports of Officers**

7. Mayor's Report
8. City Manager's Report
9. City Clerk's Report

**K. Correspondence**..... (see primer for description page 20)

10. 04-16-25 Marine Safety Information Bulletin re R/V Poseidon..... (page 21)
11. 04-28-25 DoT Commissioner Anderson letter to Mayor Smith re STIP comments..... (page 23)
12. 05-01-25 Comment period for ADoT proposed access easement expansion Whitshed Rd..... (page 25)

## **L. Ordinances and Resolutions**

- 13. Ordinance 1230..... (roll call vote)(page 27)**  
An ordinance of the Council of the City of Cordova, Alaska amending Cordova Municipal Code section 7.40.030 adding clarification to the land disposal map noticing process – 2<sup>nd</sup> reading
- 14. Resolution 05-25-12..... (voice vote)(page 30)**  
A resolution of the Council of the City of Cordova, Alaska repealing terms of repayment adopted by Resolution 02-24-09 and deferring repayment of \$3,000,000 borrowed from the Permanent Fund and any interest on that repayment

## **M. Unfinished Business - none**

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

- 15. Council certification of the accuracy of the 2024 Property Assessment Roll..... (voice vote)(page 35)**
- 16. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 40)**

## **O. Audience Participation**

## **P. Council Comments**

## **Q. Executive Session**

- 17. Council contract negotiation with City Clerk Susan Bourgeois, a matter the immediate knowledge of which would clearly have an adverse effect on the finances of the city.**

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

## **R. Adjournment**

### **Executive Sessions per Cordova Municipal Code 3.14.030**

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

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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

**Regular City Council Meeting  
February 19, 2025 @ 7:00pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order – Mayor David Allison** called the regular Council Meeting to order at 7:06 pm on February 19, 2025, in the Cordova Center Community Rooms.

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

**C. Roll call** – Present for roll call were **Mayor David Allison** and Council members **Cathy Sherman**, **Kasey Kinsman**, **Wendy Ranney**, **Dave Zastrow**, and **Ken Jones**. Council members **Tom Bailer** and **Kristin Smith** were present via zoom video conference. Also present were City Manager **Samantha Greenwood** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda** - Hearing no objection to approval of the agenda, Mayor Allison declared it approved.

**E. Disclosures of Conflicts of Interest and Ex Parte Communication** – none

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

1. Guest Speakers - none

2. Audience comments regarding agenda items

**Clay Koplin** CEO of Cordova Electric, and residence address of 100 Jensen Dr., spoke in support of agenda item 19.

**Jillian Gold** of PO Box 231 Cordova commented on agenda item 24. She stated the Collective Bargaining Agreement is written in a way that favors management. She urged Council to revisit Title 4 of the City Code and reinstate the personnel board.

**Jeremiah Beckett** of 317 First St in Cordova had a few comments: 1) the infrastructure work session was insightful; 2) agenda item K.12 relating to the Mayor's email – he was concerned about the abuse of power and the clear violation of the City technology policy; 3) agenda item C.19 he stated he fully supports community organizations seeking grant funding but he wants council to ensure it is fully communicated to you what is being asked for before you sign on.

**Cathy Renfeldt** representing the chamber of commerce, residence address is 308 Railroad Row, spoke in support of agenda item 20.

**James Kacsh** of 824 Woodland Drive spoke in support of agenda item 20.

**Brooke Mallory** on behalf of the Native Village of Eyak as the Tribal Council Chair, her residence address is 1027 Whitshed Rd. She spoke in support of Council choosing direct negotiation with NVE on agenda item 21. She mentioned that NVE does pay property tax – she sees this as an overall benefit to the community. Going straight to negotiation vs. out for proposals would be a better timeline since the blasters for Shepard point road are at their disposal now and this property will need significant blasting work done.

**Cale Herschleb** of 400 Council Avenue was asked to read comments for **Mike Mickelson** who couldn't be in attendance tonight. **Mickelson** is in support of item 1, Ordinance 1227.

3. Chairpersons and Representatives of Boards and Commissions

a. PWSRCAC Highlights from Board Meeting January 2025, City rep **Dave Janka** reported: 1) there was a particularly high attendance of ex officio members this time – from all the federal and state agencies; 2) Hinchinbrook entrance buoys, and Cape Suckling and Cape Cleare buoys issue – being worked on – these are not always working properly – down so much of the time; 3) increased production on North Slope leading to more foreign flag tankers getting oil in Valdez; 4) he attended a zoom conference on GRS' (geographic response strategies) – like the Copper River Delta and Flats – would be important for us; 5) RCAC was recertified by the USCG this week; 6) next to meet May 1-2 in Valdez and then September 18-19 in Cordova, 20-member board, 17 staff and 12 ex-officio members

4. Student Council Report - none

## G. Approval of Consent Calendar

4a. Council concurrence of Mayor's appointment of 2025 Election Board

5. Minutes: a. Dec 18, 2024, City Council Regular Meeting Minutes; b. Jan 15, 2025, City Council Regular Meeting Minutes; c. Feb 5, 2025, City Council Public Hearing Minutes

Vote on the Consent Calendar: 7 yeas, 0 nays. Zastrow-yes; Sherman-yes; Jones-yes; Bailer-yes; Kinsman-yes; Ranney-yes; and Smith-yes. Consent Calendar was approved

H. Approval of Minutes – in consent calendar

I. Consideration of Bids/Proposals/Contracts – none

## J. Reports of Officers

6. Mayor's Report – **Mayor Allison** reported: 1) he asked Council if it was ok to send a letter in support of **Tom Carpenter** to be reappointed to the Board of Fish – Council did support; 2) he will send packets to council to get the clerk and manager evaluations done. **Smith** asked the Mayor to consider a letter to our delegation about the EAS program which is in the crosshairs of Project 2025.

7. City Manager's Report - **Greenwood** reported: 1) we were invited to apply for a match grant of up to \$1 million to the Denali Commission for the Second Street project; 2) communications and meetings continue between Hospital Services Board and NVE Health Board concerning hospital; 3) she's been working with Murkowski staffers on funding for the Bear Fence at the landfill; 4) will get all of the Cordova CIP list projects entered into state CAPSIS system; 5) 2 interviews upcoming for fire marshal, also been working with volunteers and the roles and responsibilities of each entity, city/volunteers.

8. City Clerk's Report – **Bourgeois** reported: 1) early voting – 70 so far, new locally-designed, "I Voted" stickers came in; 2) 4 applications in so far for the Cordova Fisheries Committee; 3) chamber and other organizations will be putting on a candidate forum, and there is a separate one for School Board candidates.

a. notice of election-offices-props-how to vote; b. Cordova Fisheries Committee public notice seeking applicants

## K. Correspondence

9. 01-22-25 Marine Transportation Information Bulletin-Cybersecurity Final Rule

10. 01-30-25 Email from **A. Schaefer** regarding Mayor's email to School Board

11. 02-02-25 Anchorage Daily News remembrance of **Helen Marie Howarth**

12. 02-07-25 Email from **J. Beckett** including city telecommunications policy

the next 2 letters are drafts – Council should concur to approve the content then they will be sent

13. 02-xx-25 Draft letter from AK Mayors to AK Congressional delegation regarding Secure Rural Schools Program

14. 02-xx-25 Draft letter from Mayor to Sen Murkowski regarding healthcare costs  
Council gave direction to send letters as in the drafts for 13 & 14 above.

## L. Ordinances and Resolutions

15. Ordinance 1227 An ordinance of the Council of the City of Cordova, Alaska, amending Cordova municipal code section 5.10.080 "Maximum tax per transaction-the tax cap" to apply the tax cap to single invoices rather than single items or single transactions of service except as otherwise provided in the Cordova municipal code for service contracts, rentals, and bundled transactions, and to amend CMC 5.10.085 to remove reference to single service tax cap and single item tax cap – 2<sup>nd</sup> reading

**M/Bailer S/Zastrow** to adopt Ordinance 1227 An ordinance of the Council of the City of Cordova, Alaska, amending Cordova municipal code section 5.10.080 "Maximum tax per transaction-the tax cap" to apply the tax cap to single invoices rather than single items or single transactions of service except as otherwise provided in the Cordova municipal code for service contracts, rentals, and bundled transactions, and to amend CMC 5.10.085 to remove reference to single service tax cap and single item tax cap

**Bailer** and **Zastrow** agreed this has been discussed at length and they support it. All others said they would support.

Vote on the motion: 7 yeas, 0 nays. Kinsman-yes; Zastrow-yes; Jones-yes; Ranney-yes; Bailer-yes; Smith-yes and Sherman-yes. Motion was approved.

**16.** Ordinance 1228 An ordinance of the Council of the City of Cordova, Alaska, amending CMC 5.10.100 "Product based exemptions", CMC 5.10.210 "Exemption application and exemption authorization card", CMC 5.10.230 "Refunds", and repealing CMC 5.10.240 "Construction materials and services exemption and refund" to replace the reimbursement application process that applies to eligible construction materials and services and adopt an exemption card application process for such materials and services and amending CMC 5.10.100 to remove income reporting requirements for nonprofit organizations regarding sales by nonprofit organizations, which are not exempt from sales tax – 2<sup>nd</sup> reading

**M/Bailer S/Kinsman** to approve Ordinance 1228 An ordinance of the Council of the City of Cordova, Alaska, amending CMC 5.10.100 "Product based exemptions", CMC 5.10.210 "Exemption application and exemption authorization card", CMC 5.10.230 "Refunds", and repealing CMC 5.10.240 "Construction materials and services exemption and refund" to replace the reimbursement application process that applies to eligible construction materials and services and adopt an exemption card application process for such materials and services and amending CMC 5.10.100 to remove income reporting requirements for nonprofit organizations regarding sales by nonprofit organizations, which are not exempt from sales tax **Bailer** said he supports this. **Kinsman** agreed, said both of these ordinances are a good reflection of what council can do when we partner with the citizens. All others spoke in support.

Vote on the motion: 7 yeas, 0 nays. Bailer-yes; Kinsman-yes; Zastrow-yes; Smith-yes; Jones-yes; Ranney-yes; and Sherman-yes. Motion was approved.

**17.** Ordinance 1229 An ordinance of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a ten-year lease with option to purchase with Emily Anderson and Skyler Newman, for Lot 15A, Block 5 of Odiak Park Subdivision – 1<sup>st</sup> reading

**M/Jones S/Kinsman** to adopt Ordinance 1229 An ordinance of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a ten-year lease with option to purchase with Emily Anderson and Skyler Newman, for Lot 15A, Block 5 of Odiak Park Subdivision

**Jones** said he supported direct negotiation on this, and he still supports the disposal now. **Kinsman** said he looks forward to seeing this development happening in our community; he thanked Emily and Skylar for investing in Cordova. **Ranney, Zastrow** said they support. **Bailer** said he will not support – he wanted this to go out for proposals. **Sherman** said she will support this. **Smith** said she understands **Bailer's** point of view but because we are so far along in this process it wouldn't be fair to turn around and do something different now.

Vote on the motion: 6 yeas, 1 nay (Bailer). Motion was approved.

**18.** Resolution 02-25-02 A resolution of the Council of the City of Cordova, Alaska, authorizing the city to issue general obligation refunding bonds to refund certain outstanding general obligation bonds of the city, fixing certain details of such bonds, and authorizing their sale

**M/Smith S/Zastrow** to approve Resolution 02-25-02 A resolution of the Council of the City of Cordova, Alaska, authorizing the city to issue general obligation refunding bonds to refund certain outstanding general obligation bonds of the city, fixing certain details of such bonds, and authorizing their sale

**Smith** this is a money-saving measure she is in support. A way to save money on our borrowing costs. **Zastrow** agrees with all of that – a money saving measure. **Sherman** said she appreciates that it is also being very closely tracked. **Kinsman** said it seems like a no-brainer. **Jones** and **Ranney** said they support.

Vote on the motion: 7 yeas, 0 nays. Smith-yes; Sherman-yes; Bailer-yes; Ranney-yes; Zastrow-yes; Kinsman-yes; and Jones-yes. Motion was approved.

**19.** Resolution 02-25-03 A resolution of the Council of the City of Cordova, Alaska, supporting funding applications for the development of the Crater Lake Water and Power Project

**M/Jones S/Sherman** to approve Resolution 02-25-03 A resolution of the Council of the City of Cordova, Alaska, supporting funding applications for the development of the Crater Lake Water and Power Project

**Jones** said he thinks this is something the city needs to be moving forward with. We just had a work session on infrastructure – we have an aging water tank – this is a slam dunk opportunity; we could bring a \$30-\$40 million project to the community. **Sherman** had questions and asked if **Koplin** could come to

the table to answer them. **Koplin** said CEC could apply on their own for the energy side of this opportunity but co-application with the city would have better chances because there will be fewer applicants. **Zastrow** asked if this resolution is asking the city to be a co-applicant. **Koplin** said it is just a resolution of support. **Zastrow** asked the city manager what the city would get out of this. **Greenwood** said we did just talk about infrastructure, and we need a new water tank and new catchments, this could solve those problems. She does not completely understand if this would be a fully funded grant or not – if so that would be amazing. **Smith** asked what we are committing ourselves to financial with approval of this resolution. **Ranney** had concerns about a hazard mitigation plan and also about whether the water supply would have priority on low water year. **Koplin** replied to the concerns. **Ranney** wants these things in writing for the city – verbal assurances, handshake agreements are not enough in her opinion. She thought a letter of support would suffice for what he needs; would've preferred that tonight instead of this resolution. **Kinsman** asked if he was asking us to fund anything at this time. **Koplin** said not at this time. **Kinsman** said – if funding is sought after this, it will have to come back to us for action; **Koplin** said yes. **Bailer** said some of what has been said is misleading – the City has spent \$50K on this so far – on a feasibility study that came back and said not feasible. The CEC board may have authorized a \$1 million to date – but that is not taxpayer money – he wanted citizens to understand that. He would have preferred a letter of support also. He won't stand in the way of CEC going out to seek this funding.

**M/Smith S/Bailer** to amend the resolution as follows: in the 2<sup>nd</sup> and 4<sup>th</sup> whereas clauses replace “derive lower costs” with “minimize cost increases”, in the 3<sup>rd</sup> whereas clause replace “Cannery Row water tank” with “Morpac water tank”, and in the now, therefore, be it resolved clause add “on the condition that a thorough public involvement process be conducted” at the end of the sentence.

Vote on the amendment: 7 yeas, 0 nays. Motion to amend was approved.

**Jones** said he is in support – we need to enhance our water supply – for shoulder season fisheries for low snow or rain years and this will accomplish that.

Vote on the motion as amended: 6 yeas, 1 nay. Kinsman-yes; Jones-yes; Smith-yes; Zastrow-yes; Bailer-yes; Sherman-yes; and Ranney-no. Motion was approved.

## **M. Unfinished Business**

**20.** Council action on disposal and method of disposal of Lots 3 & 4 Block 8 Original Townsite (Chamber of Commerce Lease)

**M/Jones S/Zastrow** to dispose of Lots 3 and 4, Block 8, Original Townsite, as outlined in Cordova Municipal Code 7.40.060 B by negotiating an agreement with Cordova Chamber of Commerce to lease or purchase the property.

**Jones** said he supports the chamber – appreciates what they do for the business community in Cordova. **Zastrow** agreed – he supports the chamber and thinks this is the right location for them to do what they do. **Bailer** said he supports. **Sherman** said it is more than appropriate for this to be renewed. **Kinsman** – we did cut funding for the chamber in the 25 budget – appropriate for us to offset that by at least allowing them to maintain this location. **Smith** said this was a purpose-built piece of property, chamber is an important city partner – feels direct negotiation is appropriate for this. **Ranney** wants to ensure we are charging the appropriate rent for this space as costs have gone up everywhere. She'd ask the chamber to look seriously at their future for funding sources because next 5-year lease renewal we may not be in same situation. She will support the lease today. **Kinsman** hoped this could be more accurately assigned as our in-kind contribution to the chamber.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

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

**21.** Council action on disposal and method of disposal of a Portion of Tract B Terminal Ground B Subdivision

**M/Smith S/Bailer** to dispose of the requested portion of Tract B, Terminal Ground B Subdivision, approximately eight (8) acres in size, as outlined in Cordova Municipal Code 7.40.060 (B) by requesting sealed proposals to lease or purchase the property.

**Smith** said that for consistency we should put this out for proposals – she likes the idea of NVE developing this land, thinks it is unlikely that anyone else will put in a proposal for such a large piece of land. **Bailer**

said he agrees. **Ranney** asked why the cemetery lot shows as “available”. Staff explained that there is a stipulation on that lot – it is available but must be subdivided – ie the cemetery divided out. **Kinsman** said we have someone ready to develop this – has the infrastructure in place – ready to blast the mountain, this is time-sensitive, they may lose their window if we go out to RFP. He would disagree with going out to RFP; he’d prefer direct negotiation. **Sherman** for the most part like RFPs but she thinks this one is appropriate for direct negotiation. **Jones** said he could support direct negotiation. After more discussion and a few questions asked and answered there was an amendment.

**M/Jones S/Zastrow** to amend the motion to change the disposal to be by direct negotiation with NVE to lease or purchase the property.

**Jones** and **Zastrow** spoke in support of the amendment. **Kinsman** said this is in no way breaking with code – code absolutely gives council this option – there may be council members who are not in favor, but it is an allowable action. **Smith, Sherman** both said they support the amendment. **Bailer** said he would not support the amendment.

Vote on the amendment: 6 yeas, 1 nay (Bailer). Motion to amend was approved.

Discussion was back to the main motion. **Jones** asked **Mallory** about her assertion earlier that NVE pays property tax, and he said that there had been another entity in town that used to pay property tax and then they built a new building and sought and receive the exemption on that now. He wondered if there was any kind of assurance the City could get on that. He just is very appreciative that they pay property tax, and he wonders if that will be the case as new and expensive properties are being sold and then built upon. **Mallory** said if Council wants some kind of an assurance then we should talk about that – she doesn’t find that unreasonable, she doesn’t know of any conversations within the village that say we want to no longer pay property tax, we do support the city. She opined that something like that could be negotiated in place. **Jones** says he looks forward to seeing more about the project when it comes back to Council for approval. He is very appreciative that the village is taking on these projects that are outside the ability of an individual developer to do. Vote on the motion as amended – for direct negotiation:

Vote on the motion as amended: 7 yeas, 0 nays. Zastrow-yes; Smith-yes; Jones-yes; Kinsman-yes; Ranney-yes; Bailer-yes; and Sherman-yes. Motion was approved.

**22. Council action to match Friends of Valdez animal shelter donation toward ARVO spay & neuter clinic in Cordova June 2025**

**M/Jones S/Ranney** to contribute up to \$3,000 toward the cost of the spay and neuter clinic to be put on by ARVO in Cordova in June 2025.

**Jones** says he supports it. **Ranney** said Valdez is supporting this with \$3,000 and we send a lot of our creatures over there. She thinks \$3,000 is minimal for the benefit it can serve. **Sherman** said she is also in support. **Bailer** said he will not support – we have enough City infrastructure to maintain, if people want to have pets they need to take care of them themselves. **Zastrow** supports it. **Smith** has said that she asked the Cordova Community Foundation to contribute toward this. **Kinsman** agrees with **Bailer** that pet owners should be responsible – however that is in a perfect world and that is not the world we live in – this problem is a public nuisance, and he is glad to support this effort.

Vote on the motion: 6 yeas, 1 nay (Bailer). Motion was approved.

**23. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials list**

Executive sessions next time for Clerk & Manager evaluations. Council agreed to an agenda item on March 5 to weigh in on putting the breakwater fill lot out for RFP. Council agreed to an agenda item next time on saying yes or no to directing staff to apply for the PIDP grant in 2025.

## **O. Audience Participation**

**Clay Koplin** thanked Council for their decision on the resolution tonight.

**Steve Ranney** of 2500 Orca Rd came mostly to comment on the sales tax cap issue – more important than Council might even realize. He appreciates when people come to Council meetings to give input, and they are passionate about their projects or their organization, but he wished they’d reign it in a bit and just stick to the facts.

**Mathias Reid** of PO Box 1234 in Cordova mentioned the recent action taken by the school board on their anti-discrimination policy and the comments that ensued when the Cordova Times posted an article about that on social media.

## P. Council Comments

**Kasey Kinsman** appreciates the public input tonight.

**Cathy Sherman** good meeting, good audience participation.

**David Zastrow** echoed the comments about audience participation before him. Thanked staff for all the information provided. He was happy to hear about how well the coordination between Hospital Services Board and Ilanka Health Board.

**Kristen Smith** echoed comments before her. She attended part of the AML Conference yesterday and they did a review of the PERS/TRS issue – basically there was an actuarial error made in 2006 by the state and they have shifted that burden onto the municipalities. The costs associated with that have been huge to the city, along with healthcare costs. AML leadership is working on that issue.

**Wendy Ranney** thanked those who presented tonight, appreciated **Mathias Reid's** comments tonight. Her comments tonight on the Crater Lake project are concerns specifically for the City – she has kept her personal and business concerns removed from that – those can be expressed elsewhere. She thanked **Clay Koplín** for working hard on the project – said if he can get the money for this project that benefits the City water, more power to him, she hopes he can.

**Ken Jones** some new faces in the audience, he welcomed the participation. Looking forward to another record election turnout this year.

**Tom Bailer** thanked the manager – so far doing a good job – I know she is working through staffing issues; he supports her there. As far as the Breakwater Fill lot – he thinks a community recreational area with the food trucks and covered cement pad and picnic tables is probably the best use – he doesn't want to see it be contentious.

## Q. Executive Session

**24.** An evaluation of the City Manager regarding personnel matters related to Library operations, matters of which may tend to prejudice the reputation and character of the City Manager provided that she may request a public discussion – she has not requested a public discussion

**M/Kinsman S/Smith** to enter an executive session for an evaluation of the City Manager regarding personnel matters related to Library operations, matters of which may tend to prejudice the reputation and character of the City Manager provided that she may request a public discussion – she has not requested a public discussion

Hearing no objection, **Mayor Allison** said we would enter the executive session.

At 9:48 pm, Mayor Allison recessed the meeting to clear the room. Council entered the executive session at 9:53 pm.

At 10:14pm Council reconvened the regular meeting. **Mayor Allison** said they received an update from the City Manager on the library and no action was taken and the council appreciates the manager and the work she does for us.

**R. Adjournment** - Hearing no objection **Mayor Allison** adjourned the meeting at 10:14 pm.

Approved: May 7, 2025

Attest:

Susan Bourgeois, CMC, City Clerk



**Regular City Council Meeting  
March 5, 2025 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order** – **Mayor David Allison** called the Regular City Council Meeting to order at 7:00 pm on March 5, 2025, in the Cordova Center Community Rooms.

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

**C. Roll call** – Present for roll call were **Mayor David Allison** and Council members **Kasey Kinsman**, **Wendy Ranney**, **Dave Zastrow**, **Kristin Smith**, and **Ken Jones**. Council members **Tom Bailer** and **Cathy Sherman** were present via zoom videoconference. Also present were City Manager **Sam Greenwood** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda**

**Mayor Allison** said the 2 executive session items would be postponed to the next regular meeting because all council members had not completed their evaluations of the Manager and Clerk. Hearing no objection to approval of the agenda, **Mayor Allison** declared it approved.

**E. Disclosures of Conflicts of Interest and ex parte communications** – none

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

1. Guest speakers – none; 2. Audience comments regarding agenda items – none; 3. Chairpersons and Representatives of Boards and Commissions – none; 4. Student Council Report - none

**G. Approval of Consent Calendar**

5. Minutes: a. Feb. 19, 2025, City Council Regular Meeting Minutes

Vote on the Consent Calendar: 7 yeas, 0 nays. Jones-yes; Kinsman-yes; Ranney-yes; Sherman-yes; Bailer-yes; Smith-yes; and Zastrow-yes. Consent Calendar was approved.

**H. Approval of Minutes** – in consent calendar

**I. Consideration of Bids/Proposals/Contracts**

6. Council award of RFP PW-25-01 Cordova 17 Mile Landfill Survey

**M/Smith S/Zastrow** to direct the City Manager to negotiate a contract with PND Engineers, Inc. to provide the surveying services outlined in RFP PW-25-01, for a sum not to exceed \$29,630.

**Smith** said this is brought forward with a recommendation from staff and she will support it. **Zastrow** said he agrees, and it is already budgeted for in 2025. **Ranney** said we need this to continue with our certification. **Kinsman** said it is well-outlined, he asked the manager if it would help with future grants, for fencing, etc. **Greenwood** said it certainly wouldn't hurt.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

7. Council approval of amendment to City Clerk's contract

**M/Ranney S/Sherman** to approve the amendment to the city clerk's contract.

**Ranney** – support the amendment.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**J. Reports of Officers**

8. Mayor's Report – **Mayor Allison** said: 1) appreciated the election board staff.

9. City Manager's Report - **Greenwood** reported: 1) has been working hard on the Denali grant due March 10, 2025; 2) Fire Marshal candidate coming for a visit March 12; 3) NVE staff, Planner **Amanda Coward** and she met to discuss the direct negotiation highway lot; 4) exploring options with our insurance broker for different health insurance ideas for next year; 5) Finance Director position will be out Friday.

10. City Clerk's Report **a.** 2025 AML Conference – Council member Wendy Ranney; **b.** Cordova Fisheries Committee public notice seeking applicants; **c.** Letter from Appraisal Company of AK regarding 2025 assessments. **Bourgeois** reported: 1) election results have been widely advertised – with 35 ballots remaining, none of the races are still in play; those remaining ballots will be counted on March 19 – certification will be that evening at your regular meeting. The terms of the newly elected begin the next day, so the sitting council begins and ends the meeting on March 19. She thanked the election board for doing a great job – we divided the ballots among 2 groups doing the counting which went smoothly.

#### K. Correspondence

- 11. 02-12-25 Letter from G. Mans regarding Cordova public library
  - 12. 02-18-25 Email from P. Payne regarding harbor entrance lot
  - 13. 02-18-25 DNR Scoping Notice – possible revisions to aquatic farmsite leasing regulations
  - 14. 02-19-25 Email from C. Byrnes regarding quarterly art periodical
  - 15. 02-20-25 Mayor letter to congressional delegation regarding healthcare
  - 16. 02-22-25 Email from S. Lange regarding harbor entrance lot
  - 17. 02-24-25 Letter from Pioneers-Women's Igloo #5 regarding harbor entrance lot
  - 18. 02-25-25 Email from S. Lange regarding Essential Air Service
  - 19. 02-25-25 Mayor email to Governor supporting Tom Carpenter for Board of Fish re-appointment
  - 20. 02-26-25 DOT&PF STIP Amendment #2 open for public review and comment
- Council asked for letters about EAS funding as it may be on the chopping block federally, and Dunleavy has put forward legislation to allow fish farming – maybe we should write to oppose that.

#### L. Ordinances and Resolutions

21. Ordinance 1229 An ordinance of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a ten-year lease with option to purchase with Emily Anderson and Skyler Newman, for Lot 15A, Block 5 of Odiak Park Subdivision – 2<sup>nd</sup> reading

**M/Jones S/Zastrow** to adopt Ordinance 1229 An ordinance of the Council of the City of Cordova, Alaska authorizing the City Manager to enter into a ten-year lease with option to purchase with Emily Anderson and Skyler Newman, for Lot 15A, Block 5 of Odiak Park Subdivision

**Jones** said he supports this, he supported the direct negotiation and supports the sale now – we need housing, that is what they are building – a duplex. **Zastrow** agrees. **Bailer** does not support it. All other Council members said they would support.

Vote on the motion: 6 yeas, 1 nay. Ranney-yes; Smith-yes; Bailer-no; Kinsman-yes; Sherman-yes; Jones-yes; and Zastrow-yes. Motion was approved.

#### M. Unfinished Business

22. Council action to issue an RFP for Lot 1, Block 7A of Tidewater Development Park (aka breakwater fill lot, Harbor entrance lot)

**M/Smith S/Kinsman** to dispose of Lot 1 Block 7A Tidewater Development Park as outlined in Cordova Municipal Code 7.40.060 (B) by directing the city manager to request sealed proposals to lease or purchase the property.

**Smith** said there has been some commercial interest in the lot, from correspondence we see there is a lot of interest in maintaining some sort of open space there as well. She believes we need some sort of thoughtful plan around how we develop our waterfront. There is a specific seafood processor that had a plan to develop a dock on the South Fill and some elements of the community really didn't like that idea, so if we say no to there, where can we say yes. **Kinsman** said he agrees with seeing what is out there. He'd encourage proposers to intentionally include something aesthetically pleasing there. **Zastrow** said this lot is the entrance to our community and our harbor, he thinks an appraisal would show it is worth a lot more than what we have it at (around \$300k). He'd prefer we not rush into anything; he'd say no to going out for RFP right now. **Jones** said we just did this last year, only respondent was the Jump, we leased to them he doesn't like the idea of us going out to RFP again so soon, unfair to the Jump. He doesn't have a problem with this going forward in the future. **Ranney** said she would like to see more

public input on this – it was hotly contested when it was sold last time. She does like the idea of referring to the new council with the turnover upcoming. **Bailer** agrees to refer to new Council, but he wants to speak to it now also. He does not think a mixed use of industrial with green space can occur there. His opinion is that the public spoke very strongly on this lot so he would not go out for an RFP. **Sherman** said this is a pretty important lot, she agrees with **Bailer** and would vote to refer.

**M/Jones S/Zastrow** to refer this to staff to bring back for the new Council members to weigh in on.

Vote on the motion to refer: 7 yeas, 0 nays. Motion was approved.

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

**23.** Council action to direct staff to make application for 2025 PIDP grant for North Harbor project

**M/Jones S/Sherman** to direct staff to make application for 2025 PIDP grant for North Harbor project.

**Jones** said he thinks staff decided against this without asking Council. He wanted this discussed at the Council table. After lengthy discussion with staff and other council members weighing in, Council voted against the motion.

Vote on the motion: 1 yea, 6 nays. Bailer-no; Jones-yes; Zastrow-no; Smith-no; Kinsman-no; Ranney-no; and Sherman-no. Motion failed.

**24.** Council concurrence of Mayor's appointments to the Cordova Fisheries Committee.

**M/Jones S/Kinsman** to concur with Mayor Allison's appointments of: **John Williams, Kory Blake, Rod Jensen, Kelsey Hayden, Trae Lohse, Jerry McCune, and Tyler Dillon.**

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

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

**Mayor Allison** said he'd like CFC to get together soon and weigh in on Board of Fish and Governor's proposal about fish farms.

#### **O. Audience Participation - none**

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

**Bailer** said he has one more meeting and he'd give advice to incoming Council members: leave personal feelings and feuds at the door when you come in, be respectful to each other, be humble.

**Smith** appreciates what Council member **Jones** is saying about the needs in the North Harbor – she recognizes that there are needs. She believes the grant landscape moving forward at the federal level is just looking pretty different. Likes the idea of breaking out parts of that project.

**Kinsman** thanked everyone who participated in the election, great turnout, election clerks do a great job – very streamlines process. Encouraged the new members to come to the next work session and regular meeting or at least watch those. He thanked the public for correspondence. He thanked the volunteers at the CVFD – he attended the Thursday training, and it was fantastic and there is a good, solid crew – lots of new faces.

**Zastrow** echoed what **Smith** said about the North Harbor area needs. He is glad we will write a letter about EAS. Appreciate the work staff does to prepare us for meetings, appreciate the election going so well and appreciate the community turning out to vote.

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

~~**26.** Council Annual Review of City Manager Samantha Greenwood, a subject that tends to prejudice the reputation and character of a person; provided that the person may request a public discussion; Greenwood has NOT requested a public session~~

~~**27.** Council Annual Review of City Clerk Susan Bourgeois, a subject that tends to prejudice the reputation and character of a person; provided that the person may request a public discussion; Bourgeois has NOT requested a public session~~

#### **R. Adjournment - Hearing no objection **Mayor Allison** adjourned the meeting at 8:20 pm.**

Approved: May 7, 2025,

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

**Regular City Council Meeting**  
**April 2, 2025 @ 7:00pm**  
**Cordova Center Community Rooms A & B**  
**Minutes**

**A. Call to order**

**B. Invocation, pledge of allegiance** – **Mayor Smith** led the audience in the Pledge of Allegiance.

**C. Roll call** – Present for roll call were **Mayor Kristin Smith**, Council members **Debra Adams**, **Aaron Hansen**, **Kasey Kinsman**, **Michael Mickelson**, and **David Zastrow**. Council members **Wendy Ranney** and **Cathy Sherman** were present via zoom video conference. Also present were City Manager **Sam Greenwood** and Deputy City Clerk, **Colette Gilmour**.

**D. Approval of Regular Agenda**

**Mayor Smith** suggested striking Resolution 14a from the agenda because the project is ineligible and unable to move forward with the request.

Hearing no objections to approval of the amended agenda, **Mayor Smith** declared it approved.

**E. Disclosures of Conflicts of Interest and Ex Parte Communication** - none

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

1. Guest Speakers – none

2. Audience comments regarding agenda items

**Mark Frohnapfel** commented on Resolution 04-25-06 regarding considering moving the additional 3 cents back to the community instead of putting it back into the harbor fund.

3. Chairpersons and Representatives of Boards and Commissions - none

4. Student Council Report - none

**G. Approval of Consent Calendar**

5. Minutes: a. Feb 05, 2025, City Council Regular Meeting Minutes

6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member Tom Bailer and Dave Zastrow from the March 19<sup>th</sup>, 2025, Regular Meeting

Vote on the Consent Calendar: 7 yeas, 0 nays. Kinsman- yes; Zastrow-yes; Adams-yes; Ranney-yes; Hansen-yes; Mickelson-yes; and Sherman-yes. Consent Calendar was approved.

**H. Approval of Minutes** – (in consent calendar)

**I. Consideration of Bids/Proposals/Contracts** - none

**J. Reports of Officers**

7. Mayor's report - **Mayor Smith** reported: 1) past Council's short list of infrastructure priorities including sewer treatment plant, water treatment system, a new public safety building and rehabilitating the pool. Rebuilding the general fund reserve was also discussed using a mix of grants, low interest loans, bonds, and city revenues. 2) Native Village of Eyak is having the Army National Guard's Innovative Readiness Training program come to Cordova from March 27<sup>th</sup>-mid July. They are also starting construction on a six-plex unit for village elders and traveling medical staff. 3) she announced the Magistrate position has been filled. 4) Council asked the Mayor to write letters supporting the Governors fish farming legislation and the \$1,000 base student funding increase for schools. **Kinsman** asked if the school is opening for the summer to offer barracks for extra income. **Mickelson** asked to have a letter to support the legislative item to increase municipality's share of the fish tax.

8. City Manager's Report – **Greenwood** reported: 1) mentioned meeting with the DMV to secure their traveling DMV to help with RealID. 2) there are 4 applicants for Cordova Center, HR and for the Library; 3) continued meeting with the Fire Department, working on restructure and equipment and the new Fire Marshal is ready to start; 4) had meetings with the acting Police Chief on schedules and temp employees;

5) bond refinance is nearly complete ; 6) met with the Permanent Fund investor, Blake, and Cash Vest discussing budgets, revenue, \$3M harbor funds and \$3.9M general fund; 7) working through issues with harbor impound notices; 8) went over impound lot proposals with Public Works and set up the spring bear meeting.

9. City Clerk's Report - **Deputy Clerk Gilmour** mentioned the City Clerk is out until April 8. The DCRA local government specialist is looking to do the Council's open meetings act training in June. There are 25 current assessment appeals, and the assessor will be in town April 16.

## K. Correspondence

10. 03-20-25 Mayor Smith letter re: "2024-2027 STIP Amendment 2" comments

11. 03-27-25 Mayor Smith letter re: "2045 AMHS Long Range Plan" comments

12. 03-28-25 Mayor Smith letter of support re: "HB 33

13. 03-28-25 Mayor Smith letter of support re: "HB 116

## L. Ordinances and Resolutions

14. Resolution 04-25-06 A resolution of the city council of the city of Cordova, Alaska, authorizing amendment to the FY25 budget in the amount of \$120,000.

**M/Kinsman S/Zastrow** to approve Resolution 04-25-06 A resolution of the city council of the city of Cordova, Alaska, authorizing amendment to the FY25 budget in the amount of \$120,000

**Kinsman** asked the Manager if there was a way to collect any money that has been pulled from the harbor project. **Greenwood** referring to the \$3.9M, it pays for the bonding and if the bond couldn't be met then it would be paid with the general fund, but she will verify. **Zastrow** is in favor and feels it's a good solution to the problem from last meeting. **Mickelson** asked to confirm this solution was run by legal. **Sherman** asked if there was a way the new council members could be briefed on the issue, but she reiterated it has been discussed with legal and she is in favor of it.

Vote on the motion: 7 yeas, 0 nays. Mickelson-yes; Sherman-yes; Hansen-yes; Ranney-yes; Zastrow-yes; Kinsman-yes; and Adams-yes. Motion was approved.

~~14a. Resolution 04-25-07 - removed from agenda at approval of agenda~~

~~A resolution of the city council of the city of Cordova, Alaska, authorizing participation in the community development block grant (CDBG) program and signatory authority to Hannah Sanders, md, CEO of Cordova community medical center, a city-owned hospital. To execute and facilitate the CDBG grant.~~

## M. Unfinished Business

15. Council action to issue an RFP for old PWSSC building - item had been referred January 2022. Publicizing Availability of Lot 2, Block 7A, Tidewater Development Park – The Old Prince William Sound Science Center (PWSSC) Building.

**M/Kinsman S/Mickelson** to direct staff to publish an official RFP with guidelines to advertise the availability of the building for lease as is or advertise the building is available for salvage in full of Lot 2, Block 7A, Tidewater Development Park otherwise known as the Old Science Center Building.

**Mickelson** is concerned with the City's liability if it is leased as is and not knowing the current structural integrity of the pilings. Agreed partial salvage is not in the City's best interest and that it should rather it be taken down. **Adams** would like to see the building put to use. **Sherman** wants to follow the process with the letter of interest coming now. **Ranney** is concerned the building is not in good form to rent out without having a professional inspect it. **Zastrow** is for the combination of offerings **Kinsman** motioned. Does still even with the underwater pilings, roof and heating system needing to be looked at, agrees to put it out to RFP and see the options people propose. **Hansen** agrees with other council members to be conscious of liability. **Greenwood** mentioned if they decide to go to RFP, the person with the letter of interest would be cut off in the process and must then go through the RFP process which will take longer. **Mickelson** asked for cost estimate to evaluate the pilings, demolish the building, and to remove grid mud to know how to move forward.

**M/Kinsman S/Mickelson** to refer to staff to present the Planning and Zoning recommendation on the letter of request next meeting with the three estimates.

**Ranney** suggests contacting the native village to use the professionals they have coming to town.

Vote on motion to refer: 7 yeas, 0 nays. Motion was approved.

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

16. Council election of a member to serve as Vice Mayor  
**M/Zastrow S/Adams** nominates **Kinsman** for Vice Mayor.

Vote on motion: 7 yeas, 0 nays. Motion was approved.

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

**Kinsman** recommends scheduling a work session for cash flow for the April 16, 2025, meeting and at that meeting scheduling another work session in the weeks after to continue strategic planning - **Ranney** agreed.  
**Kinsman** recommended Q1 update in a work session before the meeting to set the mill rate.

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

**Stephanie Cuttler** spoke on the need for essentials in Cordova like the DMV and the disconnect between Cordova within our own community and with the State.

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

**Sherman** welcomes the new Council members and thanks **Mayor Smith** for the written report. She gave thanks to the City Manager on being ahead on the Spring Bear meeting. **Sherman** mentioned that although Cordova is struggling she sees other communities in the US struggling as well.

**Ranney** congrats new Council members and thanks **Amanda Hadley** and **Sam Greenwood** and staff on all the prepared information brought.

**Adams** is happy to hear there is a new magistrate and the possibility of a mobile DMV.

**Zastrow** also welcomes all new members and appreciates the written Mayors report.

**Mickelson** is appreciative of all the reports that were put together. He mentioned to look into the limited ways the public can comment remotely in a meeting.

**Kinsman** thanks everyone for voting him as vice mayor. He also noted if someone does not have their Real ID, they can still fly if they speak with the airline counter attendant who can assist with contacting TSA to help them obtain the needed information to fly.

**Mayor Smith** talked on Cordova continuing to be self-reliant in finding our own solutions and thanked the new Council members for stepping up to take their turn to serve.

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

18. Council contract negotiation with City Clerk Susan Bourgeois, a matter the immediate knowledge of which would clearly have an adverse effect on the finances of the city.

**M/Kinsman S/Mickelson** to enter executive session to discuss Council contract negotiation with City Clerk Susan Bourgeois, a matter the immediate knowledge of which would clearly have an adverse effect on the finances of the city.

Hearing no objection **Mayor Smith** said the motion was approved and she recessed the meeting at 8:40pm until the room could be cleared.

Council entered the executive session at 8:44 pm and came back into open session at 8:58pm.

Council requests staff to supply the City Clerk's proposal, contract, the summary of her evaluations, and any information of cost-of-living wages be shared with all council members by email and printed for the next meeting.

#### **R. Adjournment**

Hearing no objection **Mayor Smith** adjourned the meeting at 8:55 pm.

Approved: May 7, 2025

Attest: \_\_\_\_\_  
Colette Gilmour, Deputy City Clerk



**AGENDA ITEM 6**  
**City Council Meeting Date: 5/7/25**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 5/1/25  
**ITEM:** City Clerk Contract Approval  
**NEXT STEP:** Council Approval of Contract

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☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

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**I. REQUEST OR ISSUE:** Employment Agreement approval between City of Cordova and City Clerk Susan Bourgeois.

**II. RECOMMENDED ACTION / NEXT STEP:** Council suggested motion: to approve the restated employment agreement between the City of Cordova and Susan Bourgeois; a salary will need to be inserted in the draft contract after the executive session negotiation. Vote via roll call.

**III. FISCAL IMPACTS:** Bourgeois may receive a salary increase depending on what is agreed to in the executive session.

**IV. BACKGROUND INFORMATION:** City Council conducted its annual evaluation of the City Clerk; it was a positive evaluation with an above average outcome. Bourgeois asked for a salary increase and an adjustment regarding contract end date (Dec. 31, 2028) so that the next end date would fall at the end of year and then could be budgeted more appropriately.

**V. LEGAL ISSUES:** Charter 2-6 and Code chapter 3.16 regarding City Clerk are attached.  
Roll Call Vote because Code 3.12.080 Meetings-Passage of Proposals requires...

*The council shall vote on a roll call vote where a majority of all members is required, or upon request of any council member. The results of all votes shall be entered into the minutes of the meeting.*

**VI. SUMMARY AND ALTERNATIVES:** Bourgeois may discuss the contract in executive session with City Council.

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## **Section 2-6. City clerk.**

There shall be a city clerk, who shall be an officer of the city appointed by a majority vote of all members of the council for an indefinite term.

The city clerk shall serve as the clerical officer of the council. The clerk shall keep the journal of the proceedings of the council, and shall enroll in a book or books kept for the purpose all ordinances and resolutions passed by it. The clerk shall be custodian of such documents, records and archives as may be provided by law or ordinance; shall be custodian of the seal of the city, and shall attest, and affix the seal to, documents when required in accordance with this charter, law or ordinance; and shall keep a correct and up-to-date record of the city boundaries and changes therein.

(Amended by Resolution 5-95-56, approved by the voters on July 19, 1995).

## **Chapter 3.16 CITY CLERK**

### **3.16.010 City clerk established.**

There shall be a city clerk who shall be an officer of the city in accordance with Section 2-6 of the City Charter. The city clerk shall be appointed by a majority vote of all members of the council for an indefinite term and shall have supervision and control of the city clerk's office.

(Ord. 787 § 2, 1997).

### **3.16.020 Duties generally.**

The city clerk shall attend all meetings of the city council and keep a full record of all the proceedings. It shall be his duty to attest all deeds and other city documents executed by the mayor or city manager in accordance with the acts of the city council, and he shall also file and keep all the records and public papers of the city, and shall to all intents and purposes be deemed to be the clerk of the city and shall act as such.

(Ord. 568 (part), 1984).

### **3.16.023 Deputy city clerk established.**

There shall be a deputy city clerk who shall be an assistant to the city clerk. The deputy city clerk shall be appointed by the city clerk for an indefinite term. The city clerk shall be responsible for the evaluation and discharge of the deputy city clerk.

(Ord. 909, 2002; Ord. 820 (part), 1999).

### **3.16.026 Duties generally.**

The deputy city clerk shall assist the city clerk as assigned, including, but not limited to preparing council packets, filing and keeping all records and public papers of the city, and preparing and maintaining property tax records, billings and reports. In the absence of the city clerk, the deputy city clerk shall assume the duties of the city clerk as defined in Section 2-6 of the City Charter and Section 3.16.020 of the Cordova municipal code.

(Ord. 820 (part), 1999).

### **3.16.030 Ex officio tax assessor.**

Within the department of city clerk there shall be a tax assessor as provided by the city charter. Unless otherwise provided by resolution of the city council, the city clerk shall serve as ex officio tax assessor for the city.

(Ord. 568 (part), 1984).



## RESTATED EMPLOYMENT AGREEMENT

This Restated Employment Agreement ("Agreement") is by and between the City of Cordova, Alaska, ("Cordova"), a municipal corporation, and Susan Bourgeois ("Clerk"), and is effective as of May 1, 2025, April 4, 2022 ("Effective Date").

WHEREAS, Clerk is currently employed by Cordova pursuant to that certain Restated Employment Agreement dated April 4, 2022, 2019, which expiresd by its terms on April 4, 2022 February 15, 2025, and the amendment to same, dated March 5, 2025, which extended that contract to the earlier of May 21, 2025, or the date the parties agree to a new employment agreement; and

WHEREAS, Cordova and Clerk wish to restate the terms and conditions of Clerk's employment by Cordova.

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

### SECTION ONE: DUTIES OF CLERK

Clerk shall be employed by Cordova and hold the title "City Clerk" of Cordova. Clerk shall perform all duties and discharge all responsibilities of that position as prescribed from time to time by the laws of the State of Alaska, the Charter of the City of Cordova, the Cordova Municipal Code, as the same may be amended from time to time, and such other duties as may be reasonably directed by the City Council.

### SECTION TWO: COMPENSATION OF CLERK

1. **SALARY**. For services performed Clerk shall receive an annual salary of \$97,694.19-\$ per pay period for the remainder of 2025 minus applicable withholding and deductions. Such salary shall be payable in accordance with the Cordova Municipal Code and Cordova's regular and customary payroll practices. This salary amount shall be effective through February 15, 2023, on or about, at which time an annual review by the City Council shall be conducted. Beginning January 1, 2026, Clerk shall receive an annual salary of \$ Clerk shall receive any and all salary increases, such as COLA adjustments, given to all other exempt employees of the City of Cordova during the term of this agreement.

2. **EXEMPT POSITION**. Clerk acknowledges that the position of City Clerk is exempt from the overtime requirements of state and federal minimum wage and overtime laws, and as such Clerk is expected to work whatever hours are necessary to accomplish the goals and requirements of the position. The customary work week at Cordova for full time, exempt employees is Monday through Friday from 8:00 a.m. to 5:00 p.m. However, Clerk acknowledges that the specified work hours and work week may differ depending on the needs of the City Council, and that Clerk may frequently be required to work beyond the confines of the regular work week and work hours. Time sheets shall be

submitted to the Mayor or his/her designee on the City Council for signature in accordance with the schedule utilized for other non-elected, non-collectively bargained employees.

3. **BENEFITS**. Clerk shall be entitled to participate in State of Alaska PERS retirement benefits, and City-sponsored health and life insurance benefits on the same basis as other full-time regular employees of the City of Cordova, subject to the City's right to amend or terminate such benefits at any time. City shall supply Clerk with a cell phone for business and personal use, subject to City policies and public record keeping requirements.

4. **PAID TIME OFF**.

a. **Annual Leave** - Clerk shall accrue annual leave at a rate of 20 hours per month. Annual leave may be carried over from year to year. Annual leave accumulated in excess of 240 hours shall be forfeited on December 31 of each year. All accrued annual leave shall be cashed out upon separation, subject to the limitations of Section 4, Paragraph 2 hereof. Annual leave must be requested two weeks in advance. Requests for annual leave shall be submitted to the City Council at any of its regularly scheduled twice-monthly meetings.

b. **Medical Leave** - Clerk shall accrue medical leave at a rate of 15 days per year. Medical leave shall be carried over from year to year. Fifty percent (50%) of Clerk's accrued medical leave shall be cashed out upon separation on favorable terms up to a maximum of 520 hours, subject to the limitations of Section 4, Paragraph 2 hereof. For an absence due to sudden illness or other unanticipated events, Clerk shall telephone the Mayor or the designated City Council representative as soon as possible prior to the time Clerk is scheduled to report for work.

c. **Miscellaneous** - Annual and sick leave both accrue during the period of time Clerk is on a paid leave, but not during leave without pay. Neither annual leave nor sick leave may be advanced.

5. **TRAVEL, MEETINGS, AND PROFESSIONAL DEVELOPMENT**. Clerk shall receive allowance for travel, out-of-town meetings or professional development expenses as authorized by the City Council in the budget for each fiscal year or as approved in advance by the City Council from time to time. Subject to the foregoing, Clerk agrees to pursue professional development to attain and/or maintain the designation of Certified Municipal Clerk.

### **SECTION THREE: PERFORMANCE EVALUATION**

The City Council shall evaluate the performance of Clerk no less frequently than annually during the term of this Agreement. The evaluation shall be completed in accordance with written guidelines of expected standards of performance and personal

conduct and a written performance evaluation procedure approved by the City Council prior to each evaluation and provided in advance to Clerk.

#### SECTION FOUR: TERM, TERMINATION AND SEVERANCE PAY.

1. **TERM**. The term of the Agreement is from the Effective Date though December 31, 2028, February 15, 2025 unless terminated earlier pursuant to Paragraph 2 of this Section Four.

2. **TERMINATION**. The Agreement and Clerk's employment hereunder are terminable at will and at any time by the City Council without any notice of any kind whatsoever, with or without cause, it being expressly and explicitly understood by Clerk that she holds her position at the will of the City Council of the City of Cordova. City Council will notify City Clerk not less than 30 days before expiration of this employment agreement of intention to not renew the contract. Clerk understands and agrees that no representations or course of conduct by the City Council shall establish any legally enforceable expectation of her continued employment by the City Council.

Clerk shall provide the City Council with written notice of her resignation no less than thirty (30) days prior to the effective date of her resignation or expiration of this employment agreement. If Clerk resigns without providing such notice, then Clerk shall forfeit all benefits, if any, which Clerk otherwise would be entitled to receive under this Agreement, including without limitation the cash out of any accrued, unpaid annual or medical leave.

Dismissal and grievance procedures applicable to other City employees as provided in the Cordova Municipal Code, if any, shall not apply to the termination of Clerk's employment by the City Council.

3. **SEVERANCE PAY**. If the City Council terminates Clerk's employment without cause, and Clerk executes and does not revoke a waiver and release prepared or approved by the City Council, then Cordova shall pay Clerk a lump sum severance payment equal to three months' salary for Clerk, minus applicable withholdings and deductions.

If Council terminates Clerk's employment with cause or if Clerk resigns her employment, regardless of cause, then Clerk shall receive no severance pay. Any of the following shall constitute "cause" for termination: (i) Clerk's failure to satisfactorily perform her duties in accordance with the provisions of this Agreement, (ii) Clerk's intentional failure to obey any lawful directive of the Council, (iii) Clerk's intentional failure to comply with the Charter of the City of Cordova or with the Cordova Municipal Code, (iv) intentional and willful misconduct which the Council reasonably believes reflects adversely on Clerk's position, including but not limited to, dishonesty, fraud, embezzlement, substance abuse, and criminal misconduct, or (v) any other acts or omissions of Clerk which constitute "cause" under Alaska law.

## SECTION FIVE: OTHER EMPLOYMENT

Clerk acknowledges that she must devote a great deal of time outside normal City office hours to the business of Cordova. Clerk shall not undertake employment with any person or entity other than Cordova without prior approval of the City Council.

## SECTION SIX: INDEMNIFICATION BY CORDOVA

Cordova shall indemnify, hold harmless and defend Clerk against all claims and liability which may result from any claim, action or suit by any person based upon alleged injury to or death of a person or alleged loss of or damage to property that may occur or that may be alleged to have been caused by Clerk in the performance of her official duties during the duration of her employment with Cordova under this Agreement; provided, however, that Cordova shall not be obliged to indemnify, hold harmless or defend Clerk against any claim or liability arising out of or resulting from acts or omissions which, in the sole judgment of Cordova, may occur or that may be alleged to have been caused by Clerk while acting outside of course and scope of her official duties, or from any false, deceptive, dishonest or criminal act or omission under the laws and regulations of the United States of America, the State of Alaska and/or any political subdivision thereof.

## SECTION SEVEN: GENERAL PROVISIONS

1. **CHOICE OF LAW, EXCLUSIVE VENUE**. Any controversy or claim arising out of or related to this Agreement or the breach thereof shall be governed by the laws of the State of Alaska, and the City of Cordova, Alaska, and the exclusive forum for any legal proceedings regarding such dispute shall be the Superior Court for the State of Alaska, Third Judicial District at Cordova.

2. **ASSIGNMENT**. This Agreement shall not be assignable, in whole or in part, by either Party without the written consent of the other Party.

3. **SEVERABILITY**. In the event any provision of this Agreement is deemed to be void, invalid, or unenforceable, that provision shall be severed from the remainder of this Agreement so as not to cause the invalidity or unenforceability of the remainder of this Agreement. All remaining provisions of this Agreement shall then continue in full force and effect. If any provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope and breadth permitted by law.

4. **WAIVER**. The waiver by either Party of a breach of any of the provisions of this Agreement by the other Party shall not operate or be construed as a waiver of any subsequent breach by a Party.

5. **AMENDMENT**. This Agreement may be amended in writing by mutual agreement of the Parties.

6. **APPLICATION OF CITY CODE AND PERSONNEL POLICIES.** Unless expressly contrary to a provision hereunder or as contrary to the laws of the State of Alaska, the Charter of the City of Cordova, or the Cordova Municipal Code, Clerk's employment shall be subject to the personnel policies and rules applicable to non-elected, non-represented employees of Cordova, as the same may be amended from time to time, to the extent the same are not in conflict with an express, lawful provision of this Agreement.

7. **INTEGRATED AGREEMENT.** This Agreement constitutes the entire Agreement between Clerk and Cordova, and supersedes all prior oral or written understandings, if any, between Clerk and Cordova, including without limitation, the predecessor restated employment agreement dated April 4, ~~2019~~2022.

**IN WITNESS WHEREOF**, the City Council of the City of Cordova has caused this Agreement to be signed and executed on the City Council's behalf by its Mayor and duly attested by its Human Resources Officer, and Susan Bourgeois has executed this Agreement for and on behalf of herself, on the day and year first written above.

City Council of the City of Cordova, Alaska

By: \_\_\_\_\_ Date:  
Mayor ~~David Allison~~ Kristin Smith

Human Resources Officer of City of Cordova, Alaska

\_\_\_\_\_  
Laura Cloward Andy Anderson Date:

Clerk

\_\_\_\_\_  
Susan Bourgeois Date:

## **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](mailto: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](mailto: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.





# Marine Safety Information Bulletin

U.S. Coast Guard  
Marine Safety Unit Valdez  
P.O. Box 486  
Valdez, AK 99686  
Abigail.c.ferrara@uscg.mil

MSIB Number: 05-25  
April 16<sup>th</sup>, 2025

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## Marine Safety Unit Valdez Survey Operations of R/V POSEIDON

Marine Safety Unit Valdez received a report that the R/V POSEIDON will be conducting geophysical survey operations in the vicinity of Prince William Sound from April 24<sup>th</sup>, 2025 through June 29<sup>th</sup>, 2025. Commercial fishermen are requested to not set fixed gear directly in the survey area during the brief survey period.

Please see the attached flyer for more details. Contact, Lorraine Gray, Fisheries Liaison, with any additional questions: [Fish@pioneerconsulting.com](mailto:Fish@pioneerconsulting.com).

A handwritten signature in black ink that reads "Sarah Kristine Rousseau, CDR".

Sarah K. Rousseau  
Commander, U.S. Coast Guard  
Captain of the Port, Prince William Sound

# CTC Offshore Survey

# Fisheries Notice

NEARSHORE SURVEY OPERATIONS AT SOUTHEAST ALASKA  
April 24, 2025, through June 29, 2025

The CTC project will periodically conduct nearshore (seaward from the 15m water depth contour) geophysical survey operations Southeast Alaska, from April 24, 2025, through June 29, 2025; weather permitting. Survey operations will be conducted by the RV Poseidon during the period predominately on a 24-hour basis seven days a week, starting in Juneau and working north to Seward.

Mariners are encouraged to take note of the working area for the survey vessel as detailed by the Local Notice to Mariners. The survey vessel will be towing survey equipment astern and requests 0.25 nautical mile clearance during survey operations. The vessel will monitor VHF 16.

Commercial fishermen are requested to not set fixed gear directly in the survey area during the brief survey period. Please contact Lorraine Gray, Fisheries Liaison, with any fisheries-related questions.

Lorraine Gray  
Fisheries Liaison  
[FISH@pioneerconsulting.com](mailto:FISH@pioneerconsulting.com)



Contact	Details
Vessel	RV Poseidon
IMO Nr.	9040596
MMSI Nr.	368046360
Call Sign	WDK3553
Channels	16





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Transportation and  
Public Facilities

OFFICE OF THE COMMISSIONER  
Ryan Anderson, P.E., Commissioner

PO Box 112500  
Juneau, Alaska 99811-2500  
Main: 907.465.3900  
dot.alaska.gov

April 29, 2025

The Honorable Kristin Smith  
City of Cordova  
601 First Street  
PO Box 1210  
Cordova, Alaska 99574

Via Email: Mayor@cityofcordova.net

RE: City of Cordova STIP Amendment #2 Comments\

Dear Mayor Smith,

Thank you for your March 20, 2025 letter regarding the 2024–2027 Statewide Transportation Improvement Program (STIP) Amendment #2. We appreciate the City of Cordova’s continued partnership in advancing transportation projects critical to community health, safety, and economic development.

We recognize the urgency of Project #27049, Whitshed Road and Pedestrian Improvements, and the decade-long effort that the City has made to move this project toward construction. The department understands the rising costs associated with project delays and will evaluate opportunities to advance this project to the 2026 construction season as requested. Our Engineer's project delivery schedule shows the project as being shovel ready in October of 2026.

Your request to accelerate Project #32378, Second Street Reconstruction, is also noted. DOT&PF acknowledges the importance of this corridor in serving Mt. Eccles Elementary School and its surrounding neighborhoods. The inclusion of sidewalk and drainage upgrades aligns well with community safety priorities. We will continue to coordinate with the City to explore opportunities for earlier construction delivery, recognizing that our engineering staff has the project scheduled for November of 2026 to be shovel ready.

We are pleased to hear your support for Project #33886, Cordova AMHS Ferry Terminal Rehabilitation. This project remains an important component of our statewide marine infrastructure strategy, and we look forward to continued collaboration as it progresses toward implementation.

Regarding Project #34563, Eyak Lake Weir Restoration, we understand the project’s environmental and community importance, and we appreciate the clarity of your request for the State to prioritize execution of the pending Federal Highways grant agreement. The department is actively engaged in discussions to resolve the current delays. We recognize the urgency created by time-limited contractor bids and steel cost volatility, as well as the serious habitat and water management implications of continued delay. We commend the significant local funding and coordination that has already been committed and share your goal of transitioning ownership of this infrastructure to the City upon successful project completion.

Page Two

Lastly, thank you for your positive feedback on the GIS-based STIP Dashboard. We are glad to hear the platform has made navigation and transparency more accessible for communities like Cordova.

Your comments have been entered into the official public record for STIP Amendment #2. We are grateful for the City of Cordova's leadership and advocacy, and we look forward to continuing our close coordination on project delivery.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ryan Anderson', with a stylized flourish at the end.

Ryan Anderson, P.E.  
Commissioner

**Public and Agency Notice for Public Access Easement ADL 234627, Alaska Department of Transportation & Public Facilities**

**REQUEST FOR COMMENTS**

Agency and Community Representatives:

Please see the attached Public and Agency Review notice and attachments.

The notice describes a request from the Alaska Department of Transportation and Public Facilities (ADOT&PF) for a public access easement to expand the width of the existing easement for Whitshed Rd. in Cordova, Alaska.

The proposed easement expansion area on DNR Division of Mining, Land and Water(DMLW) managed lands consists of two, variably-sized parcels amounting to an approximate total of 3.68 acres as depicted on attached Exhibits A and B.

The deadline for comments is midnight on **Monday, June 4, 2025**. All comments must be submitted in writing to be considered (an email to my attention is sufficient if good contact information is provided.)

Please share the notice with other interested parties and contact me directly with questions, if any.

Sincerely,

Cynthia Zuelow-Osborne  
Natural Resource Specialist 3  
DNR DMLW Southcentral Regional Office  
Easement Management Unit  
cynthia.zuelow-osborne@alaska.gov  
269-8575

<https://aws.state.ak.us/OnlinePublicNotices/Notices/View.aspx?id=219469>

PUBLIC AND AGENCY NOTICE

ADL 234627  
PUBLIC ACCESS EASEMENT  
Whitshed Road Expansion

Pursuant to AS 38.05.850, the Department of Natural Resources (DNR), Division of Mining, Land and Water (DMLW), Southcentral Regional Land Office (SCRO) is considering the issuance of a public utility easement in response to the following application:

APPLICANT: Alaska Department of Transportation and Public Facilities (ADOT&PF)

PROJECT NAME: ADL 234627

GEOGRAPHIC LOCATION: Cordova, Alaska

LEGAL DESCRIPTION: Section 28, Township 15 South, Range 3 West, Copper River Meridian.

REQUESTED ACTIVITY:

ADOT&PF proposes widening the existing easement for Whitshed Road for the purpose of correcting curve deficiencies and constructing a multi-use pathway.

The easement expansion area will occupy two variably sized parcels of DNR-DMLW managed land totaling approximately 3.68 acres overall. Please see parcels E2A and E2B on the attached Exhibits A and B.

Nothing herein implies the establishment of a DMLW easement on land that is not owned or managed by DNR.

REQUESTED TERM: Indefinite

DEADLINE FOR COMMENTS: **Monday, June 2, 2025**

Members of the public and interested parties are invited to comment on this activity. The purpose of this notice is to gather input before a decision is made. To ensure consideration, comments must be submitted in writing and received by the Division of Mining, Land and Water at the Southcentral Regional Land Office, 550 West 7th Avenue, Suite 900C, Anchorage, AK, 99501 on or before the date noted above. Questions concerning this notice or requests to view the full application packet should be directed to Cynthia Zuelow-Osborne, Telephone: (907) 269-8575 or e-mail: [cynthia.zuelow-osborne@alaska.gov](mailto:cynthia.zuelow-osborne@alaska.gov).

Individuals with impairments who have questions concerning this public notice may call Relay Alaska at 711 or 1-800-770-8973 for assistance.

The Division of Mining, Land and Water reserves the right to waive technical defects in this notice.



**AGENDA ITEM # 13**  
**City Council Meeting Date: 5/7/25**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Kevin Johnson, Public Works Director  
**DATE:** Wednesday April 30, 2025  
**ITEM:** Ordinance 1230 – Land Disposal Code Amendment  
**NEXT STEP:** Adopt ordinance at second read

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☐ INFORMATION  
☐ MOTION

☐ RESOLUTION  
☒ ORDINANCE

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**I. REQUEST OR ISSUE:** City Council requested that staff bring forward an ordinance to amend the Cordova Municipal Code (CMC) to provide further clarity that City Council shall not take final action on land disposal items that are subject to public noticing until after the notice period has ended.

Staff requests the City Council reviews Ordinance 1230 to amend CMC 7.40.030 and set a date for the Public Hearing.

**II. RECOMMENDED ACTION / NEXT STEP:** Recommended Motion: “I move to approve ordinance 1230 amending Cordova Municipal Code 7.40.030”

**III. BACKGROUND INFORMATION:** In 2022, City Council adopted Ordinance 1202 that included a new code provision requiring public notice be given when new properties are added to the land disposal maps or, when a property changes status from “Not Available” to “Available”.

Following a land disposal in 2024, it was determined that additional clarity was needed in the code to clarify that City Council cannot take action on the availability or disposal status of a property that is subject to public noticing until after the public notice period had ended.

Staff has provided you with an ordinance that adds language to make the clarification to the code as requested.

**IV. SUMMARY AND ALTERNATIVES:** At the direction of the City Council, staff has created a code amendment that updates CMC 7.40.030 to better clarify when City Council can take action on certain land disposal processes.

**V. ATTACHMENTS:** A. Ordinance 1230

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1230**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA AMENDING  
CORDOVA MUNICIPAL CODE SECTION 7.40.030 ADDING CLARIFICATION TO THE  
LAND DISPOSAL MAP NOTICING PROCESS**

**WHEREAS**, from time-to-time new properties are added to the land disposal maps, or lots that were marked as “Not Available” are made available for disposal; and

**WHEREAS**, the City Council determined that additional public notification should be made to better inform the public of these land status changes; and

**WHEREAS**, the City Council further determined that clarification should be added to the city code to ensure that no action on land disposal shall be made until a property’s noticing period has ended.

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

**Section 1.** Section 7.40.030 of The Cordova Code of Ordinances of Cordova, Alaska, is hereby amended, which said section reads as follows:

**7.40.030 Land Disposal Map**

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

Available: These properties are available to purchase or lease.

Available – Subdivision Required: These properties are available to purchase or lease, but a subdivision of the land may be required.

Tidelands: Tidelands are considered as “Available” designation but shall require review and recommendation from the Harbor Commission. Disposal of tidelands shall follow the procedures set forth in CMC 5.16.

Not Available: These properties are currently in use for city uses and operations but can be the subject of a Letter of Interest per the procedures set forth in this chapter.

Leased: These properties are currently under lease and not considered available but can be the subject of a Letter of Interest during the final year of the lease term.

- B. Once per year, the City Planner shall review, with the Planning and Zoning Commission, the land disposal map to consider possible changes to the current designations or to add or remove properties to accurately reflect the status of City real property. The Planning and Zoning Commission shall then forward a recommendation to the City Council for adoption.
- C. The land disposal map may be modified throughout the year at the request of the public through the submission of a Letter of Interest, under the procedures set forth in this chapter.

- D. The City Planner shall provide public notice when real property is added to the land disposal map, or when the “Not Available” designation is proposed to be removed from an existing property. The notice shall:

Include the name of the proponent, the location of the property, the proposed use and project description, and information on how the public can comment on the proposal.

Be posted on the property in a location visible and legible from the Right-Of-Way, beginning thirty (30) days prior to the Planning Commission delivering its recommendation to the City Council.

Be posted at City Hall, Cordova Public Library, and the Post Office beginning thirty (30) days prior to the Planning Commission delivering its recommendation to the City Council.

Be mailed to all property owners within 300 feet of the perimeter of the subject property thirty (30) days prior to the Planning Commission delivering its recommendation to the City Council.

- E. No action shall be taken by City Council regarding the availability or disposal status of a property subject to the noticing procedures in 7.40.030 (D) until the end of the noticing period.**

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

1<sup>st</sup> reading: April 16, 2025

2<sup>nd</sup> reading and public hearing:

**PASSED AND APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025**

\_\_\_\_\_  
Kristin Smith, Mayor

ATTEST:

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



## AGENDA ITEM 14

**City Council Meeting Date: 5/7/25**

### CITY COUNCIL COMMUNICATION FORM

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**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 05/01/25  
**ITEM:** Resolution 05-25-12  
**NEXT STEP:** Voice vote on approval of resolution

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☐ ORDINANCE  
☐ MOTION

☒ RESOLUTION  
☐ INFORMATION

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**I. REQUEST OR ISSUE:** Approval of Resolution 05-25-12.

**II. RECOMMENDED ACTION / NEXT STEP:** Move to approve Resolution 05-25-12.

**III. BACKGROUND INFORMATION:** On April 16, 2025, City Council met in a work session about rebuilding the City of Cordova General Fund. At the Regular Meeting on April 16, 2025, Council directed staff to bring a resolution to the next Council meeting memorializing the various events that occurred to accomplish the funding of the South Harbor Project and have contributed to the existing cashflow issue.

Resolution 11-22-31 committed \$3.9 million to close the gap on the South Harbor Rebuild Project. That led to the depletion of City reserve funds throughout 2023, 2024, and now into 2025. In early 2024 it became evident that reserves were too low to fund the project due to the lengthy process for submitting receipts and receiving reimbursement from MARAD. An initial \$3 million (Ordinance 1215 pulled that from the PF) was needed to begin the process and City continuously recycled the same \$3 million in order to get the project to near completion. The \$3 million is back in City coffers and it is earning interest in the easily accessible AMLIP account. The cashflow issue is not yet resolved and therefore, it is important to keep the \$3 million accessible while earning interest. Along with Ordinance 1215, Council approved the payback terms of the \$3 million via Resolution 02-24-09.

Resolution 05-25-12 before Council for action tonight, would repeal those terms and allow the city flexibility in order to continue city operations and services. The resolution also directs staff to update council on cashflow and the ability to repay the \$3 million before the end of 2025.

**IV. SUMMARY AND ALTERNATIVES:** Council should approve this resolution to memorialize previous actions taken and offer a timeframe for revisiting.



**CITY OF CORDOVA, ALASKA  
RESOLUTION 05-25-12**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA REPEALING  
TERMS OF REPAYMENT ADOPTED BY RESOLUTION 02-24-09 AND DEFERRING  
REPAYMENT OF \$3,000,000 BORROWED FROM THE PERMANENT FUND AND ANY  
INTEREST ON THAT REPAYMENT**

**WHEREAS**, Ordinance 1215 authorized the withdrawal and transfer of \$3,000,000 from the Cordova Permanent Fund to sustain cashflow for the South Harbor Project; and

**WHEREAS**, at the time Ordinance 1215 was passed, the City anticipated repaying \$3,000,000 plus interest to the Permanent Fund once the City received reimbursement from MARAD for construction on the South Harbor Project; and

**WHEREAS**, Resolution 11-22-31, approved in November 2022, committed \$3,896,575 to close the gap between secured funds and the final contract price of the South Harbor Project; and

**WHEREAS**, Resolution 02-24-09, approved in February 2024, required repayment upon reimbursement from MARAD and imposed 5% interest annually on the City; and

**WHEREAS**, the effect of Resolution 11-22-31 has been a decrease in cash reserves which would make implementation of Resolution 02-24-09 a hardship for the overall cashflow of the City; and

**WHEREAS**, it is in the City's best interest and the interest of the public to defer repayment until the City has a sufficient increase in revenue to allow repayment of the \$3,000,000 without jeopardizing City operations, services or capital improvements.

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

**Section 1.** The terms of repayment adopted via Resolution 02-24-09 are repealed.

**Section 2.** Repayment and interest are deferred until the City has a sufficient increase in revenue to allow repayment of the \$3,000,000 without jeopardizing operations, services or capital improvements.

**Section 3.** The Cordova City Manager shall provide Council with an update regarding the City's ability to repay \$3,000,000 to the Permanent Fund and 5% interest on those funds and the impact of such repayment on the City and public services before the end of 2025.

**Section 4.** Effective Date. This resolution shall take effect upon passage and approval.

**PASSED AND APPROVED THIS 7<sup>th</sup> DAY OF MAY 2025**

\_\_\_\_\_  
Kristin Smith, Mayor

ATTEST:

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

Previously approved items referenced in the memo and/or in Resolution 05-25-12:

Resolution 11-22-31, approved 11/30/22

Ordinance 1215, adopted 2/21/24

Resolution 02-24-09, approved 2/21/24

**CITY OF CORDOVA, ALASKA  
RESOLUTION 11-22-31**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA  
COMMITTING \$3,896,575 FOR THE SOUTH HARBOR REBUILD PROJECT**

**WHEREAS**, the South Harbor Rebuild has been the number one priority for Cordova for over a decade; and

**WHEREAS**, Cordovans supported the project with a voter-approved ½% local raw-fish tax; and

**WHEREAS**, the conceptual design for the South Harbor Rebuild was completed in 2020 for grant application purposes and came in at a cost of \$32M; and

**WHEREAS**, City secured \$35.7M towards the projects as follows: a \$20M Federal Department of Transportation RAISE grant, a State of Alaska Tier 1 Grant of \$5M and voter-approved bond for the \$5M match, \$3M in unrestricted funds from the State of Alaska, a \$2M Clean Water Loan, and \$700K in Pink Salmon Fisheries Disaster money; and

**WHEREAS**, Harbor has committed to expend \$1,000,000 on contracts for design, engineering and environmental documents required to complete necessary pre-development work; and

**WHEREAS**, COVID-related price inflation has resulted in a dramatic increase in the project cost; and

**WHEREAS**, City of Cordova issued a Request for Proposals for which two responses were received; and

**WHEREAS**, neither proposal completes the project as presented in the RFP with the funding available; and

**WHEREAS**, certain critical elements of the project are directly tied to the MARAD/RAISE grant (\$20M) and State Tier 1 Grant (\$5M) and matching Harbor Bond (\$5M), and any changes to the project puts those funds in jeopardy; and

**WHEREAS**, City must sign a contract and commit to funding that contract to keep the project on schedule for construction in fall 2023 or risk loss of some funding; and

**WHEREAS**, after proposals were reviewed and scored, City determined the submission of Turnagain Marine Construction to be the best value proposal and issued a notice of intent to award; and

**WHEREAS**, City has negotiated a reduced scope of work with Turnagain Marine Construction at a price of \$39,596,575 which will complete the project *with* required critical elements that ensure compliance with grant agreements; and

**WHEREAS**, the negotiated reduced scope of work exceeds the available funds by \$3,896,575; and

**WHEREAS**, City has identified \$4M in unrestricted general funds that are not needed within the next 12 months for City operation and those funds, if pledged to the project, would give staff time to pursue other funding; and

**WHEREAS**, those funds are currently invested in an interest-bearing account and would not be tapped until the funds were needed; and

**WHEREAS**, if additional funds are not raised, City would be contractually liable to provide those funds to the project; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Council of the City of Cordova, Alaska, commits \$3,896,575 to the South Harbor Rebuild Project.

**PASSED AND APPROVED THIS 30<sup>th</sup> DAY OF NOVEMBER 2022**



  
David Allison, Mayor

ATTEST:   
Susan Bourgeois, CMC, City Clerk

CITY OF CORDOVA, ALASKA  
ORDINANCE 1215

AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
AUTHORIZING THE TRANSFER OF \$3,000,000 FROM THE GENERAL RESERVE FUND  
(PERMANENT FUND) TO THE HARBOR ENTERPRISE FUND TO SUSTAIN CASH FLOW  
FOR THE REMAINDER OF THE SOUTH HARBOR PROJECT

WHEREAS, the Council of the City of Cordova, Alaska, will allow a transfer of \$3,000,000 to  
facilitate cashflow during the 2021 RAISE grant reimbursement process funding the South Harbor  
Reconstruction Project; and

WHEREAS, the following interfund transfer, pursuant to this Ordinance, is intended to provide  
a source of money to pay South Harbor Project expenses; and

Fund #	Fund Title	Purpose	Amount
505-390-49998	Transfer from Permanent Fund	Harbor Project Cash Flow	\$3,000,000

WHEREAS, the RAISE grant agreement was executed on January 19, 2024 and reimbursement  
is currently in process; and

WHEREAS, delays in the grant agreement execution have depleted the project's budget and  
additional funds are needed to keep the project on schedule; and

WHEREAS, the City anticipates the entirety of these borrowed funds will be reimbursed as the  
RAISE process continues through the life of the project; and

WHEREAS, while the exact amount of funds needed to continue with the project shall not  
exceed \$3 million, the amount borrowed may be less; and



NOW, THEREFORE BE IT ORDAINED that the Council of the City of Cordova, Alaska,  
hereby authorizes the transfer of \$3,000,000 from the General Reserve Fund (Permanent Fund) to the  
Harbor Enterprise Fund for expenses associated with construction costs of the South Harbor Project  
pending RAISE grant reimbursements.

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

1<sup>st</sup> reading and Public Hearing: February 7, 2024  
2<sup>nd</sup> reading and Public Hearing: February 21, 2024

PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF FEBRUARY 2024.



  
David Allison, Mayor  
ATTEST:   
Susan Bourgeois, CMC, City Clerk

nce 1215  
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CITY OF CORDOVA, ALASKA  
RESOLUTION 02-24-09

A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, APPROVING  
REPAYMENT TERMS OF \$3,000,000 BORROWED FROM PERMANENT FUND TO  
SUSTAIN CASH FLOW FOR THE REMAINDER OF THE SOUTH HARBOR PROJECT

WHEREAS, Ordinance 1215 will authorize the transfer of \$3,000,000 from the permanent fund  
to Key Bank AMLIP Fund; and

WHEREAS, the \$3,000,000 will sustain cash flow for the remainder of the South Harbor  
Rebuild Project; and

WHEREAS, while the exact amount of funds needed to support cash flow for the project shall  
not exceed \$3,000,000, the amount borrowed may be less; and

WHEREAS the terms of repayment shall be 5% interest calculated annually and;

WHEREAS, interest payments will begin the month following the withdrawal from the  
permanent fund; and

WHEREAS, interest will be calculated and paid to the permanent fund by the Harbor Enterprise  
Fund based on the outstanding balance on the last day of each month; and

WHEREAS, the permanent fund loan and interest shall be paid over a period not to exceed 24  
months; and

WHEREAS, upon the final reimbursement from MARAD, the \$3,000,000 with interest will be  
returned to the permanent fund; and

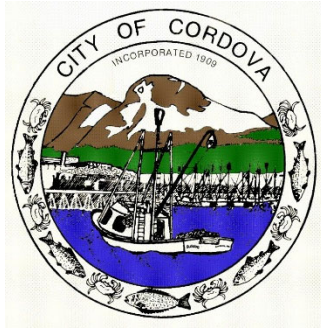
WHEREAS, there shall be no early payoff penalties.

NOW, THEREFORE BE IT RESOLVED THAT, the Council of the City of Cordova, Alaska,  
hereby approves repayment terms of the \$3,000,000 borrowed from the permanent fund to sustain cash  
flow for the remainder of the South Harbor Project.

PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF FEBRUARY 2024.



  
David Allison, Mayor  
ATTEST:   
Susan Bourgeois, CMC, City Clerk



## AGENDA ITEM 15

**City Council Meeting Date: 05/07/25**

### CITY COUNCIL COMMUNICATION FORM

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**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 5/1/25  
**ITEM:** Certification of the 2025 Property Assessment Roll  
**NEXT STEP:** Majority voice vote

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☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

---

**I. REQUEST OR ISSUE:** Certification of the 2025 Property Assessment Roll

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

*I move to certify the accuracy of the 2025 property assessment roll of all the real property within the City of Cordova valued as of January 1, 2025.*

**III. FISCAL IMPACTS:** Certification of the property assessment roll is the next step toward collection of 2025 property taxes. The certification of the roll by Council produces the full taxable value of the City. The charts/graphs are representative of change in value over time, exempt value vs. taxable value, and a breakdown of the different types of exemptions. Council will set a mill rate before June 15, which when applied to assessed value determines property tax amounts which get billed to the individual property owners. Bills go in the mail per City Code by July 1, 2025, and the collection is in halves, the first half due on or before August 31, 2025 (September 2, 2025, is actual due date because August 31 falls on a weekend and then September 1 is a holiday) and the second half due on or before October 31, 2025. Property taxes as approved in the 2025 budget will provide \$3.12 million of revenue to fund City services, Cordova School District, City infrastructure, and personnel.

**IV. BACKGROUND INFORMATION:** Contract Assessor, Appraisal Company of Alaska conducted a customary review of Cordova's properties in the fall/winter of 2024 to arrive at new values for the 2025 assessment roll. All properties are assessed at their values as of January 1 of the assessment year using the software system MARS. A revaluation of assessed land values was conducted to ensure values align with the prevailing market trend and are consistent with comparable lots in the vicinity. Appraisal Company submitted a letter in February which gave an overview of properties they adjusted for 2025.

Assessment notices were mailed to all property owners on February 26, 2025. During the 30-day appeal period, the Deputy Clerk received 35 appeals which were handled by Appraisal Company of Alaska, the City's contracted Assessor. The Board of Equalization Hearing was held on April 21, 2025, at which time, the Board heard 9 appeals which had not been resolved between the appellant and assessor. Final decision letters were sent on April 28, 2025, to all appellants whose appeals were decided at the Board of Equalization Hearing. Adjusted Assessment notices were sent to all appellants whose property values changed as a result of the appeal and BOE process, on April 30, 2025.

**V. LEGAL ISSUES:** The pertinent references to the Cordova Municipal Code are as follows:

**5.05.2000 - Appeal—Entry of changes by assessor.**

Except as to supplementary assessments, the assessor shall enter the changes so certified upon his records and certify the final assessment roll by June 1st.

**5.05.240 - Delivery of statement to council.**

When the final assessment records have been completed by the assessor as provided in this chapter, the assessor shall deliver to the council on or before June 1st of each year a statement of the total assessed valuation of all real property within the city.

**5.05.250 - Amount set by resolution.**

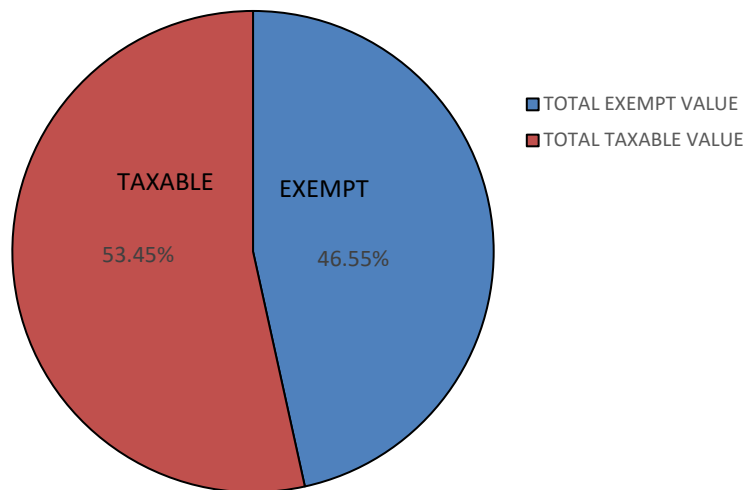
The council shall thereupon by resolution annually before June 15th fix a rate of tax levy and designate the number of mills upon each dollar of value of assessed taxable real property that shall be levied.

**VI. SUMMARY AND ALTERNATIVES:** Council should certify the accuracy of the assessment roll unless there is reason to believe there was a breach in procedure or error in calculations by either by the Contract Assessor or the City Clerk's Office.

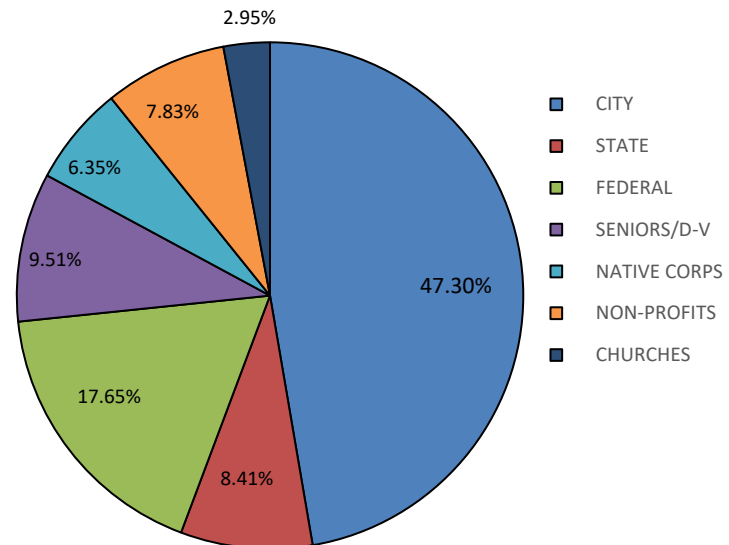
### THREE YEAR COMPARISON OF EXEMPT VALUE TO TAXABLE VALUE

	2025	%	2024	%	2023
<b>TOTAL LAND</b>	\$127,384,800		\$123,281,700		\$106,831,300
<b>TOTAL IMPROVEMENTS</b>	\$460,333,000		\$433,175,900		\$421,222,100
<b>TOTAL REAL PROPERTY VALUE</b>	\$587,717,800	100%	\$556,457,600	100%	\$528,053,400
<b>TOTAL EXEMPT VALUE</b>	\$273,561,629	46.55%	\$254,045,087	45.65%	\$248,555,024
<b>TOTAL TAXABLE VALUE</b>	\$314,156,171	53.45%	\$302,412,513	54.35%	\$279,498,376
<b>EXEMPTION BY TYPE:</b>					
<b>CITY</b>	\$129,405,719	47.30%	\$129,231,310	50.87%	\$127,288,365
<b>STATE</b>	\$23,001,850	8.41%	\$22,158,032	8.72%	\$20,793,595
<b>FEDERAL</b>	\$48,276,100	17.65%	\$27,436,200	10.80%	\$25,303,900
<b>SENIORS/D-V</b>	\$26,014,370	9.51%	\$29,777,128	11.72%	\$28,340,564
<b>NATIVE CORPS</b>	\$17,364,500	6.35%	\$15,416,200	6.07%	\$14,339,900
<b>NON-PROFITS</b>	\$21,428,290	7.83%	\$21,957,217	8.64%	\$24,555,900
<b>CHURCHES</b>	\$8,070,800	2.95%	\$8,069,000	3.18%	\$7,932,800
<b>TOTAL EXEMPT VALUE</b>	\$273,561,629	100%	\$254,045,087	100%	\$248,555,024

### 2025 TAXABLE VS EXEMPT



### 2025 EXEMPTION TYPES



## CITY OF CORDOVA

### TEN YEARS CORDOVA PROPERTY VALUES COMPARISON

TAX YEAR	PROP TAX BILLED	MILL RATE	TAXABLE VALUE	EXEMPTED VALUE	TOTAL VALUE
2015	\$2,155,026	11.53	\$186,905,960	\$205,166,480	\$392,072,440
2016	\$2,234,841	11.05	\$202,118,470	\$205,663,800	\$407,782,270
2017	\$2,533,433	12.35	\$205,136,290	\$203,768,000	\$408,904,290
2018	\$2,533,554	11.81	\$214,526,160	\$206,410,900	\$420,937,060
2019	\$2,640,957	11.81	\$223,620,381	\$216,689,879	\$440,310,260
2020	\$2,642,762	11.08	\$238,516,445	\$216,739,775	\$455,256,220
2021	\$2,641,228	11.06	\$238,809,005	\$217,999,275	\$456,808,280
2022	\$2,800,930	11.54	\$242,714,935	\$226,178,275	\$468,893,210
2023	\$2,800,574	10.02	\$279,498,376	\$248,555,024	\$528,053,400
2024	\$3,002,956	9.93	\$302,412,513	\$254,045,087	\$556,457,600
2025	Unknown	Not Set Yet	\$314,156,171	\$273,561,629	\$587,717,800

2025 budgeted property tax revenue = \$3,120,000

1 mill levied on \$314,156,171 = \$314,156



# Appraisal Company of Alaska

405 W 27<sup>th</sup> Ave.  
ANCHORAGE, ALASKA 99503  
office@appraisalalaska.com

I am writing to provide an overview and explanation of the 2025 property assessment values within the City of Cordova for the current assessment year. Our evaluations indicate that the overall market continues to grow despite the high cost of living and rising interest rates.

As mandated by the State of Alaska, we are required to assess property at its full and true market value, which means our valuations should reflect 100% of the market value. The average ratio of assessed value to market value stands at 89.8% for residential properties, underscoring our commitment to fair and accurate property valuation.

This year, most of the residents will not see any change in assessment values. The only changes will be in some parts of the town land values, MBHM and Condos were reviewed. These changes are derived from comprehensive reviews based on various factors including location and size.

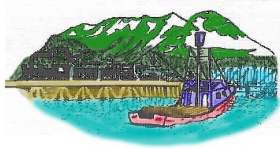
It is important to note that adjustments in other values are attributed to factors beyond market value fluctuations, such as new construction and property improvements. The only market-related adjustments this year pertain exclusively to Condos and MBHM.

The assessment adjustments are based on a thorough analysis of market trends and sales data pertinent to our local real estate market. This year, we recorded 78 property deed changes, which aligns with the average from previous years.

Understanding these trends is crucial for property owners, as they directly impact property taxes. We are committed to transparency in our assessment processes and are available to discuss any concerns or questions regarding individual assessments or general valuation trends within Cordova.

For detailed inquiries or specific issues related to your property assessment, I encourage you to contact our office directly. Our team is here to assist you with any information you require and to help clarify how these recent adjustments may affect your property's assessed value.

Sincerely,  
Mike Renfro & Martins Onskulis & Arne Erickson  
Assessors Office, Appraisal Company of Alaska



# City Council of the City of Cordova, Alaska

## Pending Agenda

### May 7, 2025 Regular Council Meeting

A.	<b>Future agenda items - topics put on PA with no specific date for inclusion on an agenda</b>	initially put on or revisited
	1) Public Safety Resources - discussion	1/20/2021
	2) Ordinance change ( <b>Title 4</b> ) to ensure Council has a role in CBA approval process	9/6/2023
	3) Facility condition assessments part 2 work session (did P&R on 4-19-23) - <b>Oct '23</b>	9/6/2023
	4) City Code re: procurement, Manager spending limit trigger in a code provision	4/19/2023
	5) Discuss/create a policy for established timeframes for review of City ongoing contracts	9/6/2023
	6) Strategic planning work sessions (goal setting), 2/19/25, 3/19/25, next tbd	3/5/2025
	7) Bonding for City streets - explore for when asphalt plants will be in town during other projects	4/3/2024
	8) Code change to land disposal maps when a status change (time-frame for disposal post status chg)	9/18/2024
	9) Ordinance from CM to address cashflow issue for the \$3.9 or \$2.9M that has been used from the GF	11/6/2024
	10) Enterprise funds accounting procedures	11/6/2024
	11) Revisit Economic Development Property Tax Exemptions, Ordinances 1217 & 1223	12/4/2024
	12) Strategic review of City investments with Blake Phillips, ACPM (Blue Umbrella)	2/4/2025
	13) Fill projects - for shipyard, for businesses, potential locations	3/19/2025
B.	<b>Resolutions, Ordinances, other items that have been referred to staff</b>	date referred
	1) <b>Disposal of PWSSC Bldg</b> - referred until more of a plan for north harbor so the term of RFP would be known action item on <b>4/2/25</b> , and again on <b>4/16/25</b>	1/19/22 & 4/2/25
	2) <b>Res 12-18-36</b> re E-911, will be back when a plan has been made	12/19/2018
	3) Council to issue <b>RFP for Breakwater Fill Lot</b> - referred on 3/5/25 until new Council comes on	3/5/2025
C.	<b>Upcoming Meetings, agenda items and/or events: with specific dates</b>	
	1) Capital Priorities List, <u>Resolution 12-24-39</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:	
	<b>7/16/2025</b>	<b>10/15/2025</b>
	<b>1/21/2026</b>	<b>4/15/2026</b>
	3) Joint City Council and School Board Meetings - twice per year, May & October before Council mtg in <b>May</b> 6pm @ CHS before Sch Bd mtg <b>Oct. or Nov.</b>	
	4) Clerk's evaluation - each year in Sept (prior to budget) - next <b>Sept 2026</b>	
	5) Manager's evaluation - each year in Sept (prior to budget) - next <b>Sept 2026</b>	
	6) In <b>May</b> each year City will provide public outreach regarding beginning of bear season	photo by Wendy Ranney
	7) Each year in <b>June</b> Council will approve by Resolution, the School's budget and City's contribution	
	8) Quarterly work sessions on City finances (compare budget to actuals) - <b>Jun '25</b> work session before mill rate set	4/2/2025
D.	<b>Council adds items to Pending Agenda in this way:</b>	
	<b>item for action</b>	<b>tasking which staff: Manager/Clerk?</b>
	<b>proposed date</b>	
	1) ...	
	2) ...	
	3) ...	
Mayor Smith 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**  
**May 7, 2025 Regular Council Meeting**

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

**1) Cordova Fisheries Committee:**

auth res 10-24-32 approved Oct 2, 2024

committee appointed 3/5/25

previous meetings:

next meeting date:

1- Kory Blake

2- Rod Jensen

3- Kelsey Hayden

3/13/2025

5/8/2025

4- Trae Lohse

5- Tyler Dillon

6- Jerry McCune

7- John Williams

**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

3-Dave Zastrow

5-Stormy Haught

2-Toni Godes

4-Ryan Schuetze

6-Michelle Hahn

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

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

**David Janka**

appointed March 2024

2 year term until May 2026

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

**Tommy Sheridan**

appointed June 2024

3 year term until Oct 2027

**3) Alaska Mariculture Alliance**

**Sean Den Adel**

appointed March 2024

no specific term

**CITY OF CORDOVA, ALASKA  
RESOLUTION 12-24-39**

**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**

North Harbor Efficiency and Safety

Stabilize Breakwater Ave through sheet piling to create usable uplands for industrial commercial, walking corridor and parking

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

Waste Oil Equipment /Maintenance Building

Shipyard Expansion

Three-Stage Dock

**Public Works**

Water Infrastructure

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 pump stations and equipment

Feasibility study for water service and fire protection (hydrants) to outlying areas

Replacement and relocation of Morpac tank

Water Equipment

Vac truck

Backhoe

Sewer Infrastructure

Replacement/upgrade of wastewater plant and SCADA

Replacement/upgrade of all lift stations

Replacement of force main in Odiak Slough

Upgrade pipe infrastructure

Sewer Equipment

Dump truck

Backhoe

Streets Infrastructure

Storm drain systems upgrades - Council Ave. and Third St. aka "jailhouse door system"

Lake Ave. hillside

Evaluation of existing storm drain systems

Sixth St. and Seventh St. drainage, sidewalks, and street surface upgrades

Chase Ave. upgrades including sidewalks, drainage, and new surfacing

- Replace/upgrade pedestrian walkways (Fourth St. and Adams Ave.) (Council St.), and (Second St. to First St.)
- Streets equipment storage building
- Streets Equipment
  - Wheeled loader
  - Road grader
  - Backhoe
- Refuse Infrastructure
  - Landfill bear fence
  - Electricity to landfill
  - Equipment storage building
- Refuse Equipment
  - Dumpster truck
  - Residential truck
  - Skid steer

## **Public Safety**

- E-911 Implementation
  - Acquire and integrate new hardware and software for E-911
  - Update dispatch console
- Replace Radio Structure on Ski Hill
- Mile 5 Substation Code and ADA Compliance
- Engineering and Preliminary Design of Public Safety Building Prep Site

## **Parks and Recreation**

- Pool Infrastructure Code and ADA Compliance
  - Door and siding replacements and CMU joint repairs
  - Replace pool cover
  - Replace pool roof
  - Replace/upgrade HVAC and ventilation system
  - Replace electrical distribution system
  - ADA compliance and parking area re-grade
- Bidarki Recreation Center
  - Renovate and add ADA access
  - Structural repair
  - Code and ADA compliance
  - Facility improvements
- Eyak Lake Skater's Cabin
  - Demolish and replace
- Parks
  - Playground renovations
  - Replacement of playground equipment at Noel Pallas Children's Memorial Playground
- Upgrade 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  
Improve existing unimproved ROW's  
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 18<sup>th</sup> DAY OF DECEMBER 2024**









David Allison, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk







# May 2025

CALENDAR MONTH **MAY**  
 CALENDAR YEAR **2025**  
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1		3 May 1-4
4 	5	6	7 6:00 jt wksnw-sch bd 6:45 public hearing 7:00 Council reg mtg CCAB	8	9	10
11 	12	13 6:30 P&Z CCAB	14 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	15	16	17 CHS Graduation 
18	19	20 LAST DAY OF SCHOOL 5:30 CTC Board Meeting CCER	21 7:00 Council reg mtg CCAB	22	23	24
25 	26  City Hall Closed Memorial Day Holiday 5/26	27 6:00 P&R CCM	28 6:00 CEC Board Mtg CCER	29 12:00 Hosp Svc Bd HCR	30	31
1	2	<b>Notes</b> Legend: CCAB-Community Rms A&B CCM-Mayor's Conf Rm HSL-High School Library CCA-Community Rm A CCB-Community Rm B CCR-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 Hosp Svcs Bd - last Thurs				

# June 2025

CALENDAR MONTH **JUNE**  
 CALENDAR YEAR **2025**  
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 	2	3	4 ←	5 COPPER RIVER NOUVEAU JUNE 3-7, 2025 →	6	7
8	9	10	11 7:00 Council reg mtg CCAB	12	13	14
15 	16	17 6:30 P&Z CCAB	18 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	19  City Hall Closed Juneteenth Holiday 6/19	20	21 
22	23 	24 5:30 CTC Board Meeting CCER 6:00 P&R CCM	25 6:00 CEC Board Mtg CCER	26 12:00 Hosp Svc Bd HCR	27	28
29	30 	1	2	3	4	5
6	7	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  
 Hosp Svcs 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
<b>Mayor:</b> 3 years	<b>Kristin Smith</b> <a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>	March 4, 2025	March-28
<b>Council members:</b>			
3 years	<b>Debra Adams</b> <a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 4, 2025	March-28
3 years	<b>Cathy Sherman</b> <a href="mailto:CouncilSeatB@cityofcordova.net">CouncilSeatB@cityofcordova.net</a>	March 7, 2023 March 3, 2020	March-26
3 years	<b>Kasey Kinsman, Vice Mayor</b> <a href="mailto:CouncilSeatC@cityofcordova.net">CouncilSeatC@cityofcordova.net</a>	March 7, 2023	March-26
3 years	<b>Wendy Ranney</b> <a href="mailto:CouncilSeatD@cityofcordova.net">CouncilSeatD@cityofcordova.net</a>	March 5, 2024 July 5, 2023	March-27
3 years	<b>David Zastrow</b> <a href="mailto:CouncilSeatE@cityofcordova.net">CouncilSeatE@cityofcordova.net</a>	March 5, 2024	March-27
3 years	<b>Aaron Hansen</b> <a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>	March 4, 2025	March-28
3 years	<b>Mike Mickelson</b> <a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>	March 4, 2025	March-28

## Cordova School District School Board of Education - Elected

length of term		Date Elected	Term Expires
3 years	<b>David Glasen, president</b> <a href="mailto:dglasen@cordovasd.org">dglasen@cordovasd.org</a>	March 7, 2023	March-26
3 years	<b>Kate Trudeau</b> <a href="mailto:ktrudeau@cordovasd.org">ktrudeau@cordovasd.org</a>	March 4, 2025	March-28
3 years	<b>Henk Kruithof</b> <a href="mailto:hkruithof@cordovasd.org">hkruithof@cordovasd.org</a>	March 5, 2024 March 2, 2021	March-27
3 years	<b>Emma Merritt</b> <a href="mailto:emerritt@cordovasd.org">emerritt@cordovasd.org</a>	March 4, 2025	March-28
3 years	<b>Peter Hoepfner</b> <a href="mailto:phoepfner@cordovasd.org">phoepfner@cordovasd.org</a>	Mar 5, 2024, Mar 2, 2021, Mar 6, 2018, Mar 3, 2015, Mar 6, 2012, Mar 3, 2009, Mar 7, 2006	March-27

seat up for re-election in Mar '26

**vacant**

board/commission chair/vice

seat up for re-appt in Nov '25

(updated 4-2-25)

# 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	<b>Kelsey Appleton Hayden, Chair</b> <a href="mailto:CCMCBoardSeatE@cdvcmc.com">CCMCBoardSeatE@cdvcmc.com</a>	March 7, 2023 March 3, 2020	March-26
3 years	<b>Diane Ujioka</b> <a href="mailto:CCMCBoardSeatC@cdvcmc.com">CCMCBoardSeatC@cdvcmc.com</a>	March 5, 2024 December 19, 2023	March-27
3 years	<b>Ann Linville</b> <a href="mailto:CCMCBoardSeatA@cdvcmc.com">CCMCBoardSeatA@cdvcmc.com</a>	March 4, 2025 March 1, 2022	March-28
3 years	<b>Shelly Kocan</b> <a href="mailto:CCMCBoardSeatB@cdvcmc.com">CCMCBoardSeatB@cdvcmc.com</a>	March 5, 2024 July 25, 2024	March-28
3 years	<b>Liz Senear</b> <a href="mailto:CCMCBoardSeatD@cdvcmc.com">CCMCBoardSeatD@cdvcmc.com</a>	March 5, 2024 March 2, 2021	March-27

## Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Mary Anne Bishop, Chair</b>	Nov '06, '10, '13, '16, '19, Dec '22	November-25
3 years	<b>Debra Adams</b>	Dec '21, Dec '24	November-27
3 years	<b>Sherman Powell</b>	June '18, Feb '20, Jan '23	November-25
3 years	<b>Mark Donachy</b>	Dec '23	November-26
3 years	<b>Krysta Williams</b>	Feb '18, Dec '20, Dec '23	November-26

## Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Kris Ranney</b>	Dec '22	November-25
3 years	<b>Mark Hall, Vice Chair</b>	Nov '19, Dec '22	November-25
3 years	<b>Sarah Trumblee</b>	Dec '20, Dec '23	November-26
3 years	<b>Tania Harrison, Chair</b>	Mar '22, Dec '24	November-27
3 years	<b>Gail Foode</b>	Dec '23	November-26
3 years	<b>Chris Bolin</b>	Sep '17, Nov '18 Dec '21, Dec '24	November-27
3 years	<b>Sean Den Adel</b>	Dec '23	November-26

seat up for re-election in Mar '26

**vacant**

board/commission chair

seat up for re-appt in Nov '25

(updated 4-2-25)

# 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	Hein Kruithof	Dec '23	November-26

## Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Kelsey Hayden	Dec '24	November-27
3 years	Henk Kruithof	Nov '19, Dec '22	November-25
3 years	Aaron Hansen, Chair	Dec '21, Dec '24	November-27
3 years	Kara Rodrigues	Dec '23	November-26
3 years	Gabrielle Brown	Jan '25	November-25
3 years	Jason Ellingson	Mar '23	November-25
3 years	Erin Cole	May '24	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	<b>vacant</b> , historical society member			<b>November-27</b>
3 years	Jamie Foode, professional member	Jan '25		November-27
3 years	Jim Casement, public member	Dec '23		November-26

seat up for re-election in Mar '26	<b>vacant</b>
board/commission chair	
seat up for re-appt in Nov '25	

(updated 4-2-25)