

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 21, 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



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)
 - a. PWSRCAC – highlights from the May 2025 Board of Directors Meeting..... (page 1)
4. Student Council Report - none

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

5. Minutes:
 - a. Mar 19, 2025, Regular City Council Meeting Minutes..... (page 6)
 - b. Apr 21, 2025, Board of Equalization Meeting Minutes..... (page 9)
 - c. May 7, 2025, Council Public Hearing Minutes..... (page 10)
 - d. May 14, 2025, Council Public Hearing Minutes..... (page 11)
6. Council concurrence of Mayor Smith's appointment to fill a vacancy on the Library Board..... (page 12)
7. Proclamation of Appreciation for Mayor **David Allison**..... (page 14)
8. Proclamation of Appreciation for Council Member **Tom Bailer**..... (page 15)
9. Proclamation of Appreciation for Council Member **Ken Jones**..... (page 16)

H. Approval of Minutes – in Consent Calendar

I. Consideration of Bids/Proposals/Contracts

J. Reports of Officers

10. Mayor's Report..... (page 17)
11. City Manager's Report
12. City Clerk's Report..... (page 18)
 - a. Public Notice for Board and Commission Vacancies..... (page 22)

- K. Correspondence**..... (see *primer* for description page 23)
13. 05-05-25 Marine Safety Information Bulletin re R/V Rough Rider..... (page 24)
14. 05-05-25 Letter from Diana Riedel re Land Sale negotiation..... (page 26)
15. 05-06-25 Letter from CRPWSMA request for donation to Buoy Program..... (page 27)
16. 05-15-25 Mayor Smith letter to congressional delegation supporting EAS..... (page 29)

L. Ordinances and Resolutions

17. Ordinance 1231..... (roll call vote)(page 30)
An ordinance of the Council of the City of Cordova, Alaska, authorizing the repayment of \$3,000,000 from the Harbor enterprise fund to the general reserve fund (permanent fund) and authorizing the transfer of \$3,000,000 from the general reserve fund (permanent fund) to the general fund to sustain cash flow for city operations – 2nd reading
18. Resolution 05-25-13..... (voice vote)(page 38)
A resolution of the Council of the City of Cordova, Alaska school budget acknowledging the proposed budget of the Cordova public school district for fiscal year ending June 30, 2026, and determining the amount of local sources available for school purposes subject to modification before city council final approval of the city's FY26 budget in December 2025
19. Resolution 05-25-14..... (voice vote)(page 43)
A resolution of the Council of the City of Cordova, Alaska establishing the property tax mill levy for the 2025 tax year at _____ mills for all properties in the City of Cordova

M. Unfinished Business

20. Council action on negotiations with Diana Riedel for disposal of Lot 4A..... (voice vote)(page 51)
Block 3, USS3345 (may be discussed in executive session)

N. New & Miscellaneous Business

21. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 63)

O. Audience Participation

P. Council Comments

Q. Executive Session

22. Council discussion with City Manager regarding land sale negotiation with Diana Riedel a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the City
23. Council discussion with City Manager regarding land sale negotiation with Mobile Grid a matter the immediate knowledge of which would clearly have an adverse effect upon 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**

Regular Meetings of the Cordova City Council are live streamed on the City's YouTube <https://www.youtube.com/@CityofCordovaAlaska/streams> or are available there for viewing or audio-only by the next business day

if you have a disability that makes it difficult to attend city-sponsored functions, contact 907-424-6200 for assistance.
full City Council agendas and packets available online at www.cityofcordova.net

Highlights from the May 2025 Board of Directors meeting

The Prince William Sound Regional Citizens' Advisory Council met in Valdez on May 1 and 2, 2025. The following is a synopsis of actions and discussions that took place at that two-day meeting. This report is not all inclusive.



Council News

Results of annual elections

The Board elected an executive committee to serve until May 2026. Members are:

- **President:** Robert Archibald, representing the City of Homer
- **Vice President:** Amanda Bauer, representing the City of Valdez
- **Treasurer:** Mako Haggerty, representing the Kenai Peninsula Borough
- **Secretary:** Bob Shavelson, representing the Oil Spill Region Environmental Coalition
- **Three Members-at-Large:**
 - Ben Cutrell, representing Chugach Alaska Corporation
 - Jim Herbert, representing the Oil Spill Region Recreational Coalition
 - David Janka, representing City of Cordova

Volunteers Recognized for Long-term Service

The following volunteers were recognized for long-term service to the Council:

- **10 years of service:**
 - Robert Archibald – Board Member representing the City of Homer
 - Mike Bender – Board Member representing the City of Whittier
 - Wayne Donaldson – Board Member representing the City of Kodiak
 - Mako Haggerty – Board Member representing the Kenai Peninsula Borough
 - Michael Vigil – Board Member representing Chenega Corporation & Chenega IRA Council
 - Trenton Dodson – Current Chair of the Information and Education Committee
- **5 Years of Service:** Ben Cutrell – Board Member representing the Chugach Alaska Corporation

Addressing Risks and Safety Culture at the Valdez Marine Terminal

The Board heard an update from Billie Pirner Garde on the status of recommendations from Garde's April 2023 Council-commissioned report "[Assessment of Risks and Safety Culture at Alyeska's Valdez Marine Terminal](#)." That report was initiated in response to safety concerns at the Valdez Marine Terminal (VMT) brought to the Council by current and former Alyeska employees.

Since the report was released, Alyeska has kept the Council updated on the status of their management action plan to address concerns raised in the report. In addition, regulators have responded to some of the findings; however, some government actions remain ongoing, including a review by the Government Accountability Office (GAO). The Council continues to follow up on report recommendations, including the establishment of a Human Factors Committee and an Employee Concerns protocol.

Extensive details on the status of each of the report's recommendations, a list of Garde's remaining concerns, and Garde's updated recommendation for the Council, are available in the slide deck on our website: www.tinyurl.com/Garde-Presentation

Report from Alyeska Pipeline Service Company

Mike Day, Alyeska's Ship Escort Response Vessel System (SERVS) Operations Manager, summarized numerous updates on safety, maintenance, inspections, and repairs at the VMT. Highlights include:

- Alyeska is continuing to convert their fire-fighting foam systems from Aqueous Film Forming Foam (AFFF) to less toxic Fluorine Free Foam (FFF). AFFF contains perfluoroalkyl and polyfluoroalkyl substances, also known as PFAS. Berth 5 has been completed, and work at Berth 4 is underway. *Note: Laws and regulations requiring reductions in the use of PFAS, a chemical associated with harm to human health, have not yet been enacted. The Council commends Alyeska for proceeding with this ahead of any regulatory requirement.*
- Day reported that they are using a new automated technology to contact the fleet of fishing vessels that are contracted to assist in the case of an oil spill. Alyeska's SERVS contacts the program's participants multiple times per year to confirm readiness to respond. The new system is reducing the time needed to contact the hundreds of participants.

A summary of major maintenance and repairs is available in the slide deck on our website:

www.tinyurl.com/Alyeska-May2025

Report Accepted: Review of Secondary Containment Liner Pilot Test

The Council accepted a report titled "Review of Electrical Leak Location and Electrical Resistivity Tomography Pilot Study of the Secondary Containment System at the Valdez Marine Terminal West Tank Farm Conducted July 2024" by Dr. Joseph Scalia and Dr. Craig H. Benson.

At the VMT, vast tanks store millions of gallons of crude oil until it can be loaded onto ships for transport. A backup or secondary containment system surrounds the tanks in the event of an oil spill. One of the major components of the containment system is a special subsurface liner, made up of catalytically blown asphalt (CBA). This liner is designed to prevent oil from leaking into the environment.

This liner is covered by several feet of earthen fill, so it is difficult to visually inspect. Only a small percentage has ever been uncovered and evaluated for damage since it was installed in the 1970s. However, holes or cracks have been found about 19% of the time when it is uncovered. It should be noted that the holes and cracks found (19%) were existing damage and not caused by the excavation process to expose and inspect the liner. For two decades, the Council has voiced concern to Alyeska and regulators about the condition of the CBA liner.

The Alaska Department of Environmental Conservation (ADEC) recently required that Alyeska select a method to test the integrity of the liner. Drs. Scalia and Benson's report summarizes the findings from Alyeska's pilot study, conducted in July 2024, using electrical leak location method. The report also includes Scalia and Benson's recommendations for Alyeska's larger scale testing plan. The report is available on our website: www.tinyurl.com/Scalia-Benson-Report

Update on Adjudicatory Hearing Request on the Secondary Containment Liner

Council project manager Linda Swiss provided an update on PWSRCAC's request for an adjudicatory hearing regarding the secondary containment liner surrounding the VMT's East Tank Farm. The hearing request was denied by the acting commissioner of ADEC on April 7, 2025.

As part of that decision, the commissioner remanded Condition of Approval 1 (COA1) back to ADEC's Spill Prevention and Response (SPAR) Director. That COA required Alyeska to evaluate the secondary containment area installed in the East Tank Farm. The SPAR Director is tasked with either going back to the original COA1 issued on November 6, 2024, or revising it.

In addition, the commissioner directed that a public review take place and directed the parties to confer on the issues related to the secondary containment liner.

A recent Council article provides further detail on COA1: www.tinyurl.com/Observer-C-Plan-Approval

Additional information and a timeline of the issue is available in the briefing sheet from the meeting: www.tinyurl.com/Adj-Hearing-Briefing

Report Accepted: Marine Birds - Fall and Early Winter Surveys

The Council accepted a report titled "Marine Bird Winter Surveys in Prince William Sound" by Dr. Mary Anne Bishop and Anne Schaefer of the Prince William Sound Science Center (PWSSC).

In September and November 2024, staff from PWSSC conducted surveys of marine birds in and around the Prince William Sound's tanker escort zone and the VMT. Highlights from the surveys include:

- The densest populations were found in Port Valdez and Hinchinbrook Entrance during both September and November.
- In September, the population was dominated by black-legged kittiwakes (over 60%), including four colonies in Port Valdez representing over 3,000 nesting pairs.
- Fewer birds were encountered in November, and the species shifted dramatically. Cormorants, deep diving ducks, and inshore ducks were the most common.

Their report summarizes the survey's findings and recommendations for continued monitoring. Read the new report on our website: www.tinyurl.com/Marine-Birds-2024

This was the first of four proposed years of the surveys during fall and early winter. Reports from previous surveys documenting bird species in late winter and spring are available on our website: <https://tinyurl.com/Past-Bird-Surveys>.

The data from all of these surveys have been incorporated into [NOAA's online spill response planning tool, Environmental Response Management Application](#).

Report Accepted: Vessel Biofouling

The Council accepted a report titled "Assessing the likelihood of non-indigenous species biofouling on vessel arrivals within the Exxon Valdez Oil Spill Region" by Natalie Kiley-Bergen with the Fisheries, Aquatic Science, and Technology Laboratory at Alaska Pacific University.

Kiley-Bergen looked at the risk of non-indigenous species arriving in Prince William Sound and the Exxon Valdez oil spill (EVOS) region from biofouling.

Biofouling refers to the process by which organisms attach to the submerged parts of a vessel.

Kiley-Bergen compared the risk posed by six major classes of large commercial vessels that are common in the EVOS region: tankers, cruise ships, container ships, cargo ships, bunkers, and roll-on/roll-off cargo vessels. This study will help focus future research and monitoring efforts.

Read the final report on our website: www.tinyurl.com/Vessel-Biofouling

Report Accepted: 2022 VMT Crude Oil Storage Tank Vent Incident

The Council accepted a report titled “Volatile Organic Compound (VOC) Emissions from the Snow Removal Incident at the Alyeska Pipeline Service Company’s Valdez Marine Terminal East Tank Farm in Early 2022,” by Dr. Ranajit (Ron) Sahu.

In 2022, vents on several crude oil storage tanks at the VMT were severely damaged or sheared off due to excessive snow load and ice accumulation. The Council sponsored Dr. Sahu’s study to better understand the volume of emissions that were released.

Dr. Sahu described the conservative assumptions and other considerations involved in calculating his estimates, and how he arrived at his conclusions. His preliminary conservative estimates range from 79 to 193 tons of volatile organic compounds and hazardous pollutants released into the surrounding atmosphere from February through March 2022.

Read the final report on our website: www.tinyurl.com/Tank-Vent-Estimate

Report Accepted: 2024 Annual Drill Monitoring Report

The Council accepted a report titled “2024 Drill Monitoring Annual Report” by Roy Robertson, the Council’s drill monitor. The report summarizes the oil spill exercises and drills observed by the Council throughout 2024.

This annual report is a compilation of reports on individual drills and exercises completed throughout the year by Roy Robertson and Jeremy Robida. These reports, along with this compilation, helps the Council track the history of spill preparedness and response by Alyeska/SERVS and the associated shippers. These reports have proven to be valuable tools in addressing recurring problems, improving the prevention and response system, assisting contingency plan workgroups, and in planning large unannounced drills.

Read this year’s report on our website: www.tinyurl.com/2024-Drill-Report

Plan Accepted: Peer Listener Manual Distribution Plan

The Council accepted the distribution plan and outreach materials for the Peer Listener Manual finalized by Agnew::Beck Consulting in April 2025.

The Peer Listener Manual is an appendix to the Council’s “Coping with Technological Disasters – A User-Friendly Guidebook.” The manual was recently revised to reflect our current understanding of mental health and community resiliency. This distribution plan and outreach tools were created to help broaden the reach of the manual within our region and beyond. Tools include a one-page version of the manual, a rack card, social media posts, 3-minute audio segments for radio, and an audio version of the manual.

The manual is available on our website: www.pwsrccac.org/peer-listening/

Please note that the outreach materials will not be publicly available until the campaign launches, which is anticipated to be later this year.

Annual Report on Community Outreach

The Board heard an update on the Council’s communications and outreach efforts over the past year.

Brooke Taylor, the Council's director of communications, summarized the Council's Strategic Communications and Outreach Plan, and how that document guides communication and outreach to help support the Council's mission.

Maia Draper-Reich, outreach coordinator for the Council, reported on the Council's outreach activities during the last year. These included conferences where the Council hosted its information booth; a variety of events such as the Council's annual Science Night; presentations on the history of the Exxon Valdez oil spill and the Council; projects and classroom presentations which engaged students of various ages throughout the Council's region; and other outreach activities and presentations by the Council's staff, volunteers, and interns. For more information about the Council's outreach programs, please contact Maia Draper-Reich: maia.draper-reich@pwsrcac.org

Approved: Council's Annual Operating Budget

The Board approved the Council's operating budget for the upcoming fiscal year. Contact [Ashlee Hamilton](#) for more information.

All Project Updates

Updates on all current projects: www.tinyurl.com/All-Projects-May-2025

Anchorage Office Relocation

Over the weekend of May 9-11, the Council moved its Anchorage office. Our new mailing address for Anchorage is:

Prince William Sound Regional Citizens' Advisory Council
2525 Gambell Street, Ste 305
Anchorage, AK 99503

Updates and a map to our new location are available on our website:
www.tinyurl.com/New-Anchorage-Office

All other contact information for the Anchorage and Valdez offices will remain the same.

Questions? More information?

Any questions or requests for further information can be directed to:
Amanda Johnson: amanda.johnson@pwsrcac.org or Jennifer Fleming: fleming@pwsrcac.org

Board meetings are routinely recorded. Excerpts of the audio and/or video of agenda items can be made available upon request.

Regular City Council Meeting
March 19, 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 19, 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**, **Kristin Smith**, and **Ken Jones**. Council members **Tom Bailer**, **Cathy Sherman**, and **Wendy Ranney** were present via zoom videoconference. Council member **Dave Zastrow** was absent. Also present were City Manager **Sam 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 communications – none

F. Communications by and Petitions from Visitors

1. Guest speakers – none

2. Audience comments regarding agenda items

Bill Lindow of 1103 Pipe Street commented on the correspondence about the Breakwater Fill Lot, said he is conflicted about that lot, would like to see it as a public space but he also supports the fishing industry. He opined that dredging a channel on the South Fill may not be as detrimental to the birds as some may believe; he is a bird fan and would not agree with something that would cause the birds' harm.

3. Chairpersons and Representatives of Boards and Commissions - none

a. Planning Commission Resolution 25-01 & Harbor Commission 01-25-01 supporting shipyard expansion

b. Cordova Fisheries Committee report/recommendations from meeting of 03-13-25

4. Student Council Report - none

G. Approval of Consent Calendar - none

H. Approval of Minutes – none

I. Consideration of Bids/Proposals/Contracts - none

J. Reports of Officers

5. Mayor's Report – none

6. City Manager's Report - **Greenwood** reported: 1) new fire marshal Ed coming, begins work April 13; finance director ad is running, weeding through some applicants; human resources director position is out – we have an interview coming up; no DMV applicants; Cordova Center coordinator interview next week; 2) Denali Commission grant application is turned in – that would be helpful with Second Street match.

7. City Clerk's Report - **Bourgeois** reported: 1) property assessment and/or exemptions appeal period open now through April 4; 2) swearing-in tomorrow at noon for newly elected.

K. Correspondence

8. 02-26-25 Email from Kopchaks regarding Harbor entrance lot

9. 02-26-25 Letter from CDFU regarding Breakwater Fill Lot

10. 02-27-25 Email from K. Morse regarding Eyak Lake Weir federal funding

11. 02-28-25 Email from D. Widmann regarding waterfront fill property

12. 03-04-25 Alaska Sea Grant Site Review Public Notice

13. 03-04-25 Letter from C. Butherus of Friends of Valdez Animal Shelter thanking Council for supporting spay / neuter / wellness clinic

15. 03-11-25 Mayor & Council letter to Federal & State delegation supporting EAS

L. Ordinances and Resolutions

16. Resolution 03-25-04 A resolution of the Council of the City of Cordova, Alaska certifying the results of the March 4, 2025, City of Cordova General Election

M/Jones S/Carpenter to approve Resolution 03-25-04 A resolution of the Council of the City of Cordova, Alaska certifying the results of the March 4, 2025, City of Cordova General Election

Jones said he is looking forward to being done. **Smith** said she appreciates the good turnout; hopes those who participated will continue to stay engaged. She thanked all the election clerks – the democratic process in action.

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

17. Resolution 03-25-05 A resolution of the Council of the City of Cordova, Alaska authorizing the conveyance of Lot 17, Block 10, Original Townsite to John Stack and Barbara Solomon

M/Smith S/Kinsman to approve Resolution 03-25-05 A resolution of the Council of the City of Cordova, Alaska authorizing the conveyance of Lot 17, Block 10, Original Townsite to John Stack and Barbara Solomon

Smith said she supports this, they heard from the property owner and his plans a few meetings ago. **Kinsman** appreciates they will take three lots and make one useful lot, and they are in the position to do that, add to the tax rolls. **Bailer** said he supports this. **Sherman, Ranney, Jones** said they support.

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

M. Unfinished Business - none

N. New & Miscellaneous Business

18. Council action on disposal and method of disposal for Lot 9B ASLS 73-35 (Plat 74-291)

M/Smith S/Kinsman to approve a five (5) year lease of lot 9B of ASLS 73-35 of Cordova Small Tracts approximately 0.374 acres in size as outlined in Cordova Municipal Code 7.40.060 B (1) by negotiating an agreement with Bob Ladd, Jackie Ladd, Chris Bolin, and Angela Jeppson to lease the property.

Smith said we had taken this action already but there had been an error in the legal description of the Lot, so we are re-doing. **Kinsman** said he is glad the legal has been clarified; this is an interesting area, no permanent structures allowed. **Jones** said he supports it – we haven't received any other proposals on this lot. **Sherman** said she is in favor. **Ranney** said they have an attachment to the property, it will bring income into the city, a piece of land that has very limited use.

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

19. Council action on disposal and method of disposal for Lots 18 & 19 Block 23, Original Townsite

M/Smith S/Bailer to dispose of Lots 18 & 19, Block 23, Original Townsite, as outlined in Cordova Municipal Code 7.40.060 B (2) by requesting sealed proposals to lease or purchase the property.

Smith said we haven't been as consistent as we could be, but she believes inviting proposals is the fairest way. **Bailer** said he agrees with everything said. **Ranney** said she agrees, she thinks direct negotiation is warranted sometimes, this one seems right for RFP. **Kinsman** agrees there are times for direct negotiation, he believes this one is good for RFP though. **Jones** said he is fine with this.

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

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

Jones asked for an item to dispose of the old PWSSC building – this will come on as a vote of Council to put it out for an RFP or not.

O. Audience Participation

Stephanie Rusinski of 930 Lake Avenue is a small business owner but is speaking tonight as a citizen. She wanted Council to recognize that the lot the Jump is on is a magical place, they shouldn't take it away from the community.

P. Council Comments

Sherman said she was grateful for the Fisheries Committee Report. She thanked **Sam** for all the information in the work session packet. Expressed appreciation to **Mayor Allison** and the council

members who are leaving – it's been a real benefit to serve with others who are committed to the community.

Kinsman said he looks forward to future discussion about the fill lot. He thanked **Mayor Allison**, Council members **Bailer** and **Jones**.

Ranney was thankful for the fisheries report – thanks to **Sam** – reports and memos very informative as usual. She also thanked **Mayor Allison**, and Council members **Bailer & Jones**.

Smith said that the Cordova Community Foundation met last week and voted to donate \$1500 to match the City's contribution to the spay & neuter clinic that is coming in June. She gave a shoutout to the boys and girls basketball teams players and coaches that both had such great seasons. She also thanked **Mayor Allison**, Council members **Bailer** and **Jones** and she likes to say that if everyone just took a turn serving, like you three have, they will all quickly realize how challenging some of the issues are that we deal with.

Jones thanked everyone for putting up with him. He urged Council to stay the course on property tax incentives and also asked them to not throw away the idea of the North Harbor project.

Bailer said about the breakwater fill lot that if the people are out there and are passionate about keeping it a public space then go get others to agree with you and present that to Council. He thanked the community for having elected him, he said it has been a privilege to serve – he said he took it seriously and he did the best he could.

Mayor Allison said he was first on City Council when he was 25, which was 35 years ago. He reminded everyone that we are volunteers around this table, and we leave after each meeting if not as friends then at least as respected cohorts.

Q. Executive Session

21. Legal advice concerning letter received from Shoreside Petroleum regarding payment under protest of additional wharfage as adopted in 2025 City budget and fee schedule a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

22. Council Annual Evaluation 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

23. Council Annual Evaluation 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

M/Kinsman S/Smith to go into executive session for 1) Legal advice concerning letter received from Shoreside Petroleum regarding payment under protest of additional wharfage as adopted in 2025 City budget and fee schedule a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; 2) Council Annual Evaluation 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 and 3) Council Annual Evaluation 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.

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

Mayor Allison recessed the meeting to clear the room at 8:14 pm. Council entered executive session(s) at 8:19 pm. They were out of the first e.s. at 8:35pm. Council conducted the other 2 e.s.'s without staff. They were back in open session at 9:15pm.

R. Adjournment - Hearing no objection Mayor Allison adjourned the meeting at 9:15 pm.

Approved: May 21, 2025

Attest: _____
Susan Bourgeois, City Clerk

**Board of Equalization Hearing
April 21, 2025 @ 7:00 pm
Cordova Center Community Rooms
Minutes**

A. Call to order – Board Chair Kristin Smith called the Board of Equalization Hearing to order at 7:00 pm on April 21, 2025, in the Cordova Center Community Rooms.

B. Disclosures of Conflicts of Interest and Ex Parte Communication - none

C. Roll call - Present for roll call were **Board Chair Smith** and Board members **Kasey Kinsman, Mike Mickelson, Wendy Ranney**, and **David Zastrow**. Board member **Cathy Sherman** was present via zoom videoconference. Board members **Debra Adams** and **Aaron Hansen** were absent. Also present were City Assessor **Arne Erickson**, City Clerk **Susan Bourgeois**, and Deputy City Clerk **Colette Gilmour**.

C. Business Before the Board

1. Property Assessment Appeals, 2025 tax year, City Council acting as Board of Equalization

Chair Smith stated that this meeting is solely for the purpose of hearing the following 9 appeals from the assessments made by the Assessor. The Appellant has 5 minutes, the Assessor has 5 minutes then the Appellant is given 3 more minutes to rebut, if necessary.

Senior Citizen Property Tax Exemption Appeal:

- Diana Rubio - Assessment Parcel 02-106-795, 200 Sawmill Bay Road. Appellant was not present. Clerk & Deputy Clerk presented.

Appeals of Assessed Value:

- Keith Kroll – Assessment Parcel 02-087-618, 9 Alpine Falls Drive. Appellant presented, Assessor presented, Appellant rebutted.
- Diana Rubio – Assessment Parcels 02-106-795 & 02-106-820, 200 Sawmill Bay Road. Appellant was not present. Assessor gave presentations.
- Debra Jones – Assessment Parcel 02-067-376, Lot 2 Mt. View Subdivision. Appellant was not present. Assessor gave a presentation.
- Shane Songer – Assessment Parcel 02-070-115, 510 Sunnyside Drive. Appellant was not present. Assessor gave a presentation.
- Brad Sapp – Assessment Parcel 02-086-230, 203 Highland Drive. Appellant was not present. Assessor gave a presentation.
- Jon & Amy Nichols – Assessment Parcel 03-075-355, Gandil Drive. Appellants were not present. Assessor gave a presentation.
- John Baenen – Assessment Parcel 02-086-319, 829 Woodland Drive. Appellant was not present. Assessor gave a presentation.

At 8:00 pm the Board entered closed deliberations to consider the 9 appeals that were presented to them. The Board would be considering all the evidence presented and within 7 days would be issuing a written decision to each appellant. The Board was in the closed deliberations for 43 minutes. At 8:43 pm **Chair Smith** stated that the Board had concluded its work and had heard and deliberated upon all 9 appeals.

D. Adjournment

Hearing no objection, **Chair Smith** adjourned the hearing at 8:43 pm.

Approved: May 21, 2025

Attest: _____
Susan Bourgeois, CMC, City Clerk

**City Council Public Hearing
May 7, 2025 @ 6:45 pm
Cordova Center Community Rooms
Minutes**

A. Call to order

Mayor Kristin Smith called the Council public hearing to order at 7:05 pm on May 7, 2025, in the Cordova Center Community Rooms.

B. Roll call

Present for roll call were **Mayor Kristin Smith** and Council members **Debra Adams, Aaron Hansen, Kasey Kinsman, Mike Mickelson, Wendy Ranney, Cathy Sherman** and **Dave Zastrow**. Also present were City Manager **Sam Greenwood**, and City Clerk **Susan Bourgeois**.

C. Public hearing

1. 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

Mayor Smith opened the hearing for public testimony on Ordinance 1230. There was no public testimony.

D. Adjournment

Hearing no objection **Mayor Smith** adjourned the public hearing at 7:06 pm.

Approved: May 21, 2025

Attest: _____

Susan Bourgeois, OMC, City Clerk

**City Council Public Hearing
May 14, 2025 @ 6:00 pm
Cordova Center Community Rooms
Minutes**

A. Call to order

Acting Vice Mayor Cathy Sherman called the Council public hearing to order at 6:01 pm on May 14, 2025, in the Cordova Center Community Rooms.

B. Roll call

Present for roll call were Council members **Aaron Hansen**, **Mike Mickelson**, **Wendy Ranney**, and **Cathy Sherman**. Council members **Kasey Kinsman** and **Dave Zastrow** were present via zoom videoconference. **Mayor Kristin Smith** and Council member **Debra Adams** were absent. Also present were City Manager **Sam Greenwood**, and City Clerk **Susan Bourgeois**.

C. Public hearing

1. Ordinance 1231 An ordinance of the Council of the City of Cordova, Alaska, authorizing the repayment of \$3,000,000 from the Harbor enterprise fund to the general reserve fund (permanent fund) and authorizing the transfer of \$3,000,000 from the general reserve fund (permanent fund) to the general fund to sustain cash flow for city operations

Acting Vice Mayor Sherman opened the hearing for public testimony on Ordinance 1231. There was no public testimony.

The public hearing was recessed from 6:02 until 6:15 pm. There was still no public testimony.

D. Adjournment

Hearing no objection **Acting Vice Mayor Sherman** adjourned the public hearing at 6:15 pm.

Approved: May 21, 2025

Attest: _____
Susan Bourgeois, CMC, City Clerk



AGENDA ITEM 6
City Council Meeting Date: 5/21/25
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 5/09/25
ITEM: Concurrence of Mayor's appointment to Library Board
NEXT STEP: Approval of Motion to concur

☐ ORDINANCE
☒ MOTION(S)

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: The Library Board recently had a member resign and therefore, has a vacancy to fill.

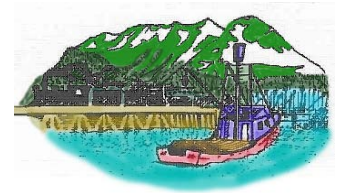
II. RECOMMENDED ACTION: City Council should concur with the appointment recommendation made by *Mayor Smith* and approve by voice vote. Approval of the consent calendar will accomplish Council concurrence of *Mayor Smith's* appointment of Kate Williams to fill the vacant seat on the Library Board.

III. BACKGROUND INFORMATION: The City Clerk learned of the resignation on May 6, 2025. Jack Donachy sent his resignation by email to the Library Board Chair and the Library Director on May 5, 2025. The Clerk was about to begin advertising the vacancy and there was an application received on Wednesday May 7, 2025.

IV. SUMMARY AND ALTERNATIVES: City Council members may concur with the Mayor's appointment or take alternative action. Approval of consent calendar accomplishes the concurrence. If council wants to choose another option the item must be pulled from the consent calendar.



City Board or Commission Membership Application



Personal Information	
Name:	Date:
Resident of Cordova? Yes No	How Long?
Name of Partner (optional):	
Employer:	Job Title:
Contact Information	
Residence Address:	
Mailing Address:	
Cell Phone:	Email Address:
May we include your contact information on our webpage/in published meeting packets: Yes No Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations:	
Past memberships in organizations:	
City Board(s) or Commission(s) in which you are interested:	
Why do you want to be involved with this Board or Commission?	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission?	
<div style="display: flex; justify-content: space-between;"> Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net Board/Commission Application Revised: 10/2019 </div>	

CITY OF CORDOVA, ALASKA
PROCLAMATION OF APPRECIATION TO
DAVID ALLISON

I, Mayor Kristin Smith, do hereby issue this Proclamation of Appreciation to David Allison for his dedication to the advancement of the City of Cordova while serving as a City Council Member and as Mayor

WHEREAS, David Allison has served the Cordova community for over three decades, beginning with his initial election to the City Council in 1991, then again in 2008, 2011, 2016, 2019, before being elected as Mayor in March 2022; and

WHEREAS, David Allison brought institutional knowledge and steady leadership to the city, having guided Council deliberations with experience, and an understanding of Cordova's unique challenges and strengths; and

WHEREAS, David Allison has been a consistent and vocal advocate for Cordova's transportation and infrastructure needs, particularly championing the importance of a reliable Alaska Marine Highway System as a vital economic and community lifeline; and

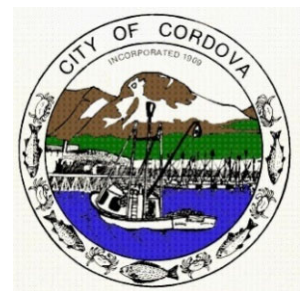
WHEREAS, David Allison's engagement in Board of Fish reflects his dedication to ensuring that Cordova's voice is heard in decisions impacting the region's vital fishing industry; and

WHEREAS, David Allison's experience and dedication to Cordova's well-being have made him a respected figure in the community. His leadership continues to focus on addressing the city's challenges and promoting its development for the benefit of all residents.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor, City Council members, City staff, and citizens of Cordova do hereby express their sincere appreciation to **David Allison** for his willingness to dedicate many hours of his own time in service to the Community as a valued City Council member.

SIGNED THIS 21st DAY OF MAY 2025

Kristin Smith, Mayor



CITY OF CORDOVA, ALASKA
PROCLAMATION OF APPRECIATION TO
TOM BAILER

I, Mayor Kristin Smith, do hereby issue this Proclamation of Appreciation to Tom Bailer for his dedication to the advancement of the City of Cordova while serving as a Council Member

WHEREAS, Tom Bailer was elected by the voters to City Council Seat C in March 2014, and was later elected to serve in Seat A in 2019 and again in 2022; and

WHEREAS, his tenure on City Council was preceded by and surpassed by his combined 14-years on the Cordova Planning and Zoning Commission between 2001 and 2016; and

WHEREAS, Tom Bailer was known for helping Council through complex issues, tackling challenges head-on while advocating for practical, cost-effective solutions that kept the future of Cordova at the forefront; and

WHEREAS, he brought a valuable perspective to Council deliberations, drawing on his extensive experience in business ownership and his knowledge of the construction industry; he championed local enterprise and represented the interests of small business owners; and

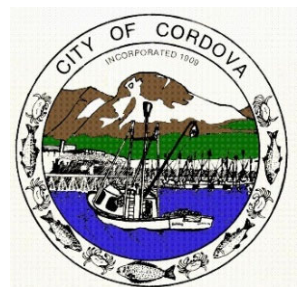
WHEREAS, Tom Bailer's long-standing civic involvement also included three years on the Health Services Board, and several years representing Cordova on the Prince William Sound Aquaculture Corporation Board of Directors; and

WHEREAS, his collaborative spirit, institutional knowledge, and unwavering dedication to community development have left a lasting impact on the Council and the citizens of Cordova.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor, City Council members, City staff, and citizens of Cordova do hereby express their sincere appreciation to **Tom Bailer** for his willingness to dedicate many hours of his own time in service to the community as a valued City Council member.

SIGNED THIS 21st DAY OF MAY 2025

Kristin Smith, Mayor



CITY OF CORDOVA, ALASKA
PROCLAMATION OF APPRECIATION TO
KEN JONES

I, Mayor Kristin Smith, do hereby issue this Proclamation of Appreciation to Ken Jones for his dedication to the advancement of the City of Cordova while serving as a City Council Member

WHEREAS, Ken Jones was elected by the voters to City Council Seat B in March 2017, and was subsequently elected to seat G in March 2022; and

WHEREAS, throughout his tenure, **Ken Jones** was a dedicated advocate for local priorities, championing infrastructure rehabilitation, supporting the Cordova Chamber of Commerce's "Cordova-First" initiative, and consistently elevating the needs of the fishing industry, the cornerstone of Cordova's economy; and

WHEREAS, Ken Jones brought valuable insight and perspective to the Council, drawing on years of experience across multiple facets of the community, including service on the Harbor Commission, the Prince William Sound Aquaculture Corporation, the Cordova District Fishermen United and as a member on the 2019 Comprehensive Plan Committee; and

WHEREAS, Ken Jones demonstrated a thoughtful approach to public service, encouraging open dialogue, asking tough questions, and engaging with constituents to ensure that diverse viewpoints were represented; and

WHEREAS, Ken Jones' broad and continued involvement in both public service and private enterprise reflects his enduring commitment to the vitality, sustainability, and prosperity of the Cordova community.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor, City Council members, City staff, and citizens of Cordova do hereby express their sincere appreciation to **Ken Jones** for his willingness to dedicate many hours of his own time in service to the Community as a valued City Council member.

SIGNED THIS 21st DAY OF MAY 2025

Kristin Smith, Mayor



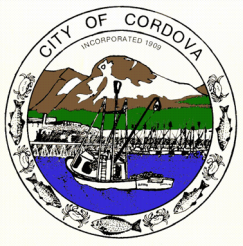
MAYOR’S REPORT

Date:	May 16, 2025
To:	Cordova City Council
From:	Mayor Kristin Smith

Essential Air Service: drafted letter to Alaska delegation, and spoke to KTOO reporter about the prospect of losing Essential Air Service funding for Alaska communities.

Capital project funding: read USDA Community Facilities Direct Loan Program Guidance Book for Applicants as a prospective funding source for a public safety building or the pool. Spoke with City Manager about starting to fill out the Funding Matrix table for each top capital improvement priority project (water system, sewer system, public safety building, pool building, streets). City Manager will load the table in the City server so that other staff have access to the table and can add funding source information (web site url, agency contact info., deadlines, funding limits).

CVFD and Fire Marshall position: fielded two conversations with volunteers regarding the Fire Marshall’s departure. I spoke with the City Manager about the steps she is taking to manage Fire Department staff and operations and fully support her approach.



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

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

CITY CLERK'S REPORT TO COUNCIL

May 21, 2025, Regular Council Meeting

Board/Commission Vacancies: Filling a Library Board vacancy tonight. There is a vacancy on Historic Preservation Commission and 2 vacancies on Parks & Recreation Commission after a recent resignation and a vacancy due to attendance and no contact from a member who moved away from Cordova.

Records Requests: Deputy Clerk has been busy with a flurry of Records Requests. There have been 12 records requests since the beginning of the year, of which 9 occurred in April. The requests have been a mix of research companies identifying spending patterns by public entities, UAF researching the impact on fisheries since the start of the hydro project, and companies asking for the submitted responses to past City of Cordova RFPs.

Meetings: There have been 6 work sessions, 9 regular meetings, 6 public hearings, 2 special meetings, and BOE so far in 2025. Perhaps there will be only one meeting a month in the next few summer months. Council can decide at each first meeting of the month if the second meeting of the month is necessary (see *Cordova Municipal Code 3.12.020*). If the second meeting of a month is canceled, council may be asked to meet in special meetings to take care of time-sensitive business.

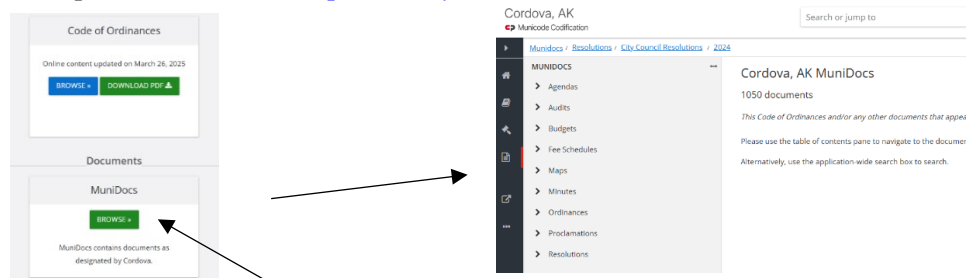
Committees: Cordova Fisheries Committee has had 2 meetings so far this year, next scheduled for September 11, 2025, after fishing season.

Property Assessment/Taxation: City Assessors prepared the 2025 property assessment roll; Deputy City Clerk sent out Assessment Notices early March – 30-day appeal period, many appeals resolved, others were resolved at Board of Equalization. Council certified the 2025 tax roll on May 7, 2025. Tonight is the mill rate establishing resolution. Property tax bills will be mailed by July 1; 2 installments due by August 31 and October 31, 2025.

City Code/Charter: recently 2 questions regarding code/charter were asked.

- 1) Question concerning revenue from land sales and leases and whether this is required to be put into permanent fund. See attached *Cordova Charter 5-22* and *Cordova Municipal Code 5.02.030*. Basically, it says windfall legal settlements are the only required revenue that goes directly into the PF.
- 2) Question concerning city doing business with (selling to or purchasing from or contracting with) a recent council member or mayor. See attached *Cordova Charter 2-1* and *5-19*. There is no prohibition against doing business with a previous council member. In fact, we could do business with a seated council member, as long as we follow the charter provision.

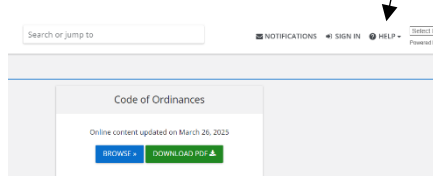
check out the Cordova Municipal Code online at <https://library.municode.com/ak/cordova>



On the front page, check out MuniDocs “green Browse button”. There are lots of City documents there that are searchable – you can search docs and the code together. Swing by my office if you want help navigating charter, code, or MuniDocs.

You can also go to the “Help Center” : for example – I searched: “how to search a city code”, got this response:

<https://www.codification.civicplus.help/hc/en-us/articles/9349624908183-Search-a-Code>



3.12.020 Meetings—Regular.

The regular meeting of the council shall be held on the first and third Wednesday of every month. If such a Wednesday falls on a holiday or a day on which a quorum cannot be established, the regular meeting shall be held on the next business day on which a quorum can be established. If the council determines that only one meeting in any month is needed, the meeting on the third Wednesday of the month may be cancelled by the council at the first meeting of the same month.

(Ord. 767, 1996: Ord. 658, 1989: prior code § 2.202).

Section 5-22 [Cordova General Reserve Fund].

There shall be established as a separate fund within the finances of the City of Cordova to be known as Cordova General Reserve Fund and administered by city code, charter and state laws. The purpose for establishment of the fund is to provide for a continuing source of funding for capital and operating expenses for the city. The council may not consider any revenue from the fund as anticipated revenue for the purpose of funding operating expenses when preparing and approving the budget. The establishment of the fund is intended to assist in minimizing the tax burden to the citizens of Cordova, and preserve in trust assets of the city for the benefit of present and future generations of Cordova residents. **The council may, from time to time, make deposits to the fund in the same manner as it makes other appropriations.** Any funds received by the city from any source may be deposited into the fund. The fund principal, once established, shall be appropriated only by ordinance. An ordinance to appropriate funds from the principal of the Cordova General Reserve Fund shall require the favorable roll call vote of all seven city council members, or six city council members and the mayor, the results to be entered into the journal. The mayor shall be allowed to vote only if exactly six (6) council members vote in favor of any such ordinance.

(Added by Resolution 87-51, 1987, and amended by Resolutions 5-95-39 and 5-95-50, approved by voters on July 19, 1995).

5.02.030 Deposits to the Cordova Permanent Fund.

City Council may, from time to time, make deposits to the Cordova Permanent Fund in the same manner as it makes other appropriations. Any funds received by the City from any source may be deposited into the Cordova Permanent Fund; provided, however, it shall be the policy of Council that any windfall funds from legal settlements received by the City shall be deposited into the Cordova Permanent Fund to fulfill the purpose as set forth in Section 5.02.020 of this Chapter.

(Ord. 702 (part), 1992: Ord. 615 § 3, 1987).

(Ord. No. 1221, § 4, 11-6-2024, eff. 1-1-2025)

Cordova Charter

Section 2-1. Mayor and City Council: Number and qualifications, non-designated council seats.

There shall be a city council of seven members. There shall be a mayor, who shall not be a member of the council. Only qualified voters of the city who, at the time of their election or appointment to fill a vacancy, are at least eighteen years old and have resided within the city at least one year, shall be qualified for the offices of mayor and council member. During their terms of office, and for a period of one year thereafter, neither the mayor nor a council member may hold any compensated position in the city government, except that of volunteer fireman. The mayor or any council member who is no longer a resident of the city shall cease to hold office.

(Amended by Resolution 89-69, approved by the voters on October 3, 1989, and by Resolutions 5-95-39, 5-95-45, 5-95-54 and 5-95-56, approved by the voters on July 19, 1995; Certified 3-20-2024, approved by the voters 3-5-2024).

Editor's note(s)—See Alaska constitution, Article V, Section 1, (providing that qualified voters shall be at least eighteen years of age); A.S. 29.23.250(a), (providing that a voter of a home rule or general law city is eligible to hold the office of mayor); and A.S. 29.13.100(4), (specifically providing that A.S. 29.23.250(a) applies as a limitation of home rule powers). Under the foregoing provisions of Alaska state law, a citizen who is a qualified voter of at least eighteen years of age is also qualified to serve as mayor.

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

Section 5-19. Personal interest.

Except when approved by city council via ordinance, the city manager and elected city officials may only sell, purchase, barter or contract with the city for property, goods or services with a value that constitutes a substantial financial interest if the sale, purchase or exchange of such property, goods or services is awarded via a competitive procurement method and in compliance with city law. This prohibition does not apply to sales, purchases, exchanges or contracts with the city that are offered to all members of the public under the same or substantially similar terms, including but not limited to utility agreements, waste management services, telephone services, heating services, and other public services. The city shall publicly disclose the essential terms of any sale, purchase, barter or contract with the city manager or an elected official before entering into the transaction. An elected official who violates this provision shall forfeit his or her office upon determination by city council that a violation has occurred. Any contract entered into in violation of this provision shall be voidable by city council.

(Amended by Proposition No. 2, approved by the voters on March 2, 2021).



**Mayor Smith and Cordova City Council are soliciting applicants
for City Board & Commission vacancies**

Parks & Recreation Commission has 2 vacant seats

(1 term through November 2027, 1 term through November 2028)

Historic Preservation Commission has 1 vacant seat

(the Historical Society seat - term through November 2027)

**applications available on the City website and are accepted
continuously email cityclerk@cityofcordova.net or call 907-424-6248**

**appointments will be made at City Council meetings
as applicants become available**

posted 5/14/25

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

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

What gets published in Council packets as Correspondence?

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

What does not get published in Council packets as Correspondence?

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

More information about items not subject to publication:

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

Suggestions concerning correspondence:

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



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: 06-25
May 5th, 2025

Marine Safety Unit Valdez Inshore Survey Operations in Prince William Sound

Marine Safety Unit Valdez received a report that the R/V ROUGH RIDER will be conducting nearshore survey operations in the vicinity of Prince William Sound from May 26th, 2025 through June 17th, 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.

Sarah Kristine Rousseau, CDR

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

CTC Inshore Survey

Fisheries Notice

INSHORE SURVEY OPERATIONS IN PWS
May 26, 2025, through Jun 17, 2025

The CTC project will periodically conduct nearshore (from a 15m water depth to the shore) geophysical survey operations at **Seward, Chenega, Johnstone and Cordova**, from May 26, 2025, through Jun 17, 2025; weather permitting. Survey operations will be conducted by the RV Rough Rider during the period predominately on a 12-hour basis seven days a week. Surveys are restricted to daylight.

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



Contact	Details
Vessel	RV Rough Rider
Channels	16

May 5, 2025

To: City Council, City Manager, and City Planner

Dear Council Members,

Thank you for your time and consideration of my proposal to purchase Lot 4A, Block 3, USS 3345, and for its approval at both the March Planning and Zoning meeting and the April 2025 City Council meeting.

However, the contract prepared during the City Council executive session and sent to me on May 2 does not reflect the terms of my original proposal.

My proposal clearly stated that I intended to pursue a *cash sale for a fee simple interest in the land*, and that I did *not* wish to enter into a completed construction contract. As defined, “fee simple” refers to the most complete form of property ownership, where the owner holds full and irrevocable rights to the land and any structures on it. This includes the right to use, sell, or transfer the property without conditions, except those imposed by applicable laws or regulations.

The contract I received includes several terms that were not part of my proposal, including:

- *Right of First Refusal* granted to the City
- *Site Plan Requirement* for a house to be completed within five (5) years
- *A Right of Reentry* by the City if that condition is not met

These terms significantly alter the nature of the agreement I proposed. The Request for Proposal (RFP) issued by the City did not state a five-year completion requirement, and I did not include such a term in my proposal. As such, the contract provided does not constitute acceptance of my offer. Per the terms of the RFP, if the City does not accept the proposal as submitted, my deposit should be returned.

I am not withdrawing my proposal. I respectfully request that the City either:

- Redraft the land purchase contract to accurately reflect the terms of my original proposal, or
- Formally reject the proposal and return my deposit

Thank you again for your attention to this matter.

Sincerely,

Diana Riedel

COPPER RIVER
PRINCE WILLIAM SOUND
MARKETING ASSOCIATION
A Regional Seafood Development Association

*Copper River Prince William Sound Marketing Association
PO Box 199
Cordova, AK 99574*

May 6, 2025

Samantha Greenwood, City Manager
City of Cordova
PO Box 1210
Cordova, AK 99574

Dear Samantha,

Each spring, as the ice recedes and the Copper River awakens, a quiet but critical tradition takes place. A dedicated mariner takes to the water to manually install channel markers and buoys—guiding way markers in the ever-changing waterways of the Copper River Flats. These crucial markers save lives, save vessels, and protect livelihoods.

Area commercial fishermen scan the horizon for them as they navigate the shallows. Tender operators depend on them to safely tend the fleet. Subsistence users and recreational boaters alike rely on their familiar forms to navigate the oft dangerous waters safely. Even law enforcement agencies benefit from their presence. These markers are silent sentinels, protecting everyone who ventures into these dynamic waters.

Decades ago, the State of Alaska funded this critical navigation program. Later, shore-based processors stepped in to support it. For the past 20 or so years, Cordova District Fishermen United (CDFU) has proudly managed the program, supported by commercial fishermen, processors, and the Copper River/Prince William Sound Marketing Association (CR/PWS MA). In recent years, CR/PWS MA carried the majority of the financial burden.

In 2024, due to ongoing financial constraints, CDFU officially cut the safety program from its budget. Recognizing its vital role in community and industry safety, CR/PWS MA has now taken the program fully in-house. But we can't do it alone.

The total cost to operate the buoy program for the 2025 season is \$16,200. We are reaching out today to ask for your support. A contribution of any amount—whether \$1,000, \$2000 or more—goes directly toward ensuring this essential safety program continues.

This is more than a line item in a budget. It's a shared responsibility, a testament to what we value as a small boat fishing community: safety, stewardship, and collaboration.

Will you help us keep these waters safe for all who depend on them?

Thank you for considering this request. Together, we can continue a tradition that keeps our community strong and our waters safe.

With appreciation,



Christa Hoover

Executive Director

Copper River/Prince William Sound Marketing Association

executivedirector@copperrivermarketing.org

P.S. GPS coordinates of the markers are always made available to anyone in the community once all markers and buoys are placed. Coordinates are also sent to all fleet managers in Cordova. All funding partners will be recognized on the coordinate listing.

CITY OF CORDOVA



May 15, 2025

The Honorable Senator Murkowski
522 Hart Senate Office Building
United States Senate
Washington, D.C. 20510

The Honorable Senator Sullivan
302 Hart Senate Office Building
United States Senate
Washington, D.C. 20510

The Honorable Representative Begich
153 Cannon House Office Building
United State House of Representatives
Washington, D.C. 20515

Dear Congressional Delegation,

You have likely flown on commercial jets to reach Cordova, so you've benefited too from Essential Air Service. On behalf of the City of Cordova, I am writing to urge your strong defense and support of the Essential Air Service program. We need you, our Congressional legislators, to be our ally in this attempt to cut back service that was created to preserve air service to small communities in the wake of de-regulation in 1978. As you know, this support of flight service to remote communities – all across the country – is indeed *essential*.

In Cordova, we rely on flight service to connect us to a network of communities along the coast, several of which are also roadless. We rely on this daily service for shipping millions of pounds of seafood annually, as Cordova regularly ranks in the top 20 ports for volume and value of seafood harvested nationwide (Fisheries of the U.S., NOAA). Air service provides access to medical care, shipping of retail goods for our businesses and groceries for our families, travel for our school sports and academic competitions, and disaster relief personnel, equipment and services (e.g., *Exxon Valdez* oil spill).

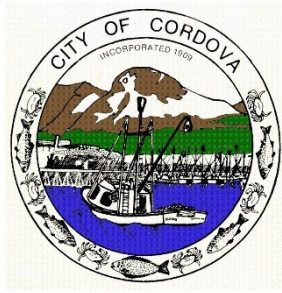
I'm struck too by noting that this program is funded through user fees – collectively, we all pay for the service. The Alaska Beacon reports "EAS is funded primarily through fees collected by the Federal Aviation Administration from foreign air carriers to fly through U.S. airspace, as well as the Airport and Airways Trust Fund, which collects excise taxes from domestic passenger ticket sales and other users of the country's aviation system" (5/8/25).

Only 18% of communities in Alaska are connected to the road system; the other 82% rely on aviation and rough overland or water travel for mail, medicine, groceries, shipping of commercially caught seafood products, and other services. Of the 61 communities in Alaska with air service subsidized by the EAS program, only six are connected to the road system. All six are over 100 miles away from the nearest hub airport by road, most of which are narrow gravel roads. The idea that our airports "are within easy commuting distance of each other" (Alaska Beacon, 5/8/25, citing Trump administration language) ignores the reality on the ground: our remote communities are separated by roadless terrain that spans mountains, rivers, and icefields.

Please speak up for this essential program that supports Alaska's most remote communities and urge your colleagues in all the other 33 states in the contiguous United States that also benefit from Essential Air Service support.

Thank you for your support,

Kristin Smith
Mayor, City of Cordova, Alaska



AGENDA ITEM 17

City Council Meeting Date: 5/21/25

CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 05/15/25
ITEM: Ordinance 1231
NEXT STEP: Roll Call vote on approval of ordinance at second reading

☒ ORDINANCE
☐ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Approval of Ordinance 1231 on second reading.

II. RECOMMENDED ACTION / NEXT STEP: Move to approve Ordinance 1231. Adoption of an ordinance moving money from Permanent Fund requires 7 yes votes – if there are 6 yes votes from Council members, the Mayor may vote.

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 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 was before Council at the Regular Meeting on May 7, 2025. It aimed to repeal the repayment terms and allow the city flexibility in order to continue city operations and services. The resolution directed staff to update council on cashflow and the ability to repay the \$3 million before the end of 2025.

Resolution 05-25-12 was referred to staff as Council opined a better and cleaner approach would be an ordinance that paid the \$3 million back from where it was first transferred to (the Harbor Enterprise Fund).

Staff has prepare Ordinance 1231 that accomplishes what Council asked for. Ordinance 1231 authorizes repayment from the Harbor Enterprise Fund to the permanent fund, then it authorizes transfer of \$3 million from the permanent fund to the general fund to sustain city cashflow. The ordinance 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 ordinance to repay the permanent fund, transfer \$3 million to the general fund for cashflow and offer a timeframe for revisiting.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1231**

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

WHEREAS, as the South Harbor Project was ramping up, more than a year before inception, Resolution 11-22-31, was approved in November 2022, committing \$3,896,575 to close the gap between secured funds and the final contract price of the South Harbor Project; and

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

WHEREAS, Resolution 02-24-09, approved alongside Ordinance 1215, in February 2024, required repayment upon reimbursement from MARAD and imposed 5% interest annually on the \$3 million transfer; and

WHEREAS, the effect of Resolution 11-22-31 has been a decrease in cash reserves which now make implementation of the 5% interest imposed in Resolution 02-24-09 a hardship for the City; and

WHEREAS, the final RAISE grant reimbursement has been received by the City from MARAD and per the terms laid out in Resolution 02-24-09 Council authorizes the \$3 million be returned to the permanent fund; and

WHEREAS, the Council of the City of Cordova, Alaska, also now authorizes a transfer of \$3 million from the Permanent Fund to the General Fund to facilitate cashflow for City operations; and

WHEREAS, the following interfund transfer, pursuant to this Ordinance, is intended to provide a source of money to maintain an appropriate level of cash reserves in the General Fund to accommodate continued City operations.

Fund #	Fund Title	Purpose	Amount
101-390-49998	Transfer from Permanent Fund	City Operations Cash Flow	\$3,000,000

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

Section 1. The interest imposed as a term of repayment adopted via Resolution 02-24-09 is repealed.

Section 2. The Council authorizes the transfer of \$3,000,000 from the General Reserve Fund (Permanent Fund) to the General Fund to sustain cashflow for city operations.

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 the impact of such repayment on the City and public services before the end of 2025.

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.

1st reading and Public Hearing: May 14, 2025

2nd reading and Public Hearing: May 21, 2025

PASSED AND APPROVED THIS ____ DAY OF ____ 2025

Kristin Smith, Mayor

ATTEST:

Susan Bourgeois, City Clerk

Previously City instruments referenced in the memo and/or in Ordinance 1231:

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

Ordinance 1215, adopted 2/21/24

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

Resolution 05-25-12, referred to staff on 5/7/25, being replaced with ordinance 1231

**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 30th 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	Habor 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.

1st reading and Public Hearing: February 7, 2024
2nd reading and Public Hearing: February 21, 2024

PASSED AND APPROVED THIS 21st DAY OF FEBRUARY 2024.



ATTEST:


David Allison, Mayor

Susan Bourgeois, CMC, City Clerk

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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 21st DAY OF FEBRUARY 2024.



ATTEST:


David Allison, Mayor

Susan Bourgeois, CMC, City Clerk

**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.

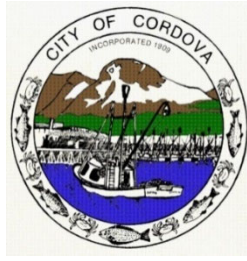
Section 4. Effective Date. This resolution shall take effect upon passage and approval.

PASSED AND APPROVED THIS 7th DAY OF MAY 2025

Kristin Smith, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



AGENDA ITEM 18
City Council Meeting Date: 5/21/25
CITY COUNCIL COMMUNICATION FORM

FROM: Samantha Greenwood, City Manager
DATE: 5/14/25
ITEM: Resolution 05-25-13
ACTION: Establishing local school funding for CSD FY26 budget

☐ Ordinance
☒ Resolution

☐ Motion
☐ Information

I. REQUEST OR ISSUE: Cordova School District (CSD) has submitted its FY26 budget ending June 30, 2026, and requests Council action to set the local funding level for the school year FY26.

II. BACKGROUND: The school district has requested that the city contribute \$117,000 more than the amount funded in FY25. During the budget preparation for FY25, the City reduced the amount requested by the school for January-June 2025 by \$90,000. The FY26 school budget shows that they will end the year with an estimated \$650,000 in their fund balance. Reducing that fund balance by \$117,000 leaves an estimated fund balance of \$533,000. We have many discussions about the city's lack of cash reserves and issues with cash flow. I understand that the school would prefer not to draw down their fund balance and save that money for FY27. The city also anticipates a small year-end fund balance, probably similar to the FY23 balance of \$128,000.

The first step to achieving cost savings is not to fill positions. Although this is a loss to the workforce, it does not result in the elimination of a person. Like the school, the city has not filled or budgeted positions over the last two years to reduce costs. During the FY25 budget process, we did not budget for two full-time positions and one temporary position. Additionally, during FY25, we have also committed to not filling two full-time positions and one part-time position. The city has worked hard to raise revenues and will continue where it is possible. The instability of the Federal and State funding puts both the school and the city in difficult financial positions.

III. RECOMMENDED ACTION: Approval of Resolution 05-25-13, acknowledging the CSD budget and determining the City's support.

IV. FISCAL IMPACTS: CSD requests total City funding of \$2.480M and \$175,000 in-kind for the FY26

school year (July 1, 2025 - June 30, 2026). City Council, in approving the City FY25 budget in December 2024, committed \$2.183M general fund dollars and \$151,000 in-kind, of which \$1,407,000 was allocated for 2nd half of CSD 2025 school year budget (January-June 2025) and \$776,000 allocated for the 1st half of the 2025 CSD budget (July-Dec 2025).

The resolution includes an acknowledgement of the CSD FY26 budget of \$8,213,963 and postpones consideration of the requested \$1,407,000 in additional City revenue and \$87,500 in additional City in-kind funding for the period from January to June 2025 until the formulation of the City's 2026 budget.

The different calendar years have resulted in lopsided city payments. The monthly payments are \$234,500 from January through June and \$129,333 from July through December. The largest payments occur from January to June, which coincides with our city's lowest points in the revenue cycle. Our revenue cycle begins to climb in August, peaks in November, meaning that by June, we are at our lowest point. The large payments are challenging for our current cash reserve and cash flow. If the council increases funding for the school, we will need to pay that amount to the school in the city's FY25, to correct this lopsided issue. This will require a budget amendment, meaning we would need to reduce the FY25 budget again.

V. CONFLICTS OR ENVIRONMENTAL ISSUES: The City's (Jan-Dec) and CSD's (July-June) fiscal years are not in sync. When the City's budget is developed in the fourth quarter of the calendar year, input from CSD is solicited to arrive at the City's expected contributions. The timing of CSD's budget process, 6 months later, confirms the State per student allocation per legislative action, as well as other data that impacts the CSD budget. Council considers budget adjustments at that time.

VI. SUMMARY AND ALTERNATIVES: This resolution does not include the \$117,000 that the school district has requested. If the council chooses to increase the funding to the school, the resolution will need to be amended.

This resolution enables the city to make adjustments to the City's expected contributions to CSD concurrently with the formulation of the City's 2025 budget.

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-25-13**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ACKNOWLEDGING THE PROPOSED BUDGET OF THE CORDOVA PUBLIC
SCHOOL DISTRICT FOR FISCAL YEAR ENDING JUNE 30, 2026, AND
DETERMINING THE AMOUNT OF LOCAL SOURCES AVAILABLE FOR SCHOOL
PURPOSES SUBJECT TO MODIFICATION BEFORE CITY COUNCIL FINAL
APPROVAL OF THE CITY'S FY26 BUDGET IN DECEMBER 2025**

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

WHEREAS, Cordova School Board approved a proposed FY26 school district budget on April 17, 2025, and presented it to the City Council on May 7, 2025; and

WHEREAS, these statutes provide that the City's failure to determine the local funding level within 30 days of receipt of the proposed budget would result in automatic approval of the amount requested; and City Council's May 21, 2025, meeting date accommodates that timeframe (is within 30 days of the submitted request for local funding); and

WHEREAS, on December 20, 2024, City Council approved the City's FY25 operating budget which included an appropriation from the General Fund of \$2,183,000 as revenue support and \$151,000 as in-kind support for the Cordova Public Schools, of which \$776,000 of the revenue support and \$75,500 of the in-kind support was earmarked for the July 1 – December 31, 2025, time period; and

WHEREAS, the Cordova School Board proposes revenues in their FY26 (July 1, 2025 - June 30, 2026) operating budget of \$8,213,963 for the Cordova Public School District, which includes a request from the City of **\$2,480,000** consisting of \$2,300,000 in revenue support and \$175,000 of in-kind support; and

WHEREAS, due to the discrepancy in fiscal years between the City and the School District, City Council will deliberate the \$1,407,000 revenue support balance and the \$87,500 in-kind support balance of the School District request for the January 1-June 30, 2026, portion of the FY26 school budget in the City's FY26 operating budget.

NOW, THEREFORE BE IT RESOLVED THAT the Council of the City of Cordova, Alaska, hereby acknowledges the Fiscal Year 2026 budget of the Cordova Public School District ending June 30, 2026, including City revenue support of \$2,183,000 and in-kind support of \$175,000; and

BE IT FURTHER RESOLVED THAT, the Council’s commitment to a local funding level consisting of revenue support and in-kind support is subject to modification during the City of Cordova FY26 budget deliberation and approval which will occur in fall/winter 2025.

PASSED AND APPROVED THIS 21st DAY OF MAY 2025.

Attest:

Kristin Smith, Mayor

Susan Bourgeois, CMC, City Clerk

DRAFT

**Alaska Department of Education & Early Development - School Finance
FY2026 School Operating Fund Budget Summary**

Cordova School District
District Name

Page 2

Beginning Fund Balance: July 1, 2025 - (Subject to 10% Limit-per AS 14.17.505(a))*	<u>\$1,050,000</u>	(estimated)
(Excluded from the 10% Limit)	<u>\$150,000</u>	(estimated)
Total Beginning Fund Balance	<u>\$1,200,000</u>	

Revenue

010 City/Borough Appropriations	(1)	<u>\$2,480,000</u>
030 Earnings on Investments	(2)	<u>45,000</u>
040 Other Local Revenues	(3)	<u>56,000</u>
041 Tuition from Students	(4)	<u>0</u>
042 Tuition - Other Districts	(5)	<u>0</u>
047 E-Rate Program	(6)	<u>144,000</u>
050 State Sources	(7)	<u>5,348,963</u>
100 Federal Sources - Direct	(8)	<u>40,000</u>
150 Federal Sources - Through the State	(9)	<u>0</u>
190 Federal Sources - Other Agencies	(10)	<u>0</u>
250 Transfers From Other Funds	(11)	<u>100,000</u>
Total Revenue		<u>\$8,213,963</u>

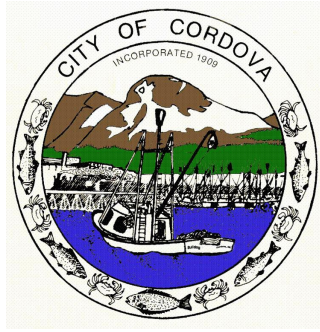
Expenditures

100 Instruction	(12)	<u>\$3,425,958</u>
200 Special Education Instruction	(13)	<u>1,219,981</u>
220 Special Education Support Services	(14)	<u>27,681</u>
300 Support Services - Students	(15)	<u>162,748</u>
350 Support Services - Instruction	(16)	<u>544,891</u>
400 School Administration	(17)	<u>334,796</u>
450 School Administration Support Services	(18)	<u>289,139</u>
510 District Administration	(19)	<u>349,186</u>
550 District Administration Support Services	(20)	<u>416,164</u>
600 Operations and Maintenance of Plant	(21)	<u>1,252,685</u>
700 Student Activities	(22)	<u>123,631</u>
780 Community Services	(23)	<u>0</u>
900 Other Financing Uses	(24)	<u>467,103</u>
Total Expenditures		<u>\$8,613,963</u>

Ending Fund Balance: June 30, 2026 (Subject to 10% Limit per AS 14.17.505(a))*	<u>\$650,000</u>	**
(Excluded from the 10% Limit)	<u>\$150,000</u>	estimated
Total Ending Fund Balance	<u>\$800,000</u>	

** Must be greater than or equal to zero

***Note regarding Fund Balance -- 10% Limit per AS 14.17.505(a) is reinstated as of FY2026 financials**



AGENDA ITEM 19
City Council Meeting Date: 5/21/25
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 05/09/25
ITEM: Resolution 05-25-14 Resolution Establishing the 2025 Mill Rate
NEXT STEP: Majority voice vote

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: Approval of Resolution 05-25-14 setting the 2025 mill rate.

II. RECOMMENDED ACTION / NEXT STEP: Suggested motion, maker of the motion should insert a mill rate when moving the resolution for approval:

I move to approve Resolution 05-25-14 a resolution of the Council of the City of Cordova, Alaska establishing the property tax mill levy for the 2025 tax year at _____ mills for all properties in the City of Cordova.

III. FISCAL IMPACTS: A mill rate is required to determine 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, and the second half due on or before October 31, 2025. Setting the mill rate tonight gives staff time to input the mill rate into the financial software and then to print tax bills. Property tax revenue accounts for about 20% of the general fund budgeted revenue.

IV. BACKGROUND INFORMATION: Alaska Statute 29.45.240 and Cordova Municipal Code 5.05.250 require that City Council set the 2025 Mill Rate by June 15, 2025. On May 7, 2025, Council certified the 2025 tax roll. Cordova's total taxable value for 2025 is \$314,156,171. One mill is equal to \$314,156 in property tax revenue.

Cordova Municipal Code 1.18.010 states that resolutions creating or establishing rates require public hearings which is why there is one scheduled for May 21, 2025, before the regular meeting at which Resolution 05-25-14 will be considered by the City Council.

The resolution contains a blank space for the mill rate. There are scenarios attached here that use different mill rates to arrive at different revenue amounts. The bottom half of the scenarios worksheet shows the impact year-to-year from 2024 to 2025 on a \$400,000 property. For example, if your home was valued at \$400,000 in 2024, it likely is still valued at \$400,000 in 2025 as most properties did not have an across-the-board percent increase this year. If we look at the yellow example of a 1.5 mill increase the same \$400,000 property would see a \$50 per month/\$600 per year increase in property tax expense for 2025 versus what was paid in 2024.

The City Manager has also provided additional information that could assist Council with choosing a mill rate. Historical data included gives mill rates in Cordova since 1975 including averages.

V. LEGAL ISSUES: The pertinent sections of the Cordova Municipal Code, 5.05.250 and 1.18.010 are attached, as well as Alaska Statute 29.45.240.

VI. SUMMARY AND ALTERNATIVES: Majority roll call vote to approve the resolution.

Additional Information to assist with deciding the Mill Rate Resolution

From: City Manager, Samantha Greenwood

For the reasons stated below, I would request that the city council consider increasing the mill rate to 11.44. I acknowledge that this is not a popular choice, but we are in a situation where we must consider both the present and the future. We have limited revenue sources to fund the school, EMS, pool, grant matches, and other services provided by the city.

General Fund 2025 Concerns:

The General Fund reserve balance:

We are moving through the lowest point in the revenue cycle. The good news is that we have not had to transfer any funds from the AMLIP account to supplement the sweep account (general fund). We will continue to see a decrease in cash reserves. Last year, it was early June when we had to transfer funds. We will continue to monitor the accounts and update. As of April 30th, the AMLIP account had \$5.6 million and earned an average interest rate of 4.30% and earned \$18,562.26 in interest for the month. The permanent fund had \$6.5 million and earned \$6,319.67. The sweep account is at \$1.5 million; this account fluctuates daily because it is our general fund checking account. We also have loan payments that equal \$162,000 in June. The next few months will be key for our cash flow and reserves.

Other Revenue

- We are trending at or slightly above the sales tax revenue for the same quarter last year. We will have the final numbers for the June financial review at the second meeting in June.
- Forest receipts were cut by \$730,000 in FY 25. We will present a budget amendment at the second meeting in June. The loss of revenue for FY25 is manageable with the support of \$3 million, not filling positions, and reducing spending. It is FY26 we need to start thinking about.

Future General Fund Concerns

School Funding

- Forest Receipts - A bill has been passed by the state, which will be delivered to every member of Congress, requesting retroactive funding and a permanent funding source to cover the bill's future expenses. I have talked to Murkowski's aide and AML, who are also seeking support. I will continue to reach out to other state and federal officials.
- Unknown BSA for FY26.

Emergency Services

Across the country, volunteer numbers are decreasing, and this trend is also evident at the Volunteer Fire Department. We are struggling to fill our Ambulance schedule. The city and the volunteer fire department are committed to maintaining 24-hour schedules and are working diligently to achieve this goal. In FY25, we did not fund the temporary position. In the future, we may need to fill the temporary position, and/or possibly a full-time EMT may be necessary to keep the ambulance running 24/7. We are also in need of a new ambulance and fire truck. We are exploring options.

Grant Matches FY2026

- Second Street Improvements - \$1.2 million FY26 – down from \$1.5 million because we received a \$300,000 grant from Denali Commission. We continue to work on other funding sources.

Other Possible Cuts to Revenue

- State funded School bond debt reimbursement
- State funded Community Assistance program

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-25-14**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ESTABLISHING THE PROPERTY TAX MILL LEVY FOR THE 2025 TAX YEAR AT
_____ MILLS FOR ALL PROPERTIES IN THE CITY OF CORDOVA**

WHEREAS, Alaska Statute, Section 29.45.240 and Cordova Municipal Code, Section 5.36.240 require that the City Council annually establish a mill levy by resolution prior to June 15 of the tax year; and

WHEREAS, in accordance with Cordova Municipal Code Section 1.18.010 (A), this rate setting resolution requires a public hearing before passage; and

WHEREAS, on December 4, 2024, Council approved Resolution 12-24-37 adopting the 2025 City budget which included property tax revenue equal to **\$3,120,000**; and

WHEREAS, on May 7, 2025, Council approved certification of the 2025 property tax roll which set Cordova's total taxable value at **\$314,156,171**.

NOW, THEREFORE BE IT RESOLVED THAT the Council of the City of Cordova, Alaska, hereby establishes the mill rate for 2025 real property at _____ mills for all properties in the City of Cordova; and

BE IT FURTHER RESOLVED THAT a mill rate of _____ on all taxable value in the City of Cordova will realize property tax revenue in 2025 of \$ _____.

PASSED AND APPROVED THIS 21st DAY OF MAY 2025

Kristin Smith, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

2025 City of Cordova Mill Rate Calculations/Scenarios

2025 total taxable value

\$314,156,171

prop tax revenue in 2025 City budget

\$3,120,000

mill rate that gets closest to budgeted revenue = 9.93 mills

mill rate of:	multiplied by total taxable	equals revenue of:	
9.94	\$314,156,171	\$3,122,712	closest to \$3.12M

a mill rate increase of 1 mill over 9.94

mill rate of:	multiplied by total taxable	equals revenue of:	
10.94	\$314,156,171	\$3,436,869	approx \$314K more rev

a mill rate increase of 1.5 mills over 9.94

mill rate of:	multiplied by total taxable	equals revenue of:	
11.44	\$314,156,171	\$3,593,947	approx \$470K more rev

a mill rate increase of 2 mills over 9.94

mill rate of:	multiplied by total taxable	equals revenue of:	
11.94	\$314,156,171	\$3,751,025	approx \$628K more rev

total taxable value of \$314,156,171 means each one mill increase is equal to tax revenue increase of:

\$314,156

each of the 4 scenarios leads to an increase in property taxes for most residential properties

each of the 4 scenarios as applied to a property that was valued at \$400,000 in 2024

if mill rate is exactly the number to get budgeted revenue

value in 2024	mr in 2024	taxes in 2024			
\$400,000	9.93	\$3,972.00			
most sfrs stayed same	mr in 2025	taxes in 2025	\$ increase in taxes	per month increase	% increase in taxes
\$400,000	9.94	\$3,976.00	\$4.00	\$0.33	0.10%

if mill rate is increased by 1 mill

value in 2024	mr in 2024	taxes in 2024			
\$400,000	9.93	\$3,972.00			
most sfrs stayed same	mr in 2025	taxes in 2025	increase in taxes	per month increase	% increase in taxes
\$400,000	10.94	\$4,376.00	\$404.00	\$33.67	10.17%

if mill rate is increased by 1.5 mills

value in 2024	mr in 2024	taxes in 2024			
\$400,000	9.93	\$3,972.00			
most sfrs stayed same	mr in 2025	taxes in 2025	increase in taxes	per month increase	% increase in taxes
\$400,000	11.44	\$4,576.00	\$604.00	\$50.33	15.21%

if mill rate is increased by 2 mills

value in 2024	mr in 2024	taxes in 2024			
\$400,000	9.93	\$3,972.00			
most sfrs stayed same	mr in 2025	taxes in 2025	increase in taxes	per month increase	% increase in taxes
\$400,000	11.94	\$4,776.00	\$804.00	\$67.00	20.24%

Cordova Municipal Code

Chapter 1.18 RESOLUTIONS

1.18.010 Resolutions.

- A. Resolutions are acts of council which are not required to be enacted by an ordinance, such as authorizing a municipal official to undertake certain acts and acts not being of a permanent nature. **Resolutions creating or establishing rates shall require adequate public notice with one public hearing before passage.** Resolutions are formal acts of council required in accordance with charter, code, state and/or federal law.
- B. All resolutions are a permanent record of the city and shall bear the following:
1. The heading "City of Cordova, Alaska";
 2. Serial number as "Resolution ____":
 - a. Annually the serial number first number(s) shall denote the month; the second number(s) shall denote the year; and the third number(s) shall denote consecutive numbers indicating the total number of resolutions passed during a calendar year;
 3. Resolving clause "PASSED AND APPROVED THIS ____ DAY OF ____, ____ (YEAR)" with designated lines for the mayor and clerk's signatures;
 4. Passage of a resolution may be by a majority vote of a quorum present unless specifically required by charter or code to require a majority vote of all the members of the city council.
- (Ord. 723, 1994).

5.05.250 Amount set by resolution.

The city 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.

(Ord. No. 1217, § 3, 8-7-2024, eff. 1-1-2025)

Alaska Statutes

Sec. 29.45.240. Establishment of levy and determination of rate.

(a) The power granted to a municipality to assess, levy, and collect a property tax shall be exercised by means of an ordinance. **The rate of levy, the date of equalization, and the date when taxes become delinquent shall be fixed by resolution.**

(b) A municipality shall annually determine the rate of levy before June 15. By July 1 the tax collector shall mail tax statements setting out the levy, dates when taxes are payable and delinquent, and penalties and interest.

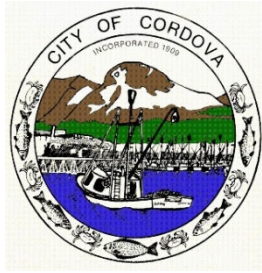
Cordova Mill Rates 1975-present

Tax Year	Mill Rate	
	City	Annexed
1975	17	
1976	18.5	
1977	22	
1978	18	
1979	15	
1980	15	
1981	1	
1982	1	
1983	1	
1984	1	
1985	3	
1986	3	
1987	3	
1988	7.9	
1989	7.13	
1990	7.94	
1991	7.94	
1992	11	
1993	11	
1994	12.5	11.5
1995	13.25	10.74
1996	13.25	10.74
1997	14.48	11.97
1998	14.48	11.97
1999	14	11.49
2000	13.5	10.99
2001	13.5	10.99
2002	13.5	12.5
2003	13.5	12.5
2004	14	13
2005	14	13
2006	13.35	12.35
2007	13.35	12.35
2008	13	12
2009	14.5	13.5
2010	13.9	12.9
2011	9.7	8.7
2012	9.43	8.43
2013	9.43	8.43
2014	12.07	11.07
2015	11.53	
2016	11.05	
2017	12.35	
2018	11.81	
2019	11.81	
2020	11.08	
2021	11.06	
2022	11.54	
2023	10.02	
2024	9.93	

mill
rate
differential
repealed
in
2015

average 1992-2024
12.33

average 1975-2024
11.13



AGENDA ITEM # 20
City Council Regular Meeting Date: 05/21/25
CITY COUNCIL COMMUNICATION FORM

FROM: Amanda Hadley Coward, City Planner
DATE: Wednesday May 21, 2025
ITEM: Negotiations for Lot 4A, Block 3, USS 3345
NEXT STEP: Decision on Terms of Contract

☐ INFORMATION
☒ MOTION

☐ RESOLUTION
☐ ORDINANCE

I. REQUEST OR ISSUE: Requested Actions: Decision on Terms of Contract
Applicant: Diana Riedel
Legal Description: Lot 4A, Block 3, USS 3345
Area: Approximately 4,382.42 Sq. Ft.
Zoning: Low Density Residence District

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided the following motions for the City Council to open the agenda item for discussion:

Council may consider any number of motions here but may want to go into executive session first to discuss options. Council may want to move this agenda item to the end of the meeting and handle it after the executive session.

“I move to direct the City Manager to continue negotiations for the disposal of Lot 4A, Block 3, USS 3345 by negotiating with the applicant per the terms as outlined by the City Council *(insert terms here).”

III. FISCAL IMPACTS: The property would become part of the City’s lease revenue and possessory interest tax.

IV. BACKGROUND INFORMATION: On March 19, 2024, Diana Riedel submitted a Letter of Interest to purchase a remnant lot of USS 3345 located along LeFevre Street, for the purpose of constructing an 800 – 1300 square foot single-family home for her daughter. They plan to have a home completed within 5 years.

Staff’s only concern was related to the location of a sanitary sewer main that runs through the property. Its exact location in relation to the property lines was determined during a survey of the lot. After the location of the line was identified Staff had no more concerns. No structure can be built within the sewer easement,

the space can be used for parking and other non-permanent uses.

Based on the proposed site plan provided by the applicant, it appears that they could place the footprint of a home outside of the sewer line easement, property line setbacks, lake setback, and provide onsite parking. This will be reconfirmed during the review of the building permit application.

April 09, 2024, the Planning Commission reviewed the letter of interest at their regular meeting. At that meeting they passed a motion recommending that the City Council disposal of the lot by directing staff to publish a 30-day Request for Proposals (RFP).

May 15, 2024, the City Council received the Planning Commission's recommendation at their regular meeting and decided to direct Staff to publish a 30-day Request for Proposals (RFP).

January 06, 2025, this Request for Proposals (RFP) was published. It closed on February 06, 2025. There were questions from multiple individuals but only one proposal received by the initial interested party Diana Riedel who submitted the letter of interest.

An excerpt from the published Request for Proposals (RFP) "All proposals shall include a deposit of \$2,500.00. In the event that a proposer is not awarded the Property, the City will reimburse the deposit to the proposer. The deposit from the winning proposer will be credited towards the costs associated with the disposal, even if the disposal is not completed. In the event the successful proposer subsequently withdraws or otherwise abandons its proposal, the City will retain the proposer's entire deposit."

See the full published Request for Proposals (RFP) at this link:

<https://www.cityofcordova.net/wp-content/uploads/2025/01/RFP-for-Sale-of-Lot-4A-Block-3-USS-3345.pdf>

April 08, 2025, the Planning Commission reviewed the received proposals and recommended that the City Council negotiate with Diana Riedel.

April 16, 2025, the City Council made a decision to negotiate on the disposal of this lot with Diana Riedel.

April 30, 2025, the City Council directed Staff to negotiate specific terms into the agreement. The terms set were to use a Purchase and Sale style agreement. With a purchase and sale agreement the applicant would purchase the property and have the deed transferred into her name with the following requirements recorded on the deed. The right of reentry would include a substantial completion requirement of the structure applicant proposed to be finished on or before five (5) years from the date the agreement was signed, or reentry by the City to the property could occur. The right of first refusal on the deed

May 21, 2025, the City Council is to hear the applicant's terms from her letter and direct Staff on how to proceed with negotiations and the terms they will accept within an agreement. The Council can discuss in executive session. Once executive session is adjourned the Council can make a motion with the terms the Council is willing to accept in their negotiations.

At this time the costs incurred by the City for this property is as follows:

Appraisal: \$1,250.00

Survey: \$4,600.00

Title Report: \$300.00

Staff Time: Unknown

Attorney Time: Unknown

Applicable City Code:

CMC 7.40.060 - Methods of disposal.

- A. Except as this chapter provides otherwise, all disposals of interests in city real property shall be for no less than fair market value. The city may accept in exchange for an interest in city real property any consideration of sufficient value not prohibited by law.
- B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:
 - 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;
 - 2. Invite sealed bids to lease or purchase the property;
 - 3. Offer the property for lease or purchase at public auction;
 - 4. Request sealed proposals to lease or purchase the property.
- C. If the city elects to dispose of an interest in city real property under one of the competitive methods described in subsections (B)(2) through (B)(4), notice of the disposal shall be published in the manner which the city manager deems most likely to inform the public of the proposed disposal for a period of at least thirty days. At a minimum, the notice shall describe the interest in city real property to be disposed of, the method of disposal, and the time and place for submitting bids or proposals.
- D. An invitation for bids to lease or purchase city real property shall specify any minimum price requirement and any required terms.
- E. A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals will be evaluated and the minimum rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall make a recommendation to the city council to accept or decline any or all of the proposals. The city council shall review the proposals and the planning commission's recommendation and accept or decline any of the proposals.

CMC 7.40.100 - Deposit—Disposal costs.

- A. When disposal of an interest in city real property is by the method in Section 7.40.060(B)(1), the interested party shall deposit the sum of one thousand dollars, and shall deposit such additional sums as the city manager may from time to time require to cover ongoing expenses incurred by the city in connection with the transaction, including without limitation staff time, appraisal costs, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees. The interested party shall reimburse the city in full at or before the closing of a sale or exchange, or the execution by the city of the lease or other document conveying the property interest, for all fees and costs the city incurred to third-parties in the transaction. Any unexpended deposit shall be applied to this reimbursement obligation. If negotiations with the interested party are terminated by either the city or the interested party and the disposal is not executed the city will keep the deposit to cover expenses incurred by the city in connection with the negotiation. The city will refund any unexpended part of the deposit to the interested party no later than ten days after consummation or termination of the transaction.
- B. Proposals and bids submitted to the city for disposal of city real property under Section 7.40.060(B)(2) or 7.40.060(B)(4) shall include a deposit less than or equal to ten percent of the minimum purchase price to cover costs associated with the disposal process. The amount of the required deposit shall be indicated in the bidding or proposal documents. The deposit will be put toward the fees and costs the city incurs, including without limitation city staff time, appraisal costs,

attorney's fees and costs, and platting fees. In the event that the city notifies an interested party that its proposal or bid has been selected and the interested party subsequently withdraws its proposal or bid, the city will retain the interested party's entire deposit. The city will refund in full an interested party's deposit if the interested party's proposal or bid is not selected by the city or the city withdraws the invitation or request for proposal after selection. Any unexpended portion of a winning bidder's deposit shall be applied toward the property's purchase price or rental rate.

V. LEGAL ISSUES: Legal review of lease or purchase agreement will be required prior to final approval by Council.

VI. ALTERNATIVES: City Council may make a motion to recommend or not recommend the lease or purchase of this property.

VII. SUMMARY: Applicant is requesting to purchase the property by cash for a fee simple land deed. No right of first refusal, no right of reentry, no substantial completion requirement.

VIII. ATTACHMENTS:

- A. Letter of Interest
- B. Proposal of Applicant
- C. Published RFP without the attachments (for the full RFP follow the website link above)
- D. Location Map

To: City of Cordova Planning Commission

From: Diana Riedel, PO Box 6 Cordova, AK 99574 (907) 253-5364 dianariedel@hotmail.com

March 19, 2024

Dear City of Cordova,

I went over the 2023 land disposal map (amended and approved by city council on 06/21/2023) and I would like to formally put in a letter of interest on the Lefevre street property that is listed as available.

It is the property in-between Sorensens' and Eleshansky's on Eyak lake off Lefevre street and it abuts the Chugach Alaska Corporation Lutheran homesite tract 31 land.

The intended use of the land would be to construct a small single-family residence. Approximately 800-1300 sq feet.

I was involved in the affordable housing committee with the city and native village of Eyak and active in paying attention to the current housing market. My main motivation for wanting to buy this land and have a small home constructed is because my daughter recently turned 18 and would like to be able to continue living and working in Cordova. She has explored the rental market and there is nothing she can currently afford that is also a healthy environment.

She is currently going to UAF (distant learning) for early childhood development and works part time at the elementary school as a substitute teachers aid. She also bought into commercial fishing and would like to make her long-term residence here. With our wet and windy environment, I think new construction and new construction practices are the only way to go. In 2013 my husband and I constructed a 6-star energy rated home here in Cordova. My husband and I currently have our general contractors license, insurance, and bonding under Dineega Services. My cousin is also a licensed and bonded residential contractor.

I hope to have this project started and completed within 5 years. Hopefully sooner than later but we are watching the interest rates now and would like a little bit of the time buffer to get this project done.

I have enclosed my \$250 application fee with this letter. Thank you for your time and consideration on this letter of interest on this property. I hope we can work towards one small affordable housing project at a time.

Thank you, Diana Riedel

A handwritten signature in cursive script that reads "Diana Riedel". The ink is dark and the signature is fluid, with a large 'D' and a long, sweeping 'R'.

SEALED PROPOSAL FORM

All proposals must be received by the Planning Department by February 06, 2025, at 5 PM.

Property: Lot 4A, Block 3, USS 3345

Name of Proposer: Diana Riedel

Name of Organization: _____

Address: 305 Observation Ave

Phone #: (907) 253-5364

Cordova, AK 99574

Email: dianariedel@hotmail.com

(or po box 6)

Proposed Price \$ 53,500

and costs (1250, 4600, 300)

SUBMITTAL OF PROPOSAL

Please email proposals to planning@cityofcordova.net. The email subject line shall be "Proposal for Lot 4A, Block 3, USS 3345," and the proposal shall be attached to the email as a PDF file.

Or mail proposals to: City of Cordova
Attn: Planning Department
P.O. Box 1210
Cordova, Alaska 99574

Or deliver your proposal to the front desk at City Hall.

Proposals received after February 06, 2025, at 5PM will not be considered.

To: City of Cordova

From: Diana Riedel

Proposal for Lot 4A, Block 3, USS 3345

February 6, 2025

Included is my proposal form and \$2500 deposit. My proposal is for \$53,500 and the costs already incurred include the \$1250 appraisal, \$4600 survey, and the \$300 title report.

Additional minimal required information:

1. *Proposed development is to clear, stub in utilities, and fill this lot.*
2. *Ideally a 24x40 building would be built on this lot, but AS IS unless granted a back variance of an additional 4 feet a 20x 40 structure is about the most that can fit with the setbacks. A two-story building would give you 1600 sq feet.*
3. *I provided my initial set of plans to the city with the application to open this property, but I am proposing a cash sale for a title transfer.*
4. *Clear the property and prep it for a single-family house that is much needed in this community.*
5. *Value of proposed improvement: \$40,000 in the first year to get it up to foundation standards.*
6. *One year to clear, stub in utilities and fill this lot.*

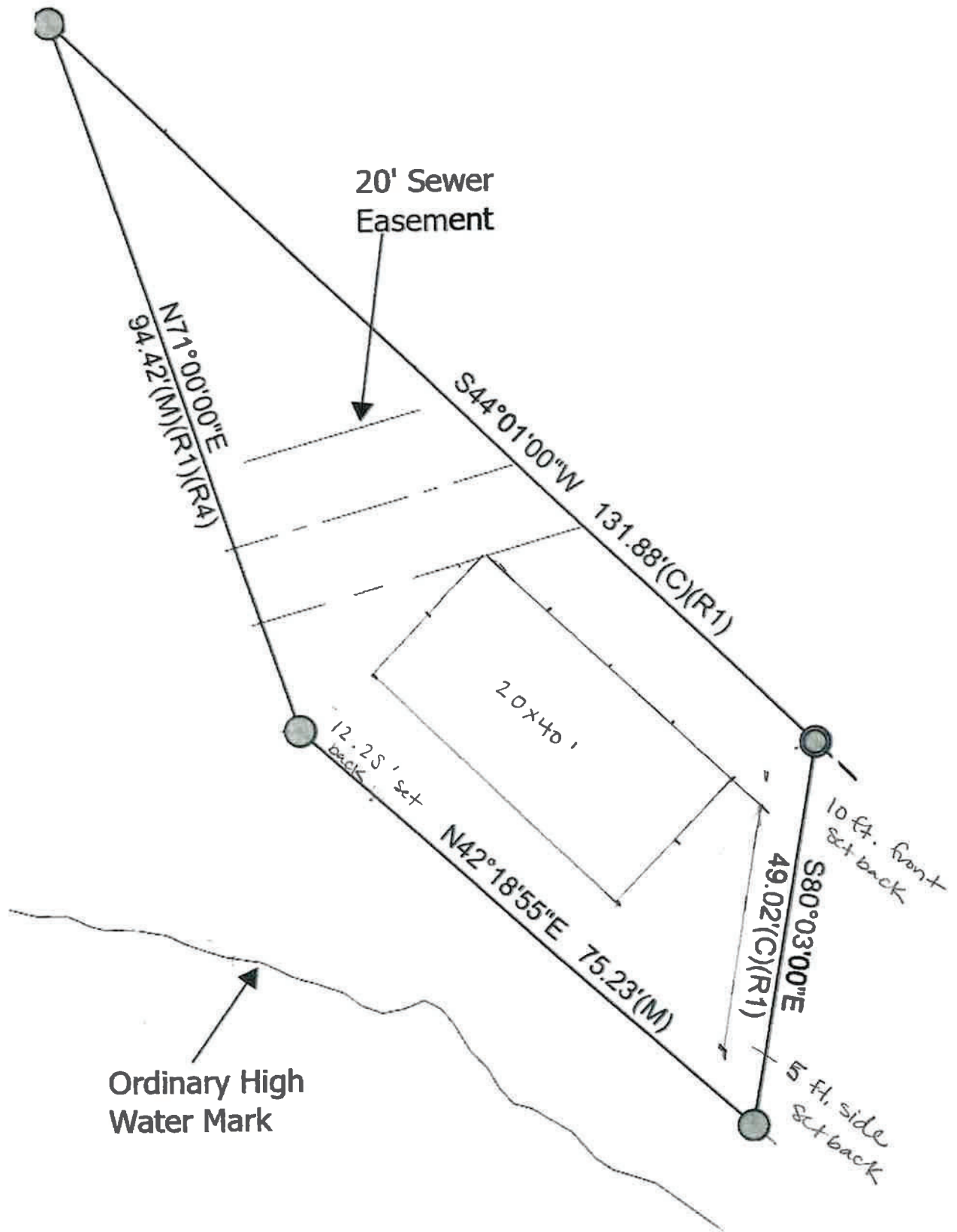
I want to buy this land outright. I will clear it and get it ready for development. It would be ideal for a single-family residence that is roughly 1600 sq feet. I am not positive if I will be financing the build or transferring the land to my daughter to finance the build. As my initial proposal stated I am asking for this land to be opened up because there aren't many healthy and energy-efficient housing options currently in this town for our young adults. I sat on the affordable housing committee with the city of Cordova and the Native Village of Eyak several years ago and I have not seen many options or opportunities come up since then.

I am the part owner of Dineega Services and we have our general contractors licensed, bonded, and insured.

Most of our income comes from commercial fishing and with the runs and price not being predictable and having recently experienced a few run failures; along with the price of shipping, building materials, interest, insurance, and labor going up I would like to keep all my options open and not enter into a completed construction contract. I want to do a cash sale for fee simple land.

I will abide by the setbacks, city ordinances, and building codes.

Sample Site Plan



NOTICE OF LAND DISPOSAL AND REQUEST FOR PROPOSALS

The City of Cordova (the “City”) is considering to dispose of through either a Lease with Option to Purchase or directly selling Lot 4A, Block 3, USS 3345 (the “Property”). The Property is 4,382.42 square feet and zoned Low Density Residential. In addition, please note that this property is located within the Area Meriting Special Attention and has a 20 ft building setback from the lakes Ordinary High-Water Mark as depicted in the attached survey. There is also a utility right of way through the property that cannot be built on and is running across the west section of the property.

The RFP can be found on the Public Notice page of the city website or can be picked up at City Hall.





Request for Proposals (RFP) for Lot 4A, Block 3, USS 3345

The City of Cordova (the “City”) is considering disposing of through either a Lease with Option to Purchase or directly selling Lot 4A, Block 3, USS 3345 (the “Property”). The Property is 4,382.42 square feet and zoned Low Density Residential. In addition, please note that this property is located within the Area Meriting Special Attention and has a 20 ft building setback from the lakes Ordinary High-Water Mark as depicted in the attached survey. There is also a utility right of way through the property that cannot be built on and is running across the west section of the property.

Proposals are due February 06, 2025, at 5 PM. Proposals received after February 06, 2025, at 5 PM will not be considered.

INFORMATION TO PROPOSERS

The fair market value of the Property as determined by an appraisal is **\$53,000.00** and shall be the **minimum price** that the City is willing to accept for the Property. If the successful proposal amount is greater than the minimum price, the winning proposal amount shall be the amount paid.

All proposals shall include a deposit of **\$2,500.00**. In the event that a proposer is not awarded the Property, the City will reimburse the deposit to the proposer. The deposit from the winning proposer will be credited towards the costs associated with the disposal, even if the disposal is not completed. In the event the successful proposer subsequently withdraws or otherwise abandons its proposal, the City will retain the proposer’s entire deposit.

The proposer shall be responsible for all fees and costs the City incurs in connection with the disposal, including without limitation costs of advertising the RFP, appraisal fees, title report fees, attorney’s fees and costs, surveying and platting fees and costs, closing costs and escrow fees as per Cordova Municipal Code (“CMC”) 5.22.100. Costs already incurred include the appraisal (\$1,250), the survey (\$4,600), and the title report (\$300).

Proposers must comply with all applicable zoning requirements including the provisions of the attached chapter of City Code for the **Low Density Residence District (LDR)**. In addition, please note that this property is located within the Area Meriting Special Attention and has a 20 ft building setback from the lakes Ordinary High-Water Mark as depicted in the attached survey. Please see CMC 18.50 for a full list of restrictions related to the Area Meriting Special Attention.

The attached lease with option to purchase OR purchase and sale agreement will be negotiated with the proposer that is awarded the Property. The attached agreement is for informational purposes only. The City reserves the right to include new or additional terms, remove terms, or modify any terms contained in the draft agreement.

The City may issue addenda to this RFP. Addenda will be posted on the City Webpage with this RFP. **It is the responsibility of the proposer to ensure receipt of all addenda.**

The City will consider all proposals for the Property subject to any applicable laws and regulations, including CMC Chapter 5.22.

The Planning Commission will review all submitted proposals. The Planning Commission will then make a recommendation to the City Council. The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept and negotiate with any proposer deemed most advantageous to the City of Cordova. The City Council will determine if the winning proposal will be a lease with option to purchase or purchase and sale agreement based on the winning proposals merits.

The City is disposing of the Property **AS-IS** and in its present condition, without any representations or warranties whatsoever, whether express, implied, or statutory, and subject to any liens and encumbrances of record. It is the responsibility of the proposer to understand all conditions of the Property.

For additional information or questions about the land disposal process, contact the City Planning Department at 424-6224, planning@cityofcordova.net, or stop by in person.

ADDITIONAL MINIMAL REQUIRED INFORMATION

Please include with your proposal detailed information that addresses the following items, and any additional information which you wish to provide.

1. Describe the proposed development in detail.
2. What is the proposed square footage of the development?
3. Provide a sketch, to scale, of the proposed development in relationship to the lot.
4. Describe the benefit of the proposed development to the community.
5. What is the value of the proposed improvements (in dollars)?
6. What is your proposed timeline for development?

ATTACHMENTS

Attachment A: Criteria Used When Evaluating Each Submitted Proposal

Attachment B: Survey of Lot 4A, Block 3, USS 3345

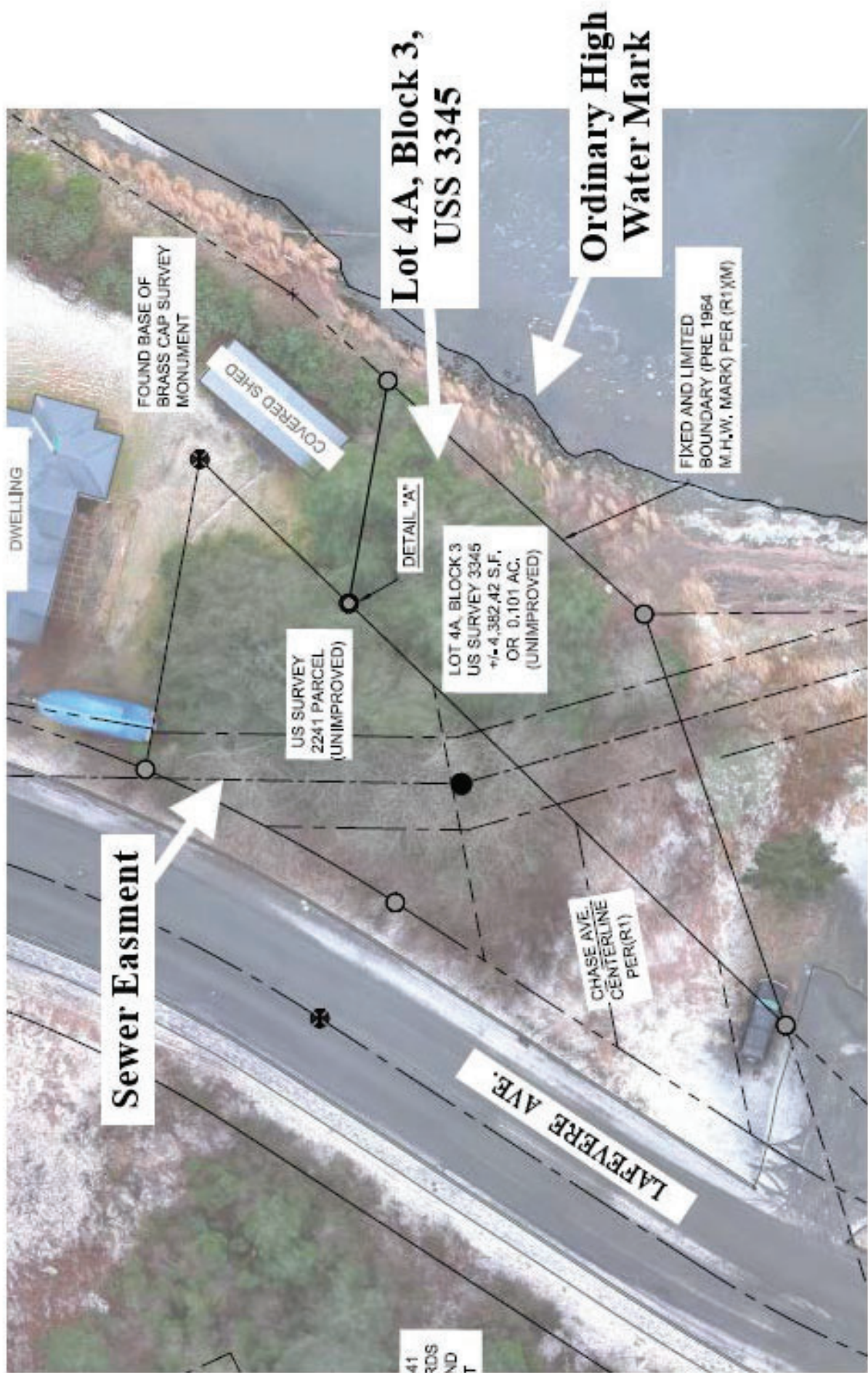
Attachment C: Location Map Showing the Subject Property

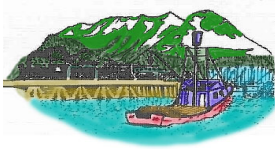
Attachment D: Sample Site Plan

Attachment E: Cordova Municipal Code 18.20 – Low Density Residence District

Attachment F: Sample Purchase and Sale Agreement

Attachment G: Sample Lease with Option to Purchase Agreement





City Council of the City of Cordova, Alaska

Pending Agenda

May 21, 2025 Regular Council Meeting

A.	Future agenda items - topics put on PA with no specific date for inclusion on an agenda	initially put on or
		revisited
1)	Public Safety Resources - discussion	1/20/2021
2)	Ordinance change (Title 4) to ensure Council has a role in CBA approval process	9/6/2023
3)	Facility condition assessments part 2 work session (did P&R on 4-19-23) - Oct '23	9/6/2023
4)	City Code re: procurement, Manager spending limit trigger in a code provision	4/19/2024
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.	Resolutions, Ordinances, other items that have been referred to staff	date referred
1)	Res 12-18-36 re E-911, will be back when a plan has been made	12/19/2018
2)	Council to issue RFP for Breakwater Fill Lot - referred on 3/5/25 until new Council comes on	3/5/2025

C.	Upcoming Meetings, agenda items and/or events: with specific dates	
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:	
	7/16/2025	10/15/2025
	1/21/2026	4/15/2026
3)	Joint City Council and School Board Meetings - twice per year, May & October	
	before Council mtg in May	6pm @ CHS before Sch Bd mtg Oct. or Nov.
4)	Clerk's evaluation - each year in Sept (prior to budget) - next Sept 2026	
5)	Manager's evaluation - each year in Sept (prior to budget) - next Sept 2026	
6)	In May each year City will provide public outreach regarding beginning of bear season	photo by Wendy Ranney
7)	Each year in June Council will approve by Resolution, the School's budget and City's contribution	
8)	Quarterly work sessions on City finances (compare budget to actuals) - Jun '25 work session before mill rate set	



D.	Council adds items to Pending Agenda in this way:	
	item for action	tasking which staff: Manager/Clerk?
1)	...	proposed date
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 21, 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 | 1- Kory Blake | 4- Trae Lohse | 7- John Williams |
| committee appointed 3/5/25 | 2- Rod Jensen | 5- Tyler Dillon | |
| | 3- Kelsey Hayden | 6- Jerry McCune | |
| previous meetings: | 3/13/25, 5/8/25 | | |
| next meeting date: | 9/11/2025 | | |

- 2) Cordova Trails Committee:**
- | | | |
|----------------------------------|--------------------|-----------------|
| re-auth res 11-18-29 app 11/7/18 | 1-Elizabeth Senear | 2-Toni Godes |
| auth res 11-09-65 app 12/2/09 | 3-Dave Zastrow | 4-Ryan Schuetze |
| | 5-Stormy Haught | 6-Michelle Hahn |

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 18th DAY OF DECEMBER 2024



A handwritten signature in blue ink, appearing to read 'David Allison', written over a horizontal line.

David Allison, Mayor









ATTEST:

A handwritten signature in blue ink, appearing to read 'Susan Bourgeois', written over a horizontal line.

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	8	9	10
			6:00 jt wksnw-sch bd 6:45 public hearing 7:00 Council reg mtg CCAB			
11	12	13	14	15	16	17
			6:00 public hearing 6:15 spec mtg CCAB 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	 Roald Amundsen in Cdv 5/15 2-10pm		
18	19	20	21	22	23	24
						
		5:30 CTC Board Meeting CCER	6:45 public hearing 7:00 Council reg mtg CCAB			
25	26	27	28	29	30	31
 in Cdv 5/26 8am-3pm	 City Hall Closed Memorial Day Holiday 5/26	6:00 P&R CCM	6:00 CEC Board Mtg CCER	12:00 Hosp Svc Bd HCR		
1	2	Notes				

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 7:00 Council reg mtg CCAB	5	6	7  Cordova Center 5-9pm
8  Roald Amundsen in Cdv 6/8 2-10pm	9	10 6:30 P&Z CCAB	11 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	12	13	14
15 	16	17	18 7:00 Council reg mtg CCAB	19  City Hall Closed Juneteenth Holiday 6/19	20	21 
22	23  in Cdv 6/23 8am-3pm	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:
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Cncl - 1st & 3rd Wed
 P&Z - 2nd Tues
 SchBd, Hrb Cms - 2nd Wed
 CTC - 3rd Tues

P&R - last Tues
 CEC - 4th Wed
 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
Mayor: 3 years	Kristin Smith Mayor@cityofcordova.net	March 4, 2025	March-28
Council members:			
3 years	Debra Adams CouncilSeatA@cityofcordova.net	March 4, 2025	March-28
3 years	Cathy Sherman CouncilSeatB@cityofcordova.net	March 7, 2023 March 3, 2020	March-26
3 years	Kasey Kinsman, Vice Mayor CouncilSeatC@cityofcordova.net	March 7, 2023	March-26
3 years	Wendy Ranney CouncilSeatD@cityofcordova.net	March 5, 2024 July 5, 2023	March-27
3 years	David Zastrow CouncilSeatE@cityofcordova.net	March 5, 2024	March-27
3 years	Aaron Hansen CouncilSeatF@cityofcordova.net	March 4, 2025	March-28
3 years	Mike Mickelson CouncilSeatG@cityofcordova.net	March 4, 2025	March-28

Cordova School District School Board of Education - Elected

length of term		Date Elected	Term Expires
3 years	David Glasen, president dglasen@cordovasd.org	March 7, 2023	March-26
3 years	Kate Trudeau ktrudeau@cordovasd.org	March 4, 2025	March-28
3 years	Henk Kruithof hkruithof@cordovasd.org	March 5, 2024 March 2, 2021	March-27
3 years	Emma Merritt emerritt@cordovasd.org	March 4, 2025	March-28
3 years	Peter Hoepfner phoepfner@cordovasd.org	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 5-15-25)

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

Library Board - Appointed

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

Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Kris Ranney	Dec '22	November-25
3 years	Mark Hall, Vice Chair	Nov '19, Dec '22	November-25
3 years	Sarah Trumblee	Dec '20, Dec '23	November-26
3 years	Tania Harrison, Chair	Mar '22, Dec '24	November-27
3 years	Gail Foode	Dec '23	November-26
3 years	Chris Bolin	Sep '17, Nov '18 Dec '21, Dec '24	November-27
3 years	Sean Den Adel	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 5-15-25)

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	<i>vacant</i>		November-27
3 years	Kara Rodrigues	Dec '23	November-26
3 years	Gabrielle Brown	Jan '25	November-25
3 years	<i>vacant</i>		November-28
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	<i>vacant</i> , historical society member			November-27
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	<i>vacant</i>
board/commission chair	
seat up for re-appt in Nov '25	

(updated 5-15-25)