



**HARBOR COMMISSION REGULAR MEETING
MAY 13, 2026 @ 6PM
COUNCIL ROOM A&B**

AGENDA

Chairman:
Andy Craig
Commissioners:
Ryan Schuetze
Kenton Soares
Hein Kruithof
Garrett Collins
Harbormaster:
Tony Schinella
Admin Assistant:
Brandy Griffith

CALL TO ORDER

ROLL CALL

Andy Craig, Ryan Schuetze, Kenton Soares, Hein Kruithof, Garrett Collins

- 1. APPROVAL OF REGULAR MEETING AGENDA.....(Voice vote) Page 1**
- 2. APPROVAL OF MINUTES**
 - A. March 11, 2026, Regular Meeting.....Page 2
- 3. COMMUNICATIONS BY VISITORS**
 - A. Audience comments regarding agenda items (3 minutes per speaker)
- 4. HARBORMASTER REPORT..... Page 3**
- 5. NEW BUSINESS**
 - A. Land Disposal-Letter of interest for a portion of ATS 220.....(Voice Vote)Page 4-8
 - B. Land Disposal – Letter of Interest for a Portion of Lots 4A & 4B, Harvill Subdivision,
Approximately 1,780 Square Feet in Size.....(Voice Vote)Page 9-17
- 6. MISCELLANEOUS BUSINESS**
- 7. AUDIENCE PARTICIPATION**
- 8. COMMISSION COMMENTS & NEXT MEETING AGENDA ITEMS**
- 9. ADJOURNMENT.....(Voice vote)**

**HARBOR COMMISSION REGULAR MEETING
MARCH 11, 2026 @ 6:00 PM
COUNCIL ROOM A&B**

Call to order: This meeting was called to order @ 6:11 pm.

Roll Call:

In Attendance: Andy Craig, Ryan Schuetze, Hein Kruithof

Absent: Garrett Collins, Kenton Soares

Approval of Special Meeting Agenda:

Schuetze /M, Kruithof /2nd, Unanimous to approve agenda.

Approval of Minutes: A. 10/8/2025 Schuetze /M, Kruithof /2nd unanimous to approve minutes as written.

Communications by Visitors: None

Harbormasters Report: Included in the packet. Additional: Large crane blew filter today, has a temporary fix on it.

New Business:

- A. Harbor Brochure Info: General discussion of possible layouts and what could be shown. Needs to show dock names, sumps, sewage pump out, bathrooms, parking areas. Potentially show near businesses, No Wake Zones, business hours, a list of services available. Could have QR code to go to website. Use colored dots or numbers for labels.

Miscellaneous Business: none

Audience Participation: none

Future Agenda Items:

Commission Comments: None

Adjournment: Schuetze / M to Adjourn, Kruithof /2nd, Unanimous to adjourn @ 6:51 pm

Harbormaster's Report

- Facility rounds twice daily
- Cleaned and restocked restrooms daily
- Wilson Construction finished rebuilding ramp floating dock and installed.
- Removed snowplows from trucks
- Turned on water throughout the facility
- Attended city council meetings
- Repaired multiple water leak repairs in the South Harbor
- Swept South Harbor concrete approaches
- Conducted 17 hours of security detail Samson barge offloads
- Sent out monthly invoices
- Grease upper half of Travelift. Exercised Travelift
- Working on finishing install of north ramp dock.
- Delivered 1200 gallons of used oil to City Shop
- Delivered 0 gallons of used oil to high school
- Received 1100 gallons of used oil
- Built cabinet for 50lb fire extinguisher for K & J float
- Replaced 2 electrical meters in North Harbor
- Replaced 1 electrical outlet in North Harbor
- Still have issues with return filter seal blowing out on 10K crane on Drive down
- Requested onsite technical assistance for the 10K crane issue from Aurora Crane
- 21 vessel lifts YTD



AGENDA ITEM # 10a
Harbor Commission Meeting Date: 05/13/2026
HARBOR COMMISSION COMMUNICATION FORM

FROM: Amanda Hadley, City Planner
DATE: Wednesday, May 13, 2026
ITEM: Land Disposal – Letter of Interest for a Portion of ATS 220, Approximately 360 Square Feet in Size
NEXT STEP: Review and Give a Recommendation to the City Council

INFORMATION RESOLUTION
 MOTION

I. REQUEST OR ISSUE:

Requested Actions: Review and give a recommendation to City Council
Legal Description: ATS 220, approximately 360 square feet in size
Area: Approximately 360 square feet
Zoning: Not Zoned

II. RECOMMENDED ACTION / NEXT STEP: Staff has provided the following motion for the Harbor Commission to open the agenda item for discussion:

“I move to recommend that City Council dispose of the requested portion of ATS 220, approximately 360 square feet in size, as outlined in Cordova Municipal Code 7.40.060 B by *”

Choose one of the following to insert for the asterisk:

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.

III. FISCAL IMPACTS: The property would become part of the City’s revenue from the property sale and property tax revenue.

IV. BACKGROUND INFORMATION: The applicants, Brian and Vera Rutzer, would like to be able to have legal access to the lower portion of their property from the right-of-way (ROW). They have a warehouse that they are only able to access by crossing City owned property. Between their property and the ROW is a 360-square-foot portion of ATS 220. The applicants are requesting to purchase this portion of ATS 220 from the City to ensure future access to their property. Staff has no objection to the purchase of this property, and if the property is to be sold to the applicant, the property will be replatted with their current lot to avoid creating a substandard lot.

Applicable Code:

7.40.030 - Land disposal map.

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

1. Available: These properties are available to purchase or lease.

3. Tidelands: Tidelands are considered as "Available" designation but shall require review and recommendation from the Harbor Commission. Disposal of tidelands shall follow the procedures set forth in CMC 7.30.

7.40.040 - Letter of interest to lease or purchase.

A. A person may submit a letter of interest to the city raising an interest in the purchase or lease of city property. Except as otherwise provided in this chapter, a letter of interest shall be submitted to the city manager and must include the following information:

1. The name of the interested party and any other names under which the party does business;

2. The interested party's mailing address and the address of the interested party's registered office in the state, if applicable;

3. The use or purpose for which the interested party proposes to lease or purchase the property, and any additional information required by the city manager, school board, city planner or the planning commission.

7.40.060 - Methods of disposal.

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

1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;

2. Invite sealed bids to lease or purchase the property;

3. Offer the property for lease or purchase at public auction;

4. Request sealed proposals to lease or purchase the property.

VI. LEGAL ISSUES: Legal review of the purchase agreement will be conducted prior to final approval by City Council.

VII. SUMMARY AND ALTERNATIVES: The Harbor Commission must review the letter of interest and may make a motion to recommend or not recommend the disposal of the requested property to the City Council.

VIII. ATTACHMENTS:

- 1) Letter of Interest
- 2) Applicants' Attachment
- 3) Subject Property

Letter of interest for purchase of city property

From brian rutzer [REDACTED]

Date Fri 3/20/2026 6:03 PM

To Amanda Coward [REDACTED] >; Sam Greenwood [REDACTED]

📎 2 attachments (287 KB)

Land Swap Rutzer 4 1 26.pdf; West DWG Access.pdf;

Dear Samantha and Amanda,

I am writing to propose the purchase of city land to facilitate an addition to my home. This project will better accommodate my family for year-round residency and benefit the community as we plan to improve and upgrade our home and the adjacent property. It would positively impact the look and feel of the neighborhood.

I have discussed the possibility of purchasing a portion of my neighbor John Harvill's adjacent lot for this purpose. While he prefers not to sell his land, we have agreed to a parcel exchange. Specifically, we propose swapping Mr. Harvill's 1,022.69 sq. ft. parcel (located north of my property at 703 Railroad Ave) for a 1,780.21 sq. ft. city parcel described below. Should the city agree to the sale, Mr. Harvill has committed to covering all survey and engineering costs and will compensate for the square footage difference at the same rate required by the city. For reference, Mr. Harvill's current city assessment values the land at \$6.28 per sq. ft.

Attached is a drawing illustrating the city parcels I wish to purchase:

1. A 1,780 sq. ft. portion of Lot 4-B, Harvill Subdivision: Located north of Mr. Harvill's property and parallel to Nicholoff Ave. This land is currently unused and its sale will not impact the boat pull-out area.
2. A portion of the city parcel to the west of my property: Situated between my property, Mr. Harvill's property, and the 10ft easement. This acquisition, approximately 358 sq. ft., is necessary to ensure access to our lower building. In exchange, I would grant Mr. Harvill access to his lower garage via an 8.2 sq. ft. acquisition and a small easement across my property.

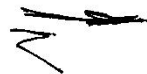
All square footage measurements provided are approximate and will be finalized by certified engineers before a final agreement is reached. Mr. Harvill will commission the necessary engineering work.

Thank you for your time and consideration of this proposal.

Sincerely,

Brian & Vera Rutzer

Lot 11-A1



BAJA TACO

8.25sqft

10' EASEMENT

10' RIGHT-OF-WAY

358sqft

CITY PROPERTY

48.28'

RUTZER PROPERTY

N 00°00'00" W 72.43'
(NORTH 72.43')

ATS

18

220

S 89°59'51" W 57.13'
(EAST 56.56')

HARVILL PROPERTY

Area =
(PLAT

03'00" W 128.00' (ATS 220)

50.00'

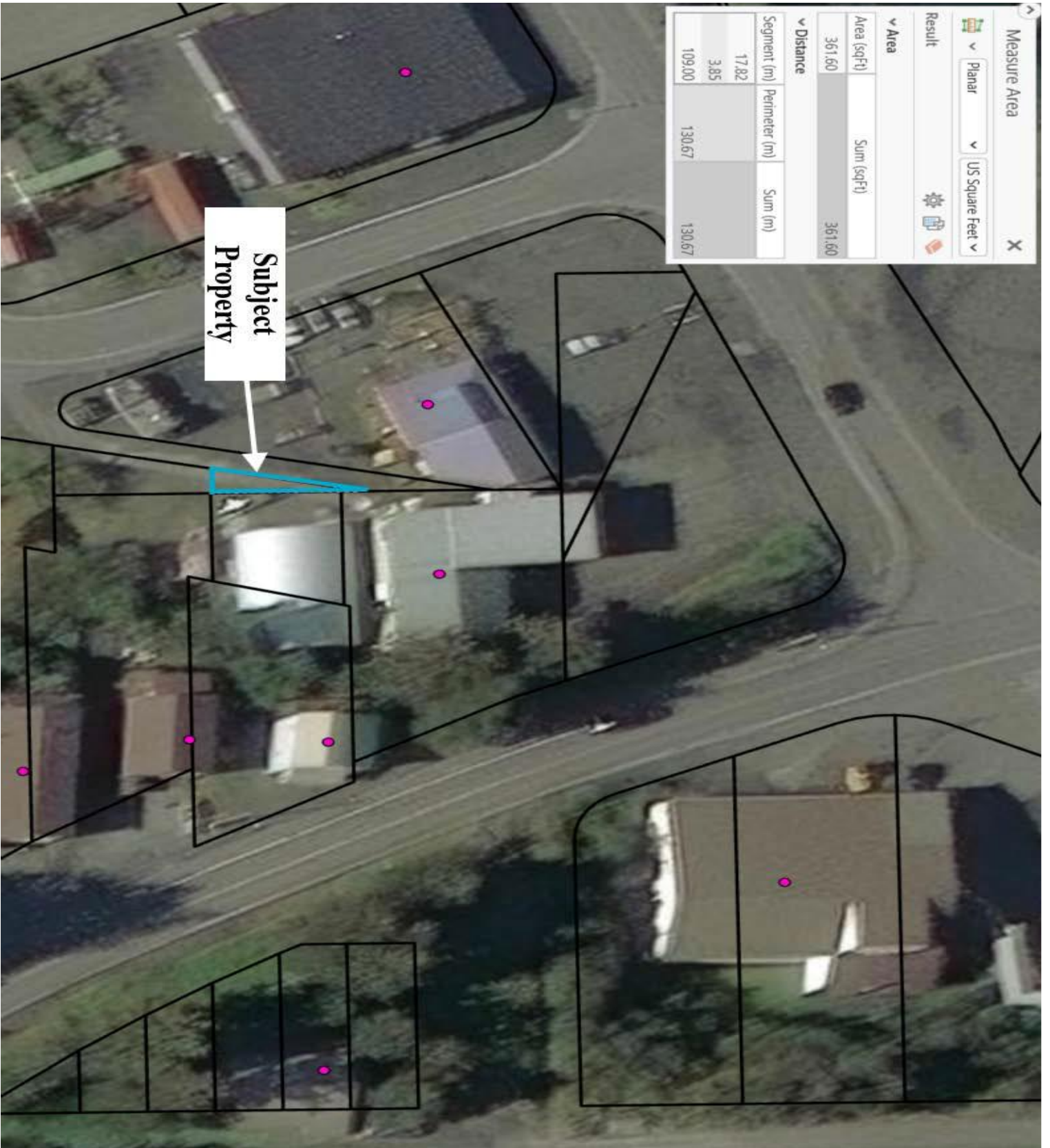
(SEE NOTE 5)

TIE (N 15°03' E 61.63') LINE

2.13'
S 15°03'00" W

2.0 acres
(82-19)

Bo
Bo



have discussed purchasing property from their neighbor to the north to replat into their existing lot. Their neighbor John Harvill has suggested a land swap. If the Rutzers can acquire the requested portion of Lot 4A & 4B, Harvill Subdivision, approximately 1,780 square feet in size, from the City they will enter into this land swap agreement.

The City currently uses the majority of the property as a vessel staging area for the harbor boat launch. However, the requested portion of lots 4A & 4B are not usable by the public as there is currently an easement area that allows for access across this lot to John Harvill's property. This makes the requested portion of the property unusable by the public, and the sale of it would not affect the current use of the boat launch staging area.

Staff supports the applicants' purchase of this portion of the property, as this would clean up the property boundaries in the area. The portion requested is not usable space by the public due to this access easement. If this portion of land were disposed of, it would become taxable property, and the City would receive revenue from it.

Staff would suggest that, during the negotiation process, a replat of the properties occur simultaneously with the closing at the title company to ensure that no substandard lot sizes exist.

The City owned 3 parcels: Lot 11-B1, South Fill Development Park, and the remainders of Lots 4A & 4B, Harvill Subdivision, to be combined into one lot.

The Harvill owned property: Lot 4C, Harvill Subdivision, and proposed to acquire portions of Lots 4A & 4B, Harvill Subdivision, and combine them into one lot.

The Rutzer owned property: Tract 8, ATS 220 and Lot 2, USS 449, and the proposed land trade area of Lot 4C, Harvill Subdivision, and combine them into one lot.

See attachments "4, 5, & 6" for a visual and further explanation of this request.

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VI. LEGAL ISSUES: Legal review of the purchase agreement will be conducted prior to final approval by City Council.

VII. SUMMARY AND ALTERNATIVES: The applicants are requesting to purchase a 1,780 square foot portion of Lots 4A & 4B, Harvill Subdivision, from the City to enter into a land swap with their neighbor. They are hoping to complete an addition to their home and cannot meet the setback requirements without purchasing the portion of land for the swap.

The Harbor Commission must review the letter of interest and may make a motion to recommend or not recommend the disposal of the requested property to the City Council.

VIII. ATTACHMENTS:

- 1) Letter of Interest
- 2) Applicants' Attachment
- 3) Plat 2004-6 Harvill Subdivision
- 4) Image with Requested Land Portions
- 5) Image with Proposed Land Swap
- 6) Image with Proposed New Boundary Lines

Letter of interest for purchase of city property

From brian rutzer [REDACTED]

Date Fri 3/20/2026 6:03 PM

To Amanda Coward [REDACTED]; Sam Greenwood [REDACTED]

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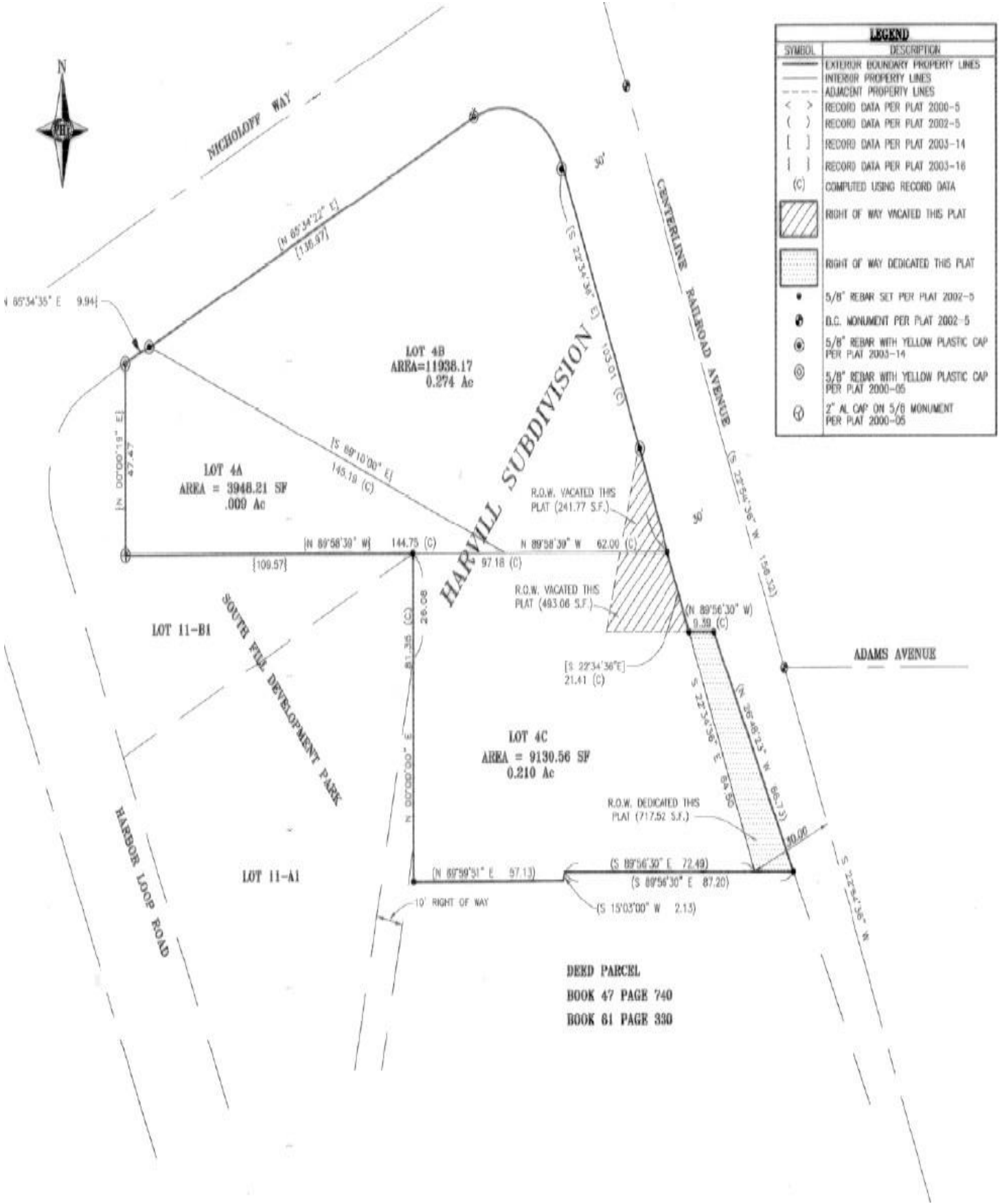
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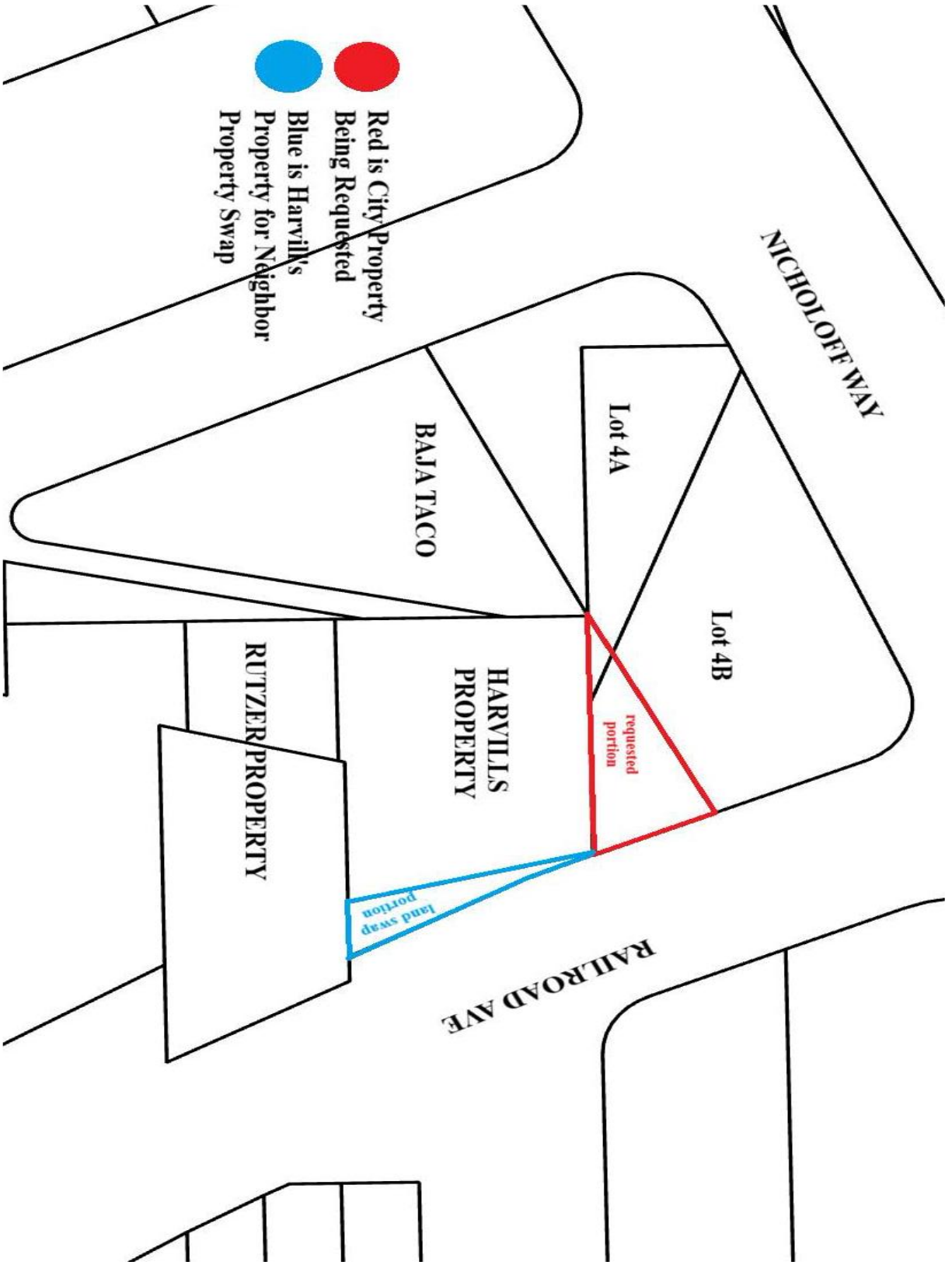
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Brian & Vera Rutzer

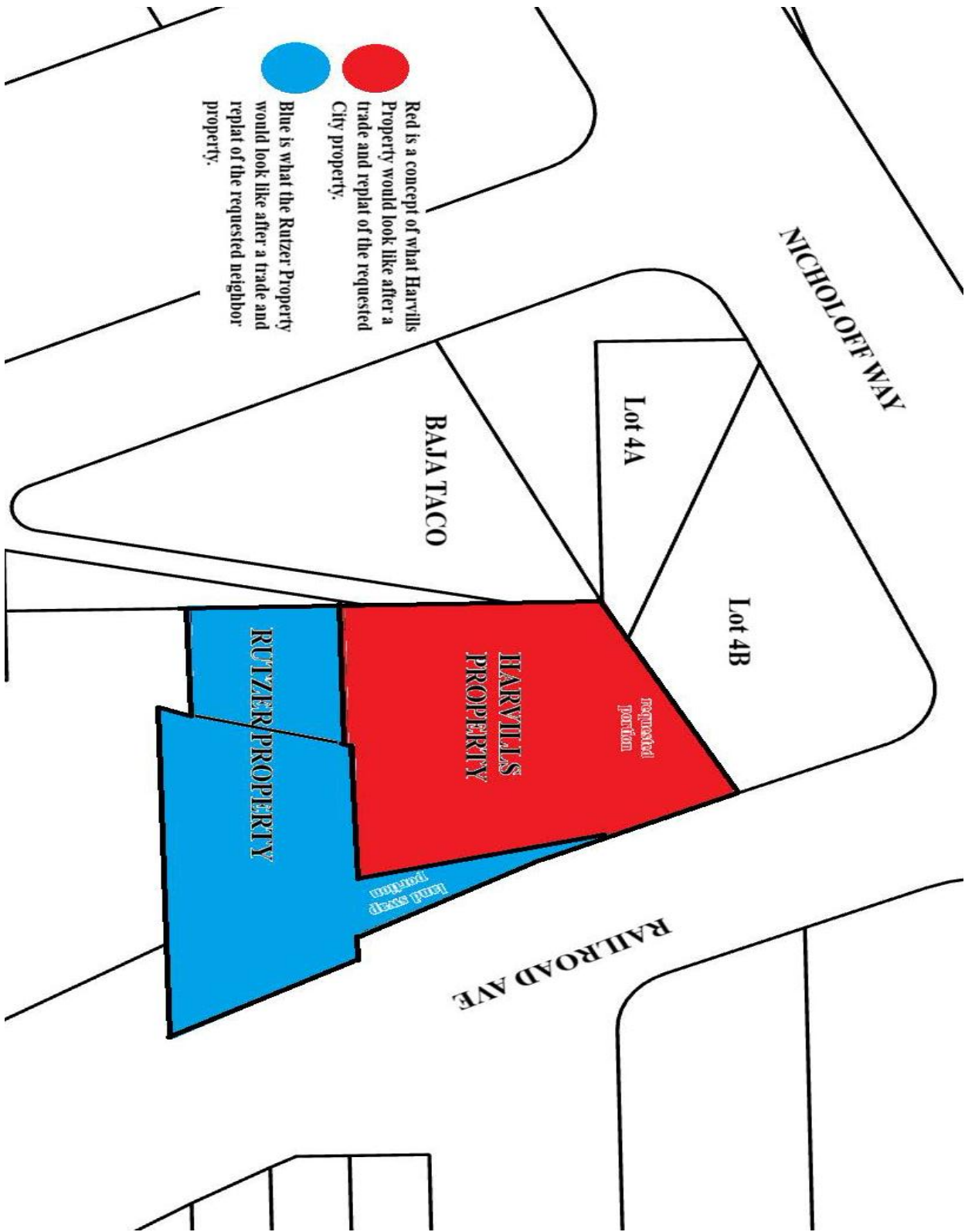


LEGEND	
SYMBOL	DESCRIPTION
—	EXTERIOR BOUNDARY PROPERTY LINES
---	INTERIOR PROPERTY LINES
- - -	ADJACENT PROPERTY LINES
< >	RECORD DATA PER PLAT 2000-5
()	RECORD DATA PER PLAT 2002-5
[]	RECORD DATA PER PLAT 2003-14
{ }	RECORD DATA PER PLAT 2003-18
(C)	COMPUTED USING RECORD DATA
	RIGHT OF WAY VACATED THIS PLAT
	RIGHT OF WAY DEDICATED THIS PLAT
•	5/8" REBAR SET PER PLAT 2002-5
⊙	B.C. MONUMENT PER PLAT 2002-5
⊙	5/8" REBAR WITH YELLOW PLASTIC CAP PER PLAT 2003-14
⊙	5/8" REBAR WITH YELLOW PLASTIC CAP PER PLAT 2000-05
⊙	2" AL CAP ON 5/8" MONUMENT PER PLAT 2000-05

DEED PARCEL
 BOOK 47 PAGE 740
 BOOK 61 PAGE 330



● Red is City Property Being Requested
● Blue is Harvill's Property for Neighbor Property Swap



NICHOLOFF WAY

Proposed Lot Lines
After Replat if a Land
Sale and Swap As
Proposed Were to
Occur

- City
- Harvill
- Rutzer

