Mayor
Clay Koplin

Council Members
Tom Bailer
Kenneth Jones
Jeff Guard
Melina Meyer
Anne Schaefer
David Allison
David Glasen

City Manager
Alan Lanning

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council
summer vacation

Regular City Council Meeting
August 21, 2019 @ 7:00 pm
Cordova Center Comm Rooms
Agenda

2019 Cordova Fungus Festival
Aug 30, 31, Sept 1

A. Call to order

B. Invocation and 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 Clay Koplin, Council members Tom Bailer, Kenneth Jones, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison and David Glasen

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

E. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in 3.10.010 https://library.municode.com/ak/cordova/codes/code_of_ordinances should be declared, then Mayor rules on whether member should be recused, Council can overrule
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

F. Communications by and Petitions from Visitors

1. Guest Speakers
2. Audience comments regarding agenda items……..…… **(3 minutes per speaker)**
3. Chairpersons and Representatives of Boards and Commissions **(CCMCA BoD, School Board Rep)**
4. Student Council Representative Report – *summer vacation not present*

G. Approval of Consent Calendar……... **(no motion required)(roll call vote)**
5. Resolution 08-19-33……..…. **(page 1)**
A resolution of the City Council of the City of Cordova, Alaska authorizing the City Manager to enter into an agreement with Appraisal Company of Alaska for assessment services for tax year 2020 in the amount of Seventeen Thousand dollars ($17,000)
6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022
Recordation of excused absences of the following:
Council member ***Ken Jones*** from the May 15, 2019 Regular Meeting
Council member ***Anne Schaefer*** from the June 5, 2019 Regular Meeting
Council members ***Ken Jones*** and ***Jeff Guard*** from the July 3, 2019 Regular Meeting
Council members ***Anne Schaefer*** and ***David Allison*** from the July 17, 2019 Regular Meeting
Council members ***Ken Jones***, ***Jeff Guard*** and ***Melina Meyer*** from the August 7, 2019 Regular Meeting
Recordation of unexcused absences of the following:
Mayor ***Clay Koplin*** from the August 7, 2019 Regular Meeting

H. Approval of Minutes…….. **(voice vote)**
7. Minutes of the 07-31-19 Special Council Meeting…….…….....…. **(page 10)**
8. Minutes of the 08-07-19 Regular Council Meeting…….....…….…. **(page 12)**

I. Consideration of Bids - none

J. Reports of Officers
9. Mayor's Report
10. Manager's Report
a. Public Works Director ***Samantha Greenwood*** updates on City water and Second Street Upgrades grant
11. City Clerk's Report…… **(page 15)**

K. Correspondence - none

L. Ordinances and Resolutions
12. Resolution 08-19-32…… **(voice vote)(page 16)**
A resolution of the City Council of the City of Cordova, Alaska supporting naming a bridge on the CRH in memory of irene Webber

M. Unfinished Business - none

N. New & Miscellaneous Business
13. Council discussion and possible staff direction regarding…… **(possible voice vote)(page 21)**
Council membership on City Boards and Commissions
14. Pending Agenda, Calendar and Elected & Appointed Officials lists…… **(page 27)**

O. Audience Participation

P. Council Comments

Q. Executive Session
15. Council discussion and review of CCMCA outstanding liabilities and the potential consequences arising from granting or denying financial assistance to CCMC to satisfy such liabilities, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon City finances
16. Council discussion about the terms of the City Manager's contract – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government
17. Recommendations from City Attorney regarding Beecher v. City of Cordova – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

R. Adjournment

Executive Sessions per Cordova Municipal Code 3.14.030

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

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AGENDA ITEM 5
City Council Meeting Date: 8/21/2019
CITY COUNCIL COMMUNICATION FORM

FROM: **Susan Bourgeois, City Clerk**

DATE: **8/14/2019**

ITEM: **Resolution 08-19-33 approving 2020 assessor contract**

NEXT STEP: **Majority voice vote, or roll call vote on consent calendar**

_____ ORDINANCE __x__ RESOLUTION
_____ MOTION _____ INFORMATION

I. REQUEST OR ISSUE: approval of assessing contract for 2020 by City Council via resolution

II. RECOMMENDED ACTION / NEXT STEP: Council motion to approve Resolution 08-19-33

III. FISCAL IMPACTS: $17,000 to be entered in the line-item in the City Clerk's budget for assessor fees when we begin work on the 2020 budget

IV. BACKGROUND INFORMATION: Appraisal Company has been the City Assessor since 1988. Mike Renfro and his crew of Assessors are easy to work with and have extensive knowledge of Cordova's property files. They employ a Cordova resident which makes work here much less expensive and gives the Clerk's office a local contact who is attentive to our needs and often answers questions within a day or less. The Clerk's office would recommend continuing the City's relationship with Appraisal Company of Alaska. Attached is table 8 from 2018 Alaska taxable showing last year's assessor contracts statewide – Cordova paid $20,000 in 2018 and $20,000 in 2019. Depending on how the sales ratio comes in each year, the assessor either has a simple recheck year or determines it appropriate to re-look at certain categories or segments of the tax roll or even raise all properties a certain percentage. In 2020, the assessor has determined that it will only be a recheck year (sales ratio was 90.19%), no major changes across the board and therefore, the lesser amount of the contract.

V. LEGAL ISSUES: Assessing is a requirement in City Code – we contract for this service and do not have assessing department staff, although the Deputy Clerk is tasked with maintenance of the property cards and databases of assessment information and the Finance Department and Deputy Clerk jointly manage the collections of the property taxes.

VI. SUMMARY AND ALTERNATIVES: Council can approve the resolution or direct staff in another way

CITY OF CORDOVA, ALASKA
RESOLUTION 08-19-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH APPRAISAL COMPANY OF ALASKA FOR ASSESSMENT SERVICES FOR TAX YEAR 2020 IN THE AMOUNT OF SEVENTEEN THOUSAND DOLLARS ($17,000)

WHEREAS, the City Council is required by the City Charter Article V to provide for annual assessment, levy and collection of taxes on property; and

WHEREAS, Cordova Municipal Code Chapter 5.36 Property Tax establishes the provisions of assessment, levy and collection of property taxes in the City, including the role of the City Assessor; and

WHEREAS, the City Clerk has identified Appraisal Company of Alaska as the company most compatible with the needs of the City for these reasons:

1) Appraisal Company's employees have extensive history in Cordova and are specifically knowledgeable of Cordova's properties, neighborhoods and have worked with many of the property owners;
2) Appraisal Company's employees have an excellent working relationship with the City Clerk and the Deputy Clerk and are attentive to their questions and concerns during the assessment/appeal process as well as at other times during the year.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby authorizes the City Manager to enter into an agreement, attached as Exhibit "A", with Appraisal Company of Alaska for tax year 2020 assessment services in the amount of Seventeen Thousand dollars ($17,000).

PASSED AND APPROVED THIS 21st DAY OF AUGUST 2019

_____
Clay R. Koplin, Mayor

ATTEST:

_____
Susan Bourgeois, CMC, City Clerk

DRAFT

Fax
(907) 563-1368

Telephone
(907) 562-2424

Appraisal Company of Alaska, LLC
341 W. TUDOR SUITE 202
ANCHORAGE, ALASKA 99503
office@appraisalalaska.com
EIN#26-2071908

Susan Bourgeois, CMC, City Clerk
City of Cordova
P.O. Box 1210
Cordova, AK 99574

RE: Contract Proposal for 2020

Dear Ms. Bourgeous,

Attached is a proposal for tax years 2020. Considering the most current Sales Ratio Study which indicates a 90.91 ratio I would treat 2020 as a maintenance year and not uniformly adjust values throughout the City.

This would include updating any new plats and building permits, all rechecks from prior years and updating all lease files.

Please call if you have any questions.

Michael C. Renfro, Partner
Appraisal Company of Alaska, LLC

PROPOSAL FOR
CONTACT ASSESSOR
CITY OF CORDOVA
TAX YEAR 2020

Appraisal Company of Alaska

CITY OF CORDOVA, ALASKA

TAX YEAR 2020

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is between the CITY OF CORDOVA, ALASKA, and APPRAISAL COMPANY OF ALASKA ("Contractor"), effective on the 14th day of August 2019.

THIS AGREEMENT is for professional tax assessment services for the City of Cordova. Contractor's primary contact person under this agreement is Michael C. Renfro. Contractor's primary contact person may not be changed without the written consent of the City.

ARTICLE 1. SUMMARY OF SERVICES

1.1 The scope of work to be performed hereunder is more completely described in Appendix A which is incorporated herein by reference.

ARTICLE 2. COMPENSATION

2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference.

ARTICLE 3. PERIOD OF PERFORMANCE

3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written or oral notice to proceed and to complete the work in accordance with Scope of Work (Appendix A) and such time schedules as directed by the City of Cordova.

3.2 The period of performance under this agreement shall be tax assessment work for the City of Cordova for the 2020 tax year and shall end upon completion of the board of Equalization hearings and appeals in year 2020.

3.3 This contract may be carried over with the written agreement of both parties.

3.4 Termination: Either party may terminate this Agreement for substantial failure of the other party to perform its obligations hereunder only after having first provided written notice of the alleged failure to perform to the non-performing party and given the non-performing party, fifteen (15) days within which to either remedy said non-performance or if the non-performance cannot be cured within fifteen (15) days, commence and proceed with diligence to cure the non-performance. In the event of such termination, the Assessor will be paid for all services rendered to the date of termination, less any damages incurred by the City as a result of the Assessor's non-performance.

ARTICLE 4. SUBCONTRACTORS

4.1 The Contractor shall perform all services required under this agreement except as may be performed by its subcontractors. Subcontractors can only be used with the express prior written permission of the City of Cordova, which retains the right to approve or reject subcontractors and the use thereof. All subcontractors shall be required to comply with insurance requirements identified in Article 5 below.

ARTICLE 5. INSURANCE

5.1 The following minimum limits of insurance coverage are required:

	Limits of Liability	
Type insurance	Each Occurrence	Aggregate
Workmen's Compensation (for states In which employees are engaged)	$1,000,000	$1,000,000
Employer's General Liability	$500,000	$1,000,000
Comprehensive General Liability	$2,000,000	$4,000,000
Comprehensive Automobile Liability	$500,000	$1,000,000

ARTICLE 6. APPENDICES

6.1 The following appendices are attached to this agreement and incorporated herein:

Appendix A Scope of Work
Appendix B Basis of Compensation

IN WITNESS WHEREOF, the parties have executed this Agreement on the 14th day of August 2019.

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA *CITY OF CORDOVA, ALASKA*

By:_____ By:_____
Michael C. Renfro City of Cordova
Partner

Date____8/14/19_____Date_____

APPENDIX A

SCOPE OF WORK
2020

The Contractor shall:

1. Establish the full and true value of all taxable real property located within the City of Cordova to be assessed In the name of the person by whom it is owned on the first day of January, for the tax year of the contract.

2. Provide current assessments with new photographs and valuations for all new buildings constructed and assess all changes on existing properties.

3. Create and/or revalue in full detail as needed a property card for each parcel showing size, dimensions, construction materials, and other pertinent data as well as a minimum of one exterior photograph.

4. Provide updates to the assessment roll to the City Clerk's office no later than February 1.

5. Represent the City of Cordova at Board of Equalization hearings.

6. Conduct a sales ratio analysis (ratio between assessed values and sales prices) to determine the level of assessment.

7. Keep the City Administration informed of sales ratio analyses or other information which may cause the assessor to make changes to local assessments that would raise or lower assessments greater than 5%. Recommending no increase to level of assessment for 2020.

8. In addition to those properties that have changes, the Assessor will inspect all properties to meet State Assessor guidelines and update all lease files.

9. Be accessible to City of Cordova staff throughout the term of the contract for consultation.

10. After completion of the Board of Equalization hearings, assist the City Clerk in certifying the final assessment roll.

11. Title information and/or legal opinions, if required, will be furnished by the City of Cordova.

12. The assessor is to be allowed to remove the property record cards from the City for a period not to exceed 60 days for computations and any additional time to be at the discretion of the City.

APPENDIX B

BASIS OF COMPENSATION

Compensation and Terms of Payment

2020 update and maintenance	$17,000

Contract assessor to also represent the City of Cordova at the annual Board of Equalization (BOE). The assessor's fee for representation at the BOE is included in the contract amount.

Table 8
2018 Contract Assessment Costs

These costs are strictly for services provided by the assessment contractor. Municipal staff time has not been included.

Municipality	Contractor	Contract Amount	# Real Property Parcels	# of Personal Property Accounts	Scope of Work	Notices Mailed	BOE Meeting Date	Property Tax Due Date
Bristol Bay Borough	Appraisal Company of Alaska	$ 21,000	1,944	1,201	Real Property, Maintenance, Personal Property	6/8/2018	4/26/2018	8/31/2018
Cordova	Appraisal Company of Alaska	$ 20,000	1,629	-	Real Property, Maintenance	6/29/2018	4/16/2018	8/31/2018
Craig	Horan and Company	$ 30,000	590	-	Real Property, Maintenance	7/2/2018	5/17/2018	9/30/2018
Dillingham	Canary & Associates	$ 24,000	1147	509	Reappraisal, Real Property, Personal Property	7/1/2018	5/17/2018	9/30/2018
Nenana	Appraisal Company of Alaska	$ 0	-	-	Reappraisal, Maintenance	7/12/2018	5/31/2018	9/1/2018
Nome	Appraisal Company of Alaska	$ 22,000	2,126	713	Maintenance, Real Property	6/14/2018	5/2/2018	6/31/2018
Pelican	Canary & Associates	$ 1,000	133	94	Maintenance	7/30/2018	7/30/2018	10/15/2018
Petersburg Borough	Appraisal Company of Alaska	$ 40,000	4,236	-	Real Property, Maintenance	6/29/2018	1/0/1900	9/1/2018
Municipality of Skagway	Horan and Company	$ 0	811	-	Reappraisal	7/2/2018	6/7/2018	8/31/2018
Unalaska	Appraisal Company of Alaska	$ 38,000	658	428	Real Property, Maintenance	6/29/2018	5/8/2018	8/20/2018
Valdez	Appraisal Company of Alaska	$ 62,500	-	-	Real Property, Maintenance	6/29/2018	5/2/2018	8/15/2018
Whittier	Appraisal Company of Alaska	$ 10,000	568	618	Real Property, Maintenance, Personal Property	8/1/2018	5/15/2018	10/31/2018
City and Borough of Wrangell	Appraisal Company of Alaska	$ 60,000	2,558	-	Real Property, Maintenance	6/29/2018	5/7/2018	10/15/2018
City and Borough of Yakutat	Appraisal Company of Alaska	$ 15,000	491	-	Real Property, Maintenance	7/1/2018	5/3/2018	7/31/2018
Total (14)		**$ 343,500**	**16,891**	**3,563**				

Special City Council Meeting
July 31, 2019 @ 6:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order
Mayor Clay Koplin called the Council Special Meeting to order at 6:00 pm on July 31, 2019 in the Cordova Center Community Rooms.

B. Roll call
Present for roll call were ***Mayor Clay Koplin*** and Council members ***Melina Meyer***, ***Anne Schaefer***, ***David Allison*** and ***David Glasen***. Council members ***Tom Bailer*** and ***Ken Jones*** were present via teleconference. Council member ***Jeff Guard*** was absent. Also present were City Manager ***Alan Lanning*** and City Clerk ***Susan Bourgeois***.
Mayor Koplin told those on the teleconference line that he had emailed out red-lined versions of the City Manager's contract and they should be pretty easy to follow along when they get into the executive session.

C. Approval of agenda
M/Allison S/Meyer to approve the agenda.
Vote on the motion: 6 yeas, 0 nays, 1 absent (Guard). Motion was approved.

D. Disclosures of conflicts of interest - none

E. Communications by and petitions from visitors
1. Audience Comments regarding agenda item - none

F. Ordinances and Resolutions
2. Resolution 07-19-30 A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY19 budget in the amount of $55,800 to fund a change order for the Bidarki roof replacement project.
M/Schaefer S/Meyer to approve Resolution 07-19-30 a resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY19 budget in the amount of $55,800 to fund a change order for the Bidarki roof replacement project.
Schaefer said the staff memo lays it out pretty well – we really should replace the extra damage to the insulation that was found. ***Glasen*** asked if the insurance would cover the $55,800. ***Lanning*** said no, not this $55,800 – that is why we are amending the budget with this resolution. We can appeal the insurance company determination to not cover this extra amount, we have been examining this option and will have to decide if it is cost effective to do so.
Vote on the motion: 6 yeas, 0 nays, 1 absent. Glasen-yes; Jones-yes; Meyer-yes; Schaefer-yes; Allison-yes; Bailer-yes and Guard-absent. Motion was approved.

G. New business
3. Council action on change order in the amount of $55,800 for Bidarki Roof Replacement Project
M/Schaefer S/Meyer to approve a change order of a sum not to exceed fifty-five thousand eight hundred dollars and zero cents ($55,800) for the Bidarki Roof Replacement Project.
Meyer commented that we just approved the budget amendment for this exact reason, so this will be in line with that.
Vote on the motion: 6 yeas, 0 nays, 1 absent (Guard). Motion was approved.

H. Executive Session
4. Council discussion about the terms of the City Manager's contract – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government
M/Glasen S/Allison to go into an executive session for a Council discussion about the terms of the City Manager's contract – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government
Vote on the motion: 6 yeas, 0 nays, 1 absent (Guard). Motion was approved.
City Attorney ***Holly Wells*** teleconferenced in to the executive session.
Mayor Koplin recessed the meeting to clear the room at 6:08 pm
Council entered the executive session at 6:10 pm and came back into regular session at 7:49 pm.

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Mayor Koplin stated that Council discussed the terms of the City Manager's contract and gave direction to the City Attorney who would compose a draft including the negotiating points for review.

I. Audience participation -none

J. Council comments
Meyer said she is excited that the roof at Bidarki will be fixed.

K. Adjournment
M/Allison S/Glasen to adjourn.
Vote on the motion: 6 yeas, 0 nays, 1 absent (Guard). Motion was approved.

The meeting was adjourned at 7:51 pm

Approved: August 21, 2019

Attest: _____
Susan Bourgeois, CMC, City Clerk

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Regular City Council Meeting
August 7, 2019 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order
Acting Vice Mayor David Allison called the Council Regular Meeting to order at 7:00 pm on August 7, 2019, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance
Acting Vice Mayor Allison led the audience in the Pledge of Allegiance.

C. Roll call
Present for roll call were Council members ***Tom Bailer***, ***Anne Schaefer***, ***David Allison*** and ***David Glasen***. ***Mayor Clay Koplin*** and Council members ***Ken Jones***, ***Jeff Guard*** and ***Melina Meyer*** were absent. Also present was City Manager ***Alan Lanning*** and City Clerk ***Susan Bourgeois***.

D. Approval of Regular Agenda
M/Schaefer S/Bailer to approve the Regular Agenda.
Acting Vice Mayor Allison stated that items 13 and 16 are being pulled off the agenda.
Vote on the motion: 4 yeas, 0 nays, 3 absent (Jones, Guard, Meyer). Motion was approved.

E. Disclosures of Conflicts of Interest and ex parte communications - none

F. Communications by and Petitions from Visitors
1. Guest speakers – none
2. Audience comments regarding agenda items – none
3. Chairpersons and Representatives of Boards and Commissions
CCMCA Board – no one was present to report (the work session earlier had included a report from CCMCA Board Chair ***Greg Meyer***)
School Board - no one was present to report
4. Student Council Representative Report – was not present

G. Approval of Consent Calendar - none

H. Approval of Minutes
M/Bailer S/Schaefer to approve the minutes.
5. Minutes of the 07-17-19 Regular Council Meeting
Vote on the motion: 4 yeas, 0 nays, 3 absent (Jones, Guard, Meyer). Motion was approved.

I. Consideration of Bids - none

J. Reports of Officers
6. Mayor's Report – ***Mayor Koplin*** had a written report in the packet.
7. Manager's Report - City Manager ***Alan Lanning*** reported: 1) he is going to make a bound copy of the Build Grant which was submitted on July 15 – he had a printed copy with him which was a pretty sizable grant application; he also said the Harbor Facilities Grant application has been completed and he will make printed copies of that for Council – he thanked ***Sam Greenwood***, ***Leif Stavig*** and ***Tony Schinella*** for all their hard work on these 2 items – it was a monumental task – hopefully we'll hear about the Harbor Facilities Grant in September and the Build grant between October and December; ***Bailer*** made a quick comment that it is probably not necessary to make all those copies maybe it could go on the website or be emailed to Council; 3) ***Lanning*** explained the report on page 7 of the packet, the UBS fees, etc. He explained that the City is on a wrap fee arrangement and the numbers are net/net. If an investment returns x, we pay x. There are no hidden brokerage fees. The percentage that we pay of the starting balance, called basis points, like in 2010 it was .37% the fee was $52K – that number is exact, the percentage is more illustrative because throughout the year, we are billed quarterly, so it fluctuates. He also relayed that the report offered a chart with a comparison to our previous investment (AMLJIA). We've paid $657,681 in fees and we've gained $3,912,029 - over 9 years and our average fees are about one-half a percent.

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Questions: ***Bailer*** said he'd like to see the return on investment percentage annually. ***Lanning*** said we have made sizable withdrawals in some of these years too. ***Bailer*** also wanted to know if we had the ability to get, say, $100,000 if we needed to quickly. ***Lanning*** said yes, we have a certain percentage of liquid assets – he can get that to Council – it is in a report that he has, basically in cash. He said we also have the central treasury account which is also pretty liquid for us. ***Lanning*** continued and said the Permanent Fund needs 7 votes to get to it, but he doesn't think the central treasury requires that. ***Allison*** asked if the central treasury was the general fund, ***Lanning*** said yes. ***Allison*** also asked about the status of the CD at First National – you were going to look into that for us. ***Lanning*** said he would look. ***Allison*** said, yeah because we will need to know what we can access if we have to help the hospital soon with the PERS debt.

4) ***Lanning*** wanted to discuss recruiting a little bit, we are in our 3rd effort for Finance Director – we interviewed an applicant a week ago and we are going to keep looking – in speaking with a City that has also been recruiting for a long time, they've been open for a month and have 2 applicants. Our plan was to bring ***Dean*** on and get ourselves through this year trying to culminate in a new budget, a new hire for 2020. We are still on track with that, we are evaluating other options and continuing to move forward – we are doing fine, have staff learning new things.

Questions: ***Bailer*** said that when he looked last week for the Finance Director advertising, the only place he could find it was on the City website, he wondered if he just couldn't find it or why it isn't being advertised far and wide. ***Lanning*** said his method is to do an intense recruitment and then you retract so people don't see this ongoing advertisement for months and months. The reason it got pulled was because we were bringing in that candidate and there was a pause while we did that. We have now renewed our efforts. ***Bailer*** made some suggestions about throwing a wider net; possibly contact CTC and CEC who in recruiting sometimes use non-conventional methods, they might offer advice. PWSAC, PWSSC, have all done recruiting, maybe we can pick up on what has been successful for them. Also look at the universities – Fairbanks, Anchorage, Southeast in Juneau. ***Bailer*** said he knows there is a lot of competition, we need to get creative – tell the citizens, they may have friends/family members interested in relocating. ***Schaefer*** said the University system has list-servs that they send out with job announcements, etc.

a. UBS Comparison: Gain/Loss with Fees vs. Short Term Instrument

8. City Clerk's Report – ***Bourgeois*** asked Council about correspondence the third letter, she needed Council input on whether she should bring a resolution to the next meeting. After a short discussion, Council did direct the Clerk to look into this and bring a resolution forward. ***Bailer*** had suggested that Council could do something different to honor her, that they actually have control of instead, as an option. ***Bourgeois*** also suggested that Council look at the Pending Agenda page and maybe knock some of the list down since tonight's meeting might wind up being fairly short.

9. Staff Quarterly Reports – 2019 2Q (April 1 – June 30, 2019)

a. Cordova Harbor & Port, ***Anthony Schinella***, Harbormaster

Bailer asked ***Schinella*** how he determines what kind of projects to work on, how much to spend fixing things up in the Harbor, knowing that we are seeking big funding for a major renovation project. ***Schinella*** said it is a safety and liability issue – when conditions are unsafe, he spends the money, he must make the fix. ***Bailer*** appreciated that.

K. Correspondence

10. July 12, 2019 Mayor letter of support for Tommy Sheridan appointment to NPAFC
11. July 18, 2019 Mayor letter to ANTHC, accepting invitation for site visit
12. July 23, 2019 Letter from Kim Aspelund re Irene Webber bridge naming

L. Ordinances and Resolutions

this Resolution was pulled from the regular agenda as it needed edits/more work

~~13. Resolution 08-19-31~~

~~A resolution of the City Council of the City of Cordova, Alaska establishing lease terms for the lease back of facilities in the hippy cove area from the PWSSC~~

M. Unfinished Business – none

N. New & Miscellaneous Business

14. Pending Agenda, Calendar and Elected & Appointed Officials lists

Bourgeois said she has been remiss in recording Council absences in the Consent Calendar so on August 21 agenda she'll have a few listed as a catch-up. She also asked if Council wanted to discuss taking any of the items off the pending agenda list on page 28 of the packet. After discussion, the Clerk was directed to bring a discussion item on "Council member service on boards/commissions". They also removed long term RV/trailer rental space as staff is working on that currently (seeking a grant). Also removed was harbor expansion/town hall type meeting – that was related to the 2017

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$72 million project that was brought to DC when a big infrastructure bill was in the works. Staff was directed to bring an ordinance in fall about changing the date the school board brings its budget request to Council. Council concurred to discuss where to get the money for funding CCMC as they need to get a handle on their debt. Work session on 8/21/19 will be that topic. ***Lanning*** said he'd be talking to the CFO of PERS on August 14 again – Council decided a discussion for August 21 would be best, not ready yet for the ordinance. Bailer suggested an executive session item as well, if possible. Bourgeois said she was unsure if there was reason enough to warrant executive session, but she would get with the City Attorney to confirm that.

O. Audience Participation - none

P. Council Comments

Bailer said the work session with ***Greg Meyer*** about the hospital was really helpful, they needed to hear that.
Schaefer agreed that the discussion in the work session about healthcare in Cordova was good, she looks forward to partnering with NVE. She expressed thanks and appreciation to the staff that worked on the Harbor Grant and the Build Grant, that was a lot of good work and she hopes for success.
Glasen said he concurs with those comments.
Allison thanked staff as well, he thanked ***Robbie Lewis*** of KLAM for recording tonight and sticking with Council until the end. He reminded the citizens who might listen that they are still looking for CCMCA Board members if anyone was interested in helping in that role.

Q. Executive Session

15. Council discussion about the terms of the City Manager's contract – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government
M/Schaefer S/Glasen to go into executive session for a Council discussion about the terms of the City Manager's contract – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government.
At 7:42 pm, ***Acting Vice Mayor David Allison*** called for a recess to clear the room.
City Clerk Bourgeois called City Attorney ***Jennifer Alexander*** to teleconference into the executive session. The draft contract that Council was going to discuss had been emailed to ***Vice Mayor Meyer*** who was unable to teleconference into the meeting, therefore, ***Acting Vice Mayor Allison*** determined it wasn't worth having the executive session and asked for it to be brought back on the next agenda.
~~16. Recommendations from City Attorney regarding Beecher v. City of Cordova – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government~~
this executive session was pulled from the regular agenda as there was no update at this time

R. Adjournment

M/Bailer S/Glasen to adjourn the meeting.
Hearing no objection Acting Vice Mayor Allison adjourned the meeting at 7:44 pm.

Approved: August 21, 2019

Attest: _____
Susan Bourgeois, CMC, City Clerk

DRAFT

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

Phone: 907.424.6248
Fax: 907.424.6000
Cell: 907.253.6248
E-mail: cityclerk@cityofcordova.net

CITY CLERK'S REPORT TO COUNCIL

August 21, 2019 Regular Council Meeting

Date of Report: August 8 – August 16, 2019

Clerk's Office needs Council Feedback on: City Manager Assessment Committee – they are meeting on August 23 –what would Council like to do next and when? Let's talk at PA

Clerk's Office activities:

- Prepared agenda and packet for Regular Meeting of August 21, 2019
- Continued to respond to applicants for City Manager position, compiled applications in HR absence, met with CM Committee Chair and Vice Mayor to work on committee mtg to be held next week
- Signed City accounts payable checks
- Deputy Clerk has been handling property tax requests from banks/mortgage companies/owners as first half due date approaches (August 31)
- Deputy Clerk completed Senior Citizen/Disabled Veteran Report for State Assessor, assisted with the Municipal Tax Questionnaire also for the State Assessor with deadlines of September 3
- Deputy Clerk finishing up 2017 foreclosures, one property remains on list, deadline is Monday August 19 or City will take ownership of property
- Handled usual vehicle registration renewals as well as titling and registering of new City vehicles
- Prepared Resolution 08-19-32 for tonight's agenda, corresponded with family members, local DoT staff, City Lobbyist John Bitney and researched HB246 from 2012 when we did this last time
- Prepared Resolution 08-19-33 for tonight's agenda, researched code and charter, corresponded with State Assessor, City Assessor and Deputy Clerk
- Prepared agenda item 13 – researched code, spoke with City Attorney, looked through old ordinances, agenda items (from 2014)
- Corresponded with a citizen concerned about inability to euthanize pets in Cordova – working with City Attorney, Cordova's Vet, State and that citizen to get that accomplished – should be a future Council agenda item
- Assisted City Planner with property tax delinquent amounts for land sale of a tax-foreclosed property

AGENDA ITEM 12
City Council Meeting Date: 8/21/2019
CITY COUNCIL COMMUNICATION FORM

FROM: **Susan Bourgeois, City Clerk**

DATE: **8/14/2019**

ITEM: **Resolution 08-19-32 supporting bridge naming**

NEXT STEP: **Majority voice vote**

_____	ORDINANCE	__x__	RESOLUTION
_____	MOTION	_____	INFORMATION

I. REQUEST OR ISSUE: Mayor Koplin received attached letter from Kim Aspelund on July 23, 2019, which was in correspondence in the August 7, 2019 Council packet.

II. RECOMMENDED ACTION / NEXT STEP: Council motion to approve Resolution 08-19-32

III. FISCAL IMPACTS: none

IV. BACKGROUND INFORMATION: The procedure for naming of bridges on a state highway is that local government can pass a resolution requesting/supporting the legislature to do the same. City Council did so in 2011, a resolution was passed naming 14 bridges on the Copper River Highway after Cordova veterans who were killed in action. We forwarded that resolution to Bill Thomas, our Representative in Juneau at the time. The legislature approved House Bill 246 in 2012 which named all those bridges as well as other bypass roads and airports throughout the state.

V. LEGAL ISSUES: As mentioned above in background, staff will follow direction in the last paragraph of the resolution (the "be it further resolved" paragraph) and will forward this on to Representative Louise Stutes and Senator Gary Stevens to hopefully follow through and write and sponsor a bill before the legislature next session.

VI. SUMMARY AND ALTERNATIVES: Council can approve the resolution or direct staff in another way

CITY OF CORDOVA, ALASKA
RESOLUTION 08-19-32

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, SUPPORTING NAMING BRIDGE 406 (SCOTT GLACIER NO. 6) ON THE COPPER RIVER HIGHWAY IN MEMORY OF iRENE WEBBER, FOUNDER OF THE CORDOVA RUNNING CLUB, MASTERMIND BEHIND THE ALASKA SALMON RUNS AND ALL-AROUND GENEROUS AND KIND CORDOVA VOLUNTEER

WHEREAS, the City Council of Cordova, wishes to support naming bridge 406, Scott Glacier No. 6, on the Copper River Highway in memory of irene Webber an admirable Cordovan who encouraged fitness and healthy living in the community of Cordova; and

WHEREAS, irene Webber became interested in distance running in 1979, read everything she could about the sport, began the Cordova Running Club and set out toward her goal of a community event; and

WHEREAS, irene's vision became a reality when in 1986 she accomplished the tremendous achievement of completing the inaugural marathon in Cordova as the lone participant; and

WHEREAS, the Alaska Salmon Runs were born due to irene's dedication and effort, she recruited volunteers and added four other distance events so runners of varied levels could all participate; and

WHEREAS, runners from across the United States and even the world have run in Cordova's prestigious event that is now a part of a well-attended, weekend long, Cordova festival: The Copper River Salmon Jam; and

WHEREAS, irene would be so proud to know that what she began 33 years ago, has evolved into a renowned event that in 2019 included 28 marathoners and almost 300 participants altogether, 70 of which were visitors from outside of Cordova; and

WHEREAS, Cordovans and irene's family members and friends are forever grateful for her vision, her commitment and her enduring inspiration that gave wings to this fun-filled annual event that in 2019 also included participation by irene's children, grandchildren and even great grandchildren; and

WHEREAS, irene's dedication to healthy living encouraged her to also begin the Cordova 2X2 Cancer Walk which continues to this day as a fundraising event that specifically supports Cordova cancer patients; and

WHEREAS, irene volunteered her time supporting other Cordova fundraising efforts too, such as: St. Jude's Children's Hospital, The American Cancer Society and the S.I.D.S Ride-A-Thon.

DRAFT

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cordova, Alaska, does hereby support naming bridge 406, Scott Glacier No. 6, on the CRH after irene Webber; and

BE IT FURTHER RESOLVED that the City Council of the City of Cordova, Alaska will forward this Resolution upon its passage to the Alaska State Legislature as encouragement for its action in forever naming bridge 406, Scott Glacier No. 6, on the Copper River Highway, the irene Webber Bridge.

PASSED AND APPROVED THIS 21st DAY OF AUGUST 2019

_____

Clay R. Koplin, Mayor

ATTEST:

_____

Susan Bourgeois, CMC, City Clerk

DRAFT

July 23, 2019

Clay Koplin
Mayor, City of Cordova
P.O. Box 1201
Cordova, AK 99574

RE: Naming of Bridge

Dear Mr. Koplin,

I'm writing to follow up on our interest in naming a Copper River Highway bridge after my mother, Irene Webber, who did so much to encourage fitness and healthy living for herself as well as within the community of Cordova.

Irene first learned to run in 1979 and studied all the professional guidebooks of distance running. She had a vision of a Running Club and a community event. From that become the first marathon run starting in 1986 in which she was the only runner.

The Alaska Salmon Runs was born and to accompany the marathon, over time Irene added four other distance events so that everyone could participate by running a distance that matches their ability. She advertised our run in many Running magazines. Irene was so excited about the runners who came from other countries (Japan, Brazil, South Africa) to run in what is now part of a destination weekend festival.

Irene and the Cordova Running Club slowly built up the equipment and inventory for running a carefully organized public event. She purchased all the mile marker cones, her family helped make sandwich boards and chase car signs to urge caution for runners on the road, and got local artists to help with making race headquarters decorations.

Each year she recruited about 30 volunteers to help put on the event, and coordinated the public safety aspects of a distance running event with the volunteer Emergency Medical Services team, the Cordova Community Medical Center, and the Cordova Police Department.

Her passion for running inspired the creation of this popular community event that continues today and draws visitors to Cordova to experience running across our renowned Copper River Delta.

This year, we have hosted about 28 marathoners and almost 300 runners altogether, with 70 of those runners coming from out of town (from all over the country) to participate in the Alaska Salmon Runs. This year's event was an Honorary Celebration of Irene's life and her dedication to her community.

Irene has also supported the Cancer Society by doing much needed volunteer work and started the Cancer 2 X 2 Walk/Run, another event that continues to this day.

She has also been a volunteer supporter for the St. Jude's Children's Hospital where she organized a community bike event. Yet, another way to get our community into health and fitness.

Our family would like to ask for your support in adopting a Resolution of Support for naming a Copper River Highway Bridge after our mother in honor of her achievements and dedication to creating an event that continues as well as to celebrate sobriety, fitness and community well-being.

Thank you so much for your consideration. Please contact me at any time if you have any questions or need additional information.

Sincerely,

Kim (Webber) Aspelund
(907) 227-7220
yourfriendkim@hotmail.com

AGENDA ITEM 13
City Council Meeting Date: 8/21/2019
CITY COUNCIL COMMUNICATION FORM

FROM: **Susan Bourgeois, City Clerk**

DATE: **08/09/2019**

ITEM: **Council membership on boards and commissions**

NEXT STEP: **Discussion/possible staff direction**

____	ORDINANCE	____	RESOLUTION
__X__	MOTION	____	INFORMATION

I. REQUEST OR ISSUE: Purging of items off of the pending agenda page of council packets.

II. RECOMMENDED ACTION / NEXT STEP: Council discussion and possible staff direction if there is a consensus for a code change.

III. FISCAL IMPACTS: attorney time for review of any staff-prepared ordinances

IV. BACKGROUND INFORMATION: In 2014 there was a discrepancy between code and practice that Council had been following for years concerning Council members being appointed to serve as council representatives to city boards and commissions. What began as an ordinance to change code to be consistent with the practice, became an ordinance that changes both code practice. With the adoption of Substitute Ordinance 1115, Council members "may" be one of the members on a board or commission and their role on that board or commission is in no way deemed as a Council representative to the Board or Commission.

V. LEGAL ISSUES: attached is substitute ordinance 1115 and city code 3.40.020, 3.52.020 and 11.08.020 – the City Attorney has weighed in previously and her opinion is that totally independent boards and commissions who then either advise or whose decisions may come as appeals to council are far stronger and relieve the vulnerability the City could be exposed to if there were council members on those boards and/or commissions. Decisions made by council after having been advised by an entirely different group of citizens are ultimately stronger decisions.

VI. SUMMARY AND ALTERNATIVES: Council can discuss whether any changes to code are warranted, currently there is one council member on Parks and Rec and one on Harbor Commission.

CITY OF CORDOVA, ALASKA
SUBSTITUTE ORDINANCE 1115

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, AMENDING SECTIONS 3.40.020 ENTITLED "PLANNING COMMISSION CREATED-MEMBERSHIP," 3.40.030 ENTITLED "PLANNING COMMISSION-CHAIRMAN," 3.40.050 ENTITLED "PLANNING COMMISSION-MEMBERS' TERMS OF OFFICE," 3.52.020 ENTITLED "ADVISORY PARKS AND RECREATION COMMISSION-MEMBERSHIP," AND 11.08.020 ENTITLED "HARBOR COMMISSION" TO CLARIFY AND MAKE CONSISTENT COUNCIL MEMBER DESIGNATION FOR SERVICE ON CITY COMMISSIONS, MAKE COUNCIL MEMBER SERVICE ON COMMISSIONS PERMISSIVE RATHER THAN OBLIGATORY

WHEREAS, City Council members are designated as members on City of Cordova, Alaska ("City") commissions during their service on City Council; and

WHEREAS, it is in the City's best interest to permit but not require Council members to be appointed to commissions during their service as Council members; and

WHEREAS, the method of appointing Council members to commissions should be consistent for all commissions; and

WHEREAS, it is necessary to meet the governing needs of the City to have only five members on the Parks and Recreation Commission instead of seven;

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

Section 1. Chapter 3.40.020 is hereby amended to read as follows:

3.40.020 Planning commission created - Membership

A. There is created a city planning commission consisting of seven members.

B. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 herein shall be entitled to serve on the planning commission. One of the members of the commission ~~shall~~ **may** be designated by the council from its number. ~~Each of t~~**T**he ~~remaining six~~ members not designated by the council from its number shall be nominated by the mayor and confirmed by the council. ~~Each term of membership shall be for three years, and terms of individual members shall be overlapping. Members shall serve without compensation.~~

C. Each term of membership shall be for three years, and terms of individual members shall be overlapping. All members shall serve without compensation.

Section 2. Section 3.40.030 is hereby amended to read as follows:

3.40.030 Planning commission—Chairman.

A chairman of the commission shall be selected annually, and shall be elected from and by the ~~appointive~~ members **of the commission**.

Section 3. Section 3.40.050 is hereby amended to read as follows:

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

3.40.050 Planning commission—Members' terms of office.

A. Members of the commission shall be appointed for three years **and terms of individual members shall be overlapping**; provided, however, that in the first instance one-third thereof shall be appointed for three years, one-third for two years, and one-third for one year.

Section 4. Section 3.52.020 is hereby amended to read as follows:

3.52.020 Advisory parks and recreation commission-Membership

A. The advisory parks and recreation commission shall consist of seven members. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 of this code shall be entitled to serve on the commission. One of the members of the commission ~~shall~~ may be designated by the council from its number. ~~Each of the remaining six m~~**M**embers **not designated by the council from its number** shall be nominated by the mayor and confirmed by the council. **All m**~~M~~embers shall serve without compensation.

B. Ex Officio Members. The mayor, the city manager, the public works director, parks and recreation director and the planning director shall be ex officio members of the commission, and shall have the privilege of the floor, but no right to vote.

C. Terms of Office. Members of the commission**, except as otherwise provided in this chapter,** shall be appointed for three year terms; provided however, that in the first instance two members be appointed for three years, two members for two years and one member for one year.

D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

Section 5. Section 11.08.020 is hereby amended to read as follows:

11.08.020 Harbor Commission

A. A harbor commission shall be established for the purpose of advising the city council on the operation, maintenance and improvement of the Port of Cordova's facilities, and for such additional purposes as the city council may from time to time designate. The harbor commission shall consist of five voting members. The city manager and harbormaster shall be ex officio members of the commission and shall have the right of the floor to participate in all discussions, however, they shall not have a vote. The commission shall elect a chairman and vice-chairman from its membership each January.

B. Only residents of the City who qualify as municipal voters pursuant to Section 2.08.010 of this code shall be entitled to serve on the harbor commission. One of the members of the commission ~~shall~~**may** be designated by the council from its number. ~~Each of the remaining four~~ **M**~~m~~embers **not designated from the council from its number** shall be nominated by the mayor and confirmed by the council.

C. **Each** ~~T~~**terms** of membership ~~for the members, not including the council member,~~ shall be for three years ~~each or until a successor in office is appointed by the council. Terms of individual members~~ and shall be overlapping~~, and shall commence January 1st of each year. The member from the council shall serve at the pleasure of the council.~~ **All m**~~M~~embers shall serve without compensation.

D. The harbor commission shall hold a minimum of one meeting per quarter or as needed at a date, time and place as set by the commission, except that the commission shall not be required to have meetings during the fishing season or any like period as may hereafter be set by the commission, during any given year, said period not to exceed six months.

E. The harbor commission shall conduct its meeting in accordance with Robert's Rules of Order.

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

F. The unexpired portion of any term remaining after a vacancy exists on the commission shall be filled as the original appointment.

G. The harbor commission shall recommend for adoption by the city council a general plan for the Port of Cordova, Port of Cordova rules and regulations, and Port of Cordova fees, payments and assessments, which recommendation shall be presented to the city council, in writing, by the city manager at the first regular city council meeting in the month of March each year.

H. The harbor commission shall review all plans for construction and development within the confines of the Port of Cordova or anywhere within ATS 220, and shall report to the city council the expected impact of such construction or development on the Port of Cordova. The harbor commission shall make appropriate recommendations to the council concerning such construction or development.

Section 6. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published within ten (10) days after its passage.

1st reading of Ordinance 1115:	May 7, 2014
1st reading of Substitute Ordinance 1115:	May 7, 2014
2nd reading and public hearing of Substitute Ordinance 1115:	May 21, 2014
2nd reading and public hearing of Substitute Ordinance 1115 after another substantive change:	June 04, 2014

PASSED AND APPROVED THIS 4th DAY OF JUNE, 2014

James Kacsh, Mayor

Attest:

Susan Bourgeois, CMC, City Clerk

CITY OF CORDOVA CORPORATE SEAL JULY 8, 1909 ALASKA

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

3.40.020 - Planning commission created—Membership.

A. There is created a city planning commission consisting of seven members.

B. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 shall be entitled to serve on the planning commission. One of the members of the commission may be designated by the council from its number. The members not designated by the council from its number shall be nominated by the mayor and confirmed by the council.

C. Each term of membership shall be for three years, and terms of individual members shall be overlapping. All members shall serve without compensation.

(Ord. 961 § 1, 2004: Ord. 619 § 2, 1987: prior code § l5.102(a); Ord. No. 1115, § 1, 6-4-2014)

3.52.020 - Advisory parks and recreation commission —Membership.

A. The advisory parks and recreation commission shall consist of seven members. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 shall be entitled to serve on the commission. One of the members of the commission may be designated by the council from its number. Members not designated by the council from its number shall be nominated by the mayor and confirmed by the council. All members shall serve without compensation.

B. Ex Officio Members. The mayor, the city manager, the public works director, parks and recreation director and the planning director shall be ex officio members of the commission, and shall have the privilege of the floor, but no right to vote.

C. Terms of Office. Members of the commission, except as otherwise provided in this chapter, shall be appointed for three year terms; provided however, that in the first instance two members be appointed for three years, two members for two years and one member for one-year.

D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

(Ord. 961 § 2, 2004: Ord. 736 (part), 1994)

(Ord. No. 1115, § 4, 6-4-2014)

11.08.020 - Harbor commission.

A. A harbor commission shall be established for the purpose of advising the city council on the operation, maintenance and improvement of the Port of Cordova's facilities, and for such additional purposes as the city council may from time to time designate. The harbor commission shall consist of five voting members. The city manager and harbormaster shall be ex officio members of the commission and shall have the right of the floor to participate in all discussions, however, they shall not have a vote. The commission shall elect a chairman and vice-chairman from its membership each January.

B. Only residents of the city who qualify as municipal voters pursuant to Section 2.08.010 shall be entitled to serve on the harbor commission. One of the members of the commission may be designated

by the council from its number. Members not designated from the council from its number shall be nominated by the mayor and confirmed by the council.

C. Each term of membership shall be for three years and shall be overlapping. All members shall serve without compensation.

D. The harbor commission shall hold a minimum of one meeting per quarter or as needed at a date, time and place as set by the commission, except that the commission shall not be required to have meetings during the fishing season or any like period as may hereafter be set by the commission, during any given year, said period not to exceed six months.

E. The harbor commission shall conduct its meeting in accordance with Robert's Rules of Order.

F. The unexpired portion of any term remaining after a vacancy exists on the commission shall be filled as the original appointment.

G. The harbor commission shall recommend for adoption by the city council a general plan for the Port of Cordova, Port of Cordova rules and regulations, and Port of Cordova fees, payments and assessments, which recommendation shall be presented to the city council, in writing, by the city manager at the first regular city council meeting in the month of March each year.

H. The harbor commission shall review all plans for construction and development within the confines of the Port of Cordova or anywhere within ATS 220, and shall report to the city council the expected impact of such construction or development on the Port of Cordova. The harbor commission shall make appropriate recommendations to the council concerning such construction or development.

(Ord. No. 1109, § 1, 6-19-2013; Ord. No. 1115, § 5, 6-4-2014)

City Council of the City of Cordova, Alaska

Pending Agenda August 21, 2019 Regular Council Meeting

A. Future agenda items - topics put on PA with no specific date

1) Harbor expansion Town Hall type meeting - public input
2) Strategic Planning - revisit plan - schedule the next work session for this
3) Resolution 12-18-36 re E-911, will be back when a plan has been made, referred 12/19/18
4) Work Session w/ ADF&G re fisheries management decisions and their economic impact to Cordova
5) Joint work session with Harbor Commission on Waterfront Development - **after fishing (Sept 2019)**
6) Renewal of health care plan including subsidiary contracts and all amendments to date
7) Code change so school funding request comes later in year not May 1
8) Council discussion about Attorney billing/staff attorney use guidelines - fall 2019
9) Council/board training with City Attorney - **summer/fall 2019**?
10) Investment firms, specifics, manager to get more info to Council; btwn **Aug - Oct, 2019**
11) First mtg of CM Assessment Committee - **Friday August 23**

B. Upcoming Meetings, agenda items and/or events:

1) Capital Priorities List and Resolution to come before Council quarterly:
   9/4/2019 12/4/2019 3/4/2020 6/17/2020
2) Staff quarterly reports will be in the following packets:
   10/16/2019 1/15/2020 4/15/2020 7/15/2020
3) Alaska Municipal Leage fall conference including training **November 18-22**
   http://www.akml.org/conferences/ let Clerk know if interested in attending
4) Final Comprehensive Plan should be ready for Council approval in **October 2019**
   comment on the Comp Plan **extended** through **Sept 13, 2019** http://cordovacompplan.com/

C.

Clear direction should be given to Clerk/Manager on any proposed agenda item including who is being tasked / what the action will be / when it will be on an agenda

item for action	tasking which staff	proposed date
1) …		
2) …		
3) …		

Mayor Koplin 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 August 21, 2019 Regular Council Meeting

D. Membership of existing advisory committees of Council formed by resolution:

1) Fisheries Advisory Committee:
authorizing resolution 04-03-45
approved Apr 16, 2003

1-Torie Baker, chair (Marine Adv Prgm) 2-Jeremy Botz (ADF&G)
3-Tim Joyce (PWSAC) 4-Jim Holley (AML)
5-Chelsea Haisman (fisherman) 6-Tommy Sheridan (processor)

Mayor Koplin is currently contacting existing members and hopes to have new appointments for Council concurrence soon

2) Cordova Trails Committee:
re-auth res 11-18-29 app 11/7/18
auth res 11-09-65 app 12/2/09

1-Elizabeth Senear 2-Toni Godes
3-Dave Zastrow 4-Ryan Schuetze
5-Wendy Ranney 6-Michelle Hahn

3) Fisheries Development Committee:
authorizing resolution 12-16-43
approved Dec 23, 2016

1-Warren Chappell 2-Andy Craig 3-Bobby Linville
4-Gus Linville 5-Tommy Sheridan 6-Bob Smith

4) Comprehensive Plan Committee:
authorizing resolution 10-18-28
approved Oct 3, 2018

1-Cathy Renfeldt 2-Kristin Carpenter 3-Tom McGann
4-Nancy Bird 5-Brooke Johnson 6-Katrina Hoffman
7-Bret Bradford 8-Dave Zastrow 9-Olivia Carroll
10- 11- 12-

5) City Manager Assessment Committee:
authorizing resolution 07-19-29
approved July 3, 2019

1-Bert Adams 2-Christa Hoover 3-Jim Kacsh
4-Dan Logan 5-Cathy Renfeldt 6-Dave Roemhildt
7-Tony Schinella 8-Cathy Sherman 9-
10-

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

1) Prince William Sound Regional Citizens Advisory Council

Robert Beedle re-appointed June 2018 2 year term until May 2020
re-appointed March 2016
re-appointed March 2014
appointed April 2013

2) Prince William Sound Aquaculture Corporation Board of Directors

Tom Bailer re-appointed October 2018 3 year term until Sept 2021
appointed February 2017-filled a vacancy

3) Southeast Conference AMHS Reform Project Steering Committee

Mike Anderson appointed April 2016 until completion of project
Sylvia Lange alternate

AUGUST 2019

CALENDAR MONTH	AUGUST
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
1	2					

CHS Swimming starts Aug 7

Cordova Volleyball Camp/Clinic, August 6-8

6:00 Council work session
7:00 Council reg mtg CCAB

6:00 Harbor Cms CCM

6:30 P&Z CCAB

7:00 Sch Bd HSL

CAYAC Cordova Basketball Camp/Clinic, August 19-22

6:30 Council work session
7:00 Council reg mtg CCAB

5:30 CTC Board Meeting

12pm City Mgr Assess
Cmt mtg CCAB

Alaska State Fair Aug 22 - Sep 3

Alaska State Fair Aug 22 - Sep 3

6:00 P&R CCM

6:00 CEC Board Meeting

6:00 CCMCAB HCR

Fungus Festival Aug 30 - Sep 1

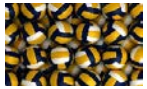
Notes

Legend:
CCAB-Community Rms A&B
HSL-High School Library
CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
CCER-Education Room
LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

SEPTEMBER 2019

CALENDAR MONTH	SEPTEMBER
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Fungus Festival Aug 30 - Sep 1	2 Alaska State Fair Aug 22 - Sep 3 LABOR DAY Labor Day-City Hall Offices Closed		4 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	5 NFL opening day	6	7
8 NFL first Sunday	9	10 6:30 P&Z CCAB	11 6:00 Harbor Cms CCM 7:00 Sch Bd HSL	12 CHS Volleyball practice starts Sept 11	13	14
15	16	17	18 5:30 CTC Board Meeting 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	19	20	21
22	23	24 6:00 P&R CCM	25 6:00 CEC Board Meeting	26 6:00 CCMCAB HCR	27 CHS Volleyball Tournament, Sept 27-28 	28
29	30	1	2	3	4	5
6	7					

Notes

Legend:
CCAB-Community Rms A&B
HSL-High School Library
CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
CCER-Education Room
LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

OCTOBER 2019

CALENDAR MONTH	OCTOBER
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2 CHS wrestling practice starts Oct 2 6:00 Council work session 7:00 Council reg mtg CCAB	3	4	5
6	7 Indigenous Peoples Day CSD Holiday no school	8 6:30 P&Z CCAB	9 7:00 Sch Bd HSL 7:00 Harbor Cms CCM	10 PWSAC General Board Meeting CCAB 9 am 	11	12
13	14	15	16 5:30 CTC Board Meeting 6:00 Council work session 6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB	17	18 AK Day-City Hall Offices Closed	19
20	21	22	23 6:00 CEC Board Meeting	24	25 11:30 am Council work session CCER	26
27	28	29 **6:00 P&R CCM**	30	31 **6:00 CCMCAB HCR**	1	2
3	4					

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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:	**Clay Koplin**		March 5, 2019	March-22
3 years		Mayor@cityofcordova.net	March 1, 2016	
Council members:				
Seat A:	**Tom Bailer**		March 5, 2019	March-22
3 years		CouncilSeatA@cityofcordova.net		
Seat B:	**Kenneth Jones**		March 7, 2017	March-20
3 years		CouncilSeatB@cityofcordova.net		
Seat C:	**Jeff Guard**		March 7, 2017	March-20
3 years		CouncilSeatC@cityofcordova.net		
Seat D:	**Melina Meyer, Vice Mayor**		March 6, 2018	March-21
3 years		CouncilSeatD@cityofcordova.net		
Seat E:	**Anne Schaefer**	elected by cncl	March 6, 2018	March-21
3 years		CouncilSeatE@cityofcordova.net	December 6, 2017	
Seat F:	**David Allison**		March 5, 2019	March-22
3 years		CouncilSeatF@cityofcordova.net	March 1, 2016	
Seat G:	**David Glasen**		March 5, 2019	March-22
3 years		CouncilSeatG@cityofcordova.net		

Cordova School District School Board - Elected

length of term			Date Elected	Term Expires
3 years	**Barb Jewell, President**		March 5, 2019	March-22
		bjewell@cordovasd.org	March 1, 2016	
			March 5, 2013	
3 years	**Bret Bradford**	bbradford@cordovasd.org	March 6, 2018	March-21
			March 3, 2015	
3 years	**Tammy Altermott**		March 5, 2019	March-22
		taltermott@cordovasd.org	March 1, 2016	
			March 5, 2013	
3 years	**Peter Hoepfner**		March 6, 2018	March-21
			March 3, 2015	
		phoepfner@cordovasd.org	March 6, 2012	
			March 3, 2009	
			March 7, 2006	
3 years	**Sheryl Glasen**		March 7, 2017	March-20
		saglasen@cordovasd.org	March 4, 2014	
	Vacant (appointed, non-voting)			
	City Council Rep			

seat up for re-election in 2020	***vacant***
board/commission chair	
seat up for re-appt in Nov 19	

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

CCMC Authority - Board of Directors - Elected

length of term			Date Elected	Term Expires
3 years	**Kristin Carpenter**		March 7, 2017	March-20
3 years	**Greg Meyer, Chair**	elected by board to fill a vacancy due to resignation	March 5, 2019 July 19, 2018	March-22
3 years	***vacant***		March 5, 2019	March-22
3 years	**Linnea Ronnegard**		March 6, 2018	March-21
3 years	**Gary Graham**	elected by board to fill a vacancy due to resignation	March 5, 2019 May 31, 2018	March-21

Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	**Mary Anne Bishop, Chair**	November-16 November-13 November-10 November-06	November-19
3 years	**Wendy Ranney**	November-18 November-15 April-13	November-21
3years	**Sherman Powell**	June-18	November-19
3 years	**Sarah Trumblee**	February-18	November-20
3 years	**Krysta Williams**	February-18	November-20

Planning and Zoning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Nancy Bird**	November-16	November-19
3 years	**Allen Roemhildt**	November-16 January-14	November-19
3 years	**Scott Pegau, vice chair**	November-17 December-14 December-11	November-20
3 years	**John Baenen**	November-18 November-15 December-12	November-21
3 years	**Tom McGann, chair**	November-17 December-14 December-11 April-11	November-20
3 years	**Chris Bolin**	November-18 September-17	November-21
3 years	**Trae Lohse**	November-18	November-20

seat up for re-appt in Nov 19

seat up for re-election in 2019 | ***vacant*** | **board/commission chair**

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

Harbor Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Mike Babic**	November-17	November-20
3 years	**Andy Craig**	November-16	November-19
3 years	**Max Wiese**	November-17 January-14 March-11	November-20
3 years	**Ken Jones**	November-16 February-13	November-19
3 years	**Jacob Betts, Chair**	November-18 November-15	November-21

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Wendy Ranney, Chair**	November-18 November-15 August-14	November-21
3 years	**Anne Schaefer**	November-17	November-20
3 years	**Ryan Schuetze**	August-18	November-21
3 years	**Kirsti Jurica**	November-18	November-21
3 years	**Marvin VanDenBroek**	November-16 February-14	November-19
3 years	**Karen Hallquist**	November-16 November-13	November-19
3 years	**Dave Zastrow**	November-17 February-15 September-14	November-20

Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	**Cathy Sherman**	August-16	November-19
3 years	**Heather Hall**	August-16	November-19
3 years	**Brooke Johnson**	August-16	November-19
3 years	**John Wachtel**	November-18 August-16	November-21
3 years	**Wendy Ranney**	November-18	November-21
3 years	**Nancy Bird**	November-18 November-17	November-21
3 years	**Jim Casement, Chair**	November-17	November-20

seat up for re-election in 2019	**seat up for re-appt in Nov 19**
board/commission chair	***vacant***