

**Consortium of  
Chugiak-Eagle River Community Councils**  
*“Dedicated to creating a separate chapter of land use regulations for  
Chugiak-Eagle River in Anchorage Municipal Code Title 21”*

TO: Federation of Community Councils  
THRU: Bobbi Wells  
Consortium President  
FROM: Linda R. Kovac  
Acting Consortium Secretary-Treasurer  
SUBJECT: Consortium - Approved Minutes for July 27, 2006 Meeting

*Secretary Note: Due to scheduling conflicts the Consortium’s originally scheduled July 26 meeting was rescheduled to July 27.*

**CALL TO ORDER**

Chair Bobbi Wells called the meeting to order at 6:38 pm at Jitters restaurant in Eagle River.

*Secretary Note: Due to excessive noise in the restaurant, the meeting was recessed at 7:20 pm and then reconvened at 7:31 pm at the Eagle River Commons Park.*

Attendees: Andy Brewer – South Fork Community Council Board Member  
Paula Caywood – Chugiak Community Council Board Member  
Kevin Finnigan – Birchwood Resident  
Bob Gill – South Fork Community Council President  
Linda Kovac – Chugiak Community Council Secretary-Treasurer  
Gail McCain – Birchwood & Chugiak Resident  
Randy McCain – Birchwood & Chugiak Resident  
Bill Mears – Chugiak Resident  
Meredith Mears – Chugiak Resident  
Dixie Waddell – Chugiak Resident  
Bobbi Wells – Birchwood Community Council President

**REPORTS**

Chugiak-Eagle River Comprehensive Plan Update – Bobbi Wells (688-4321, barb@mtaonline.net) reported that the implementation schedule in the Chugiak-Eagle River Comprehensive Plan Update – Public Hearing Draft (April 2006) calls for revising AMC Title 21 to include a separate chapter for Chugiak-Eagle River.

For more information, go to [www.muni.org/planning/ChugiakERCompPlanUpdate.cfm](http://www.muni.org/planning/ChugiakERCompPlanUpdate.cfm).

**Chugiak-Eagle River Comprehensive Plan Update  
Upcoming Public Meetings and Hearing Schedule**

Monday, Sept 11	Planning and Zoning Commission Hearing and Action on Comp Plan Update
October (tentative)	Assembly Hearing and Action on Comp Plan Update

MOA Title 21 Rewrite Project – Wells reported that Erika McConnell/MOA Planning (343-7917, McConnellEB@ci.anchorage.ak.us) and Tom Nelson/MOA Planning Director (343-7901, nelsontp@ci.anchorage.ak.us) stated that the schedule for the MOA's Title 21 Rewrite project is up in the air right now and that the Consortium's desire for a separate chapter is not a factor in the scheduling uncertainty.

An electronic version of Title 21 Rewrite Draft #2 is available on [www.muni.org/planning/prj\\_Title21.cfm](http://www.muni.org/planning/prj_Title21.cfm) and paper copies may be picked up at the MOA Planning desk at 4700 South Bragaw Street.

## **NEW BUSINESS**

### Consortium By-Laws

It was unanimously agreed that the Acting Secretary would compile a set of by-laws to govern the Consortium's operation. It was further agreed to include the following items in the by-laws:

- The purpose of the Consortium shall be to create a separate chapter of land use regulations in Anchorage Municipal Code Title 21 for Chugiak-Eagle River.
- The Board shall have six members consisting of one primary delegate to be appointed from each of the six Chugiak-Eagle River community councils (Birchwood, Chugiak, Eagle River, Eagle River Valley, Eklutna Valley, and South Fork).
- Each community council shall appoint an alternate delegate to serve on the Board in case the primary delegate cannot attend a meeting.
- The Board shall have an executive committee consisting of three elected officers: President, Vice President, and Secretary-Treasurer. The officers shall have assigned duties.
- Meetings shall be open to the public.
- Notification of meetings shall be via email.
- Meetings shall be conducted as informally as the number of participants will allow and in a manner designed to increase public expression and discussion. However, the latest edition of Robert's Rules of Order shall apply in all instances, matters, and proceedings not covered by the by-laws.
- The necessary quorum to hold a meeting shall be at least three board members.
- Each board member shall have one vote.
- A simple majority vote shall be required to perform an action by the Board.
- A two-thirds affirmative vote shall be required to overturn or change a previous action by the Board.
- Minutes shall be taken at all meetings.
- Meeting minutes and other project documentation shall be posted on the FCC website, [www.communitycouncils.org](http://www.communitycouncils.org).

Attendees noted that this organization mirrors the current operation of the CBERRRSA Board of Supervisors and the ERCPRSA Board of Supervisors.

Attendees recommended that the future set of Consortium by-laws be confirmed by the individual community councils.

Consortium Board Members

If a community council’s primary or alternate delegate to the Consortium is identified as “acting” in the list below then the council is asked to confirm the delegate’s status to the Consortium. To-date, the Consortium Board includes the following primary and alternate delegates:

Seat	Community Council	Status of Confirmation by Community Council	Delegate Name	Delegate Type	Phone	Email
1	Birchwood	confirmed	Bobbi Wells, Consortium President	Primary	688-4321	barb@mtaonline.net
		acting	Val Jokela or Diane Payne	Alternate		
2	Chugiak	acting	Linda Kovac, Consortium Secretary-Treasurer	Primary	688-5356 phone 688-5456 fax	lkovac@chugiakcouncil.org
		acting	Paula Caywood	Alternate	694-8758	cmmgen@mtaonline.net
3	Eagle River	confirmed	Judith Fetherolf	Primary	694-3318	judithmcarthur@yahoo.com
		acting	Charlie Horsman's replacement	Alternate	694-6502	seakerr@alaska.com
4	Eagle River Valley	acting	Bill Starr, Consortium Vice President	Primary	694-5060	bill@starrak.com
		acting	Vacant	Alternate		
5	Eklutna Valley	acting	Bob Reagan	Primary	688-6610	reaganrr@ak.net
		acting	Vacant	Alternate		
6	South Fork	confirmed	Bob Gill	Primary	694-2913	SPullen@mtaonline.net
		confirmed	Andy Brewer	Alternate	753-2757	andrew.w.brewer@poa02.usace.army.mil

Consortium Officer Elections

The following three board members were nominated and seconded to serve as officers on the Consortium Board:

<u>Name</u>	<u>Office</u>
Bobbi Wells	President
Bill Starr	Vice President
Linda Kovac	Secretary-Treasurer

There being no further nominations, a vote was conducted by all attendees unanimously electing the above officers to the Consortium Board.

*Secretary Note: Mr. Bill Starr was not present at this meeting. The Secretary tried to confirm Mr. Starr’s willingness to serve as Vice President but did not receive a response.*

### Consortium & FCC Meeting

Wells summarized a meeting held on July 26, 2006 pertaining to the administration of the \$150,000 grant. Consortium representatives included Bobbi Wells and Linda Kovac. FCC representatives included Justina Meyer/FCC Chair, Merten Bangemann-Johnson/Former FCC Chair, Deborah Bauer/FCC Office Manager, and Ed Leach/FCC Administrative Assistant.

- On July 3, 2006, the FCC was notified from the Department of Commerce/Community and Economic Development that a legislative grant of \$150,000 was awarded by the State of Alaska to the Federation of Community Councils, Inc. (FCC) for the purpose of preparing the separate chapter.

*Secretary Note: The notification letter was available for inspection to attendees of the July 27<sup>th</sup> Consortium meeting.*

- The grant notification letter requests the following information from the FCC:
  - ✓ Brief project description
  - ✓ Federal Tax Identification Number
  - ✓ Person responsible for executing the grant agreement
  - ✓ Person responsible for administering the grantUpon receipt of the above items, the Department of Commerce/Community and Economic Development will prepare and send the Grant Agreement for signature.
- The FCC recently passed motions to accept the \$150,000 grant and to charge a 2% fee to administer the grant.
- The grant must be spent and accounted for by June 30, 2007.
- Attendees proposed the following way forward:
  - ✓ The FCC would charge 2% to administer the grant (maximum of \$3,000).
  - ✓ The FCC would use its Federal Tax Identification Number for accounting purposes in the administration of the \$150,000 grant.
  - ✓ The FCC would use its standard accounting procedures and accounting system, letterhead, and checks in the administration of the \$150,000 grant. Standard FCC accounting procedures include requiring dual signatures for all bank transactions.
  - ✓ The FCC's role would not include issues dealing with project scope, schedule, budget, or politics.
  - ✓ The Consortium would authorize the payment of invoices out of the \$150,000 grant by affirmative vote of the Consortium.
  - ✓ The Consortium would request the FCC to disperse funds out of the \$150,000 grant to pay such invoices.
  - ✓ Justina Meyer, FCC Chair, would execute the grant agreement and other grant documents with the State of Alaska.
  - ✓ Deborah Bauer, FCC Manager, would administer the \$150,000 grant (277-1977 DebbieBauer@communitycouncils.org).
  - ✓ Linda Kovac, Consortium Secretary-Treasurer, would request the FCC to pay invoices out of the \$150,000 grant when authorized by the Consortium.

### Memorandum of Understanding between Consortium & FCC

It was unanimously agreed to accept the proposed way forward using the FCC as grant administrator at a 2% fee. The FCC's duties would include all administration of the grant as determined by the State of Alaska including, but not limited to: securing the grant; executing the grant; accounting for grant monies; expeditiously dispersing funds from the grant to pay invoices at the request of the Consortium; and preparing and sending letters, reports, and forms to the State of Alaska pertaining to the grant.

It was unanimously agreed that the Acting Secretary would draft a Memorandum of Understanding (MOU) between the Consortium and the FCC pertaining to the administration of the \$150,000 state grant to include the items above. The draft MOU will be sent to Kevin Finnigan and Bobbi Wells for comments or corrections before it is sent to the FCC.

### Project Description

The Acting Secretary presented a draft project description as requested by the grant notification letter from the Department of Commerce/Community and Economic Development.

It was unanimously agreed that the \$150,000 grant would be utilized by the Consortium to prepare a chapter of draft land use regulations specific to Chugiak-Eagle River. It was generally agreed that the chapter would identify Chugiak-Eagle River's exceptions to existing Title 21 and proposed Title 21 Rewrite regulations. The resulting draft chapter would be submitted to the MOA for subsequent public hearings, administrative approval, and amendment of AMC Title 21.

There was a suggestion to add to the project description the fact that five of six Chugiak-Eagle River community councils passed individual resolutions and motions requesting the Municipality of Anchorage to create a separate chapter for Chugiak-Eagle River in AMC Title 21. There was also general discussion on how much of the grant monies should be allocated to:

- Contracting for a community survey to determine how Chugiak-Eagle River residents and business owners would like Chugiak-Eagle River to develop;
- Contracting with a land use planner to properly draft land use regulations and to coordinate between the Consortium, MOA, and other stakeholders;
- Retaining an attorney to review the draft land use regulations for legal conformity;
- Paying the Federation of Community Councils, Inc. to administer the grant;
- Contingency.

It was unanimously agreed that the Acting Secretary would amend the project description per attendees' suggestions and send it to the FCC.

### Community Survey

Paula Caywood (694-8758, cmmgen@mtaonline.net) reported on her check of survey marketing. Caywood requested estimates from research firms to conduct a random telephone survey asking Chugiak-Eagle River residents and business owners how they would like Chugiak-Eagle River to develop over the next 20 years. Two of the companies responded to Caywood with estimates that were presented to attendees. It was explained that the more people surveyed, the more questions asked, and the more open-ended questions, the more expensive the cost would be of performing the community survey. Attendees generally agreed that a telephone survey would be preferable over other survey methods as the telephone survey was deemed to be more statistically valid, scientific, and verifiable.

It was agreed to postpone making a decision about the community survey until Caywood could talk to Lexi Hill at the UAA Institute of Social and Economic Research (786-5436, anarh1@uaa.alaska.edu) to determine if it is feasible for UAA students to perform a survey at no cost to the Consortium. A UAA survey would not replace a professional survey but could perhaps augment a professional survey.

Wells gave Caywood copies of recent surveys pertaining to Chugiak-Eagle River.

Attendees were asked to email possible survey questions to Caywood.

Land Use Planner - Wells reported that she has been interviewing land use planners to properly draft land use regulations and to coordinate between the Consortium, MOA, and other stakeholders.

The Acting Secretary agreed to compile a list of Title 21 issues that have arisen over the course of the Title 21 Rewrite Project to provide a preliminary scope for work for the future land use planner.

Project Attorney – Wells reported that she has been interviewing attorneys to review the future draft land use regulations for legal conformity.

Kevin Finnigan (688-3758, kfinnigan@gci.net) suggested that the future attorney provide proposals to the Consortium for preparing the attorney's and land use planner's contracts with the Consortium.

Interview Committee - It was unanimously agreed to create an interview committee to interview likely land use planners and attorneys and make recommendations to the Consortium for decisions. It was unanimously agreed that the interview committee would include Kevin Finnigan, Linda Kovac, and Bobbi Wells.

Wells agreed to set up interviews with likely candidates.

Municipal Buy-In – The following methods were deemed to increase municipal acceptance of this project:

- The Consortium shall conduct business via a set of by-laws.
- Meetings shall be open to the public.
- Local Assemblymembers shall be invited to all meetings and copied on meeting minutes.
- The community survey shall be statistically valid, scientific, and verifiable.
- The land use planner shall coordinate between the Consortium, MOA, and other stakeholders.
- The final chapter of draft land use regulations shall be legally conforming and shall be of overall good quality.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:30 pm.

#### **NEXT MEETING**

The next meeting location and time will be announced by Bobbi Wells via email and may be in two or three weeks.

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