



AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Organization of the Commission
 - 1. Election of Chairman
 - 2. Election of Vice Chairman
- E. Approval of Agenda
- F. Minutes of Previous Meetings
 - P. 3 1. Regular Meeting of January 13, 2022
- G. Reports
 - P. 7
- H. Audience Participation
- I. Unfinished Business
 - 1. Committee of the Whole:
 - P. 13 i. Update to IM 22-004 Veterans and First Responders Walk (Note: action may be taken by the Board following the committee of the whole)
 - P. 15 ii. Update/Discuss IM 22-002 Palmer Parks Webpage Update
- J. New Business
 - 1. Committee of the Whole:
 - P. 35 i. Discuss IM 22-007 Parks Plan/Donation Policy Implementation Update (Note: action may be taken by the Board following the committee of the whole)
 - P. 43 ii. Discuss IM 21-008 Update City Park Signs (Note: action may be taken by the Board following the committee of the whole)
 - P. 51 iii. Discuss IM 21-009 Update 2012 Parks, Trails and Recreation Master Plan
- J. Board Member Comments
- L. Adjournment

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Minutes

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Reports

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Adopt-A-Park Information

City of Palmer Adopt-A-Park Information

Adopt A Park is a collaboration between volunteers and the City of Palmer to enhance the quality of Palmer's parks and open spaces. Volunteers help create clean, safe spaces for residents and visitors.



Why should I volunteer?

Volunteering is a great way to help your community and spend time outdoors. To show our appreciation, after more than one year of volunteering, the City of Palmer will post a sign in your adopted park / open space recognizing the work you or your organization is doing.

Who can adopt a park / open space?

Volunteers are groups, organizations, or individuals of all ages who are interested in helping keep our parks vibrant and clean. We suggest adopting a park near where you live or work or that you visit often.

Which parks & opens spaces are part of this program?

- A Moosement Park (420 W Fern Ave)
- Babb Arboretum (5 Gulkana St)
- Bill Hermon Tennis Courts (720 S Gulkana Street)
- Bugge Park (220 S Cobb St)
- Busby/Soule Ball Fields (between E Elmwood and E Dahlia Ave)
- Cope Industrial Way Ballfields (Cope Industrial Way)
- Shane Woods Memorial Trail (along S. Valley Way) from E Blueberry Ave to E Evergreen Ave
- Fairfield Park (340 E Dolphin Ave)
- Hagen Park (201 E Dolphin Ave)
- McKechnie Park (643 E Daron Dr)
- Meier Park (325 S Silver Tip Dr)
- Palmer Skate Park (231 E Arctic Ave) / bike path from Arctic Ave to Blueberry Ave
- Palmer to Moose Creek Rails to Trails Trailhead (corner of N Valley Way and E Eagle Ave)
- Sgt. Kurtis Arcala Berberich Memorial Soccer Field (1317 S Kerry Weiland Way)
- Sherrod Park Ballfields (561 N Gulkana St)
- Sherrod Park Soccer Fields, Pavilion, and Playground (561 N Gulkana St)
- Wilson Park (1115 S Felicia St)
- Valley Way Open Space (from E Eagle Ave to E Arctic Ave)

How can I get involved?

Fill out an Adopt A Park Application and email it to: cgore@palmerak.org

Supporting Documents

- [Adopt A Park Application \(86 KB\)](#)
- [Adopt A Park Facts & Information \(127 KB\)](#)

COMMUNITY DEVELOPMENT

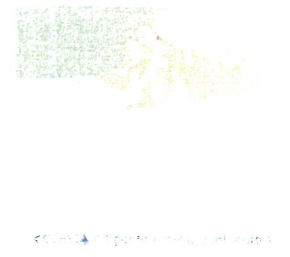
- Forms & Applications
- City Maps
- + Building
- City Parks
- Adopt-A-Park
- + Code Compliance & Land Use
- + Economic Development
- Annexation - Community and Economic Analysis
- + Facilities

Palmer City Parks



City Parks News:

- **Bill Hermann Tennis Courts.** The Bill Hermann Tennis Courts are scheduled to undergo renovations in the spring of 2022.
- **Adopt-A-Park.** Get involved in Adopt-A-Park. Adopt-A-Park is an opportunity to volunteer at one of Palmer's City Parks in order to help create clean, safe spaces for residents and visitors.

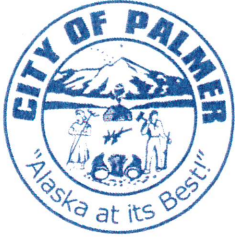


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Unfinished Business

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**CITY OF PALMER
PARKS & RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 22-004**

SUBJECT: Veterans & First Responder Memorial Update

AGENDA OF: April 7, 2022

ACTION: Review and Discuss Palmer Veterans & First Responder Memorial

Attachment(s):

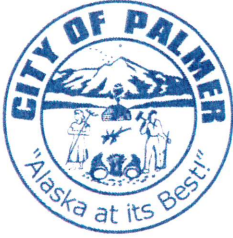
Summary: The Advisory Board discussed the Veterans and First Responders Memorial project last two meeting. Some of the discussion points included:

- 1) Memorandum of understanding with State of Alaska regarding placement, maintenance, and operation of veterans memorial;
- 2) financial costs & financing;
- 3) potential designs;
- 4) vision statement.

Status update from Ryan.

Recommendation: Determine the potential costs of a Palmer Veterans & First Responder Memorial.

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**CITY OF PALMER
PARKS & RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 22-002**

SUBJECT: Review of City of Palmer Parks Online Presentation

AGENDA OF: April 7, 2022

ACTION: Review Updated Palmer City Parks on City Website

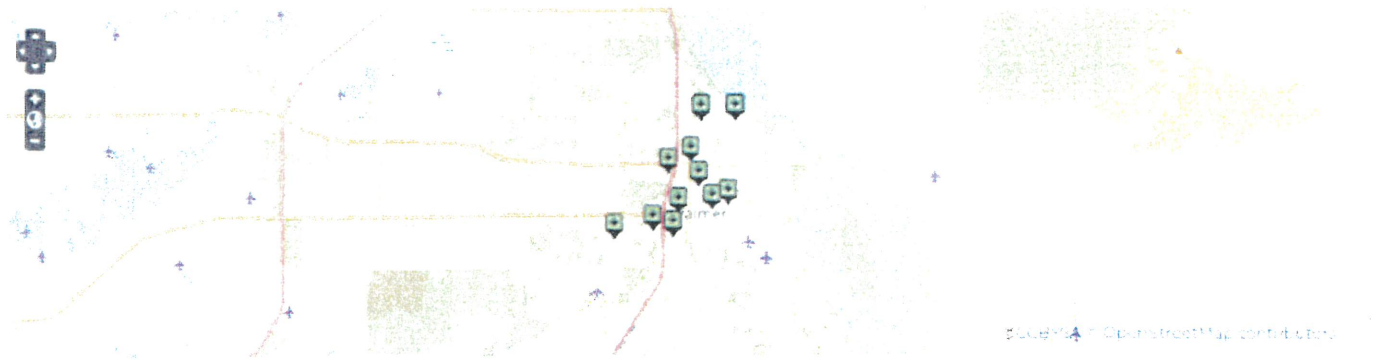
Attachment(s): 1) List of City Parks 2) City Park Descriptions

Summary: The Palmer City Parks website has been updated. The city parks website currently has: 1) picture/pictures, 2) location, 3) features, 4) parking and 5) Adopt-A-Park information. Add two additions to City Parks Webpage:

1. Gather the history of each city park and add a historical section as the information becomes available.
2. Gather donor/volunteer information for each city park and add a donor section as the information becomes available
3. Update pictures as spring and summer arrive.

Recommendation: Provide updated history and donor/volunteer section on each city park and add updated photos to the City's website.

- **Bill Hermann Tennis Courts:** The Bill Hermann Tennis Courts are scheduled to undergo renovations in the spring of 2022.
- **Adopt-A-Park:** Get involved in Adopt-A-Park. Adopt-A-Park is an opportunity to volunteer at one of Palmer's City Parks in order to help create clean, safe spaces for residents and visitors.



Title	Address
A-Moosement Park	A-Moosement Park 420 W. Fern Avenue Palmer, AK 99645 See map: Google Maps
Babb Arboretum	Babb Arboretum 536 E Cooper Loop (Corner of E. Fireweed Avenue and S. Gulikana Street) Palmer, AK 99645 See map: Google Maps
Bill Hermann Tennis Courts	Bill Hermann Tennis Courts 720 S. Gulikana Street Palmer, AK 99645 See map: Google Maps
Bugge Park	Bugge Park 220 S. Cobb Street Palmer, AK 99645 See map: Google Maps
Busby/Soute Bali Fields	Busby/Soute Bali Fields 532 E. Dahlia Avenue Palmer, AK 99645 See map: Google Maps
Fairfield Park	Fairfield Park 340 E. Dolphin Avenue Palmer, AK 99645 See map: Google Maps
Hagen Park	Hagen Park 201 E. Dolphin Avenue Palmer, AK 99645 See map: Google Maps
McKechnie Park	McKechnie Park 643 E. Daron Drive Palmer, AK 99645 See map: Google Maps

Palmer City Parks



City Parks News:

- **Bill Hermann Tennis Courts:** The [Bill Hermann Tennis Courts](#) are scheduled to undergo renovations in the spring of 2022.
- **Adopt-A-Park:** Get involved in [Adopt-A-Park](#). Adopt-A-Park is an opportunity to volunteer at one of Palmer's City Parks in order to help create clean, safe spaces for residents and visitors.



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Title

Address

Mokachimo Park	643 E. Garon Drive Palmer, AK 99645 See map: Google Maps
Meier Park	Meier Park 325 S. Silver Tip Drive Palmer, AK 99645 See map: Google Maps
Palmer Quad	Palmer Quad 237 E. Elmwood Ave. Palmer, AK 99645 See map: Google Maps
Palmer Skate Park	Palmer Skate Park 231 E. Arctic Ave. Palmer, AK 99645 See map: Google Maps
Shane Woods Memorial Trail	Downtown Bike Path 39 S. Valley Way Palmer, AK 99645 See map: Google Maps
Sherrod Park Ballfields	Sherrod Park Ballfields 561 N. Gulkana St Palmer, AK 99645 See map: Google Maps
Sherrod Soccer Fields & Pavilion (E)	Sherrod Park Soccer Fields 561 N. Gulkana St Palmer, AK 99645 See map: Google Maps
Wilson Park	Wilson Park 1115 S. Felicia Street Palmer, AK 99645 See map: Google Maps

Click any thumbnail image to view a slideshow



A-Moosement Park



Location: 420 W. Fern Avenue

Features: 3.53 Acres, a fenced playground area with swings, slides, tire swing, monkey bars, and a bike rack. It also has a pavilion with picnic area.

Parking: Parking lot on the north end of the park off W. Fern Ave.

Adopt-A-Park A-Moosement Park is currently unadopted and requires volunteers. [Click for more information Adopt-A-Park](#)

Babb Arboretum



Location: Corner of E. Fireweed Avenue and S. Gulkana Street.

Features: .30 Acres, Wooded open space with 109 shrubs including lilac, rose, honeysuckle, and 47 trees including white spruce, blue spruce, maple, mountain ash, paper birch, and larch.

Parking: Available onsite.

Adopt-A-Park: Babb Arboretum Park is currently unadopted and requires volunteers. [Click for more information Adopt-A-Park](#)

Bill Hermann Tennis Courts



Location: 720 S. Gulkana Street

Features: Features three tennis courts. Numerous residents, including Palmer High School, use these courts.

Parking: Street parking.

Adopt-A-Park: Bill Hermann Tennis Courts are currently unadopted and require volunteers. [Click for more information Adopt-A-Park](#)

Renovation: Bill Hermann Tennis Courts are currently in a state of disrepair. The Tennis Courts are scheduled to be renovated starting in May of 2022, with a target completion date of June 30, 2022. Please contact the [Mat-su Tennis Association](#) for ways to contribute to the renovation.

Bugge Park



Location: 220 S. Cobb Street.

Features: .26 Acres, Playground area, picnic table, and benches.

Parking: Available onsite.

Adopt-A-Park: Bugge Park is currently unadopted and requires volunteers. [Click for more information Adopt-A-Park](#)

Busby/Soule Ball Fields



532 E. Dahlia Avenue

3.325 Acres, 1 Softball field, 2 Baseball fields.

Directions

Busby/Soule Ball Fields

532 E. Dahlia Avenue

Palmer, AK 99645

See map: [Google Maps](#)





Location: 201 E. Dolphin Avenue.

Features: .37 Acres, Playground area with a slide, swing, and Picnic Table.

Parking:

Adopt-A-Park: Hagen Park is currently unadopted and requires volunteers. [Click for more information Adopt-A-Park](#)

Meier Park



Location: 325 S. Silver Tip Drive.

Features: 32 Acres, Playground area with swings, teeter totter, and a Picnic Table

Parking: Available onsite.

Adopt-A-Park: Meier Park is currently adopted by Marilyn Bennett.

Directions

Meier Park

Palmer Quad



Location: 237 E Elmwood Ave.

Features: The Palmer Quad is an open space in the heart of downtown Palmer, and it features an open area for gathering and relaxing. In addition, there is a tribute to the Matanuska Colony families that moved to Palmer and established farms in 1935.

Parking: Street parking & parking at the library is available.

Adopt-A-Park: Palmer Quad is currently unadopted and requires volunteers. [Click for more information Adopt-A-Park](#)

Click any thumbnail image to view a slideshow

Sherrod Soccer Fields & Pavilion(E)



Want to play on the Sherrod Soccer Fields?

- Check the calendar below for availability.
- Print, read, complete and sign the Use Agreement. Send or drop off the original signed agreement including the field schedule form and a copy of the required certificate of insurance to the Department of Community Development. The Sherrod Soccer Fields and Pavilion(E) are located at 421 N. Gulkana Street.

Pavilion(E)

Pavilion(E) can be reserved free of charge. View the calendar below for available times. Print, complete and return the Pavilion(E) Reservation Request form to the Department of Community Development.

Pavilion(E) is not available to reserve when the fields are booked for soccer.

Want to play soccer on the Sgt. Kurtis Arcala-Berberich Memorial Soccer Fields?

- Check the calendar below for availability.
- Print, read, complete and sign the Use Agreement. Send or drop off the original signed agreement including the field schedule form and a copy of the required certificate of insurance to the Department of Community Development. The Sgt. Kurtis Arcala-Berberich Memorial Soccer Fields are located at 1317 S. Kerry Weiland Court.

Palmer Skate Park



Location: 231 E. Arctic Ave.

Features: .29 Acres, Skateboard Surfaces, Picnic Table.

Parking: Available onsite.

Adopt-A-Park: Palmer Skate Park is currently unadopted and requires volunteers. [Click for more information Adopt-A-Park](#)

Thank you to the Palmer Skateboard Association and all the volunteers who helped make the Palmer Skateboard Park a reality!

[Skate Park Donors](#)

Supporting Documents

[? Skateboard Park Rules \(44 KB\)](#)

Shane Woods Memorial Trail



Location: 39 S. Valley Way.

Features: Bike path with picnic tables. Shane Woods Memorial Trail is often referenced as the 'edible rail trail.' Grow Palmer manages raised gardens along the bike path which are designed to promote local food access to area residents during the growing season.

Parking: Parking is available onsite next to the Palmer Depot.

Wilson Park

Location: 1115 S. Felicia Street.

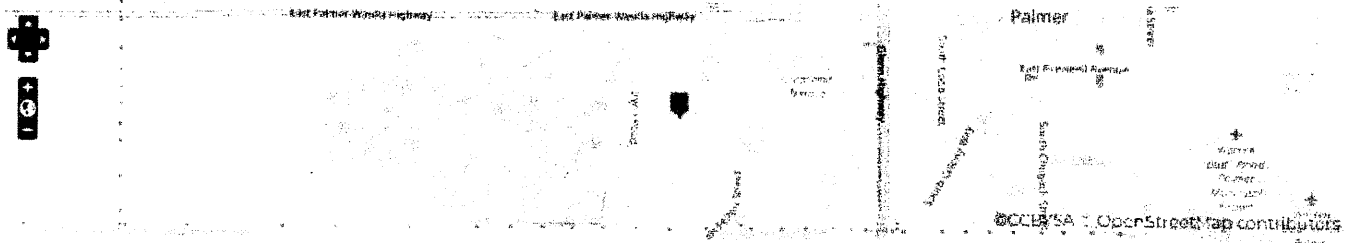
Features: 68 Acres, Bicycle Pump Track.

Parking: Street Parking.

Adopt-A-Park: Wilson Park is currently unadopted and requires volunteers. [Click for more information Adopt-A-Park](#)

Directions

Wilson Park
1115 S. Felicia Street
Palmer, AK 99645
See map: [Google Maps](#)



McKechnie Park



Location: 643 E. Daron Drive.

Features: 20 Acres, Playground area with a slide, and picnic Table.

Parking:

Adopt-A-Park: McKechnie Park is currently unadopted and requires volunteers. Click for more information [Adopt-A-Park](#).

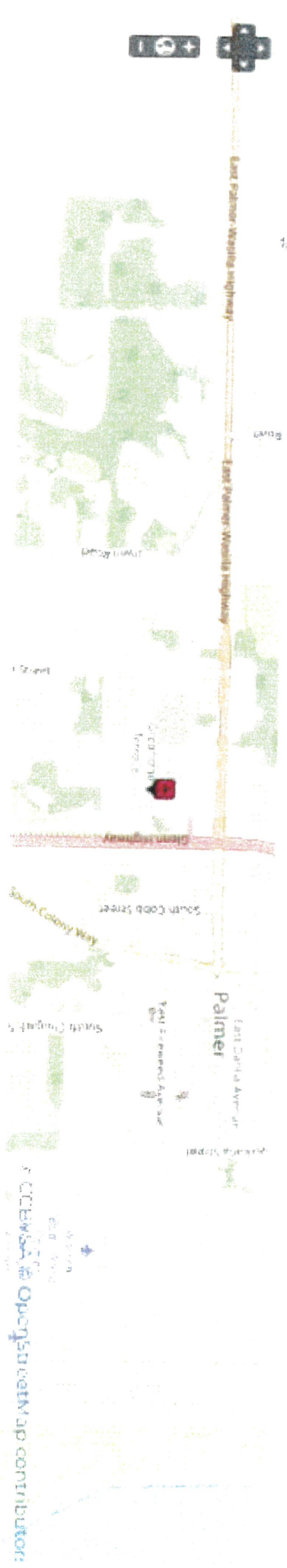
Directions

McKechnie Park

643 E. Daron Drive

Palmer, AK 99645

See map: [Google Maps](#)



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New Business

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**CITY OF PALMER
PARKS & RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 22-007**

SUBJECT: Parks Plan Donation
AGENDA OF: April 7, 2022
ACTION: Discuss Parks Plan for Donation Policy implementation.
Attachment(s): Updated City Council Ordinance #22-001

Summary: Palmer City Council approved an updated Parks, Recreation and Outdoor Facilities Donation Policy, Ordinance #22-001, on February 22, 2022. Following Ordinance #22-001, a parks plan for donation implementation should be undertaken. This plan should create a clear set of standards for park components and their implementation at the parks:

Each park should include a uniform set of standard park components:

1. Two Benches
 - Concrete Bench
 - Metal Bench
2. Picnic Table
3. Bike Rack
4. Tree Placement Initiative

In line with this policy, a memorial plaque will be placed with the donation of a standard park component. I have contacted several local memorial plaque vendors to find an appropriate vendor who can consistently supply uniform bronzed memorial plaques. In addition, we have acquired several rocks from Granite to affix memorial plaques to when a suitable park bench, picnic table, or trees donation is made.

Once the standard park components, along with the memorial fixture, have been selected we can add a link to each park's website to encourage contributions and help in the revitalize of the city's park components.

Recommendation: Adopt an administrative recommendation of City of Palmer standard park components and implementation of this parks plan.

LEGISLATIVE HISTORY

Introduced by: City Manager

Date: 2/8/2022

Public Hearing: 2/22/2022

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Ordinance No. 22-001

An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Chapter 12.30 City of Palmer Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy

WHEREAS, the city has public land that citizens enjoy throughout the year; and

WHEREAS, many citizens and visitors desire to assist and enhance these public lands through donating items; and

WHEREAS, many citizens contribute significantly to the quality of life in Palmer and should be memorialized on public property; and

WHEREAS, the Parks and Recreation Advisory Board (Board) developed and recommends an update to standard operating procedure for accepting and maintaining donations and for accepting memorials for public use at Parks, Recreational, and Outdoor facilities.

THE CITY OF PALMER, ALASKA, ORDAINS:

Section 1. Classification. This ordinance shall be permanent in nature and shall be incorporated into the Palmer Municipal Code.

Section 2. Severability. If any provisions of this ordinance or application thereof to any person or circumstances are held invalid, the remainder of this ordinance and the application to the other persons or circumstances shall not be affected thereby.

Section 3. The City of Palmer Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy is hereby enacted to read as follows:

12.30.010 Purpose and intent.

The purpose of this policy is to establish guidelines, standards, and procedures for the acceptance, installation, and care of donated park improvements, including memorial plaques, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, bicycle racks, trees, monuments, memorials, banners, interpretive signs, public art, and other types of park and trails accessories. This policy does not apply to buildings or land. The city desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost. Guidelines established by this policy will apply to all donations made after the effective date of this policy.

Donations will be incorporated into upcoming or ongoing park improvement projects. The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Standards established by this policy will apply to donated equipment, installation techniques, memorial plaques, donation plaques, decoration and long-term care of all donations made after the adoption of this policy. Materials and design of such donations shall be reviewed by the Board;

A. Donations approved by the Board as City Of Palmer (COP) standards item may be accepted by the Parks and Facility Manager.

B. The Board shall forward their recommendation as to the acceptance of the proposed donation to the city Council for final action on any non-standard park and facility donation.

12.30.020 Standards for Donations.

A. Acquisition or Purpose: The city and the community have an interest in ensuring that park and trail elements donated and installed be of high quality related to style, appearance, durability and ease of maintenance. The Board will be responsible for review and approval of material and design of all park elements. The Board may periodically approve COP standard items for park, trail, recreational facilities and outdoor facilities.

B. Appearance and Aesthetics: The city and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements or Memorial Plaques and/or their associated donation acknowledgments should reflect the character of the park or facility. Prior to installation, the Board must determine that all park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

C. Cost: The city has an interest in ensuring that the donor covers the full cost of the donation, installation, and maintenance for the expected life cycle of donated park elements. A separate fee schedule is maintained in which the city will detail costs for donations, installation, and maintenance. The city also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City Park facilities.

D. Maintenance: Donated Park elements and/or their associated donation plaques or memorial plaques, become city property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. (See Section 11 for more information on life cycle.) If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

E. Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated Park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

12.30.030 Procedure for Making A Donation.

The City's Community Development office will manage all donations located on City Park, Recreational Facilities, and Outdoor facilities, with the assistance of the Parks Maintenance Crew.

A. Application: Applications are sent to the Community Development office to determine whether a donation may be accepted based upon criteria contained in this policy. Applications are available through the mail or in person at the Community Development office.

12.30.040 Criterial for Acceptance.

A. Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists or a plan exists but does not identify a particular park element proposed for donation then a donation may be accepted if the donation:

- 1) meets a true need of the facility;
- 2) not interfere with the intended current or future use or function of the facility;

3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the city, a facility may be determined to be fully developed and the opportunity for donations would not be available.

B. Donation Plaques: Donation plaques, as approved by the Board, are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the city. Donation plaques will be a maximum 5" x 7" or 2" x 18" inches in size (depending on the donated item), utilize either "Palatine" or "Cheltenham Light" lettering and numbers, have a leatherette or travertine background texture, be of dark brown oxide stain and be manufactured by a city approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, the Board may approve alternative types.

In park bench applications, the donation plaque will be affixed to the front of the seat back of the bench. In picnic table applications, the donation a plaque will be affixed to the table top. In tree installation applications, the donation plaque will be installed on a post or on a stone next to the base of the tree.

C. Notification: It shall be the responsibility of the donor to provide the Community Development office with a current address for purposes of notification regarding their donation.

D. Memorial Plaques: Memorial plaques, as approved by the Parks and Recreation Advisory Board and confirmed by city council are reserved for individuals who, over the course of time, have made a significant contribution to the welfare of a park, recreational facility or outdoor facility. Applications for memorials are submitted by individuals or organizations and are acted upon at the next duly noticed public meeting for the Parks and Recreation Advisory Board. A resolution by the Parks and Recreation Advisory Board is then forwarded to City Council for final resolution. A person memorialized must have been deceased for a minimum of one year, or an event must have occurred a minimum of one year prior, for an application to be submitted. Donated memorial plaques are reserved for individuals/events who have had an instrumental role in the promotion, establishment, maintenance, administration, or leadership of a park, recreational facility or outdoor facility. This may include an organization, member of an organization or an individual who has donated indirectly to the development of a park, recreational facility, or outdoor facility. To accept a memorial plaque for a specific park, recreational facility, or outdoor facility it must meet the Standards for Donations in Section 12.30.020 of the Parks, Recreational and Outdoor Facilities Donation/Memorial Policy. Memorial Plaques as approved by the board shall meet the Criteria for Acceptance set forth in Section 12.30.040 B of the Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy. The memorial plaque must be an element of an adopted memorial area within the park, recreational facility or outdoor facility. If the Memorial is not an element of a memorial area it must:

- 1) meet a true need of the facility;
- 2) not interfere with the intended current or future use or functionality of the facility;
- 3) not require the relocation of other equipment or infrastructure to accommodate the donation;
- 4) have timeless qualities and makes a statement of significance to future generations;
- 5) represent a person or event deemed significant to Palmer's history.

12.30.050 Park Benches, Picnic Tables, & Bicycle Racks.

Park benches, picnic tables, bicycle racks, and playground components may be placed in locations approved by the Board in accordance with an available site plan approved by City Council. Items donated must be of a product approved by the Board, and these items become city property at time of donation.

12.30.060 Trees.

Landscaping and plant selection for park facilities is critical due to the wind conditions, soils, and winter weather in Palmer. Accordingly, location, size and species of tree or trees proposed for donation shall be limited to those reviewed and recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed tree(s) to City Council for final action.

Trees will only be accepted for areas with suitable soils for the species and areas that have access to public water supply in place.

A. Minimum Tree Size:

Coniferous trees shall have a minimum height of six feet (6'); and

Deciduous trees shall have a minimum caliper (diameter or thickness) of two inches (2").

B. Prohibited Plant Species:

Acerplatanoides	Norway Maple
Aegopodium podagraria	Bishop's Weed
Berberis sp.	Barberry
Caragana arborescens	Siberian Pea Shrub
Eleagnus sp	Russian Olive
Euonymus alatus	Burning Bush
Fallopia japonica	Japanese Knotweed
Ligistrum sp	Privet
Lonicera japonica	Japanese Honeysuckle
Polygonum sp	Knotweed
Populus alba	White Poplar
Prunus padus	European Bird Cherry
Rosa multiflora	Multiflora Rose
Sorbaria sorbifolia	False Spirea
Sorbus aucuparia	European Mountain Ash
Viburnum opulus	European Cranberry Bush

12.30.070 Monuments.

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City Park facility. Exceptions to this policy are monuments installed by the city commemorating the history and/or dedication of a park facility.

12.30.080 Interpretive & Other Donated Park Signs.

Interpretive and other donated park signs may be accepted when recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed sign to City Council for final action. Signs shall be consistent with any adopted city way finding standards may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

12.30.090 Other Donations.

There may be donations possible, other than those expressly listed or contained within this policy. The Board may, at their discretion, review any donation proposal and forward a recommendation. The city may accept those donations subject to approval by the City Council.

12.30.100 Conditions

A. Installation: Installation of donated park equipment will be scheduled at a time and date as determined by parks maintenance crew so as not to unnecessarily interfere with routine park maintenance activities. Placement of the equipment may not pose a safety risk to users of the public space or impede mowing, drainage or public access.

B. Removal and/or Relocation: This section applies to both existing and new donations. The city reserves the right to remove and/or relocate donated park equipment and their associated donation acknowledgments/plaques, when they interfere with site safety, maintenance, or construction activities. In accordance with previously stated procedures in this policy, the city will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition or relocation of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken.

In the event a donation must be permanently removed; the city will, in best effort, seek an alternative location consistent with this policy.

12.30.110 Maintenance and Repair.

The long-term care and maintenance of donated park elements is important to both the donor and the city.

A. Life Cycle Care Fund: The city may require the establishment of the Life Cycle Care Fund to ensure that the city will care for the donation/memorial for the estimated life of the donation/memorial, or until such time the city determines the donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase and installation, and the funds estimated to be sufficient, based upon the expected life cycle, for maintenance of the donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the city will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation if deemed necessary by the Board and its associated maintenance cost. The city reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the city has not been able to contact the original donor.

Section 4. Effective Date. Ordinance No. 22-001 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this ____ day of _____, 2022.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

Attachment(s):

1. Ordinance No. 22-001
2. Edits to City of Palmer Parks, Recreation and Outdoor Facilities Donation Policy 17-008-S

Summary Statement/Background:

In 2017 the Parks and Recreation Advisory Board passed a resolution supporting the Palmer City Council to adopt a Parks Donation Policy. When introduced in 2017, the policy contained language regarding memorials on public property. During discussion, the city council amended the proposed ordinance to eliminate memorials on public lands unless it was in conjunction with a donated park bench, picnic table, bicycle rack or a tree. Ordinance 17-008-S, City of Palmer Parks, Recreation, and Outdoor Facilities Donation Policy passed unanimously. City Council conducted three public hearings on the ordinance before the ordinance was passed.

Ordinance 17-008-S did not codify the policy language in Palmer Municipal Code (PMC). This ordinance enacts PMC Chapter 12.30 and includes language regarding memorials placed on Parks, Recreational Facilities and Outdoor Facilities. The ordinance if adopted creates standards and a criterion for the placement of memorials on or in park, recreational facilities, and outdoor facilities. This ordinance will give staff needed direction for the placement of memorials on or in public facilities in Palmer.

Ordinance 22-001 allows the Parks and Recreation Advisory Board with the concurrence of the city council to adopt standard components for parks, trails and outdoor facilities for park benches, picnic tables, bicycle racks and trees. Creating standard City of Palmer Parks, Recreational Facilities and Outdoor facilities will assist the city in fully developing parks. Acceptable standards for components and facilitate the donation process.

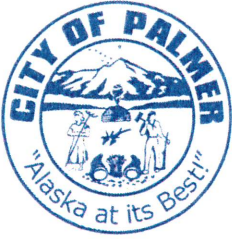
Included as an attachment are the edits proposed to Ordinance 17-008-S as a reference.

This ordinance does not amend how parks are named.

Administration's Recommendation:

Adopt Ordinance No. 22-001 Enacting Chapter 12.30 City of Palmer Parks, Facilities and Outdoor Facilities Donation/Memorial Policy.

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**CITY OF PALMER
PARKS & RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 22-008**

SUBJECT: Update City Park Signs

AGENDA OF: April 7, 2022

ACTION: Review and Discuss Updating City Park Signs for Consistent Branding

Attachment(s): 1) Bill Hermann Tennis Courts 2) Busby/Soule Ball Fields 3) Senior Field 4) Major League Field 5) AMoosement Sign 6) Palmer Skate Park Sign

Summary: One of the priorities in Palmer's 2012 Parks, Trails and Recreation Master Plan was to Develop a City Park Signage Program. Currently, Most of the updated Palmer City Parks have either one of two signs:

- 1) the blue mountain-shaped City of Palmer Welcome park sign or,
- 2) a plaque & rock sign like the Shane Woods Memorial trail & Palmer Skate Park.

Two of the Parks in the most need of updated signs are Bill Hermann Tennis Courts and Busby/Soule Ball Fields.

Recommendation: Undertake steps to upgrade the signs at Bill Hermann Tennis Courts and Busby/Soule Ball Fields.

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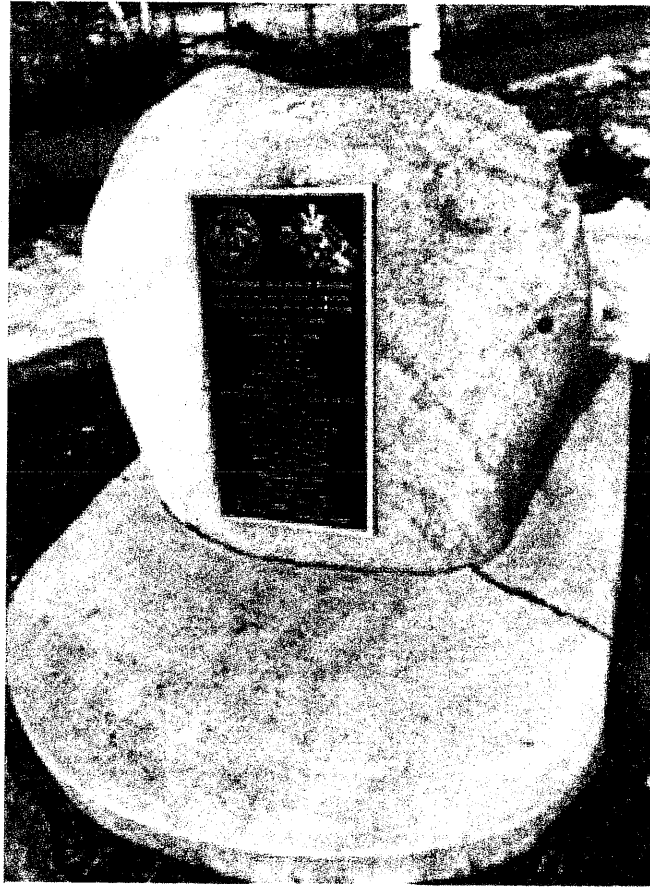














**CITY OF PALMER
PARKS & RECREATION ADVISORY BOARD
INFORMATION MEMORANDUM 22-009**

SUBJECT: Update 2012 Parks, Trails and Recreation Master Plan

AGENDA OF: April 7, 2022

ACTION: Review and Discuss Updating 2012 Parks, Trails and Recreation Master Plan

Attachment(s): 1) Community Values Model

Summary: Palmer's 2012 Parks, Trails and Recreation Master Plan gave the city a guide to managing, maintaining, improving, and expanding its parks, trails and recreational areas. I plan on reviewing and updating the Parks, Trails and Recreation Master Plan to determine what initiatives have been undertaken and what still need to be accomplished. This should accomplish a couple of goals:

- 1) To help guide the PRAB and the Parks and Facilities Manager.
- 2) To help prioritize the parks, trails and recreation needs of the city.

Recommendation: Review and make recommended amendments to the Parks Plan Community Values Model.

1.3 COMMUNITY VALUES MODEL

The Consultant Team synthesized findings from the comprehensive public input process to develop a framework for guiding the development of recommendations and strategies for the City of Palmer. The *Community Values Model* features recommended strategies that are aligned with five major categories of best practices: Community Mandates, Standards, Program/Services, Business Practices, and Community Outreach and Partnerships.

This strategy matrix is a building block for recommendations in the final master plan process, and represents the prevailing messages the consultant team and staff collected from stakeholder and public input. The Community Values Model should be evaluated and refined by the political and economic circumstances the City operates in, and used to validate the vision and mission of the parks and recreation function within the City of Palmer.

Community Value 1: Community Mandates	
Maintain and enhance parks, trails and recreational facilities to promote community interaction, healthy lifestyles and safety.	
Strategy	Care for and enhance the quality of current park sites, facilities, and amenities of the City of Palmer Parks and Recreation System.
Strategy	Provide parks, trails and recreational facilities that reflect the ability to serve a diverse public.
Strategy	Upgrade parks, trails and recreational facilities to address management challenges and to meet the needs of current users.
Strategy	Continue to enhance safety and security in parks, trails and recreational facilities that encourages positive use of community amenities.
Strategy	Pursue responsible new improvements of the parks, trails and recreational facilities in areas of the greatest growth and unmet needs.
Strategy	Leverage a variety of resources to support capital and operational needs of the City of Palmer Parks and Recreation System.

Community Value 2: Standards	
Update and utilize standards for acquisition, development, design, operations, and maintenance of parks, trails and recreational facilities.	
Strategy	Utilize consistent standards for acquisition of new park lands, trails, or park amenities.
Strategy	Utilize consistent design standards in park and facility development for landscaping, amenities, and infrastructure.
Strategy	Establish standards and parameters for partnerships within both the public and private sectors to augment the capital and operational resources of the City.
Strategy	Enhance communications in marketing and promotions of City parks, trails and recreational facilities to improve community awareness of programs, services, and facilities, as well as to diversify usage of amenities and expand public feedback opportunities.
Strategy	Maintain consistent and updated standards for asset and amenity management in order to maximize and expand their useful lifespan.
Strategy	Maintain local, state, and national recognition as a best practices organization.
Strategy	Maintain compliance with all existing and applicable laws and regulations.

Community Value 3: Programs and Services
 Provide balance and consistency in delivery of programs and services by meeting the needs of the diverse residents of the City of Palmer.

Strategy	Enhance support of recreational program and service providers that utilize City parks and recreational sites and facilities to sustain and potentially expand community participation.
Strategy	Establish a regional trails collaboration program that can advance the pursuit of trails that connect communities within the Matanuska-Susitna Borough.
Strategy	Develop an interpretive signage program that appropriately interprets the significance of the natural, cultural and historic resources of parks and landscapes within the City of Palmer.

Community Value 4: Business Practices
 Manage parks, trails and recreational facilities and programs that support the financial goals and policies of the City of Palmer.

Strategy	Establish alternative funding policies and procedures that support capital and operating expenses.
Strategy	Maximize the capability of new and existing technology to enhance business practices.
Strategy	Develop a comprehensive cost recovery plan for programs, services, and facilities that appropriately balances public funding support with earned revenues, and that balances affordability and entrepreneurialism in the programs and services of the City.

Community Value 5: Community Outreach and Partnerships
 Maximize resources through mutually acceptable partnerships that leverage parks, trails, and recreational facility development and program opportunities.

Strategy	Develop a formalized on-going community outreach strategy to expand awareness of parks and recreation services offered to the community
Strategy	Develop a sustainable partnership with an established non-profit organization to leverage private sector funding to support select capital projects and programs.
Strategy	Review and update terms of agreements with existing partners utilizing City of Palmer parks and facilities for public or private events.
Strategy	Play an active role in the network of park, trail, and recreational services and opportunities available to residents, organizations and businesses in Palmer and the Matanuska-Susitna Borough.

Photo opposite page: Shane Woods Memorial Trail near Palmer Skateboard Park