

Mayor Steven J. Carrington
Deputy Mayor Pamela Melin
Council Member Richard W. Best
Council Member Carolina Anzilotti

City Manager John Moosey
City Clerk Shelly M. Acteson, CMC
City Attorney Sarah Heath, Esq.

City of Palmer, Alaska
Regular City Council Meeting
May 10, 2022, at 6:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a) **Action Memorandum No. 22-030:** Authorize the City Manager to Negotiate and Execute a 1-year Contract, with the Option to Renew up to Three Additional Years, with Combs Insurance Agency for Insurance Brokerage Services, not to Exceed \$30,000 for the First Year
 - b) **Action Memorandum No. 22-031:** Confirming the Mayor's Nomination of Beau Honeycutt for Appointment to the Airport Advisory Commission with Term ending December 31, 2024
2. Approval of Minutes of Previous Meetings
 - a) April 12, 2022, Regular Meeting Minutes
 - b) April 26, 2022, Regular Meeting Minutes

E. COMMUNICATIONS AND APPEARANCE REQUESTS

F. REPORTS

1. City Manager's Report
2. Mayor's Report
3. City Clerk's Report
4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

1. **Resolution No. 22-017:** Authorizing the City Manager to Negotiate and Sign a Memorandum of Agreement with the Mat-Su Tennis Association for the Rehabilitation of the Bill Hermann Tennis Courts and to spend \$25,000 and Appropriate and Authorize an Additional \$15,000 for Fencing, Signage Improvements, and Handicap Access

I. UNFINISHED BUSINESS

J. NEW BUSINESS

K. RECORD OF ITEMS PLACED ON THE TABLE

L. AUDIENCE PARTICIPATION

M. COMMITTEE OF THE WHOLE – Review Council Vacancies Appointment Process

N. EXECUTIVE SESSION

O. COUNCIL MEMBER COMMENTS

P. ADJOURNMENT

Tentative Future Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
May 17	Special	6 pm	Council Vacancies
May 24	Regular	6 pm	
Jun 14	Regular	6 pm	
Jun 28	Regular	6 pm	
July 12	Regular	6 pm	
July 26	Regular	6 pm	
August 9	Regular	6 pm	
August 23	Regular	6 pm	

**City of Palmer
Action Memorandum No. 22-030**

Subject: Authorize the City Manager to negotiate and execute a 1-year contract, with the option to renew up to three additional years, with Combs Insurance Agency for insurance brokerage services, not to exceed \$30,000.00 for the first year.

Agenda of: May 10, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance	<i>[Signature]</i>	04/25/2022
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ **30,000.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>30,000.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>Various line items</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: *[Signature]*

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<i>[Signature]</i>	_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. Combs Insurance Agency Proposal
2. Draft Agreement

Summary Statement/Background:

The service agreement with the city's current insurance brokerage company, RISQ, will expire June 30, 2022; no additional renewals remain on the contract.

Human Resources issued a Request for Proposal on March 4, 2022.

Five proposals were received. All five were reviewed and scored based on the criteria listed in the Request for Proposal. Combs Insurance Agency scored the highest and Risq was the next qualified proposer.

The city entered into discussions with Combs Insurance Agency, the most qualified proposer, and those discussions resulted in a fair and reasonable contract.

The first year of the contract is in the amount of \$30,000.00. If the city renews the contract for three (3) additional one (1) year terms as outlined in the RFP, the rate for year 2 will be \$30,900.00, year 3 will be \$31,900.00 and year 4 will be \$32,000.00

Administration's Recommendation:

Approve Action Memorandum No. 22-030.



CITY OF PALMER

COPY #1

Response to Request for Proposal Insurance Brokerage Services RFP 22-01HR

Date: April 5, 2022

**Presented by:
Michael F. Combs, President**

**Combs Insurance Agency, Inc.
341 S. Alaska St, Palmer, AK 99645**





April 5, 2022

Kimberly Green
Human Resource Director
City of Palmer
231 West Evergreen Avenue
Palmer, AK 99645

Re: Request for Proposal - RFP 22-01HR
Insurance Brokerage Services

Dear City of Palmer:

Thank you for giving us the opportunity to detail our robust insurance brokerage services to the City of Palmer. Enclosed you will find our response to your Request for Proposal of Insurance Brokers Services. We hope that you find this submission informative and qualifying for your consideration.

We have reviewed the City of Palmer's coverages currently in place, required background experience and qualifications, and necessary broker services as outlined in the RFP. We can confirm that Combs Insurance Agency, Inc. and the team assigned to the City of Palmer can honor the essential services, fully accept all of these requirements and will expand on your risk management program.

As one of the only remaining Alaskan owned and operated brokerage firms, we are not influenced by lower 48 owners that do not understand Alaska. We are especially suited to provide insurance and risk management services to the City of Palmer and support your continued growth.

We offer a fully trained and knowledgeable staff that have embraced the continuing education requirements of our firm and of the State Division of Insurance. I will personally supervise and oversee management of your account from our Palmer office. I offer over 40 years of experience in the insurance industry, most of which involved the analysis and management of complex insurance accounts such as yours. We look forward to establishing a long-term mutually satisfying relationship with the City of Palmer.

Sincerely,

Michael F. Combs, CIC, CRM
President

Combs Insurance Agency, Inc.

Office: (907) 745-2144 / Mobile: (907) 355-8242 / Fax: (907) 745-7275

Email: mike@combsinsurance.com



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2.4.1. Qualification Statement

For each numbered item in this section, please provide a statement regarding the firm's ability to meet the criteria.

Combs Insurance Agency, Inc. has reviewed the City of Palmer's Request for Proposal 22-01HR – Insurance Brokerage Services in detail along with the Professional Services Agreement for Insurance Brokerage Services. We can fully meet and exceed the necessary qualifications as outlined in both documents. In this response to the RFP, we will address each section in detail and offer explicit evidence to our experience and qualifications and how we will best partner with the City of Palmer to address your unique risk management needs.

2.4.2. Qualifications & Experience

Describe in detail the qualifications of the firm and the company personnel to whom the task would be assigned as well as any back up personnel. Details should include:

- a) Familiarity and years of service to municipal and local government clients
- b) Detail of past work performance including size of entity
- c) Names of assigned personnel and their function with relation to this proposal
- d) Experience, education and training of assigned personnel with particular regard to public entity experience

Combs Insurance Agency, Inc. (Combs Insurance) was founded in 1967 by Earl and Mary Combs providing commercial and personal lines insurance out of their office in Palmer, Alaska. In 1977 Combs Insurance with its strong foundation in the community was incorporated. With 55 years of continued service, Combs Insurance has grown to become the largest insurance firm in the Matanuska Valley providing commercial property and casualty insurance, employee benefits and risk management services to clients throughout Alaska.

At Combs Insurance we focus on the client's needs, not our own. We have become an integral part of the Alaskan communities, all the while getting to know our clients' individual needs and working with them to make the most appropriate risk management decisions.

While we provide insurance to various types of businesses, our area of expertise includes specific knowledge of governmental entities including municipalities, school districts, village organizations, cooperatives and public utilities. Combs Insurance has been providing governmental entity insurance to clients in Alaska since 1975 when we established the initial insurance program for the City of Wasilla. In the early 1980's we provided services to the City of Palmer and the City of Valdez. As our expertise with municipalities continued to expand starting in 2002, we extended our client base to include several large school districts which is currently comprised of Lower Kuskokwim, Lower Yukon, Lake and Peninsula, Aleutian Region, Northwest Arctic Borough, Denali Borough and Yukon-Koyukuk School District. We have since added several rural governmental entities including the City of Bethel, Mt. Sanford Tribal Consortium and the Native Village of Eyak. We also provide insurance brokerage services for the Alaska State Fair. Although it is not a municipality, it is a leading attraction and business generator for the City of Palmer.

Combs Insurance has 12 full time employees to effectively provide for all your service needs. Continually striving for excellence, we require all employees, including the owners to attend a minimum of 20 hours of continuing education each year. Our requirement is 40% higher than the requirement by the Alaska Division of Insurance to maintain their insurance license. This commitment to education allows Combs Insurance to keep abreast of latest insurance innovations of risk transfer and forms application. Our superior knowledge is shared with our wide scope of clients as a value-added benefit of our insurance brokerage services.

Combs Insurance operates under the philosophy that your success is our success. We will continue to advance our knowledge of the insurance industry with our clients as the prime beneficiary.

Our office location, contact information and website address are as follows:

341 South Alaska Street
Palmer, AK 99645
Telephone: (907) 745-2144 / Facsimile: (907) 745-7275
Website: www.combsinsurance.com

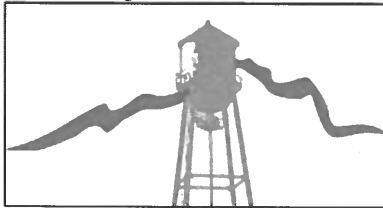
Combs Insurance provides complete property, casualty, employee benefit and risk management services to governmental entities throughout Alaska. Below is a partial list of our current property and casualty governmental client base in alphabetical order.

Municipality	Client Since	Services
Aleutian Region School District	2005	Property, Casualty, Management & Cyber
City of Bethel	2017	Property, Casualty, Management & Cyber
City of Wasilla	2008	Property, Casualty, Aviation, Management, Cyber & Employee Benefits
Copper River Emergency Medical Services	1995	Property, Casualty, Management & Cyber
Denali Borough School District	2013	Property, Casualty, Management & Cyber
Lake & Peninsula School District	2002	Property, Casualty, Management & Cyber & Employee Benefits
Lower Kuskokwim School District	2002	Property, Casualty, Management, Cyber & Employee Benefits
Lower Yukon School District	2002	Property, Casualty, Management, Cyber & Employee Benefits
Mt. Sanford Tribal Consortium	2000	Property & Casualty
Native Village of Eyak	2009	Property & Casualty, Marine, Media Liability, Management Liability & Employee Benefits
Northwest Arctic Borough School District	2009	Property, Casualty, Aviation, Management, Cyber & Employee Benefits
Port Alsworth Volunteer Fire Department	2017	Property, Casualty & Management
Yukon-Koyukuk School District	2016	Property, Casualty & Management

Annual premium size varies greatly from one entity to another, but they range between \$80,000 and \$2,400,000 for property and casualty insurance services. Employee Benefits is another key coverage placement for our municipality clients with premium of up to \$13,000,000.

Below is the team we have handpicked to work on behalf of the City of Palmer. Refer to **Appendix #2** for complete resumes.

City of Palmer



Michael F. Combs, CIC/CRM
President
(907) 745-2144
mike@combsinsurance.com

Kylie J. Bailey, ARM & ARM-P
Primary Account Executive
(907) 982-2513
kylie@combsinsurance.com

Cheryl R. Combs, CISR
Account Representative
(907) 745-2144
cheryl@combsinsurance.com

Jamie L. Lane
Account Assistant
(907) 745-2144
jamie@combsinsurance.com

Melissa A. Visker, REBC
Employee Benefits
(907) 745-2144
melissav@combsinsurance.com

David Combs
Account Rep
(907) 745-2144
david@combsinsurance.com

Judy Bruns
Business Development
(907) 355-2214
judy@combsinsurance.com

Michael C. Combs, CPA
Accountant

Ron E. Combs, CIC
Consultant

Below is a brief overview of the key personnel experience with public utilities. Please refer to **Appendix #2** for full resumes.

Michael F. Combs, CIC, CRM – President

Mike has 48 years of experience, 43 years with governmental and public entity and utility accounts. Mike is the senior account executive for municipalities, school districts and utilities. He has performed under agreements with the City of Wasilla, City of Bethel, Lower Kuskokwim, Lower Yukon, Lake & Peninsula, Aleutian Region, Northwest Arctic Borough and School District, Yukon-Koyukuk and Denali Borough School Districts and Matanuska Telephone Association.

Kylie J. Bailey, ARM & ARM-P - Primary Account Executive for the City of Palmer.

With 18 years of insurance brokerage experience, Kylie holds an Associate Risk Management (ARM), ARM for Public Entities (ARM-P) and has a degree in Risk Management and Insurance from Washington State University. Having worked at leading brokerage firms, Kylie has structured risk management programs for governmental clients for over 16 years. Her experience includes working with municipality pools consisting of cities and counties, individual municipalities and water districts creating large property programs, high casualty self-insured programs and tailored individual-risk programs.

Cheryl R. Combs, CISR - Account Representative

Cheryl has over 40 years of experience, 17 years with governmental and public entity accounts. In addition to managing property and casualty clients such as the Lower Kuskokwim, Lower Yukon, and Lake & Peninsula School Districts, Cheryl administers client training on human resource management issues from a risk management focus. Earning her Certificate in Human Resource Management, Cheryl offers a unique ability in managing Workers Compensation programs for clients.

Jamie L. Lane – Account Assistant

Working with Combs Insurance since 2008 as the Lead Administrative Assistant, Jamie is familiar with every client. She obtained her Property & Casualty insurance license in 2019 and is working on the Certified Insurance Service Representative (CISR) designation. Jamie is an account manager on several accounts.

Melissa A. Visker, REBC - Employee Benefits

Melissa has over 15 years of experience within the firm and is responsible for all account services to Employee Benefit accounts. She additionally has an Affordable Care Act certification and holds a Registered Employee Benefits Consultant designation. She provided essential services to the City of Wasilla Employee Benefit Plans and self-funded programs for the Lower Kuskokwim, Lower Yukon School Districts and Northwest Arctic borough School District.

Aaron E. (Ron) Combs, Jr. CIC - Consultant

Ron has 40+ years of experience, 20+ years with governmental and public entity accounts. As the previous Vice President of Combs Insurance, Ron provided services for all lines of insurance including municipal clients such as the City of Wasilla, Chignik Lake, Aleutian Region School District and Copper River Emergency Medical Services. With his recent retirement and immeasurable work experience with municipalities, we utilize his capabilities on a consultant basis when needed to solve complex client matters.

2.4.3. References

References with names, addresses, and phone numbers of current clients who can be contacted by the City for discussion of services provided to that client.

Insured	Reference	Relative Size
<p>City of Wasilla 290 E Herring Ave Wasilla, AK 99654</p> 	<p>Troy Tankersley Finance Director (907) 373-9084 ttankersley@ci.wasilla.ak.us</p>	<p>Property Values: \$155M # of Employees: 199</p>
<p>City of Bethel PO Box 1388 Bethel, AK 99559</p> 	<p>Peter Williams City Manager (907) 543-2047 pwilliams@cityofbethel.net</p>	<p>Property Values: \$111M # of Employees: 115</p>
<p>Lower Kuskokwim School District PO Box 305 Bethel, AK 99559</p> 	<p>Gary Fredericks Business Manager (907) 543-4800 gary_fredericks@lksd.org</p>	<p>Property Values: \$865M # of Employees: 802</p>
<p>Lower Yukon School District PO Box 32089 Mountain Village, AK 99632</p> 	<p>Andrew Leavitt Director of Finance (907) 591-2411 aleavitt@lysd.org</p>	<p>Property Values: \$532M # of Employees: 409</p>

2.5. Additional Remarks & Qualifications

Any additional remarks/comments the company wishes to make to elaborate their proposal and qualifications.

The City of Palmer, at first one that may be overlooked by some has a rich history. In 1935, the administration of President Franklin D. Roosevelt established Palmer as the seat of the Alaska Rural Rehabilitation Corporation known as the Matanuska Valley Colony. It became a supply center for some 200 farm families who were relocated to Alaska from northern Michigan, Minnesota and Wisconsin. The City of Palmer was later founded in 1951. Combs Insurance also proudly serves Alaska with a rich history. Our agency started in Palmer, AK in 1967 with Earl and Mary Combs. The cornerstone of our Agency was built by the solid foundation created by their vision and commitment to serve the community by providing professional insurance products. Today, we continue with that vision and are known throughout Alaska as a well-established full-service insurance brokerage. We are dedicated to connecting with each of our clients, understanding your business concerns, and fostering community and business growth by providing exceptional risk management and financial support. Our competitors in the municipality sector were not founded in Alaska, are not headquartered in Alaska and do not have local presence in the Matanuska-Susitna Valley. Combs Insurance Agency is the only Alaskan-owned insurance brokerage that can compete with leading brokerage firms that come from out of state. How do we do this? Because we have commitment to our community, education and dedication to insurance services.

Combs Insurance Agency places the most insurance with Alaska Public Entity Insurance (APEI) than any other brokerage. APEI is the insurance company for the City of Palmer. As such we are exceptionally familiar with the insurance program and continuously work with APEI to improve their insurance offerings for broader and more comprehensive coverage.

Importantly, with Combs Insurance Agency, the City of Palmer will have a partner that is keenly focused on your bottom line and dedicated to forward-thinking strategies. **Our commitment to your business can be best summed up in what we call, "The Combs Connection".**

The Combs Connection

- 1** Business is a journey. Every day your business faces decisions of vital importance, and we are here to support that journey.
- 2** Providing a personal touch to every client by taking the time to know you and your business goals.
- 3** Valuing your business operations and providing financial protection through cost-effective risk management strategies.
- 4** Offering the highest level of professionalism through continuing education to broaden our knowledge and stay current in an ever-evolving industry.
- 5** Focusing on the solution, not the problem.
- 6** We encourage open communication between ALL parties.

- 7 Building and sustaining long-term partnerships grounded in honesty, loyalty, fairness, respect, integrity and transparency.
- 8 We work for you and only you. Decisions regarding your insurance are made here, not out of State.
- 9 Your success is our success. We measure satisfaction through your understanding of the insurance process that benefits you.
- 10 We continually strive to provide **“The Right Coverage at the Right Price.”**®

The City of Palmer should not merely place the insurance program with Combs Insurance Agency because we are locally run and operated but because we are the most knowledgeable brokerage in Alaska, serving as an expert witness in certain claims, and we place the largest amount of insurance with APEI giving us a leading advantage to negotiate coverage terms on the City of Palmer's behalf.

2.6.1. Quarterly Property Loss Control

Quarterly property loss control review meetings with appropriate City Staff.

Property is one of municipalities largest assets and should be assessed regularly. We will aid the City of Palmer's staff with property loss control meetings on a quarterly basis or as frequently as needed depending on events that arise.

Municipalities are concerned about the impact of a wide range of risks on their property assets. By implementing preventative property loss control measures, we can reduce a range of costs before they have a chance to impact your balance sheet.

Combs Insurance will utilize and assist with the development of the following loss control tools and programs:

- Catastrophic / Probable Maximum Loss Analysis
- Property Appraisals
- Maintenance Programs
- Routine Inspection Checklists
- Preservation of Property Preparation
- Emergency Preparedness Programs
- Duplication of Records
- Business Continuity Planning

The City of Palmer will also have access to **Combs Connect**, refer to **Appendix #4**, which is a web-based risk management platform. Key members of your loss control, safety, human resources and administrative team will find these services easy to use and with a number of beneficial features. With administrative functions, users can set the level of employee access to the system. **Combs Connect** is a robust resource to an unlimited assortment of risk management documents, surveys, brochures, benchmarking analysis and other training tools for your use 24 hours a day, 365 days a year. These services are included at no additional cost.

CHECKLIST COMMERCIAL PROPERTY INSPECTION

Approved for administrative review by the...

Name: _____ Position: _____

on a quarterly property review. If a property is found that building or a structure is not up to a certain level of safety, it is a violation of the code and the building owner must be notified of the violation and the required corrective action.

Item	Yes	No	Not Applicable
GENERAL			
1. Has the property been inspected for fire safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the property been inspected for electrical safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has the property been inspected for structural safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has the property been inspected for environmental safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the property been inspected for other safety issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has the property been inspected for other safety issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PLAN

Sample Crisis Management Plan

City of Palmer

This is a sample crisis management plan that should be customized to your organization's needs for disaster preparedness and response. It is not intended to be a replacement for your organization's existing disaster preparedness and response plan. This document is intended to provide a framework for developing a crisis management plan that meets the needs of your organization.

Every business, regardless of the industry or size, is the product of human effort, and they have a great deal of assets and other resources. These assets can become an organization's liability to the public and must be protected. Disaster and other crises can occur at any time. It is the responsibility of the City of Palmer to protect its citizens and its assets.

This is a sample crisis management plan that should be customized to your organization's needs for disaster preparedness and response. It is not intended to be a replacement for your organization's existing disaster preparedness and response plan. This document is intended to provide a framework for developing a crisis management plan that meets the needs of your organization.

- Organization structure (e.g., a merger or acquisition)
- The location of your business or building
- Staffing changes that affect City of Palmer's crisis response efforts
- Hours of operation for customers

OBJECTIVE OF THE CRISIS MANAGEMENT PLAN

- Providing employees and the general public with service reports
- Providing an emergency response to property, business, financial, assets, or the environment
- Substantiating the company's reputation
- Minimizing the damage or liability to business as usual following a disaster

CRISIS RESPONSE

Disaster, a crisis, is an event that has the potential to cause business and emergency response plans. It can also be an event that business itself has created. The major elements are: prevention, preparedness, response, and recovery. It is the responsibility of the City of Palmer to protect its citizens and its assets.

CRISIS RESPONSE

- Prevent the crisis from occurring
- Minimize a company's ability to respond effectively
- Minimize a company's liability and/or damage
- Minimize a company's losses and
- Minimize a company's reputation damage

Prepared by: Combs Insurance Agency, Inc.
Approved by: City of Palmer

**Public Entity and Municipality
SAFETY MANUAL**

City of Palmer

Prepared by: Combs Insurance Agency, Inc.
Approved by: City of Palmer

Combs Insurance will also incorporate insurance company loss control resources as part of the City of Palmer's solutions, creating a seamless service team. Your property loss control efforts are important to insurance companies, and they are willing to assist in this investment. Many insurance companies provide property loss control resources at no additional cost – how can you not take advantage at that price! Certain insurance company property loss control efforts are embedded into coverage such as equipment jurisdictional inspections. In that capacity, Combs Insurance will interface with insurance company in scheduling inspections, be instrumental in leveraging insurance company resources and serve as a loss prevention advocate on the City's behalf.

2.6.2. Facilitation of Resources & Marketing

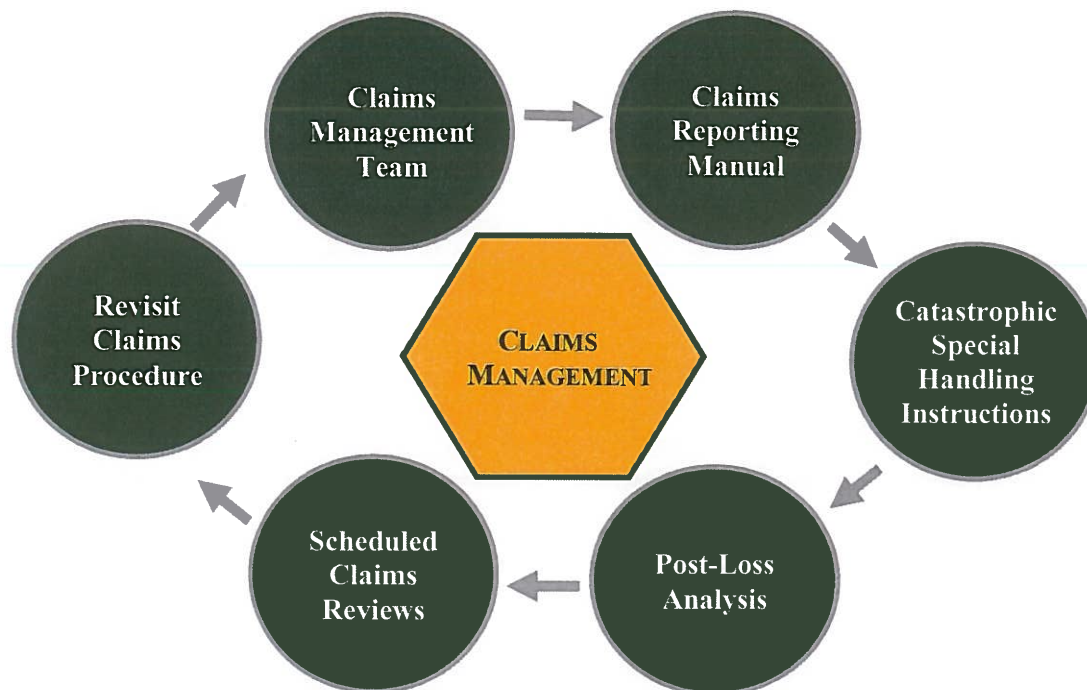
Facilitate insurance company interface and coordination in the following areas:

- a) Claims reporting
- b) Loss control
- c) Renewal information format and market presentation
- d) Marketing of existing coverages and recommendations for new lines of coverage based on city operations

Claims Reporting:

Combs Insurance is available 24/7 and provides 24-hour emergency contacts for all our client locations. Additionally, we require each insurer to provide 24-hour emergency contact information. Our standard claims reporting process is for the insured to directly report Workers' Compensation claims which assures prompt response and claims handling, all other lines should be submitted to Combs Insurance for submitting to carriers. Combs Insurance will work with the City of Palmer's Risk Management Department to establish Claim Reporting Guidelines specific to all lines of coverage.

Developing an appropriate claims management approach can make a considerable difference in the occurrence, frequency and severity of a loss. At Combs Insurance, we recommend a streamlined approach:



We find the above approach allows us to prepare for all aspects of claims handling including revisiting these procedures to determine if adjustments need to be made. Proper claim handling

can have significant effects of minimizing lag-time reporting, closing claims and analyzing reserve amounts which can affect policy rating and deductible amounts.

We structure your claims management program according to your direction. Depending on your need, we can arrange monthly, quarterly, bi-yearly, or annual meetings. Should a significant claim occur, we will arrange separate meetings to specifically address the urgent matter.

The following basic claims administration and services will be provided:

- 24/7 Availability
- Providing Claims Reporting Guidelines
- Developing Claims Procedure Guides
- Establishing Claims Best Practices
- Coordinate Carrier Claims Services
- Coordinating On-Line Access if available
- Loss Handling
- Claims Advocacy
- Distributing Loss Runs
- Claim Reviews for All Lines of Coverage
- Lag Time Investigation
- Reoccurring Claims Meetings

Combs Insurance recognizes that claims management is an essential component for all aspects of your risk management program. We will work as the City of Palmer's advocate on all claims. The goal is to control the City of Palmer's costs through prompt, fair settlements and to ensure you receive the maximum potential recovery from your coverage.

Combs Insurance will meet with your risk management staff promptly to:

- Determine your priority items and where we can add value
- Discuss our claims audit and analysis process
- Set an audit and claim review schedule
- Formalize claims management expectations and responsibilities

Prompt reporting of claims is important. Failure to report in accordance with policy provisions can result in coverage denial. Combs Insurance will assist the City of Palmer in the claims reporting process by:

- Providing complete reporting information with each renewal proposal, upon delivery of policies and in your policy summaries.
- Providing detailed information for mandatory reporting requirements. Every insurer has a list of mandatory reporting requirements that are a part of the policy itself. These mandatory reporting lists are similar but, must be reviewed for each insurer. Examples of claims that must be reported are death, paraplegia, multiple severe injuries, etc.
- During the renewal process we will review current loss runs and discuss serious claims with your staff so we can best present your account to the marketplace. A key part of this review will be to ensure that all claims that should be reported have been reported.

The City of Palmer's designated Claims Management team will be supported by Michael Combs and Kylie Bailey.

- **Michael Combs** is Certified Insurance Counselor designation from the Society of Certified Insurance Counselors and the Certified Risk Manager International designation from the National Alliance for Insurance Education & Research. Michael has served as an expert witness involving court cases surrounding interpretation of insurance contract language and applicable Alaska insurance law.
- **Kylie Bailey** has a B.A. in Business Administration with majors in Risk Management & Insurance and Finance, Associate in Risk Management (ARM) designation and Associate in Risk Management for Public Entities (ARM-P).

Combs Insurance works directly with insurer claims units. We tag claims for follow-up to ensure claims are expeditiously managed. If a particular claim becomes increasingly complicated, we make certain the proper claims specialist is involved. We have no hesitation working with claims senior management to outline policy wording and increase your claim recovery. Any discovery of policy ambiguity, we will clearly point out that it is to be viewed favorably toward you. Insurers know firsthand how detailed we approach claim situations and increase recovery to clients.

For issues that escalate beyond normal handling, we have open communication with the Alaska Division of Insurance. If needed, we will file a formal consumer complaint and meet with Division of Insurance in efforts to come to a suitable resolution.

The City of Palmer has experienced multiple large property related losses over the last couple of years.

- November 30, 2018, an earthquake with a 7.1 magnitude hit outside of Anchorage near Point Mackenzie. In Palmer, we experienced damages to our homes, businesses and roadways. Vine Road saw some of the most damage.
- January 2, 2022, severe winds started of up to 90mph that impacted the Matanuska Area. Governor Dunleavy declared the event a disaster emergency on January 3rd given the nearly 20,000 households without power.

During both events, we hit the ground running working directly with our clients to get their claims reported, scheduling appointments with adjusters, assisting clients in scheduling emergency repair work with contractors, plumbers, electricians, safety inspections, among others. Importantly, Combs Insurance Agency is located in Palmer, and we can immediately assist any situation involving the City of Palmer.

Loss Control:

Combs Insurance’s risk control approach is holistic, comprehensive and consultative in nature, designed around lowering the City of Palmer’s total cost of risk. Our aim is to assist the City of Palmer’s identification of loss exposures, then provide the City of Palmer with solutions for the most cost-effective loss reduction and control techniques to those exposures.

Elements of Combs Insurance’s risk control program we will provide directly to the City of Palmer are:

- ❖ Identify of exposures
- ❖ Analysis of the identified risks
- ❖ Develop control measures
- ❖ Implement loss control program
- ❖ Review results of loss programs and determine adequacy of results

IDENTIFICATION OF EXPOSURES

Combs Insurance will review the City of Palmer’s plans and operating strategy, projected budget, exposures, risk management philosophy, program criteria, risk management program goals and objectives including self-insured risk tolerance.

We would review the logical classifications of exposures from each of the following groups:

- Property: Owned, rented, controlled. Exposures to real property, other tangible property, or intangible property. Perils such as fire, theft, windstorm, earth movement, flood, or loss of proprietary information. Review of construction types, protection and occupancy. Duplication of critical records and separation of access.
- Human Resources: Employment practices, including personnel manuals, safety plans, job descriptions and the use of independent contractors. Enterprise management of key and essential personnel including perpetuation, duplication of function and segregation of key information.
- Liability: Exposures to premises, operations and acts of employees. Relationship to torts law, contract law or statutory law. Systematic review of current, future and renewable contracts regarding the indemnification and insurance provisions.

ANALYSIS OF THE IDENTIFIED RISKS

After compilation of the identified risks to the City of Palmer, an analysis must be made to determine the qualitative and quantitative exposure to loss.

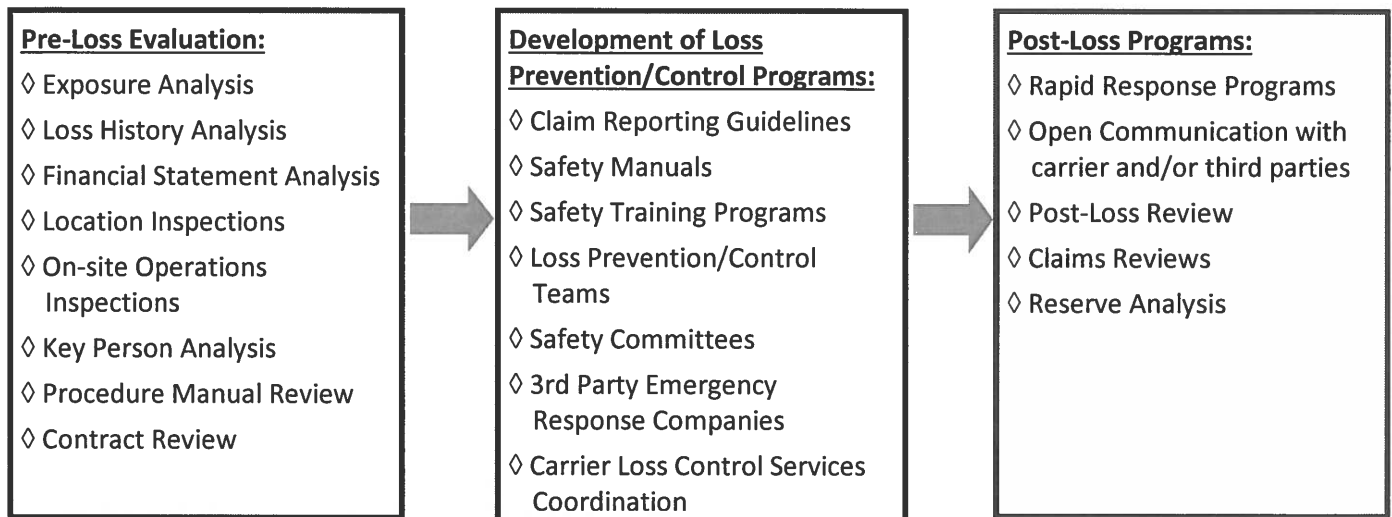
- Qualitative: What is the risk of loss?
 Frequency versus severity. Is the exposure within self-insured tolerance?
 Is it physical loss such as real property?
 Is it financial loss such as employee crime?
 Is it a loss of data, requiring use of employee time to retrieve/replace data?
- Quantitative: What is the projected final cost outcome?
 Is the loss insurable, if so what is the cost of the insurance and deductible?
 If not, is a potential expense within reasonable tolerance to the risk?
 If not within the reasonable tolerance, is it transferable to others?

CONTROL ANALYSIS OF THE IDENTIFIED RISKS

Following review of the qualitative and quantitative exposure to loss, we would then look to what control steps can be implemented regarding the risks.

- Prior to loss: Avoid loss if reasonable and possible.
 Prevent loss through safety methods.
 Reduce the exposure to loss through review methods and communication.
 Segregate and duplicate critical elements that could lead to disruption.
 Transfer exposures to others whenever contractually possible and economically beneficial.
- After a loss: Monitor and maintain connection to the claims process.
 Review litigation strategy.
 Implement recovery process, if possible.

Loss prevention and control is specific to the City of Palmer needs. We approach loss control on a proactive basis after understanding your program and concerns. A Loss Control and Safety Strategy will be formulated based on the following primary areas:



For the City of Palmer to have an optimal risk management program, loss awareness, prevention and control are essential. We find it important to not only preform an initial review but to revisit the policies and procedures as new operations arise within the City of Palmer.

The City of Palmer will gain access to **Combs Connect**, refer to **Appendix #4**, which is a web-based risk control platform. Key members of your loss control, safety, human resources and administrative team will find these services easy to use and with a number of beneficial features. With administrative functions, users can set the level of employee access to the system. **Combs Connect** is a robust resource to an unlimited assortment of risk management documents, surveys, brochures, benchmarking analysis and other training tools for your use 24 hours a day, 365 days a year. **These services are included at no additional cost to the City of Palmer.**

The City of Palmer's **Combs Connect**, refer to **Appendix #4**, platform offers a host of resources some of which are noted below.

- COVID-19 Resources – latest updates, CDC Guidelines, tools & guidelines
- Content News Feed with a steady stream of the latest resources
- Community chat with your peers (not brokers)
- Fleet Safety Policy & Inspection Checklist
- Risk Management Resources
- Loss Control Tools & Policies
- Employee Newsletters & Videos
- Employee Portal/HR Intranet & Online Benefit Management
- Workers' Compensation Mod Management
- ACA & DOL Compliance and Reporting
- OSHA Compliance and Online Reporting
- What to do in the Event of a Claim
- Health Care Reform Resources
- Employee Handbooks
- Safety Manuals
- Safety Newsletters
- Workers' Compensation Audit Checklist
- Resource Library



Combs Insurance is one of the few insurance brokers that includes the offer of risk management training to you in Employment Risk Management Practices which includes comprehensive compliance reviews and information relating to:

- OSHA (Occupational Safety & Health Administration)
- COBRA (Consolidate Omnibus Budget Reconciliation Act)
- ADA (Americans with Disabilities Act)
- Alaska Human Rights Commission
- Sexual and Workplace Harassment
- Employee Personnel and Operations Manuals

In addition to providing our Combs Insurance expertise and the resources from your **Combs Connect** portal, we will also coordinate loss control resources from insurance companies as part of your overall risk solutions—creating a seamless service team. In that capacity, Combs Insurance will interface with insurance carriers in scheduling inspections, be instrumental in leveraging carrier resources and serve as a loss prevention advocate on the City of Palmer’s behalf with carriers.

Renewal information format and market presentation & Marketing of existing coverages and recommendations for new lines of coverage based on city operations:

Our marketing process is well structured to get great results for our clients. We will work with you at every phase to provide the most suitable options the industry has to offer. The phases that we follow are: Discovery, Marketing, Decision & Placement.



During the **1-Discovery Phase**, we work with Risk Management staff to understand your operations. This includes discussing the current status of the market, gathering information that is critical for the renewal process, analyzing cost drivers (losses, exposures, deductible thresholds), and identifying key service projects that fall outside the renewal process (loss control needs, continued review of claims, special projects, etc.).

Upon completion of the identification, analysis and control process, Combs Insurance will confirm those exposures that should be transferred contractually to the insurance market following a discussion on risk tolerance, especially regarding deductibles and retention limits.

When time comes for the **2-Marketing Phase**, submissions are provided to the markets to achieve the established insurance placement goals reviewed with the City of Palmer. Our underwriting submission will be comprehensive and technically detailed when presented to underwriters. Details will include a description of your operations, exposure data including historical and estimated for the upcoming 12 months, loss runs and claims analysis, details on loss prevention and mitigation efforts. We will also provide specific information regarding policy terms and conditions (i.e. limits of liability and attachment points, sub limits, coverage enhancements, etc.)

At Combs Insurance, we put clients and markets together. We are your advocates and highlight the best of your policies and procedures, however we find that clients can exemplify their operation to markets in a thorough manner that markets appreciate. With the right procedures in place, long-term client/carrier relationships help to achieve the most competitive rates, broadest coverage and optimal claims handling. This can only be done by having open and active communication between all parties.

Maintaining a consistently clear channel of communication between all involved parties is the key to the success of claims management. Combs Insurance accomplishes this approach with ongoing communication via in-person meetings, web-based meetings, conference calls and email.

We will have discussions with underwriters on specific terms, conditions and premiums as well as discuss proposed policy forms and endorsements or requested amendments. During the marketing phase our objective is to secure indicative terms and conditions based upon pre-agreed policy wordings.

During the **3-Decision and Placement Phase**, Combs Insurance will present the final renewal proposal and will meet with the City of Palmer to determine which insurance companies provide the combination of policy terms, conditions and premiums that best meets each of the stated objectives identified in the Marketing Phase. The final renewal proposal will include a coverage comparison of renewal terms and offers. A listing of all insurance markets approached and their responses will be clearly detailed.

Information on the service capabilities and financial strength of the insurance markets will be included in our detailed proposal. We subscribe to AM Best's Key Rating Guide for analysis of the rating and financial strength of the insurance markets. We are members of the Independent Insurance Agents and Brokers of America that produces weekly bulletins regarding adverse news in the insurance market of the United States. Additionally, the Alaska Division of Insurance is used as a source to confirm licensing of the various markets that provide insurance related services in Alaska.

Once the City of Palmer's decisions are made on coverages, structures and terms to renew, Combs Insurance will secure coverage with the designated insurance companies. Final binders/confirmations of coverage, invoices, auto identification cards, certificates of insurance, claims reporting guidelines and any final additional documentation as needed will be supplied to the City of Palmer.

2.6.3. Coverage Analysis

Develop coverage options as agreed upon for coverages not currently in effect for the City's review. Such review should indicate a market review of coverages for both price and conditions as well as alternatives for managing the identified risk other than a traditional insurance product where such alternatives exist.

Combs Insurance will begin meeting with the City of Palmer approximately **180 days** prior to the renewal dates to research and discuss coverage goals. A formal analysis and evaluation of current insurance programs will be conducted. This will consist of review of policy language, exposure analysis, identification of potential coverage gaps and risk tolerance.

As your strategic partner, we are committed helping you understand all of your actual and potential costs, providing actionable advice, and delivering world-class service and support. We help you develop a program that minimizes your Total Cost of Risk (TCOR). TCOR is a comprehensive tool that analyzes direct and indirect costs of your risk management program. Combs Insurance's approach to TCOR is to consider the six cost drivers of your risk management program.

The six TCOR cost drivers we will explore are detailed below.

- ◆ **Insurance Premiums & Direct Costs** – the entry point for TCOR is your cost to place coverage from an insurance company. It may also include broker compensation, risk management payroll, loss control costs, TPA fees, and other direct costs to you. It's important to note the Combs Insurance strives to minimize insurance premiums by developing an in-depth knowledge of your business, we are able to match you with the correct insurance company and incorporating other factors of TCOR.
- ◆ **Program Structure** – we tailor your insurance program based on your exposures, anticipated risk levels and level of risk assumption. We also design your program to include loss prevention, risk control and post-loss evaluation.
- ◆ **Losses within Deductible/Retention** – this cost driver is nearly as important as your insurance premiums. Deductibles and retentions can have a significant impact on your insurance program's costs. Analyzing costs within your retained layer allow us to implement programs for your business that will increase safety, minimize losses and mitigate claims, resulting in a lower total cost of risk.
- ◆ **Uninsurable/ Uninsured Losses** – we help you understand all your potential risks, both known and unknown. Through analysis of your insurance program, we will identify areas where you have no insurance either through assumption of risk or because the loss is not commercially available. We will also detail areas where you are underinsured. Utilizing our loss prevention and loss control resources, we will drive down your cost of risk.
- ◆ **Coverage Gaps** – utilizing a systematic analysis of your current policies, we will identify potential areas of gaps in coverage. Our team has deep industry and coverage expertise that understands the needs of your unique business to minimize any unknown vulnerabilities.
- ◆ **Contractual Liability** – all business relationships have contractual liability exposure and the more complex the relationship, the greater the potential for liability. We work closely

with you to develop a program to transfer the appropriate liabilities and not unnecessarily assume any liability or commit to provide coverage that is not commercially available.

Application of TCOR can critically assist clients with a holistic approach to their risk management program. It emboldens clients to evaluate all their potential cost areas and reinvest in risk management strategies to ultimately reduced your Total Cost of Risk.

2.6.4. Policy Review

Assist the City in reviewing all insurance policies and plans as needed.

Combs Insurance has internal procedures for conducting policy checks for policies of all sizes. Policy review and delivery is conducted within two months of renewal. Once the policy is received by the insurance company, the policy review process starts with an initial review that consists of checking the terms and conditions in the new policy against the binder, final proposals and last year's policy. This initial review identifies many inconsistencies before it gets to the account executive who does the final policy check which will incorporate an overall exposure analysis and review of manuscript policy language.

If after review of the policy, amendments or changes need to be made, notice will be sent immediately to the insurance company requesting amendment.

Once all policies are received and reviewed, delivery of policies will be made to the City of Palmer in a format as agreed within two months after renewal. Typically, delivery is made electronically for ease of receipt, record retention and review of policy. Policies and endorsements will also be posted to your **Combs Connect** portal which will allow the City of Palmer's administration access to policy documents 24 hours a day, 365 days a year. These remain on the portal for a minimum of three (3) consecutive years. Policies can also be delivered in printed form, if desired.

Once policy endorsements with the requested changes are received, these will be reviewed for accuracy and forwarded to the City of Palmer separately after policy delivery. If amendments need to be made mid-term to the policy with respect to coverages, additions/deletions to a schedule, etc. these will be forwarded to the insurance company immediately following notification by the City of Palmer of the change.

2.6.5. Day-to-Day Service

Provide service for day-to-day contact on insurance matters.

Combs Insurance is available to assist the City of Palmer's daily needs. The City of Palmer's core team is dedicated to being readily accessible for via phone, email, in-person meetings, or as COVID has made us much more comfortable with virtual meetings.

On a regular basis we assist the City's administration with issuance of Certificates of Insurance and Auto ID Cards, contract review, claims reporting, exposure analysis, policy inquires and any other items as needed. Other matters such as renewal strategies, claims management procedures, claims review, loss prevention methods and loss control meetings are scheduled on a more structured basis.

We have developed basic standard insurance service timeframes to best serve your account. Adjustments can be made as necessary and may be adjusted at any time.

Basic Servicing:	Timeframe
Policy Delivery	2 months after renewal
Endorsement Delivery	Within 2 weeks of receipt
Access to Policies & Endorsements	24/7 on Combs Connect portal
Certificates of Insurance	Within 24 hours after request
Auto ID Cards	Within 24 hours after request
Client service insurance requests	Response within 24 hours
Marketing/Renewal Servicing:	Timeframe
Initial renewal & state of market mtg w/ client	180 days prior to renewal
Renewal request to client	160 days prior to renewal
Submission to Market	120 days prior to renewal
Initial Quotes	75 days prior to renewal
Final Quotes	45 days prior to renewal
Proposal Delivery & meeting with client	30 days prior to renewal
Authorization to Bind received from client	15 days prior to renewal
Bind orders to insurance companies	15 days prior to renewal
Binders sent to client	5 days prior to renewal
Invoices	5 days prior to renewal
Renewal Certificates issued to 3 rd parties	5 days prior to renewal
Renewal Auto ID Cards	5 days prior to renewal
Claims Management Services:	Timeframe
New loss reporting	Within 24 hours
Delivery of claim number & adjuster contact information	Within 48 hours of submitting claim
Participate in and advise on claims and litigation management	As needed
Review of loss runs	Quarterly or as needed
Program Loss Analysis	Annually or as needed

Loss Control Services:	Timeframe
Access to Combs Connect resources via portal	24/7
Loss Control Analysis	Annually or as needed
Participate in newly identified needs	Continually

Additionally, the City of Palmer’s administration will have access to **Combs Connect**, refer to **Appendix #4**, as your online web-based platform that will allow you full access to an unlimited assortment of risk management documents, surveys, brochures, benchmarking analysis and other training tools for your use 24 hours a day, 365 days a year. **These services are included at no additional cost to the City of Palmer.**

Through **Combs Connect** you will have daily notifications, updates and recent changes in laws and regulations. This feature allows you to be kept fully abreast of recent developments and able to project business implications.

2.6.6. Customary Service

Other services as are normally and customarily required of a municipal insurance broker.

At Combs Insurance, our approach to providing insurance brokerage services to the City of Palmer is one of mutual benefit. We sincerely strive to be a business partner with the City of Palmer. The City of Palmer utilizes accounting firms for auditing purposes, law firms for legal advice and we desire to be an integral part of your financial resource protection team that involves not only your own risk management personnel, but also our experienced team of insurance professionals. Working together to implement usable risk management plans involving identification, analysis, control, financing, and implementation, the City of Palmer can plan for acceptable exposures while transferring those exposures identified as potentially financially harmful.

Our firm has several years of experience in the practice of risk management techniques. Combs Insurance has one of the few Certified Risk Managers in Alaska as a major owner of the firm and acting as the account supervisor for the City of Palmer. We will continue to work with you to manage risk and control costs. By gathering your input that describes your operations, we will be able to:

- Analyze the factors and conditions that are contributing to your total cost of risk.
- Develop and present cost-effective strategies for dealing with risk, such as retention, transfer, duplication, segregation or even elimination.
- Seek creative solutions and explore alternatives before recommending the purchase of any additional insurance.
- Provide a clear, concise explanation of what you are purchasing, what it could ultimately cost and the rationale behind its purchase.

The Combs Insurance philosophy and that of the account executive team is to retain known exposure costs, transfer exposures that you cannot control, and purchase insurance to provide adequate protection for the “what if” items that keep risk managers awake at night.

Never trade dollars with insurance companies. The insurance industry has some of the nicest people working for them, but it is a business, and their goal is to make a profit. For every dollar that is sent out as premium, they intend to keep approximately 35% to cover their costs and profit. The balance is used to adjust and pay claims within the contract. If you have a known, financially manageable and predictable loss exposure it makes little sense to insure the risk, it is money well spent to retain those losses yourself, through reserves. A thorough discussion must take place regarding the parameters of this decision and your risk tolerance. We are available to continually discuss that process.

Below is a sampling of the minimum Property, Casualty and Employee Benefit service agreement duties that have been executed for our public entity clients.

- a. Review every policy, binder, certificate, endorsement or other documents that we issue or receive from insurers for accuracy and obtain revisions to such documents when needed;
- b. Verify all rates and premium charged for your accounting and audit purposes;
- c. Answer related insurance questions that the client may have regarding their insurance

- program, including submission of annual reports on the insurance program;
- d. Communicate with administration personnel, review current exposures while discussing insurance issues and services as needed;
 - e. Provide loss control suggestions, review and comment on insurer loss control services, especially regarding compliance requests and implementation scheduling;
 - f. Prepare insurance certificates as requested and maintain the list for future use;
 - g. Assist in the adjustment and settlement of any claims or losses that occur within the insurance program including coordination with the legal counsel;
 - h. Provide loss data as supplied by the insurance market and an annual summary of our in-house listing of reported claims, if needed as additional support;
 - i. Solicit insurance proposals from reputable insurance markets prior to the anniversary of each policy term and advise of the expected premiums and conditions for budget forecasting and actual policy premiums;
 - j. Assist in determining the insurable value of the properties owned, operated, or controlled by the client;
 - k. Perform any reasonable request for insurance services that you may have during the contract terms to satisfy your risk management service needs;
 - l. Solicit and/or invoice all of the Property and Casualty insurance coverage areas including general and law enforcement liability, workers compensation, automobile, directors and officers liability, employment practices liability, property, mechanical breakdown, mobile equipment, airport liability and crime insurance "net" of any commission so that you will be able to identify the cost of insurance and the cost of insurance brokerage services, and
 - m. All services are conducted on a direct basis using the personnel from our firm in Palmer, AK.

2.7. Compensation (Separate)

Each proposal must include the Fee Proposal enclosed as Section III. Compensation will be in the form of a fixed fee. The broker agrees to return all commissions received to the City of Palmer or make other arrangements with the carriers to reduce the premium by the amount of the commission. The City will pay the fee prior to April 30 of each contract year.

The compensation portion is provided as separate document per requirements in the Request for Proposal.

2.8. Annual Bid Solicitation

The broker will on an annual basis provide documentation of the companies solicited and their bids.

During the Decision and Placement Phase of the renewal and marketing process, Combs Insurance will present the final renewal proposal to the City of Palmer which will include a coverage comparison of renewal terms and offers. A detailed listing of all insurance markets approached, the coverages to which coverage was sought, and their responses will be clearly outlined.


Appendix #1 Required Forms

**SECTION IV
SUBMITTAL PAGE**

By signing below, the Proposer hereby certifies to the following:

1. The individual signing below, or the firm associated or corporation of which they are a member, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of a free competitive process in connection with this solicitation.
2. The individual signed below is authorized by the firm association or corporation to bind such association or corporation to a legal contract.
3. The individual signing below, or the firm association or corporation of which they are a member, is not debarred or suspended from doing business with the City of Palmer.
4. They are acknowledging receipt of the following Addenda Numbers (if no addenda have been issued, either leave blank or write "N/A" or "None")

(List Addenda numbers that you are acknowledging receipt of)

<u>Combs Insurance Agency, Inc.</u> Company Name	<u>4/4/2022</u> Date
<u>341 S Alaska St</u> Mailing Address	<u>Palmer, AK 99645</u> City, State, Zip Code
<u>Michael Combs</u> Printed (or typed) Name	 Signature
<u>Michael Combs</u> Contact Person (printed or typed)	<u>President</u> Title
<u>(907) 745-2144</u> Phone Number	<u>(907) 745-7275</u> Fax Number
<u>mike@combsinsurance.com</u> Email Address	

It shall be the responsibility of the Proposer to ensure their proposal is received at or before the date and time fixed for closing. Proposers should include the following with their proposal:

- ✓ Signed Submittal Page (acknowledging Addenda if applicable)
- ✓ One (1) original and three (3) copies of your signed proposal
- ✓ Copy of Professional License
- ✓ Instructions to Proposers & Specifications/Scope of Services

**SECTION V
NON-DISCRIMINATION STATEMENT**

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Palmer or the performance of any contract resulting there from;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of nondiscrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Palmer to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.



Signature

4/4/2022
Date

**APPENDIX A
CITY of PALMER
REQUEST FOR PROPOSAL
INSURANCE BROKER SERVICES
A Completed Form must be submitted with the proposal**

Question	Yes	No
Is your firm licensed in the State of Alaska?	X	
Has your firm ever been suspended, warned or fined?		X
Is your firm currently in arrears on payments of insurance premiums to any insurance company?		X
Does your firm have two or more qualified persons to handle the City of Palmer's account with a minimum of ten (10) years of experience in municipal insurance?	X	
Do you carry Insurance Agents Errors & Omissions coverage with a limit of at least \$5 million?	X	
Do you now write or have you written within the last four (4) years, at least one account in the State of Alaska with premiums over \$4 million or more? Please describe type of account and coverage involved: See attached for detail.	X	
Do you now or have you ever written insurance coverage for a political subdivision in the State of Alaska? (Municipality, school system, public authority, etc.) Please describe type of account and coverage written: Combs Insurance Agency currently places coverage for municipalities, including cities, village organizations, cooperatives, emergency responders, school districts and public utilities	X	
If appointed, will you prepare an annual stewardship report detailing your activities on behalf of the City, the City's premium and loss results and include your observations and recommendations for changes in the market, coverage and other factors affecting the City's insurance program?	X	
Do you have an affirmative action plan in place?	X	
List below those companies you would approach for the city's insurance coverage and your annual premium volume with each company. See attached for detail.		

Do you understand that this appointment, if made, will be for a period of one (1) year with a possibility of three (3) renewals, subject to satisfactory performance as determined by the City?	X	
Do you agree to disclose, in writing, all compensation received by you or your firm in connection with the placement or servicing of insurance for the City of Palmer from any source other than the City?	X	
Please expand on any reply by attachment hereto and include any other information you feel will be pertinent for consideration on your appointment as Broker of Record.	X	

**APPENDIX A – Additional Details
CITY of PALMER**

**Question #6: Do you now write or have you written within the last four (4) years, at least one account in the State of Alaska with premiums over \$4 million or more?
Please describe type of account and coverage involved:**

Combs Insurance Agency writes exclusively Alaska based accounts, giving us a deep understanding of what affects Alaskan clients. One of our industry segments is the public sector where we currently place coverage for cities, village organizations, cooperatives, emergency responders, school districts and public utilities. One of the unique attributes to Alaska is that our State is comprised of several small to mid-sized municipalities. At Combs Insurance Agency, not only do we assist native villages and cooperatives, but we also place several large municipality clients with annual premium size of up to \$2,400,000 for property and casualty insurance services. Employee Benefits is another key coverage placement for our municipality clients with premium of up to \$13,000,000.

In 2021, the City of Palmer’s property and casualty annual premium was \$517,869.99. As such, Combs Insurance Agency is well versed with the insurance and risk management needs that would be required of the City of Palmer. Combs Insurance Agency is also the leading broker for Alaska Public Entity Insurance (APEI) who is the insurance company for the City of Palmer. As such we are exceptionally familiar with APEI’s insurance program and continuously work with APEI to improve their insurance offerings for broader and more comprehensive coverage.

Question #10: List below those companies you would approach for the city’s insurance coverage and your annual premium volume with each company.

There are only a few insurance companies that write primary property and casualty placements for Alaskan municipalities. Those insurance companies are identified below along with our current annual written premium.

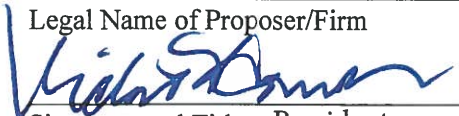
Insurance Company	Written Premium
Alaska Public Entity Insurance (APEI)	\$7,904,425
Alaska Municipal League Joint Insurance Association (AMLJIA)	\$377,330
Alaska National Insurance Company	\$640,764
Umialik Insurance Company	\$1,117,689

**APPENDIX C
CITY of PALMER
NON-COLLUSIVE AFFIDAVIT OF PROPOSER**

The undersigned proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the proposer developed the bid independently and submitted it without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition, and
- (2) the proposer, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal.

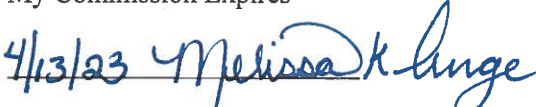
The undersigned proposer further certifies that this statement is executed for the purpose of inducing the City of Palmer to consider the proposal and make an award in accordance therewith.

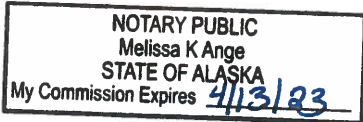
Combs Insurance Agency, Inc.
Legal Name of Proposer/Firm

Signature and Title President

341 S. Alaska St, Palmer, AK 99645
Business Address
4/4/2022
Date

Michael F. Combs
Printed Name of Title Person

Subscribed and sworn to me this 4th day of April, 2022.

Notary Public
My Commission Expires
4/13/23 



Appendix #2 Resumes

Professional Biography - Michael F. Combs



Michael F. Combs, CIC, CRM – President & Account Executive

Responsible for major client service functions of the firm including needs assessments, exposure analysis, marketing analysis, market placement and service criteria and scheduling. He is also responsible for clients training on human resource management issues from a risk management focus.

Michael joined the family business in 1973 and was licensed as an insurance agent and broker in 1975. Serving as President of Combs Insurance since 1982, he has been dedicated to the organizational well-being of the firm and providing professional, ethical, and knowledgeable insurance services to the array of clients that have chosen to place their trust in our care.

Michael has over 40 years experience in the insurance industry including being the senior account executive for municipalities, school districts and utilities. He has performed under agreements with the City of Wasilla, the City of Bethel, Lower Kuskokwim, Lower Yukon, Lake & Peninsula, Aleutian Region, Northwest Arctic Borough, Yukon-Koyukuk and Denali Borough School Districts.

He received his Certified Insurance Counselor designation from the Society of Certified Insurance Counselors in 1989 and the Certified Risk Manager International designation in 2005 both from the National Alliance for Insurance Education & Research. In 2014 he was recognized as having passed 25 years of continued education with the National Alliance.

Business related activities: Society of Certified Insurance Counselors, Society of Certified Risk Managers International, Alaska Independent Insurance Agents & Brokers, Inc. and the Alaska Worker's Compensation Review & Advisory Committee.

He has served as an expert witness involving court cases surrounding interpretation of insurance contract language and applicable Alaska insurance law.

Michael was born and raised in Palmer, Alaska and currently resides there with his wife, Cheryl. He and Cheryl have six adult children and nine grandchildren. He enjoys spending time golfing, camping, hunting and fishing in the great outdoors of Alaska. Michael is dedicated to the community and involved with various organizations throughout the Valley, including Rotary International, Wasilla and Palmer Chambers of Commerce, Mat-Su Miners Board of Directors and Little League Baseball.

Professional Biography – Kylie J. Bailey



Kylie Bailey, ARM – Account Executive

Manages client accounts to ensure clients have access to Combs Insurance's extensive resources while providing a full range of brokerage and risk management services. Kylie works with clients, analyzes exposures, designs insurance programs, and markets/negotiates with underwriters ensuring adequacy of coverage and service programs. Possessing extensive experience crafting complex catastrophic property programs, loss sensitive casualty programs, insurance pools and reinsurance programs, Kylie designs risk and service solutions as well as solves clients' business risk issues.

She brings 18 years industry experience working on risk management accounts at Arthur J. Gallagher, Alliant, and Hilb, Rogal, & Hobbs insurance brokerages in San Francisco, CA. Earning a B.A. in Business Administration at Washington State University with majors in Risk Management & Insurance and Finance in 2003, she further advanced her education obtaining an Associate in Risk Management (ARM) designation. Kylie's expertise includes risk management of real estate, hospitality, retail, fitness and municipality accounts. Kylie's has worked with numerous clients including California Department of Veterans Affairs, Independent Cities Risk Management Authority, Cities & Villages Mutual Insurance Company, Legacy Partners, E&S Risk Management, Gap, Williams-Sonoma, Restoration Hardware, Jackson Family Wines, Joie Hilton San Francisco Financial District, and New Evolution Fitness during her industry career.

Kylie was raised in Palmer, Alaska and currently lives in the San Francisco Bay Area with her husband Dave and son Asher. She is able to work remotely for Combs Insurance and travels to meet with clients frequently. She enjoys the beautiful Bay Area, traveling and living a healthy lifestyle.

Professional Biography – Cheryl R. Combs



Cheryl R. Combs, CISR, HRM – Account Representative

Responsible for coordination of account services to all accounts within the firm and administers clients training on human resource management issues from a risk management focus. Her activities will also include review of coverage forms, certificates of insurance, risk management recommendations regarding workplace safety and loss control. Cheryl will be involved in the initial data information gathering process as well as renewal updates.

Cheryl joined Combs Insurance in 1991 after nine years of employment with an insurance agency in Soldotna, Alaska, Cheryl has over 40 years of experience in the insurance industry including the last sixteen as a senior account manager to municipal accounts under service agreements at the firm. Those accounts included the Lower Kuskokwim, Lower Yukon, and Lake & Peninsula School Districts.

She received her Certified Insurance Service Representative designation in 1993 and Certificate in Human Resource Management designation in 2006 and currently pursuing the Certified Insurance Counselor designation.

Business related activities: Society of Certified Insurance Service Representatives, Past President – Alaska Independent Insurance Agents & Brokers, Inc.

Cheryl is an avid volunteer, most notably serving as the Chairperson of Rotary District 5010 Youth Exchange. She spends free time enjoying camping, fishing, golfing, grandchildren and travel with her husband, Michael.

Professional Biography – Jamie L. Lane



Jamie Lane – Customer Service Representative

As our lead administrative assistant, Jamie is responsible for office management of Combs Insurance. Jamie is knowledgeable about all client accounts and warmly greets each guest. Jamie joined Combs Insurance in 2008 and ensures the smooth day to day running of the office. She is currently pursuing advancement in the insurance industry by studying for her Property & Casualty insurance license and obtaining her Certified Insurance Service Representative (CISR) designation. She is receiving training as a designated Certificate of Insurance processor for the office and provide administrative support.

Jamie grew up Palmer, Alaska and enjoys raising her three children with her husband Jason.

Professional Biography – Melissa A. Visker



Melissa A. Visker – Employee Benefits Account Manager

Responsible for account services to all Employee Benefit accounts within the firm and administration of client training on human resource management issues from a risk management focus. Reviews coverage forms, certificates of insurance, loss control recommendations regarding risk management. Involved in the initial data information gathering process as well as renewal updates.

Melissa joined Combs Insurance in May of 2007 after a five year employment with a local wholesale company working in the accounting and human resource department. Melissa is extremely well versed on the Affordable Care Act implementation and ramifications. Federally And State authorized to advise participants on the current Exchange Program regarding open enrollment, special enrollment and general informational guidelines. She is currently working towards her Registered Health Underwriter and Registered Employee Benefits Consultant designations.

Melissa resides in Wasilla, Alaska with her two sons and loves living in Alaska.

Professional Biography – David H. Combs



David H. Combs, Servicing Account Manager

Obtained his Property & Casualty insurance license in 2019 and is working on the Certified Insurance Service Representative (CISR) designation. David works with a variety of clients big and small for their insurance needs.

He also is the backup accountant for all accounting practices at Combs Insurance, including payroll, accounts receivable, accounts payable, 401K/retirement management, banking and general ledger.

David joined the family business in 2002 after graduating from George Fox University with a degree in Business Administration and Management. He received his Fundamentals of Payroll Certification (FPC) from the American Payroll Association in 2007. Obtained his

Insurance License in September of 2019.

David lives in Palmer, Alaska with his wife, Sabrena and their two sons, Jackson and Riker. David has a love for baseball and has been the head coach for the Palmer High School baseball team since 2007. David served as President of the Greater Palmer Chamber of Commerce Board of Directors, President for the Palmer Little League Board of Directors and a director for the Matanuska Valley Federal Credit Union.

Professional Biography – Judy D. Bruns



Judy D. Bruns – Business Development

Responsible for **Combs Connect** training and implementation of the resource tools including Broker Briefcase content and Human Resource Connections. Client training in deployment of risk management and human resource portal access to help manage OSHA Compliance, Workplace Policies and Forms, Industry Exposures, Safety Program Development and Maintenance as well as Employee Benefits Administration.

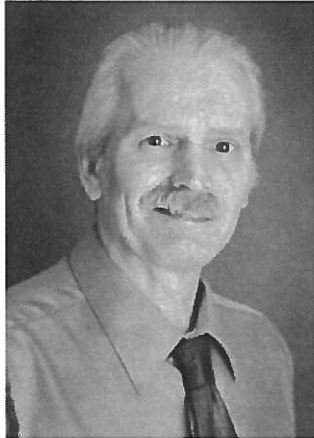
Judy serves as the portal manager for **Combs Connect** and **HR Connections** client portals.

Judy joined the firm in August of 2013, with 20 years of experience in top level management positions in financial and regulatory management services with a focus on analysis of needs assessment and exposure analysis. She has assisted in providing training to staff and clients with deployment of **Combs Connect** resources and educational information that assists clients in risk management and benefit administration.

She received her Broker Briefcase Partner Certification in December 2013 and completed Zywave partner training courses in both HR Connections and AMC database support, as well as Decision Master Warehouse data analysis for claims management and rate design. She is a licensed producer in Alaska and Texas for Life, Accident, Health and Property and Casualty Insurance. She has completed curriculum for a Certified Insurance Service Representative (CISR) Designation.

Judy lives in Lubbock, Texas and is able to work remotely for Combs Insurance.

Professional Biography – Ron E. Combs



Aaron E. "Ron" Combs, Jr. CIC – Consultant

Ron joined the family insurance business in 1975 and licensed as an insurance agent and broker since 1976. Currently serving as a Consultant for Combs Insurance, he is dedicated to providing knowledgeable insurance services to the array of clients that have chosen to place their business with Combs Insurance.

Ron has over 40 years of experience in the insurance industry including the last 18 as an account executive for governmental and utility accounts under service agreements at the firm including the City of Wasilla, Chignik Lake and Aleutian Region School District.

He received his Certified Insurance Counselor designation from the Society of Certified Insurance Counselors in 1992 from the National Alliance for Insurance Education & Research.

Business related activities: Society of Certified Insurance Counselors

Ron was born and raised in Palmer, Alaska. Ron recently semi-retired from Combs Insurance, but thankfully continues to be a valuable consultant resource.

Appendix #3 Copies of Licenses

COMBS INSURANCE AGENCY INC
 341 S ALASKA ST
 PALMER AK 99645

State of Alaska Insurance License

License No: 7758 FEIN: 92-0062428

COMBS INSURANCE AGENCY INC
 341 S ALASKA ST
 PALMER AK 99645

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	07/01/1971	07/02/2021	07/01/2023	Casualty, Health, Life, Property



This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

State of Alaska Insurance License

License No: 7758 FEIN: 92-0062428

COMBS INSURANCE AGENCY INC
 341 S ALASKA ST
 PALMER AK 99645

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	07/01/1971	07/02/2021	07/01/2023	Casualty, Health, Life, Property



This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

MICHAEL F COMBS
 PO BOX 2702
 PALMER AK 99645

State of Alaska Insurance License

License No: 3445 NPN: 4638134

MICHAEL F COMBS
 341 S ALASKA ST
 PALMER AK 99645


This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	06/05/1975	12/01/2020	11/30/2022	Casualty, Health, Life, Property



This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

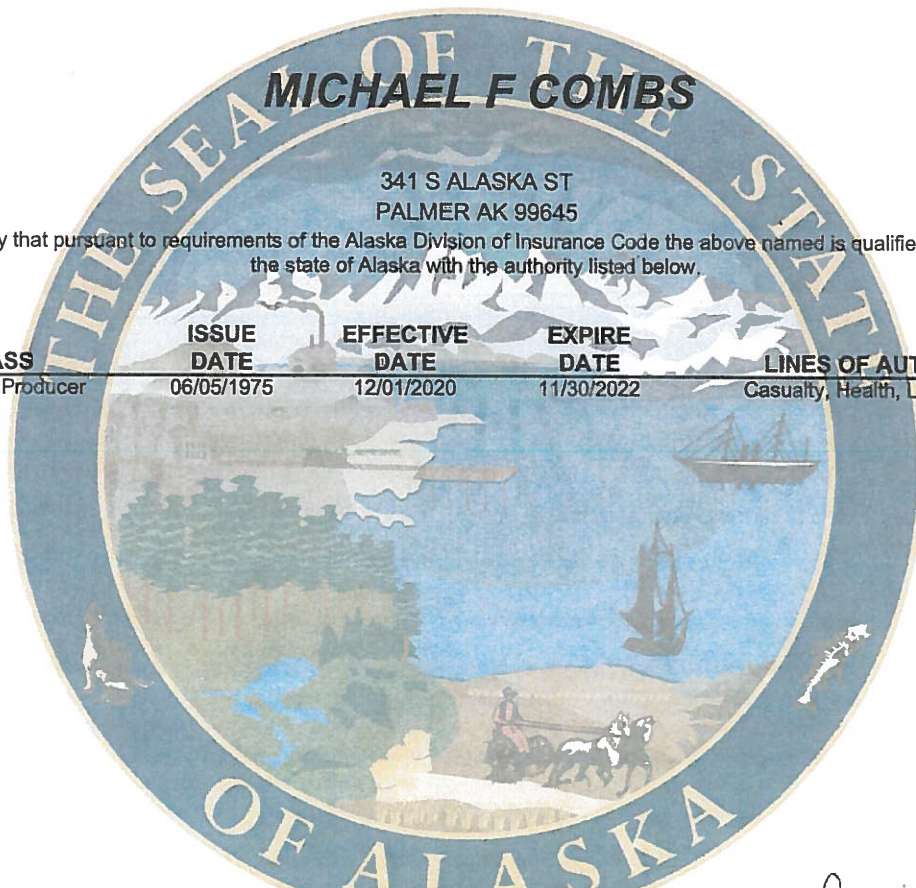
State of Alaska Insurance License

License No: 3445 NPN: 4638134

MICHAEL F COMBS
 341 S ALASKA ST
 PALMER AK 99645

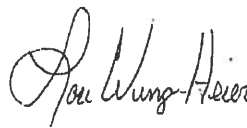
This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	06/05/1975	12/01/2020	11/30/2022	Casualty, Health, Life, Property



This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

KYLIE JEAN BAILEY
 COMBS INSURANCE AGENCY
 341 S ALASKA ST
 PALMER AK 99645-6337


COMBS INSURANCE AGENCY
 4040 CIVIC CENTER DR STE 200
 SAN RAFAEL CA 94903-4187

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	05/14/2014	11/01/2021	10/31/2023	Casualty, Health, Life, Property

This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and the laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

State of Alaska Insurance License

License No: 58723

NPN: 8156720

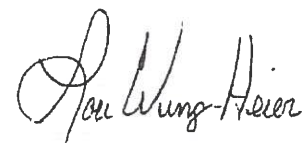
KYLIE JEAN BAILEY

COMBS INSURANCE AGENCY
 4040 CIVIC CENTER DR STE 200
 SAN RAFAEL CA 94903-4187

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	05/14/2014	11/01/2021	10/31/2023	Casualty, Health, Life, Property

This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.



LORI K. WING-HEIER

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>

CHERYL R COMBS
 PO BOX 2702
 PALMER AK 99645

State of Alaska Insurance License

License No: 4021 NPN: 4638246


CHERYL R COMBS
 341 S ALASKA ST
 PALMER AK 99645

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	07/22/1987	11/01/2021	10/31/2023	Casualty, Property

This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

State of Alaska Insurance License

License No: 4021 NPN: 4638246

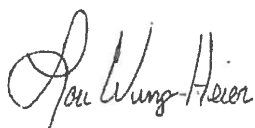
CHERYL R COMBS
 341 S ALASKA ST
 PALMER AK 99645

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	07/22/1987	11/01/2021	10/31/2023	Casualty, Property

This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

JAMIE LYNN LANE
 341 S ALASKA ST
 PALMER AK 99645

State of Alaska Insurance License

License No: 100180416 NPN: 19265829

JAMIE LYNN LANE
 341 S ALASKA ST
 PALMER AK 99645

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	08/28/2019	10/01/2020	09/30/2022	Casualty, Property

This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HIEBER

VOID IF ALTERED NON-TRANSFERABLE

State of Alaska Insurance License

License No: 100180416 NPN: 19265829

JAMIE LYNN LANE
 341 S ALASKA ST
 PALMER AK 99645

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	08/28/2019	10/01/2020	09/30/2022	Casualty, Property

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MELISSA ANN VISKER
 2245 E GRIZZLY BEAR CIRCLE
 WASILLA AK 99654

State of Alaska Insurance License

License No: 65569 NPN: 9672858

MELISSA ANN VISKER
 341 E ALASKA ST
 PALMER AK 99645

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	09/17/2007	05/01/2022	04/30/2024	Casualty, Health, Life, Property

This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

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 LORI K. WING-HEIER

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State of Alaska Insurance License

License No: 65569 NPN: 9672858

MELISSA ANN VISKER
 341 S ALASKA ST
 PALMER AK 99645

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CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
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 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

DAVID H COMBS
 208 W. COTTONWOOD AVE.
 PALMER AK 99645

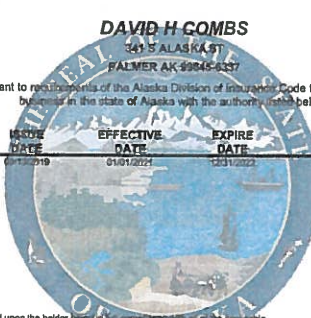
State of Alaska Insurance License

License No: 100181268 NPN: 19279097

DAVID H COMBS
 341 S ALASKA ST
 PALMER AK 99645-6337

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	09/13/2019	01/01/2021	12/31/2022	Casualty, Property



This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

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 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

State of Alaska Insurance License

License No: 100181268 NPN: 19279097

DAVID H COMBS
 341 S ALASKA ST
 PALMER AK 99645-6337

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CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	09/13/2019	01/01/2021	12/31/2022	Casualty, Property



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 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

JUDY D BRUNS
 5707 87TH PLACE
 LUBBOCK TX 79424

State of Alaska Insurance License

License No: 100104758 NPN: 17247243


JUDY D BRUNS
 5707 87TH PLACE
 LUBBOCK TX 79424

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	04/18/2014	02/01/2022	01/31/2024	Casualty, Health, Life, Property

This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

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 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

State of Alaska Insurance License

License No: 100104758 NPN: 17247243

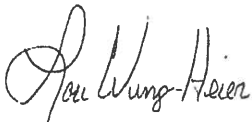
JUDY D BRUNS
 5707 87TH PLACE
 LUBBOCK TX 79424

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	04/18/2014	02/01/2022	01/31/2024	Casualty, Health, Life, Property

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 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

AARON E COMBS JR
 PO BOX 816
 PALMER AK 99645

State of Alaska Insurance License

License No: 3448 NPN: 4638136

AARON E COMBS JR
 341 S ALASKA STREET
 PALMER AK 99645

This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	07/01/1976	09/01/2020	08/31/2022	Casualty, Property



This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

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 LORI K. WING-HEIER

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State of Alaska Insurance License

License No: 3448 NPN: 4638136

AARON E COMBS JR
 341 S ALASKA STREET
 PALMER AK 99645

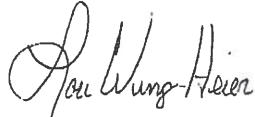
This is to certify that pursuant to requirements of the Alaska Division of Insurance Code the above named is qualified to do business in the state of Alaska with the authority listed below.

CLASS	ISSUE DATE	EFFECTIVE DATE	EXPIRE DATE	LINES OF AUTHORITY
Insurance Producer	07/01/1976	09/01/2020	08/31/2022	Casualty, Property



This license is expressly conditioned upon the holder being in full compliance with all of the applicable laws and requirements made under authority of the laws of the State of Alaska and as such laws and requirements may hereafter be changed or amended. Your license will expire/lapse on the above indicated date. You must renew your license prior to this date to continue transacting the business of insurance in Alaska.

For questions regarding licensing, renewal, or continuing education requirements, contact the Alaska Division of Insurance or visit <http://www.commerce.state.ak.us/insurance>


 LORI K. WING-HEIER

VOID IF ALTERED NON-TRANSFERABLE

Appendix #4 Combs Connect Presentation

From Combs Insurance Agency, Inc.

Introduction to Combs Connect



Getting in Your Getaway
Travel insurance can be a lifesaver. It covers you for unexpected travel-related expenses, such as canceled flights, lost luggage, and medical emergencies. It's a small investment for a big peace of mind.

MR insights
MR insights provides valuable information on the latest trends and developments in the insurance industry. Stay informed and make the most of your coverage.

Common and Costly Errors
Avoid common mistakes that can cost you money. Review your policy regularly and understand the terms and conditions. Don't let small errors turn into big expenses.

Benefits Buzz
Stay up-to-date on the latest news and regulations regarding employee benefits. From health insurance to retirement plans, we cover it all.

Special Mexico Policies: Don't Drive!
Traveling to Mexico? Make sure you have the right insurance coverage. Special Mexico policies provide the protection you need for your trip.

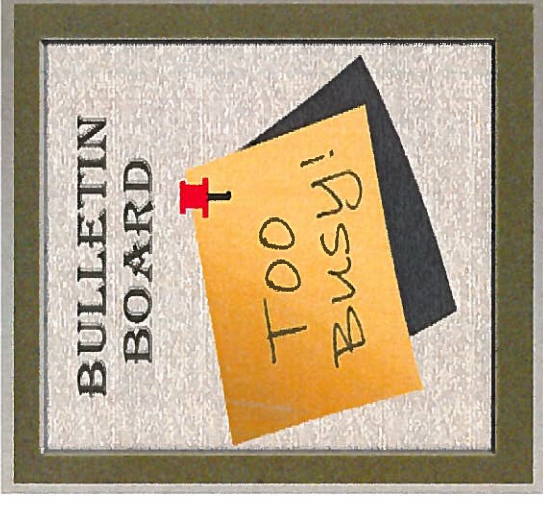
Employee Safety Matters
Protect your employees and your business. Implement safety protocols and ensure your workers are properly trained and equipped.

Management
Effective management is key to a successful business. Learn from industry experts and discover new strategies to grow your company.

Society Pays with Slow Operation
Slow operational speeds can lead to increased costs and decreased productivity. Optimize your processes and improve efficiency to save money.

Recognizing OSHA's General Duty Clause
OSHA's General Duty Clause is a critical component of workplace safety. Understand your responsibilities and ensure a safe working environment for all employees.

Combs Connect Your One-Stop Business Resource



- We know you're busy and your responsibilities have only increased.
- Our solution: Combs Connect
- Your all-access pass to all the valuable business resources you need – available on-demand, 24/7.
- Access your policies electronically on your portal for easy search and historical comparison capabilities.












Multi-level Security Roles

- Your Combs Connect portal has the ability to set multi-level security roles for each employee accessing the portal which allows you to limit access to information on your portal to topics that pertain to each employees job function.
- Keep priority information at executive management employee access
- Allow safety information and resources to be easily accessed and OSHA information to be accessed by those employees that need that information.

Toolbox Applications

Human Resources Applications

	Custom Job Description Builder
	Employee Cost Calculator
	HR Self-Assessment Tool
	In-person Interview Question Builder
	Performance Review Builder
	Phone Interview Question Builder
	Salary Benchmarking
	Sample Job Descriptions
	Total Compensation Statement Builder
	COBRA Notices Generator

Compliance Applications

	ACA Reporting
	FMLA Advisor
	Federal Poster Advisor
	Multi-State Laws Comparison Tool

Other Applications

	OSHA Log
	Employee Handbook Builder

OSHA Log Toolbox

OSHA Log
Provided by Combs Insurance Agency, Inc.

Account: Dunder Mifflin

This is a demo account.

Launchpad

What would you like to do today?

[Take a tour](#)

- Record an incident
- Ask Incident Advisor
- Print a form
- Generate e-report
- Incident analysis

Incidents Establishments Work Hours

Incidents

Select from this list to review or complete an incident report.

All establishments ▼

Status	Incident date	Case number	Establishment	Employee	Actions
Complete	09/24/2017	2	Scranton branch	Darryl Philbin	EDIT DELETE
Complete	04/30/2017	1	Scranton branch	Kevin Malone	EDIT DELETE
Complete	09/27/2015	3	Scranton branch	Privacy case	EDIT DELETE
Complete	09/27/2015	2	Scranton branch	Meredith Palmer	EDIT DELETE

Your Own Customized Portal

[Home](#) | [My Policies](#) | [User Guides](#) | [Compliance Toolkit](#) | [Community](#) | [Risk Management](#) | [OSHA](#) | [Wellness](#) | [HR Toolkit](#) | [Industry](#) | [On Line Forms](#)

[Search Content on Command](#) | [OR browse all content](#) | [SEARCH](#)

[Log in to HRconnection](#) | [Manage Users](#) | [Contact Us](#) | [My Settings](#) | [Logout](#)

Combs Insurance
 AGENCY, INC.
The right coverage at the right price.

[Home](#) | [HR Hotline](#)

You are here: [Home](#) | [Good Morning, Michael](#)

Welcome to Combs Connect!

This comprehensive online resource was designed with your unique business needs in mind. Discover a host of tools, services and resources that help you to collaborate, minimize risks, promote wellness, prevent losses and stay in compliance. It's just one of the many innovative ways we support your business.

A QUICK OVERVIEW OF YOUR CLIENT PORTAL

POLICIES AND FORMS
EMPLOYEE COMMUNICATIONS

Content News Feed

FEATURED COMMUNICATIONS

Risk Management
 Posted on Mon Nov 24 2014

Sample Subcontractor Agreement
 A sample agreement between a contractor and a subcontractor. It is intended to be customized to reflect your specific needs and the legal requirements of your state.
 [View](#)

Benefit Communications
 Posted on Mon Nov 24 2014

HSA Employee Quiz
 This HSA Quiz tests knowledge of health savings accounts and is designed to accompany the HSA Guide and HSA Video.
 [View](#)

Expires on 11/24/2015

Introducing HR Hotline

Backed by a team of industry experts, attorneys, and HR professionals, plus supplemented by thousands of relevant resources to add value to hotline conversations, the new HR Hotline is a resource Combs Insurance clients can depend on.

The HR Hotline addresses a wide range of topics that HR professionals face every day, including compliance, employment law, employee benefits, leave of absence, wage and hour, discipline and termination, recruiting and hiring, investigation, and performance management. Plus, HR Hotline users can quickly turn their answers into action as they are referred to relevant resources after the conversation to learn more or execute action.

The HR Hotline is a service staffed by HR professionals, available by phone or email, to answer your HR-related questions. As a valued Combs Insurance Agency, Inc. client, you have access to **unlimited access for HR consultation and advice every month** through your Combs Connect portal.



Easy Access to HR Hotline

The screenshot displays the HR Hotline website. At the top, there is a navigation bar with the following items: Home, My Policies, User Guides, Compliance Toolkit, Community, Risk Management, OSHA, Wellness, HR Toolkit, Industry, and On Line Forms. Below the navigation bar is a search bar with the text "Search content on Complanet" and a "CELP: please all contents" button. The main content area features a dark header with the "HR Hotline" logo and a "You are here: HR hotline" breadcrumb. Below this is a section titled "Do You Have an HR Question?" with the subtext "Gain insight from our experts with answers to your HR compliance and HR related questions through our HR Hotline." The main content area is divided into two columns. The left column contains a section titled "What is the HR Hotline?" with a paragraph explaining the service. The right column contains a section titled "What can I ask using the HR Hotline?" with a paragraph and a bulleted list of topics. At the bottom of the page, there is a large green-bordered box with the text "Click to Access the HR Hotline" and a call to action: "Need immediate assistance? Call our HR specialists direct at 1-844-4HR-LINE".

What is the HR Hotline?
The HR Hotline is a service staffed by HR professionals, available by phone or email, to answer your HR-related questions. You can purchase access to two hours of HR consultation and advice every month. In addition to the HR consultation and advice each month, the HR professionals will refer you to relevant content to help you execute on the advice right away.

What can I ask using the HR Hotline?
The professionals answering the HR Hotline are prepared to answer questions on a wide range of HR topics, including:

- Employee benefits
- Leaves of absence
- Federal compliance
- State employment law
- Wage & hour
- Discipline and terminations
- Recruiting and hiring
- Employee relations
- Workers' compensation
- Investigations

Click to Access the HR Hotline

Need immediate assistance?
Call our HR specialists direct at 1-844-4HR-LINE

Combs Connect Your One-Stop Business Resource

- Get breaking legislative updates first.
- Access thousands of compliance, HR, employee benefits, wellness, risk management, safety and workers' comp resources relevant to your business.
- See how your company compares to similar firms through benchmarking and an online forum.



Health Care Reform LEGISLATIVE BRIEF

Brought to you by [B. Officiname]

Health Care Reform Timeline

On March 23, 2010, President Obama signed into law the health care reform bill, the Patient Protection and Affordable Care Act (ACA). The ACA is a landmark piece of legislation that will be implemented over the next several years. This [B. Officiname] Legislative Brief provides a timeline of the implementation of key reform provisions that affect employers and individuals. Please read below for more information and contact [B. Officiname] with any questions about how you can prepare for any of the health care reform requirements.

2010

EXPANDED INSURANCE COVERAGE

The health care reform law contains some provisions designed to provide improvements in access to health care coverage in 2010:

- **Expanded Coverage for Young Adults.** Group health plans and health insurance policies offering group or individual coverage to children up to age 26. There is no requirement to cover the child or spouse of a dependent if the child or spouse is not a dependent. The law allows a young adult to be covered through their own employer, until 2014.
- **The Reconciliation Act added a new law provision related to health insurance coverage for those adult children.** The Reconciliation Act, 2010, amends spent on medical care for an eligible adult child can generally be excluded from taxable income.
- **Make a "grandfathered plan" is one in which an individual was enrolled on March 23, 2010, and to which there is no significant change to existing coverage. Many requirements of the new law do not apply to grandfathered plans and continue in the law except that individuals terminate coverage in which they were enrolled after March 31, 2010. A plan can still be a grandfathered plan even if family members or other employees are allowed to join.**
- **Access to Insurance for Unemployed Individuals with Pre-Existing Conditions.** The health care reform law provided for the establishment of a temporary high risk health insurance pool program to provide health coverage to individuals who are unemployed. The program will end in 2014, when the health insurance exchanges are set to be operational.
- **Identifying Affordable Coverage.** As required, the Secretary of Health and Human Services (HHS) has established an internet website through which residents of any state may identify affordable health insurance coverage options, references for early retirees, small business tax credits, and other information of interest to small businesses. So-called "mini-med" or limited benefit plans will be precluded from listing their policies on the website.



Presented by [B. Officiname]

Workplace Wellness Companies

Many companies simply do not have a wellness program. It is time for companies to provide health insurance, because wellness efforts can help reduce overall health care costs and attract employees. Though your organization may not have a wellness program, there are several things to improve the health of your employees on their own:

- Ask a local health, non-profit organization for help.
- Ask your broker if your health plan can be modified to include wellness services such as healthy eating days.
- Make your workplace smoke-free.
- Offer on-site flu shots for flu and pneumonia.
- Provide healthy vending machines.
- Provide physical activity breaks, such as quick run or walk, encourage employees to take breaks.
- Provide educational materials on health and wellness.
- Communicate to support changes. Ask your broker or wellness consultant for assistance.

Contact [B. Officiname] for a variety of wellness tools for your employees.



P&C

DID YOU KNOW

A new study from the P&C Council shows that the average cost of a health care claim is up 4.1 percent per year. The study also shows that the average cost of a health care claim is up 4.1 percent per year. The study also shows that the average cost of a health care claim is up 4.1 percent per year.

First Quarter Shows Hardening Insurance Prices

Prices increased and underwriting tightened in the commercial property and casualty market in the first quarter of 2012. The P&C Council of Insurance Agents & Brokers' quarterly Commercial P/C Market Index Survey.

Large account pricing remained the largest quarter-over-quarter increase, with prices up across the board. The largest increase was in the rate of the account on type of fire.

- Small account pricing rose 4.2 percent over the last quarter and large accounts were up 4.1 percent.

Submit the original text of any necessary relief care obtained by the process.

(Continued on next page.)

Combs Connect

Content News Feed

- Never miss the latest legislative news and updates on hot topics.
- Receive only what's relevant by customizing your preferences.
- Quickly find what you need—search, refine or mark as favorite.

The screenshot shows a web interface for 'FEATURED COMMUNICATIONS'. At the top, there is a search bar labeled 'Search Featured Communications' with a magnifying glass icon. Below the search bar are navigation icons: a home icon, a list icon, a star icon, and a gear icon. The main content area displays four featured articles, each with a thumbnail image, a title, a date, and a 'View' link. The first article is titled 'Legal News & Compliance' and 'DOT Proposes New Rule to Prevent Vehicle Rollover Crashes', dated 'Posted on Wed Jul 25 2012'. The second article is titled 'Wellness' and 'Workplace Wellness: Gain Senior Management Support for Wellness Programs', dated 'Posted on Wed Jul 25 2012'. The third article is titled 'HR/Safety Policies' and 'Equal Employment Opportunity Policy', dated 'Posted on Tue Jul 24 2012'. The fourth article is titled 'Legal News & Compliance' and 'Federal Work Hour Requirements', dated 'Posted on Mon Jul 23 2012'. Each article also includes an expiration date at the bottom right of the article block.

FEATURED COMMUNICATIONS

Search Featured Communications

Legal News & Compliance
Posted on Wed Jul 25 2012
DOT Proposes New Rule to Prevent Vehicle Rollover Crashes
On May 16, 2012, the DOT's NHTSA proposed a new motor vehicle safety standard requiring electronic stability control (ESC) systems on large commercial trucks, motorcoaches and other large buses. The proposed rule would take effect, for most vehicles, two years after publication of a final rule.
[View](#)
Expires on 7/25/2013

Wellness
Posted on Wed Jul 25 2012
Workplace Wellness: Gain Senior Management Support for Wellness Programs
This article identifies the five different attitudes that management may have toward the idea of a wellness program. Learn how to move past their negativity and successfully implement your ideas.
[View](#)
Expires on 7/25/2013

HR/Safety Policies
Posted on Tue Jul 24 2012
Equal Employment Opportunity Policy
This policy explains that the Company provides an equal employment opportunity to all individuals and values a diverse workforce. This can be a standalone policy or part of an employee handbook.
[View](#)
Expires on 7/24/2013

Legal News & Compliance
Posted on Mon Jul 23 2012
Federal Work Hour Requirements
This Regulatory Update provides an overview of FLSA rules for regular and extended work hours.
[View](#)
Expires on 7/23/2013

Combs Connect Compliance

- Comprehensive compliance information.
- Health care reform, COBRA, HIPAA, FMLA, employment laws, state-specific and more.
- Employer education, employee flyers, forms, presentations, etc.
- Legislative Guides that provide you with downloadable forms, saving you time.
- Common Questions section, let's you easily locate answers for your employees.
- Access to the Community Forum where you can ask questions and seek information from your peers.



COBRA

Comparison of Federal and Oregon Continuation Laws

OREGON

KNOW YOUR EMPLOYEE BENEFITS

Benefit and insurance values important to you—brought to you by ILCOBRO.com

Health Care Reform

What the recent reauthorization of the Affordable Care Act means for your business and employees

The Court Decision

A major component of the reform law, or Affordable Care Act, is the reauthorization of the health care reform law. This means that all health care reform provisions that were included in the original law will remain in effect. The law also includes provisions that will require most health care reform provisions to be included in the law. The law also includes provisions that will require most health care reform provisions to be included in the law. The law also includes provisions that will require most health care reform provisions to be included in the law.

LEGISLATIVE BRIEF

Brought to you by ILCOBRO.com

Employee Benefits Compliance Checklist for Small Employers

Federal law imposes numerous requirements on the group health coverage that employers decide to provide to their employees. Many federal compliance laws apply to all group health plans, regardless of the size of the sponsoring employer. However, certain federal laws apply only to employers with 50 or more employees. This ILCOBRO.com Legislative Brief provides a compliance checklist for employee benefit laws applicable to small employers, and also indicates when a compliance law does not apply to a small employer's health coverage.

COMPLIANCE CHECKLIST

- Health Care Reform - Health Coverage Changes**

Applicability - The health care reform law applies to health plans and health insurance contracts, with narrow exceptions for certain types of plans (for example, retiree medical plans). There is one exception for small employers.

Summary - The health care reform law makes many changes to health coverage requirements, such as the minimum value of self-insured health plans, the rules for the continuation of health coverage for employees under the age of 19 (applicable to adults in 2014), prohibiting lifetime limits on essential health benefits and extending the community rating requirement to all states. Many of its changes are effective now, and others will become effective in future years.

Notice/Conspicuous - The health care reform law created a number of notice and disclosure obligations for group health plans, such as:

 - Statement of Financial Status** - Plan administrator or issuer must provide the first statement of financial status to participants in a self-insured plan on or before September 23, 2010. This requirement only applies to grandfathered plans.
 - Notice of Increase** - Plan administrator or issuer must provide a notice of increase to affected participants at least 30 days before the increase occurs.
 - Notice of Material Modifications and Termination of Benefits** - Plan administrator or issuer must provide a notice of material modification or termination of benefits to a participant. These provisions relate to the choice of a self-insured plan over a fully insured plan, and the choice of a self-insured plan over a self-insured plan. These provisions do not apply to grandfathered plans.
- Uniform Summary of Benefits and Coverage** - Plan administrator or issuer must provide the uniform summary of benefits and coverage to participants and beneficiaries at certain times, including upon application for coverage and at renewal. Plan administrators and issuers must also provide a 60-day

Combs Connect OSHA Recordkeeping Compliance

OSHA Log 300/301 Find: in: Injury Date Page 1 of 4 next >

New Log Entry View OSHA 200 Log Go

Injury Date	Division	Name	Description	Actions
07/15/2009	Chicago Plant	Ashley Adams	injury to side of face	
03/22/2009	Milwaukee Plant	Matthew Michaels	hit by a falling light fixture	
01/20/2009	Chicago Plant	Jon Rogers	job-related stress	
04/27/2008	Milwaukee Plant	Deborah Brown	slipped and fell while running from loading dock to truck	
03/17/2008	Chicago Plant	Mary Crane	struck by box, which fell from shelf	
01/13/2008	Milwaukee Plant	Rod Samuels	heating loss from occupation	
11/22/2007	Milwaukee Plant	Stacy Williams	caught between printer and cubicle	

OSHA's Form 300A (Rev. 01/2004)
Summary of Work-Related Injuries and Illnesses

Establishment covered by Part 1910 must complete this Summary of Injuries and Illnesses for each work-related injury or illness that occurs during the year covered by this log. Use this log to record the individual injuries you make in your log. There are no total boxes, making sure you've added the correct boxes from every injury or illness. For more information on how to complete this form, see the instructions. For more information on OSHA's recordkeeping rules, see 29 CFR Part 1910.36. For more information on OSHA's recordkeeping rules, see 29 CFR Part 1910.36. For more information on OSHA's recordkeeping rules, see 29 CFR Part 1910.36.

Number of Injuries

Total number of cases with days away from work	(A)	0
Total number of cases with job transfer or restriction	(B)	0
Total number of other recordable cases	(C)	0
Total number of injuries	(D)	0

Number of Days

Total number of days with days away from work	(E)	0
Total number of days with job transfer or restriction	(F)	0
Total number of other recordable days	(G)	0
Total number of days	(H)	0

Injury and Illness Types

(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Temporary conditions	0	(6) All other illnesses	0

Print this Summary page from February 1 to April 30 of the year covered by the form.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering the data needed, and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0122-0047), Washington, DC 20503-2021. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0122-0047), Washington, DC 20503-2021.

- When it comes to OSHA compliance, we've got you covered!
- Online OSHA log makes recordkeeping easy
- Create OSHA forms and reports in seconds

COMBS CONNECT

OSHA COMPLIANCE

Up-to-the-Minute Reporting

- Generate custom OSHA reports
- Drill-down by division, injury type, body part, and time period.
- Calculate your incident rate
- Compare yourself to national averages based on your SIC code as reported by the Bureau of Labor Statistics
- Guidelines to Determination of Recordability for OSHA 300
- Access to OSHA forms
- Legislative Updates to OSHA Compliance



Combs Connect On-Demand Resources

Articles are conveniently grouped by general category to help you easily locate the resources you are looking for, including:

- State & Federal Laws
- OSHA Compliance
- DOT/FMCSA
- Safety Awareness
- Claims Cost Containment
- Loss Control
- Benchmark Surveys & Statistics
- Human Resources
- Employer Education
- And Much More!!

Search Content on Command













☰ Hide Refinements

Refine your search

Display:

Audience	<p>Social Media Security This Succeed with Social Media article discusses common security threats associated with social media use and how to avoid compromising your organization's digital security.</p> <p>View</p>
Employee Benefits	<p>Frequently Asked Questions: Copyright and Using Materials from the Internet This piece provides answers to commonly asked questions relating to copyright from how to avoid infringing a third party copyright to protecting your own works.</p> <p>View</p>
Featured	<p>Caffeine This Live Well, Work Well flyer explains why controlling caffeine intake is important, and lists ways to control consumption.</p> <p>View</p>
Health & Wellness	
Human Resources	
Industry	
Insurance Coverages	
Legislation & Compliance	
Line of Business	
Locations	
Series	
Type / Format	

Combs Connect Resource Link Library

Benefit Plans	401(k) Benchmarking Survey  Deloitte's 2011 401(k) benchmarking survey.	Construction Industry	American Institute of Architects  Provides access to contract documents helpful in managing construction projects.
Health Care	401(k) Help Center  401(k)HelpCenter.com provides unbiased information for small businesses and plan participants.	Environmental Exposures	Contract Central  A collection of contracts, agreements and forms that reduce the time and expense of contract administration.
Human Resources	AARP  Use this website to help in your financial planning. Benefit Adviser.	Legal Resources	Federal Contractors Required to Develop Code of Ethics  Information on the law requiring federal government contractors to develop a code of ethics.
Legislation & Law	About.com - Retirement Planning  Use this website to help in your financial planning. Benefit Adviser.	Loss Prevention	FindLaw for LawCrawler  Use the search engine to find legal information.
Wellness	American Savings Education Council  The American Savings Education Council provides information on long-term personal financial independence, aspects of personal finance and wealth accumulation, and retirement planning. ASAC is a national organization for all Americans. Also voted one of the top 100 financial planning websites.	Occupational Disease, Injury & Safety	Intelius  Intelius offers products and services ranging from basic people search and identification to background checks and one of the best identity theft protection products available.
	Centers for Medicare & Medicaid Services  The Centers for Medicare & Medicaid Services (CMS) is the federal agency that administers Medicare, Medicaid, and the State Children's Health Insurance Program (SCHIP).	Property and Casualty, General	Internet Legal Resource Guide - Public Legal Forms.com  This site provides over 2,000 free legal forms.
		Workers' Compensation	Law.com  Provides legal news, court decisions, analysis and insight. Other resources include legal research, online continuing legal education, and career classifieds.

Not finding what you need? Check out our link library to find dozens of reputable employee benefits and risk management resources at your fingertips.

Combs Connect Benchmark Surveys

Find out how your company's benefit plans,
policies and programs compare to similar
employers with our benchmark surveys.

2012 SURVEY RESULTS

Health Care Reform

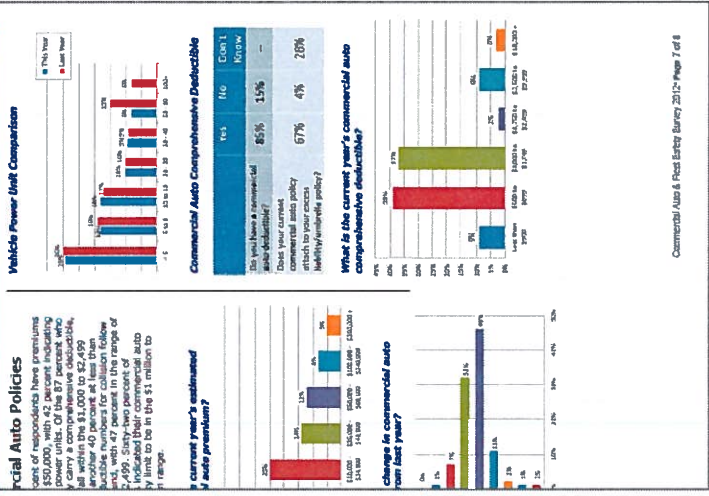
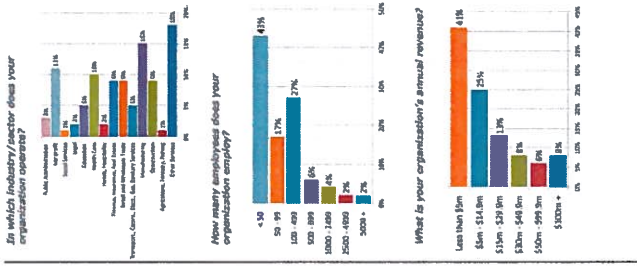
© 2012, www.zm.com

Care Reform Results 2012


At least 40 percent of respondents reported that the health care reform will have a large impact on employers. As providers continue to adapt to the new rules, employers will be coping with the changes. For example, 40 percent of respondents reported that the reform has increased, or is expected to increase, their health care costs. Of those respondents, 63 percent will pass those costs on to employees.

Key Information:

- 10% of respondents reported that the reform will have a large impact on employers.
- 40% of respondents reported that the reform has increased, or is expected to increase, their health care costs.
- 63% of those respondents will pass those costs on to employees.



Combs Connect Community Forum










**INSURANCE & HR
COMMUNITY**


Messages In Benefits Legislation


View: All Unread


Page: 1


Forums


-  **Benefits Legislation**
(10974 messages - 30 unread) ▾
-  **Compensation**
(4762 messages - 4723 unread) ▾
-  **Employee Relations**
(7521 messages - 7373 unread) ▾
-  **Health Care Reform**
(655 messages - 638 unread) ▾
-  **HR Development**
(1537 messages - 1519 unread) ▾
-  **HR Management Topics**
(4762 messages - 4715 unread) ▾
-  **Recruitment**
(1612 messages - 1595 unread) ▾


 **New Message**







 Reply


 View Thread


 Refresh

 Print

 Search

Subject	From	Posted On	Actions
Thread: Increasing Diversity in the workplace (2 messages)			
Increasing Diversity in the workplace	Christine McGivern	7/25/2012 11:57 AM	
Re: Increasing Diversity in the workplace	Stephanie Smith	7/25/2012 12:39 PM	
Thread: Another MLR Question (3 messages)			
Another MLR Question	Victoria Ferguson	7/25/2012 11:08 AM	
Re: Another MLR Question	Stephanie Smith	7/25/2012 11:12 AM	
Re: Another MLR Question	Victoria Ferguson	7/25/2012 11:16 AM	
Thread: FMLA for a father - birth and bonding (4 messages)			
FMLA for a father - birth and bonding	Kim Brown	7/25/2012 8:26 AM	

 Discuss COBRA, HIPAA, FMLA, etc. issues and concerns.

 Select a message in the list to read it.

Share information and resources via the Community's interactive forum. Post questions to your peers and provide insight into other user's questions.

79

FAMILY OWNED AND OPERATED SINCE 1967

Drawn to Alaska's breathtaking Matanuska Valley from Phoenix, Arizona with visions of homesteading, Earl and Mary loaded up the family jeep and moved north in 1947. After their arrival and relying on prior insurance training and experience, they established Combs Insurance Agency in 1967. The cornerstone of our Agency today was built by the solid local foundation created by Earl and Mary's vision and responsiveness to clients needs.

In 1982 Mike Combs became President of Combs Insurance Agency. Today the second generation, through successful leadership, have created new opportunities for the agency while never losing sight of its founding principle - successful customer-oriented service and support.

Combs Insurance Agency's portfolio of companies and service makes us one of the largest Alaskan owned insurance agencies.





CITY OF PALMER
COMPENSATION SCHEDULE
COPY #1.

Response to Request for Proposal
Insurance Brokerage Services
RFP 22-01HR

Date: April 5, 2022

Presented by:
Michael F. Combs, President

Combs Insurance Agency, Inc.
341 S. Alaska St, Palmer, AK 99645



**SECTION III
FEE PROPOSAL**

I have read and understood the requirements set forth in this RFP and agree to comply except as noted. The fee proposal includes all fees for work as described in Section II, Scope of Work. Additional pages may be used to show detail of unit costs and options.

INSURANCE BROKER SERVICES:

Annual Fixed fee for Broker Services: \$ 30,000

If we, the Insurance Broker terminate this agreement for convenience prior to the expiration of the Term, we will be deemed to have fully earned and be entitled to a pro rata portion of the Fee, calculated from the start of the Fee period through the date of termination. If the City of Palmer terminates this agreement for convenience prior to the expiration of the Term, the Insurance Broker will be deemed to have fully earned and be entitled to a portion of the fee as set forth in the following schedule:

During the first six months: 75%

After six months: 100%



Proposer's Signature

4/4/2022

Date

FEE PROPOSAL IS TO BE SUBMITTED IN A SEPARATE SEALED ENVELOP

APPENDIX B

COMPENSATION SCHEDULE

Failure to provide a completed form with your proposal may result in rejection of your proposal.

Each firm shall provide an explanation of compensation plans for your firm under this proposal including all the services that are to be included in that fee for the potential four (4) years of the engagement. The City shall consider appointments on a **fee basis** for all policies. All group policies shall be issued ex-commission. Please enter below, the annual combined cost per each fiscal year listed.

Please set forth your annual fees for the following periods:

TERM	Fee
Fiscal Year 2022-2023	\$30,000 including Combs Connect Portal
Fiscal Year 2023-2024	\$30,900 including Combs Connect Portal
Fiscal Year 2024-2025	\$31,900 including Combs Connect Portal
Fiscal Year 2025-2026	\$32,900 including Combs Connect Portal

Do you agree that your fee schedule shown above applies to all coverage provided by your firm, including any subsidiary, affiliated or allied firms?

Yes No

2.7. Compensation (Separate)

Each proposal must include the Fee Proposal enclosed as Section III. Compensation will be in the form of a fixed fee. The broker agrees to return all commissions received to the City of Palmer or make other arrangements with the carriers to reduce the premium by the amount of the commission. The City will pay the fee prior to April 30 of each contract year.

Combs Insurance Agency proposes the following compensation schedule. Access to **Combs Connect**, refer to **Appendix #3**, is included in the proposed compensation amount.

Term	Renewal Dates	Annual Fee	Combs Connect Portal
First Term	July 1, 2022 through June 30, 2023	\$30,000	FREE
Second Term	July 1, 2023 through June 30, 2024	\$30,900	FREE
Third Term	July 1, 2024 through June 30, 2025	\$31,900	FREE
Fourth Term	July 1, 2025 through June 30, 2026	\$32,900	FREE

City of Palmer's Appendix B – Compensation Schedule is additionally enclosed.

**City of Palmer
Action Memorandum No. 22-031**

Subject: Confirming the Mayor's Nomination of Beau Honeycutt for Appointment to the Airport Advisory Commission with Term Ending December 31, 2024

Agenda of: May 10, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Mayor Carrington via City Manager's Office

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ **750.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ \$750.00/year
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-19-90-6059
- Not budgeted

Director of Finance Signature: _____

Approved for Presentation By:

	Signature:	Remarks:
City Manager	_____	_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. Board Commission Application
2. Resume

Summary Statement/Background:

The Airport Advisory Commission is a seven-member board with one seat that expired December 31, 2021.

Public notice of this recruitment was posted on the City's website and posted on the City of Palmer's social media sites.

One application was received, as noted below.

Applicant was:

1. Beau Honeycutt

The applicant met code requirements and after review, Beau Honeycutt is nominated for reappointment to fill the vacant seat.

Administration's Recommendation:

Approve Action Memorandum No. 22-031



City of Palmer • City Clerk's Office
231 W. Evergreen Ave. Palmer, AK 99645
 Phone: (907) 761-1301 • Fax: (907) 761-1340

Application for City Board or Commission

Date: 4/10/2022

Name of Board/Commission Applying For: Airport Advisory Commission

Name: Horace "Beau" Honeycutt

Residence Address: 278 N Lauren Lane Palmer, Alaska 99645

Mailing Address: SAME

Phone Number(s):

Home: _____ Work: _____ Cell: (907) 301-0295

Email: beauhoneycutt@yahoo.com

Employer: Boeing Occupation: Aircraft Maintenance Technician

Member or active interest in the following organizations:

Please explain your reason for applying (if necessary, continue on back or on a separate sheet):

I have been in the field of Aviation for 30 plus years. I am a retired CMSgt from the USAF and currently work for Boeing. Throughout my Air Force career I have worked several airframes and have held several titles. I am an A&P certifiicate holder and have a Associate Degree in Aviation Technology and BA in Organizational Management. I believe my breadth of aviation experience will bring new ideas and the possibility of a new vision to the Palmer Airport. I have attached a resume to summarize my experience.

You are welcome to attach an outline of your education, work and volunteer experiences, and other interests. Please note: this form and all of the information contained on the form is subject to the Public Records Act. All information will be treated as public information.

Signature Horace "Beau" Honeycutt Date 14 Apr 2022

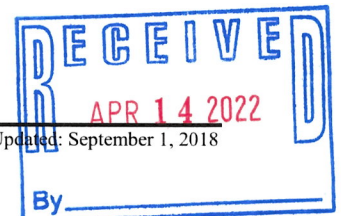
For office use only:

Date Received: _____ Received By: _____ Attachments? Yes No

Appointed: Yes No AM No.: _____ Council Meeting Date: _____

Reappointment Date(s): _____

Date Left Board or Commission: _____



Horace Honeycutt
278 North Lauren Lane
Palmer, AK 99645
Cellular Phone 907-301-0295
Email: beauhoneycutt@yahoo.com

Qualification

- Experience on complex jet powered aircraft: B-52, C-17, C-130, KC-135, F-16, and F-22:
 - 30 plus years of military aircraft management and maintenance
 - 20 plus years of fabrication and service experience on same aircraft
- Initiate and document nonconforming materials, hardware, software, tools, parts, assemblies.
- Perform production installations, maintenance, preventative maintenance and alterations on aircraft structure, systems and sub-systems, including electrical and avionics.
- Troubleshoot, inspect, test, repair, service aircraft and engine systems to prepare aircraft for flight.

Skills

- Problem resolution
- Operation monitoring
- Process improvement
- Planning and coordination
- Employee training
- Human resource management
- Supervision
- Team management
- Project organization
- Relationship development
- Budget preparation
- Team building
- Quality assurance experience
- Data collection

Education

Ashford University, San Diego, California
BBA, Organizational Management, May 2017

Community College of the Air Force, Fort Worth, Texas
Associates Degree, Applied Science Aviation Maintenance Technology, July 2007

Aircraft Structural Maintenance Corrosion Control, Aircraft Structural Maintenance Airframe Repair, General Advanced Composite Repair, Aircraft Battle Damage Repair, Aircraft Structural Technology, F-16 Egress System Certification Training, Abaris Training (Fabrication & Damage Repair, Print Reading for Advanced Composites); Egress System Certification Training

Federal Aviation, Airframe and Power Plant Certification, August 1997

Experience

F-22 Product Repair/Low Observable Technician
Boeing Aerospace
Anchorage, Alaska

February 2020 to Present

- Read and interpret engineering drawings, technical manuals, and structure repair manuals
- Verify application and condition of installed materials for conformity to specifications
- Fabricate detail parts and install on aircraft utilizing precision measuring instruments and tooling

Horace Honeycutt

- Exercise complete knowledge of bonding practices and procedures and apply all necessary primers, intermediate coating and topcoats
- Make layouts and locate parts and material for exacting fit where critical surface contours, edge distances or coordinated dimensions must be established and maintained
- Knowledge of company and local safety, FOD and environmental requirements

Sheet Metal/Corrosion Control Technician
Department of Defense
Anchorage, Alaska

October 2019 to February 2020

- Visually inspected aircraft for damage and corrosion during Home Station Checks on a recurring schedule
- Repaired sheet metal/composite aircraft parts in accordance with weapons specific technical data and engineer dispositions
- Sandblasted and repainted Aerospace Ground Equipment, applied all necessary markings
- Utilized calibrated temperature control units, heat blankets and other composite repair tools for specialized repair procedures on composites
- Manufactured hydraulic and fuel lines from various types of metal tubing, working from blueprints, technical orders and local manufacture paperwork
- Operated heat-treating furnace to temper aluminum parts such as stringers, spars and ribs made from soft metal
- Evaluated exterior and interior painted surfaces and performed necessary paint touchups
- Treated surfaces to prevent corrosion, to include spraying topcoats and corrosion preventive compounds

Quality Assurance Superintendent
Department of Defense, USAF Reserves
Anchorage, Alaska

April 2012 to October 2019

- Planned, implemented and executed quality assurance programs which included the full range of quality principles, concepts, inspection techniques, surveillance and evaluations related to quality assurance
- Supervised, in conjunction with counterparts, over 40 inspectors and managed programs assigned
- Primary technical advisor in maintenance organization designed to assist maintenance managers
- Subject matter expert for critical assessment programs such as Unit Self Inspections, Maintenance Standardization, Operational Readiness and Unit Compliance Inspections
- Governments on-site Quality Assurance Representative and liaison between contractor and government personnel
- Generated monthly performance metrics and analytical reports based on inspection results, created documentation and briefed Senior Leadership
- Managed everyday inspection processes and reports
- Identified production problems, excessive overtime, discipline, housekeeping and technical discrepancies and identified the root cause for the deficiencies
- Developed local operating instructions to supplement regulations and manuals in the area of aircraft and aircraft systems quality assurance
- Maintained internal inspection process through self-assessment and data input

Horace Honeycutt

- Utilized inspection and evaluation techniques, statistical methods, mathematics, production management, industrial management and database management skills to perform root cause, deficiency and trend analysis
- Manage aircraft and equipment impoundment program by thorough investigation of aircraft or equipment anomalies which generated impoundment

Aircraft Overhaul Supervisor
Department of Defense, USAF Reserves
Anchorage, Alaska

November 2009 to April 2012

- Supervised and coordinated thirty-six personnel and F-22 Signature Assessment System Audits and Margin Maintenance Reductions packages
- Performed work planning responsibilities on a daily/weekly/monthly basis on flying hour program
- Established deadlines, priorities and works sequences within maintenance capabilities
- Prepare effective training plans to maximize employee efforts
- Ensured employees performed maintenance in accordance with local instructions and written policies
- Assessed repairs, low observable, structures coating and Outer Mold Line inspections
- Identified and communicated Technical Order deficiencies
- Reviewed Maintenance Information System and prioritized scheduled and unscheduled restoration maintenance

Aircraft Structural Maintenance Technician
Department of Defense, USAF Reserves
Fort Worth, Texas

June 1997 to October 2009

- Maintained inspections and overall structural upkeep of twenty-three F-16 C/D model aircraft
- Visually inspected aircraft for damage and corrosion and determined types of repairs based on inspection
- Repaired aircraft parts made from sheet metal and composite material including fiberglass, graphite and carbon fiber
- Utilized temperature control units, heat blankets and other composite repair tools for specialized repair procedures on Low Observable, composites and Radar Absorbent Materials
- Manufactured hydraulic and fuel lines from various types of metal tubing, working from blueprints, technical orders and local manufacture paperwork
- Performed corrosion inspections on a recurring schedule on phase timed aircraft
- Apply NATO markings on all aircraft as Fabrication Section Chief during absence of supervisor
- Additional duties include: Government Purchase Impac Cardholder, Authorized Shippers Declaration Signee, CTK custodian and Hazardous Materials Monitor for the Structure Shop, Cargo Increment Manager for Maintenance Squadron, Static Display Point of Contact, Assistant TODA
- Trained to launch and recover F-16 aircraft

A. CALL TO ORDER:

A regular meeting of the Palmer City Council was held on April 12, 2022, in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL:

Comprising a quorum of the Council, the following were present:

Steve Carrington, Mayor	Brian Daniels
Pamela Melin, Deputy Mayor	Richard Best
Carolina Anzilotti	Sabrina Combs
Jill Valerius	

Staff in attendance were the following:

John Moosey, City Manager	Shelly M. Acteson, CMC, City Clerk
Sarah Heath, City Attorney	Holly Dubose, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a) **Information Memorandum No. 22-002**, Cedar Park Subdivision Agreement
 - b) **Information Memorandum No. 22-003**, Memorandum of Agreement Regarding Traffic Signal at Felton Street and Palmer-Wasilla Highway
2. Approval of Minutes of Previous Meeting
 - a. March 8, 2022, Regular Meeting Minutes

Main Motion: Approval of Consent Agenda and Minutes

Moved by:	Melin
Seconded by:	Combs
Vote:	Approved
Action:	Motion Carried

E. COMMUNICATION AND APPEARANCE REQUESTS

F. REPORTS

City Manager's Report

City Manager John Moosey reported on the following:

- Rosalie Kelly started as the Airport Superintendent this Monday
- Matsu Borough looking at Senior exemption on their primary residence
- Brad Hanson presented information regarding community cleanup 2022:
 - May 9th-13th dumpsters stationed at MTA Events Center for disposal of yard debris.

- May 14th – Clean up starts at MTA Events Center to include Face Painting for kids, prizes and BBQ to follow.
- Fire Chief Chad Cameron
 - Overview of 2021 Fire & Rescue Annual Report

Mayor's Report

Mayor Carrington reported on the following:

- Upcoming training for Council members

Council Member Daniels commented on threats made toward business owners and inquired when the Mayor and Council would be addressing the issue.

Mayor Carrington called for a brief at ease, and Council Member Daniels departed the meeting.

City Clerk's Report

City Clerk Shelly Acteson reported on the following:

- To date, the Clerk's Office had received 70 absentee by mail applications and nearly 180 voters
- April 19th, 2022, is the special City of Palmer election

City Attorney Report

City Attorney Sarah Heath reported on the following:

- City of Palmer and Chamber relationship overview.

Deputy Mayor Melin asked how the City of Palmer can secure its interests in the Colony celebration. Attorney Heath stated that would happen through negotiation with the Chamber along with a group of Chamber Members.

G. AUDIENCE PARTICIPATION

Mike Coons:

- Spoke negatively regarding the name change recently proposed by the Chamber of Commerce.

Sherman Leifer:

- Commented on homeless individuals interacting with his employees when they leaving work.

Wes Artz:

- Commented on the limiting parking outside downtown Palmer businesses, limited access to elderly patrons, and suggested putting a cross walk for pedestrians.

Jackie Goforth:

- Commented on the need for rules to be followed by everyone
- Provided an audio of a campaign.

Michelle Kruger:

- Recited mask mandate conversations from Mat-Su Moms for Social Justice Facebook page

Dickey Hudgins:

- Read a continuation of mask mandate conversations.

Cindy Hudgins:

- Commented on Attorneys report.

- Commented on purported comments made toward a Council Member.

Lorie Koppenberg:

- Stated members of Palmer Chamber of Commerce were not notified regarding the proposed name change.

H. PUBLIC HEARINGS

1. **Ordinance No. 22-002**, An Ordinance of the Palmer City Council Enacting the Zoning Map to Revise the Zoning Designation of Lot 100, Block 1, Felton Add Subdivision, from R-3, Medium Density Residential to R-4, High Density Residential

Director Hanson gave an overview of the rezoning ordinance.

Mayor Carrington opened the public hearing on Ordinance No. 22-002. Seeing no one come forward and hearing no objection from the Council, Mayor Carrington closed the public hearing.

Main Motion: Approval of Ordinance No. 22-002

Moved by:	Valerius
Seconded by:	Melin
Vote:	Approved
Action:	Motion Carried

2. **Resolution No. 22-012**: Authorizing the City Manager to Declare Support for Senate Bill 111

City Manager Moosey gave an overview of the senate bill.

Mayor Carrington opened the public hearing on Resolution No. 22-012.

Mike Coons:

- Encouraged that the letter be provided to the Co-Chair of Education.
- Suggested that this does not get put to three other committee hearings as it will most likely get shot down.

Main Motion: To Adopt Resolution No. 22-012

Moved by:	Melin
Seconded by:	Anzilotti
Vote:	Approved
Action:	Motion Carried

3. **Resolution No. 22-013**: Authorizing the City Manager to Accept the Volunteer Fire Assistance Volunteer Fire Assistance Grant Award

Mayor Carrington opened the public hearing on Resolution No. 22-013. Seeing no one come forward and hearing no objection from the Council, Mayor Carrington closed the public hearing.

Council Member Best commented favorably on the dedication of volunteer fire fighters.

Main Motion: To Adopt Resolution No. 22-013

Moved by:	Melin
Seconded by:	Valerius
Vote:	Approved
Action:	Motion Carried

4. **Resolution No. 22-014:** Authorize the City Manager to purchase new sewer cleaner truck in the amount of \$455,431.42

Public Works Director Jude Bilafer gave an overview of the purchase of the new sewer truck.

Mayor Carrington opened the public hearing on Resolution No. 22-014. Seeing no one come forward and hearing no objection from the Council, Mayor Carrington closed the public hearing.

Main Motion: To Adopt Resolution No. 22-014

Moved by:	Valerius
Seconded by:	Combs
Vote:	Approved
Action:	Motion Carried

I. UNFINISHED BUSINESS

J. NEW BUSINESS

1. **Action Memorandum No. 22-021:** Direct the City Manager to Execute a Commercial Operating Agreement between the City of Palmer and Alaska Skydive Center, LLC

Main Motion: To combine Action Memorandum No. 22-021, 22-022 & 22-023

Moved by:	Best
Seconded by:	Combs
Vote:	Unanimous
Action:	Motion Carried

2. **Action Memorandum No. 22-022:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection of the license renewal of Caboose Lounge #1194.
3. **Action Memorandum No. 22-023:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection of the license renewal of Iron Horse Liquor #1195

Approval of Action Memorandum Nos. 22-021, 22-022 and 22-023 were combined into one motion.

Main Motion: To Approve Action Memorandum No. 22-021, 22-022 & 22-023

Moved by:	Combs
Seconded by:	Best
Vote:	Approved
Action:	Motion Carried

4. **Action Memorandum No. 22-024:** Approve the Sub-Lease of Lease Lot 28, Block 3, Palmer Municipal Airport between Michael Meekins and Diane Meekins d.b.a Meekins' Air Service to Steve Odean d.b.a. Advanced Aero Technologies Group

Main Motion: To Approve Action Memorandum No. 22-024

Moved by:	Melin
Seconded by:	Best
Vote:	Approved
Action:	Motion Carried

5. **Action Memorandum No. 22-025:** Approving a Council Community Grant to 49th State Street Rodders Association Inc.

Council Member Anzilotti questioned the amounts listed in the legislation. Manager Moosey said the form would be updated to correctly reflect actual grant amounts. Council Member Best suggested amending the grant to \$1,000. There was no support for the suggestion. Director Hanson provided an overview on the donation, which provides facility use, not actual monetary money. Manager Moosey gave a clarification regarding the event and the interest in the public.

Main Motion: To Approve Action Memorandum No. 22-025

Moved by:	Best
Seconded by:	Valerius
Vote:	Approved
Action:	Motion Carried

6. **Action Memorandum No. 22-026:** Approving a Council Grant to Rodeo Alaska (\$4,500)

Main Motion: Main Motion to approve Action Memorandum No. 22-026

Moved by:	Combs
Seconded by:	Valerius
Vote:	Approved
Action:	Motion Carried

Amended Motion: To approve Action Memorandum No. 22-026 with half the amount coming out of the City Managers budget

Moved by:	Combs
Seconded by:	Best
Vote:	Approved
Action:	Motion Carried

7. **Action Memorandum No. 22-027:** Authorize Utilization of Funds Awarded from the State of Alaska Homeland Security Grant and Approved by the City of Palmer Council in Resolution No. 21-036 for the Purchase and Installation of a Millennium Electronic Door Lock System in Palmer Fire & Rescue Structures

Main Motion: To Approve Action Memorandum No. 22-027

Moved by:	Melin
Seconded by:	Combs
Vote:	Approved
Action:	Motion Carried

K. RECORD OF ITEMS PLACED ON THE TABLE

Clean Up Day flyer from Director Hanson, Fire Department pamphlet & 2021 annual report info from Chief Chad, material from Michelle Kruger, and document from Jackie Goforth.

L. AUDIENCE PARTICIPATION

Mike Coons:

- Commented on the council members that are also businesses owners.
- Commented on Mr. Daniels conduct during the meeting.

Jackie Goforth:

- Commented on Council members being business owners.
- Commented negatively regarding Dominion voting machines.

Frank Koslosky:

- Thanked the Council for their time and effort put in and thanked the council for the in-kind grant approval for the rodeo event.

Dickey Hudgins:

- Requested the City get rid of Dominion machines for the election.

Mike Chmielewski:

- Commented on the Palmer council and its potential in the future and expressed the importance of truth.

Cindy Hudgins:

- Conveyed the importance of Palmer’s history

Erik Anderson:

- Commented on Council Member Best’s tardiness.
- Remarked on the professionalism and control of the Council.

Michelle Kruger:

- Commented on the attendance record of Council Member Valerius and Council Member Best.

M. EXECUTIVE SESSION

N. COUNCIL COMMENTS

Council Member Combs:

- Stated her absence for the April 26 council meeting.
- Commented regarding Colony Days name change and asked for grace.

- Made a statement regarding negative comments made by members of the public during the meeting.

Council Member Valerius:

- Agreed with the chamber comments made by Council Member Combs.
- Thanked Fire Chief Cameron and the firefighters.
- Apologized for comments made and hopes everyone can do better in the future as a whole.

Council Member Best:

- Thanked everyone for showing up to the meeting.
- Thanked Palmer citizens for their comments.

Deputy Mayor Melin:

- Thanked Fire Chief Cameron for his report.
- Commented regarding the public testimony regarding crosswalks.

Deputy Mayor Anzilotti:

- Thanked Fire Chief Cameron for his presentation.
- Commented regarding Council Member Daniels comments made earlier in the meeting concerning threats to businesses, and that the truth will speak for itself.

O. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 7:55 p.m.

APPROVED this 10th day of May, 2022.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor

A. CALL TO ORDER:

A regular meeting of the Palmer City Council was held on April 26, 2022, in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL:

Comprising a quorum of the Council, the following were present:

Steve Carrington, Mayor	Brian Daniels
Pamela Melin, Deputy Mayor	Richard Best
Carolina Anzilotti	

Council Members Combs and Valerius were absent and excused.

Staff in attendance were the following:

John Moosey, City Manager	Shelly M. Acteson, CMC, City Clerk
Sarah Heath, City Attorney	Holly Dubose, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a) **Information Memorandum No. 22-004:** Brittany Estates Subdivision Storm Management Property Acquisition
 - b) **Action Memorandum No. 22-028:** Authorizing the City Manager to Negotiate and Enter into a Contract with Pioneer Asphalt in an Amount not to Exceed \$89,850.85, for 2022 Pavement Repairs
 - c) **Action Memorandum 22-029:** 2021 Crack Sealing, Street Striping, and Pothole Patching One Year Contract Extension

Main Motion: Approval of Consent Agenda and Minutes

Moved by:	Anzilotti
Seconded by:	Daniels
Vote:	Approved
Action:	Motion Carried

E. COMMUNICATION AND APPEARANCE REQUESTS

F. REPORTS

City Manager's Report

City Manager John Moosey reported on the following:

- Insurance broker RFP has closed

- Newspaper RFP will be to City Counsel shortly
- IT RFT to be out in a month
- Drive your tractor to workday is Monday, May 2, 2022
- May 7-8 Great Alaska Aviation Gathering

Mayor’s Report

Mayor Carrington reported on the following:

- Attended mayor’s and managers meeting last week
- City of palmer spring city clean up week next week
- Great Alaska aviation show
- Car show next week
- Who Let the Girls Out event this weekend
- Resurrected the mayor email working; mayor@palmerak.org
- Lots of change this year – largest election we have had
- Reminded about what kind of change the city community would like

City Clerk’s Report

City Clerk Shelly Acteson reported on the following:

- May 3rd Election certification meeting
- 30 days to fill vacant council seats

City Attorney Report

City Attorney Sarah Heath reported on the following:

- No report today

G. AUDIENCE PARTICIPATION

Jacki Ivie Goforth:

- Declared herself as a data collector.
- Would like to help the city as much as possible moving forward.

Mike Coons:

- Would like issues as a poll watcher to be addressed in the future.

H. PUBLIC HEARINGS

1. Resolution No. 22-015: Supporting the MSB School District Inclusion of the Bill Hermann Tennis Courts Rehabilitation in Their Six-Year Capital Improvement Plan

Manager Moosey gave an overview of the six-year improvement plan.

Mayor Carrington opened the public hearing. Seeing no one come forward, the public hearing was closed.

Deputy Mayor Melin asked about the additional \$15,000 funding. Manager Moosey explained that the money for the rest project would be asked for in the future.

Main Motion: To Approve Action Memorandum No. 22-020

Moved by:	Best
Seconded by:	Anzilotti
Vote:	Unanimous
Action:	Motion Carried

2. Resolution No. 21-005 B: Amending the City of Palmer Budget for the Fiscal Year Ending December 31, 2021

Manager Moosey gave a brief update on the budget for the fire and rescue department.

Mayor Carrington opened the public hearing.

Mike Coons:

- gave a brief overview of his experience as a fire fighter. He applauded the active firefighters.

Seeing no one else come forward, Mayor Carrington closed the public hearing.

Main Motion: To Approve Action Memorandum No. 21-005 B

Moved by:	Melin
Seconded by:	Daniels
Vote:	Unanimous
Action:	Motion Carried

I. UNFINISHED BUSINESS

J. NEW BUSINESS

K. RECORD OF ITEMS PLACED ON THE TABLE

L. AUDIENCE PARTICIPATION

Erik Anderson:

- Acknowledged the importance of city spending.

Jackie Goforth:

- Shared her experience as a poll watcher.

Mike Coons

- Requested that Council Member Daniels apologize to the public.

Amy Smith:

- Gave heartfelt thank you and kudos to Council Members Combs, Daniels and Valerius
- Apologized for the behaviors of city citizens and council members

Michelle Kruger:

- Requested measures for the next election for poll watchers.

Cindy Hudgins:

- Recited quotes of the meaning of freedom.

M. EXECUTIVE SESSION

N. COUNCIL COMMENTS

Council Member Anzilotti:

- Thanked Combs, Daniels and Valerius for their service on the council.
- Thanked the poll watchers.
- Thanked Mayor Carrington for the reminder to be kind.

Council Member Daniels:

- Thanked Rock of Resilience for their contributions to Palmer.
- Thanked the people of Palmer for their support.
- Thanked the City staff for their efforts.
- Addressed mental health issues and his behavior at prior meeting.
- Thanked Mayor Carrington for the kindness reminder.
- Reminded the Council Members that they work for the people of Palmer.

Council Member Best raised points of order during Council Member Daniels' comments concerning non-compliance with the City's Code of Ethics and Conduct document.

Mayor Carrington and Attorney Heath allowed Council Member Daniels to continue with his comments.

Deputy Mayor Melin:

- Addressed comments by Mr. Anderson.
- Questioned the City's pay comparison with other agencies
- Wished outgoing council members the best

Mr. Moosey answered Deputy Mayor Melin's question regarding pay, stating the City will review pay comparison during the 2023 budget process.

O. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 6:52 p.m.

APPROVED this 10th day of May, 2022.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor

**City of Palmer
Resolution No. 22-017**

Subject: Authorizing the City Manager to Negotiate and Sign a Memorandum of Agreement with the Mat-Su Tennis Association for the Rehabilitation of the Bill Hermann Tennis Courts and to Spend \$25,000 and Appropriate and Authorize an additional \$15,000 for Fencing, Signage Improvements and Handicap Access

Agenda of: May 10, 2022

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Brad Hanson, Director Community Development

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	<u><i>Brad Hanson</i></u>	<u>04/26/2022</u>
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ 40,000

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 40,000
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): \$25,000 08-01-10-7179
- Unbudgeted \$15,000

Director of Finance Signature: *Anna Davis*

Approved for Presentation By:

Signature:	Remarks:
City Manager _____	_____
City Attorney _____	_____
City Clerk _____	_____

Attachment(s):

1. AM No. 21-047 and attachments
2. Memorandum of Understanding Agreement Between City of Palmer and Mat-Su Tennis Association

Summary Statement/Background:

The Mat-Su Tennis Association, Palmer Rotary, Wasilla Sunrise Club and the City of Palmer have agreed to cooperatively rehabilitate the Bill Hermann Tennis Courts. The Bill Hermann Tennis Courts are owned, operated and maintained by the City of Palmer. These courts service hundreds of players during the season. They also serve as the home court for Palmer High School tennis teams, clubs, and individual players. The tennis courts also play host to numerous matches, tournaments and classes. The courts are in a serious state of disrepair.

The Palmer City Council appropriated \$25,000 for the project to resurface and reline the tennis courts. The Mat-Su Tennis Association will work closely with the city to ensure all specification standards, permits and requirements are met and in place for the project.

The Mat-Su Tennis Association has assumed the leadership for the construction of the project with cooperation from the Palmer Rotary and Wasilla Sunrise Club. They estimate the cost of the project at \$185,000. Mat-Su Tennis Association applied for and received a grant for \$90,000 from the Mat Su Trails and Parks Foundation. These groups expect to raise most of the funds for the project through outside sources.

Funding Update

Rotary	\$27,000
United States Tennis Association	\$20,000
City Of Palmer	\$25,000
Matanuska Electric Association	
Charitable Foundation	\$10,000
Mat-Su Trails and Parks Foundation	\$90,000
Mat-Su Borough School District	<u>TBD</u>
Total Funding to Date	<u>\$172,000</u>

This legislation authorizes spending the 2022 Capital Improvement funds of the appropriated \$25,000 and requests an additional \$15,000 for new fencing, handicap access and new signage.

Administration’s Recommendation:

Approve Resolution No. 22-017.

LEGISLATIVE HISTORY

Introduced by: City Manager
Date: May 10, 2022
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 22-017

A Resolution of the Palmer City Council Authorizing the City Manager to Negotiate and Sign a Memorandum of Agreement with the Mat-Su Tennis Association for the Rehabilitation of the Bill Hermann Tennis Courts, Spend \$25,000 and Appropriate and Authorize an additional \$15,000 for Fencing, Signage Improvements and Handicap Access

WHEREAS, the City of Palmer has long history of cooperatively planning and installing community supported projects; and

WHEREAS, the City of Palmer Bill Hermann Tennis Courts (Courts) are owned, operated and maintained by the City of Palmer and are in a state of disrepair; and

WHEREAS, the Courts are used by numerous citizens, tennis groups and the Palmer High School tennis teams use the Courts as their home venue for practice and games; and

WHEREAS, the City of Palmer on August 10, 2021, passed Action Memorandum No. 21-047 supporting the Palmer Rotary, and Wasilla Sunrise clubs’ project to resurface Courts and committed \$25,000; and

WHEREAS, the Mat-Su Tennis Association is a 501 C(3) Non-Profit Corporation 501C(3) who’s mission is promoting lifelong physical activity in the Mat-Su Valley and State of Alaska through the sport of tennis has agreed to act as the funding agent for the rehabilitation of the Courts.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council that the City Council authorizes the City Manager to sign a Memorandum of Agreement with the Mat-Su Tennis Association for the rehabilitation of the courts and authorize the \$25,000 expenditure; and

NOW, THEREFORE, IT BE FURTHER RESOLVED to appropriate and authorize spending an additional \$15,000 for improved fencing, signage, and handicap access to the Bill Hermann Tennis Court Facility.

Approved by the Palmer City Council this ____ day of _____, 2022.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

**City of Palmer
Action Memorandum No. 21-047**

Subject: Supporting the Palmer Rotary and Wasilla Sunrise Club's Project to Resurface the Palmer Tennis Courts and Directing the City Manager to Budget Funds in the 2022 City Budget in the Amount of \$25,000.00 for the Purpose of Supporting this Project.

Agenda of: August 10, 2021

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
√	Finance	<i>[Signature]</i>	07/21/2021
_____	Fire	_____	_____
_____	Police	_____	_____
√	Public Works	<i>[Signature]</i>	07/21/2021

Certification of Funds:

Total amount of funds listed in this legislation: \$ **25,000.00**

- This legislation (√):
- Creates revenue in the amount of: \$ _____
 - √ Creates expenditure in the amount of: \$ 25,000.00
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): Include in the 2022 Budget
- √ Not budgeted

Director of Finance Signature: *[Signature]*

Approved for Presentation By:

	Signature:	Remarks:
City Manager	<i>[Signature]</i>	_____
City Attorney	_____	_____
City Clerk	_____	_____

Attachment(s):

1. Palmer Rotary and Wasilla Sunrise Club Presentation (Project Overview)
2. Project Funding update 07-21
3. Resolution 21-01 Palmer Parks Recreation and Resources Advisory Board Support for the proposed project

Summary Statement/Background:

The City of Palmer tennis courts are owned and maintained by the City of Palmer. These court service hundreds of players during the season to include several teams (Palmer HS, etc.), clubs, and individual players alike. They also play host to numerous matches, tournaments, and classes.

Currently, the courts are in a serious state of disrepair. The Palmer Rotary and the Wasilla Sunrise Club have teamed their efforts to raise funds and plan a resurfacing and upgrade project for the Palmer tennis courts. This project is their primary service project for the 2021 and 2022 project season.

The Palmer Rotary and Wasilla Sunrise Club estimate the cost of the project at \$175,000.00 to \$200,000.00.

Palmer Rotary and Wasilla Sunrise Club expect to raise most of the funds for the project through outside sources and request the City Council support the project by planning for and appropriating funds from the 2022 budget in an amount of \$25,000.00 for the resurfacing and upgrade project.

The Palmer Rotary and Wasilla Sunrise Club project planners will work closely with Palmer Public Works and Community Development to ensure all standards, permits and requirements are met and in place for the project.

Administration's Recommendation:

Approve Action Memorandum No. 21-047, supporting the Palmer Rotary and Wasilla Sunrise Club project and directing the City Manager to budget \$25,000.00 in the 2022 budget to support the project.

2021-22 Palmer Tennis Courts Refurbishment Project

Overview- The Palmer Rotary and Wasilla Sunrise Rotary clubs would like to refurbish the playing surface of the 3 Palmer tennis courts located on E. Elmwood Ave. and S. Gulkana St. This is a Community Service project for the citizens of the Matanuska-Susitna Valley. In addition to the removal/replacement of the hot-mix asphalt and a new acrylic playing surface, nets, & pickle ball equipment, a new 32' long backboard will be installed on one of the courts. Colors of the playing surface may be selected at a later date.

Perimeter drainage will be improved. A wind screen on the east side of the courts and new fence fabric is desired as well.

The TOTAL estimated cost of the project is **\$175,000 to \$200,000.00**

We are planning on raising funds for the next 8 months. The courts would be out of use for 2 months in 2022. The goal is to **not** interfere with High School tennis season.

Funding Partners- The following organizations have *committed* funds for the project:

- Wasilla Sunrise Rotary - \$5,000 (2021-'22)
- Palmer Rotary Club - \$12,000 (2020-'21 & 2021-'22)
- Rotary District 5010 - \$10,000 (matching grant)
- Rotary International - \$0.00 (matching grant)

Other organizations that have been solicited for funding the project:

- MatSu Health Foundation
- Rasmuson Foundation
- MatSu Borough Parks and Trails
- Matanuska Electric Association
- MatSu Borough School District
- MatSu Tennis Association
- US Tennis Association

Scope of Work- We desire to removal the existing HMA, regrade and pave new HMA. Surface the courts with 4 coats of NOVAACRYLIC sports surface (see Colony High photos.) Line the courts for regulation tennis, junior tennis, U10 tennis (cross court) and pickle ball. Install new nets and posts (if necessary.) Repair fence fabric and perimeter drainage. Install a new 32' x 10' back board (Rally Master Backboards; see attached photos). Purchase and install a wind screen with funding participant's logos.

Construction Schedule-

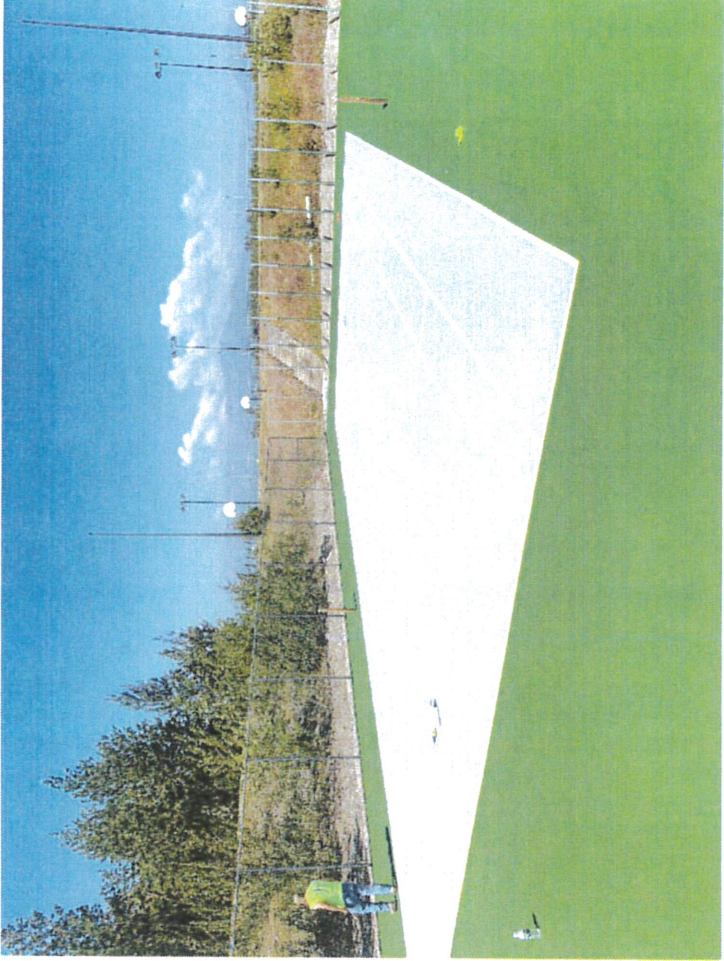
- Install new Rally Master Backboard – August, 2021
- Remove existing asphalt (HMA) – May, 2022
- Pave new courts – May, 2022
- Resurface playing surface and lines – June, 2022
- GRAND OPENING Ribbon cutting June 30, 2022



Rally Master Back Board



Rally Master Back Board fence post connection



Colony High School courts in 2019. NOVA Acrylic Surfacing.



Colony High School courts in 2019.

Palmer Tennis Courts

Funding Update

This project is a partnership between the Wasilla Sunrise & Palmer Rotary clubs as well as the Mat-Su Tennis Association, 501 C(3); President Susan Brunner & Treasure Traci Sanders.

<u>Grants</u>	<u>Rotary Year</u>	
Wasilla Sunrise Rotary Club	2021	\$ 5,000
Rotary District 5010	2021	\$ 5,000
Palmer Rotary Club	2020	\$ 6,000
Palmer Rotary Club	2021	\$ 3,000
Rotary District 5010	2021	\$ 3,000
TO DATE SECURED FUNDING		\$ 22,000

<u>Future Fundraising Forecast</u>		
City of Palmer		\$ 25,000
MatSu Borough		\$ 25,000
MatSu Health Foundation		\$ 40,000
MEA		\$ 10,000
USTA		\$ 5,000
Private Donations		\$ 20,000
		\$ 125,000

GRAND TOTAL \$ 147,000

Man R. Kitch
7/9/21

PARKS AND RECREATION ADVISORY BOARD

Introduced by: PRAB Chair

Date: July 1, 2021

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

**Parks and Recreation Advisory Board
Resolution No. 21-001**

A Resolution of the City of Palmer Parks and Recreation Advisory Board Recommending the Support of the City Council for the Palmer Rotary and Wasilla Sunrise Club’s Project to Resurface the Palmer Tennis Courts.

WHEREAS, the City of Palmer tennis courts are owned and maintained by the City of Palmer; and

WHEREAS, the City of Palmer tennis courts are used by numerous citizens, tennis groups and teams throughout the season in support of recreation and a healthy lifestyle; and

WHEREAS, the City of Palmer tennis courts are in a state of disrepair and in need of resurfacing and other additional work; and

WHEREAS, the Palmer Rotary and the Wasilla Sunrise Club have adopted the resurfacing of the Palmer tennis courts as their main service project for 2021 and 2022; and

WHEREAS, the Parks and Recreation Advisory Board supports the Palmer Rotary and Wasilla Sunrise Club’s project,

NOW, THEREFORE, BE IT RESOLVED the City of Palmer Parks and Recreation Advisory Board Recommends the Palmer City Council Support the Palmer Rotary and Wasilla Sunrise Club’s Project to Resurface the Palmer Tennis Courts.

Approved by the Palmer City Council this ____ day of _____, 2020.

Marilyn Bennett, Chair

Chris Nall, Director of Public Works

**MEMORANDUM OF UNDERSTANDING AGREEMENT
FOR RECONSTRUCTION OF BILL HERMANN TENNIS COURTS
BETWEEN CITY OF PALMER AND MAT-SU TENNIS ASSOCIATION**

WHEREAS, the city of Palmer operates and maintains the Bill Hermann Tennis Courts, which are in need of complete reconstruction, and

WHEREAS, The Bill Hermann Tennis Courts serve hundreds of players in Palmer and serve as the home courts for the Palmer High School Tennis Team, and

WHEREAS, the city of Palmer, on August 10, 2021, passed Action Memorandum No. 21-047 supporting the Palmer Rotary and Wasilla Sunrise Club's project to resurface the Bill Hermann Tennis Courts and committed \$25,000, and

WHEREAS, the Mat-Su Tennis Association is a Non-Profit Corporation 501C(3) whose mission is to promote lifelong physical activity in the Mat-Su Valley and the State of Alaska through the sport of tennis, and

Therefore, the Parties agree to the following:

- **Purpose**

- a. The purpose of this agreement is to refurbish the Bill Hermann Tennis Courts located at 720 S Gulkana St., and
- b. Establish the scope of the restoration services for each party involved, and
- c. To set the scope of work, construction timeline, monetary contributions, and legal resolution procedure for each party.

- **Scope of Work**

- a. Phase I – Removal of existing asphalt (HMA), regrade, and pave a new HMA.
- b. Phase II –Resurface the courts with NOVAACRYLIC sports surface.
- c. Phase III – Lines to include three regulation tennis courts; with two tennis court containing youth court lines and one tennis court containing multiple pickleball lines.
- d. Phase IV - Replace Fence Fabric and Perimeter drainage.

- e. Phase V – Install backboards (rally master), windscreen, and possibly funding logos.

- **Construction Schedule & Requirements**

- a. **Schedule**

- i. Remove Existing asphalt (HMA) – May 2022
 - ii. Pave New HMA on Courts May 2022
 - iii. Resurface playing surface, paint, and lines June 2022
 - iv. Grand Opening Ribbon Cut June 30, 2022
 - v. Install Rally Master Backboard August 2022

- b. **Requirements**

- i. Paving requirements shall include the following:
 - Asphalt Court for freeze-thaw climates: 1) compacted subgrade, 2) 6-8 inches of compacted base course, 3) 2-1/4" – 3" of compacted asphalt leveling course, and 4) 1-1/2" compacted asphalt surface course.
 - Shall use no Recycled asphalt pavement and/or Recycled asphalt shingles.
 - Court slope from north to south between .83% - 1.00%
 - Asphalt must properly cure between 14-30 days depending on site and weather conditions to ensure proper acrylic bonding.
 - Asphalt surface should not vary more than 1/4" in 10' or 1/8" in 18" when measured in any direction using a straightedge.
 - ii. Coating & line requirements shall include the following:
 - Basic acrylic surface shall be applied consisting of 1 coat of Novasurface acrylic resurface, 2 coats of Novasurface acrylic surfacing green and Blue.
 - Edges adjacent to the building, curbing, and landscaping not to be coated with this Color Finish System shall be adequately masked with tape or protected during these applications. The contractor shall also erect suitable temporary barriers to protect the coatings during drying and curing periods.

- Lines include three regulation tennis courts, with two tennis court containing youth court lines and one court having multiple pickleball lines.
- **Palmer Contributions**
 - a. Palmer city council has approved \$25,000 for the project.
- **Operation & Management**
- **Dispute Resolution**
 - a. In case of disputes, the Parties will select and agree to an individual to act as an independent mediator. This mediator will facilitate discussion between the Parties and work to resolve contentious issues and achieve consensus.
 - b. The mediator's role will include: establishing ground rules for discussions and communications; providing an opportunity for each Party to describe their issues; identifying and summarizing any underlying causes; proposing options for resolution; promoting debate and analysis of solutions; promoting consideration of and refining proposed solutions; and recording a final agreement in writing.
 - c. The mediator will not be a current or former employee or elected official of any Party to this agreement.
 - d. In the event mediation is unsuccessful, any action arising from this agreement will be filed in Anchorage 3rd Judicial District, Alaska.
- **Fees and Fee Payment**
 - a.
- **Amendments**
 - a. Proposed amendments to this agreement shall be approved by unanimous consent of the Parties and must be subsequently adopted by each of the Party's governing bodies or executives.
 - b. The Parties agree to review the level of effort and demand requirements of the dispatch services provided by DPS under this agreement and consider adjustments to compensation on an annual basis.
- **Non-Appropriation**

a.

- **Term of Agreement**

- a. This agreement shall last until June 30, 2022, or until the project is fully completed.
- b. Either Party may terminate this agreement if the other Party fails to perform in the manner called for in the agreement.
- c. Either Party may terminate this agreement if there is insufficient or other lack of funds lawfully appropriated for its performance.
- d. The terminating Party must give notice at least 30 days before the desired termination date, but in no case any earlier than June 1, 2023.

- **Indemnification**

- a. Each of the participating jurisdictions shall be solely responsible for its own acts and the acts of its employees and officers under this Agreement. No participating jurisdiction shall be responsible or liable for consequential damages to any other participating jurisdiction arising out of the performance of the terms and conditions of this Agreement.

- **Approvals**

SUBSCRIBED TO AND ENTERED INTO by the appropriate officers who are duly authorized to execute this Agreement on behalf of the governing body of the below named unit of government.

CITY OF PALMER

Mat-Su Tennis Association

City Manager

President, Mat-Su Tennis Association

Date: _____

Date: _____

ATTEST:

_____, City Clerk

Date: _____