

Regular City Council Meeting
City of Palmer, Alaska
Palmer City Council Chambers
231 W Evergreen Avenue Palmer, Alaska 99645
www.palmerak.org



Mayor Steven J. Carrington
Deputy Mayor Carolina Anzilotti
Council Member John Alcantra
Council Member Richard W. Best
Council Member Jim Cooper
Council Member Pamela Melin
Council Member Joshua Tudor

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

- A. CALL TO ORDER:
- B. ROLL CALL:
- C. PLEDGE OF ALLEGIANCE:
- D. APPROVAL OF AGENDA:
 - 1. Approval of consent agenda
 - 2. Minutes of previous meetings
 - a. November 14, 2023, Regular Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS:
 - 1. Elected Officials
 - 2. Board/Commission Members
 - 3. General
- F. REPORTS:
 - 1. City Manager's Report
 - 2. City Clerk's Report
 - 3. Mayor's Report
 - a. November 28, 2023 Report
 - 4. City Attorney's Report
- G. AUDIENCE PARTICIPATION:

H. PUBLIC HEARINGS:

1. Resolution No. 23-032: 2023 SHSP Grant Award for Radios
Authorizing The City Manager To Accept Funds In The Amount Of \$104,517.15 From The U.S. Department Of Homeland Security Under The 2023 State Homeland Security Grant Program For The Purchase Of Portable Radios Along With The Necessary Equipment To Be Able To Deploy Them, Such As Antennas, Microphones, Wiring, Holsters, and Programming
2. Resolution No. 24-001: 2024 City of Palmer Employee Pay Plan
2024 City of Palmer Employee Pay Plan
3. Resolution No. 24-002: 2024 Fee Schedule
2024 Fee Schedule
4. Resolution No. 24-003: 2024 Fine Schedule
2024 Fine Schedule
5. Resolution No. 24-004: Five Year CIP
Five Year CIP
6. Resolution No. 24-005: 2024 Proposed Budget
2024 Proposed Budget

I. ACTION MEMORANDA:

1. Action Memorandum No. 23-067: Rescue Services with MSB
Authorizing the City Manager to Execute a Five-Year Contract for Rescue Services with the Matanuska-Susitna Borough
2. Action Memorandum No 23-069: Subawards from the COSSAP Grant
Authorizing the City Manager to Spend an Amount Not to Exceed \$196,882 in Subawards from the COSSAP Grant For the Second Year of the Grant

J. UNFINISHED BUSINESS:

K. NEW BUSINESS:

L. RECORD OF ITEMS PLACED ON THE TABLE:

M. AUDIENCE PARTICIPATION:

N. EXECUTIVE SESSION:

O. COUNCIL COMMENTS:

P. ADJOURNMENT



D. 2. a.

Palmer City Council Meeting

Meeting Date: 11/28/2023

Submitted For: Shelly Acteson, City Clerk

Department: City Clerk's Office

Agenda Category: Consent Agenda

Legislation Number: IM 23-002

Subject

November 14, 2023, Regular Meeting

Summary Statement/Background

This is an accurate way to keep personnel informed about the decisions made and who is responsible. If any questions arise after a meeting or in the future, the minutes can be used to refer back to and understand exactly what happened during a meeting.

Administration's Recommendation:

Attachments

20231114 Regular Meeting Minutes



F. 3. a.

Palmer City Council Meeting

Meeting Date: 11/28/2023

Submitted For: Shelly Acteson, City Clerk

Department: City Clerk's Office

Agenda Category: Reports

Legislation Number: IM 23-003

Subject

November 28, 2023 Report

Summary Statement/Background

Administration's Recommendation:

Attachments

Mayor's Report

Parental Notification Materials Minors and More 20231117

231117-Letter-Libraries

AttorneyGeneral Opinion of Books in Libraries 2-231117

**Palmer City Council Meeting**

H. 1.

Meeting Date: 11/28/2023
Submitted For: Dwayne Shelton, Police Chief
Department: Police Department
Agenda Category: Resolution
Legislation Number: RES 23-032

Subject

Authorizing The City Manager To Accept Funds In The Amount Of \$104,517.15 From The U.S. Department Of Homeland Security Under The 2023 State Homeland Security Grant Program For The Purchase Of Portable Radios Along With The Necessary Equipment To Be Able To Deploy Them, Such As Antennas, Microphones, Wiring, Holsters, and Programming

Summary Statement/Background

The City of Palmer (COP) has started changing over their radios from single band capable to dual-band capable starting in 2018. Through SHSP grant funding, COP has been successful in changing over a portion of its radio fleet. This has been instrumental in ensuring better radio communication for all involved in public safety in and around COP. Additionally, COP proposes to use funding from this project to purchase new portable radios. The new radios will be compatible with ALMR and are dual-band capable. They can be used for interoperable communications with multiple other agencies including police, fire, ems, public works, the Department of Defense, etc.

Administration's Recommendation:

Authorize the City Manager to accept, appropriate and execute the Homeland Security Program grant funds awarded by the State of Alaska, Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management's Homeland Security Program in the amount of \$104,517.15 for the purchase of portable radios along with the necessary equipment to be able to deploy them, such as antennas, microphones, wiring, holsters, and programming

Fiscal Impact

Total Amount of funds listed in this legislation: \$104,517.15
Legislation creates revenue in the amount of: \$104,517.15
Budgeted Y/N?: N
Line Item(s):

Line Item(s): 09-00-00-3358 HLS Grant - PD Revenue 09-01-10-7125 HLS SHSP Grant PD Expenditures

Attachments

2023 SHSP Award - City of Palmer
Reso 23-031 2023 SHSP Award



H. 2.

Palmer City Council Meeting

Meeting Date: 11/28/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-001

Subject

2024 City of Palmer Employee Pay Plan

Summary Statement/Background

2024 City of Palmer Employee Pay Plan

Administration's Recommendation:

Adopt Resolution No. 24-001

Attachments

Resolution No. 24-001 Pay Plan

Proposed Pay Plan 2024

Updated Pay Plan 2024



H. 3.

Palmer City Council Meeting

Meeting Date: 11/28/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-002

Subject

2024 Fee Schedule

Summary Statement/Background

2024 Fee Schedule

Administration's Recommendation:

Adopt Resolution No. 24.002

Attachments

Resolution No. 24-002 Fee Schedule

2024 Fee Schedule Proposed



H. 4.

Palmer City Council Meeting

Meeting Date: 11/28/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-003

Subject

2024 Fine Schedule

Summary Statement/Background

2024 Fine Schedule

Administration's Recommendation:

Adopt Resolution No. 24-003

Attachments

Res 24-003 2024 Fine Schedule

2024 Fine Schedule



H. 5.

Palmer City Council Meeting

Meeting Date: 11/28/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-004

Subject

Five Year CIP

Summary Statement/Background

Five Year CIP

Administration's Recommendation:

Adopt Resolution No. 24-004

Attachments

Res 24-004 2024 5 Year CIP

18_Five_Year_2024_CIP_Proposed



H. 6.

Palmer City Council Meeting

Meeting Date: 11/28/2023

Submitted For: Gina Davis, Financial Director

Department: Finance

Agenda Category: Unfinished Business

Legislation Number: Res 24-005

Subject

2024 Proposed Budget

Summary Statement/Background

2024 Proposed Budget

Administration's Recommendation:

Adopt Resolution No. 24-005

Attachments

Res 24-005 2024 Budget

**Palmer City Council Meeting**

I. 1.

Meeting Date: 11/28/2023
Submitted For: Chad Cameron, Fire Chief
Department: Fire Department
Agenda Category: Action Memorandum
Legislation Number: AM 23-067

Subject

Authorizing the City Manager to Execute a Five-Year Contract for Rescue Services with the Matanuska-Susitna Borough

Summary Statement/Background

Since the founding of Palmer Fire & Rescue, Palmer firefighters have been responding to motor vehicle accidents within the City of Palmer. In the late 1960s when the relationship was established with the Greater Palmer Fire Service Area (GPCFSA), Palmer firefighters began responding to rescue calls throughout the GPCFSA and other rescue response areas inside the Matanuska-Susitna Borough. In 1980, Palmer Fire realized that specialized tools were needed to extricate entrapped victims from vehicle accident scenes. After several years, the City was able to purchase a vehicle dedicated to rescue and vehicle extrication duties. In the 1980s, training for rescue technicians was standardized, and since then Palmer rescue responders must undergo rigorous, ongoing training to meet certification requirements.

Funds in this legislation will be in the amount of \$65,000 plus 10% of the Fire Chief Wages and Benefits and 10% of Fuel used with 3% increases in years 3,4, and 5 of the contract.

Administration's Recommendation:

Approve Action Memorandum No. 23-067.

Fiscal Impact

Total Amount of funds listed in this legislation: \$88,000+
Legislation creates revenue in the amount of: \$88,000+
Budgeted Y/N?: Y
Line Item(s):

Line Item(s): 01-00-00-3428

Attachments

FY24 Palmer Rescue Services new agreement



I. 2.

Palmer City Council Meeting

Meeting Date: 11/28/2023
Submitted For: Dwayne Shelton, Police Chief
Department: Police Department
Agenda Category: Action Memorandum
Legislation Number: AM 23-069

Subject

Authorizing the City Manager to Spend an Amount Not to Exceed \$196,882 in Subawards from the COSSAP Grant For the Second Year of the Grant

Summary Statement/Background

In 2022, the City of Palmer applied for and was granted a COSSAP grant (2022 BJA FY 22 Comprehensive Opioid Stimulant and Substance Abuse Site - based Program) in the amount of \$1,299,999.00. Palmer City Council approved the COSSUP Grant with Resolution No. 22-035 on December 13, 2022. The COSSUP Grant is a three-year grant and the grant period runs October through September. October 2023 started the second year of this grant.

As part of the COSSUP Grant, a portion of the funds are subawards to be disbursed to four referral agencies on the MDT team to help fund additional personnel that are working on the Drug Endangered Children Multi-Disciplinary Team program.

The referral agencies and the second year disbursement are:

Chickaloon Village Traditional Council - \$49,220.50

Knik Tribal Council - \$49,220.50

Set Free - \$49,220.50

Alaska Youth and Family Network - \$49,220.50

Palmer City Council approved AM 23-039 on June 27, 2023, awarding the same subawards for the first year of the grant.

Administration's Recommendation:

Approve Action Memorandum No. 23-069

Fiscal Impact

Total Amount of funds listed in this legislation: \$196,882.00

Legislation creates expenditure in the amount of: \$196,882.00

Budgeted Y/N?: Y

Line Item(s): 08-40-05-6030 Contractual Services COSSAP Grant Expenditures