

Mayor Edna B. DeVries
Deputy Mayor Sabrena Combs
Council Member Julie Berberich
Council Member Richard W. Best
Council Member Steve Carrington
Council Member Brian Daniels
Council Member Jill Valerius

City Attorney Michael Gatti
City Clerk Norma I. Alley, MMC
City Manager John Moosey

City of Palmer, Alaska
City Council Meeting
November 24, 2020, at 7:00 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. 20-080:** Authorizing the City Manager to Extend the Contract for Audit Services with BDO USA, LLC for One Additional Year..... Page 5
 - b. **Action Memorandum No. 20-081:** Confirming the Mayor’s Nomination of Joyce Momarts and Jeff Helmericks for Appointment to the Airport Advisory Commission with Terms Ending December 31, 2023..... Page 9
 - c. **Action Memorandum No. 20-082:** Confirming the Mayor’s Nomination of Barbara Hunt and Ronalee Moses for Appointment to the Board of Economic Development with Terms Ending December 31, 2023..... Page 11
 - d. **Action Memorandum No. 20-083:** Confirming the Mayor’s Nomination of Lisa Albert-Konecky, Joseph Parreira III, and Gladys Mosher for Appointment to the Parks and Recreation Advisory Board with Terms Ending December 31, 2023 Page 13
 - e. **Action Memorandum No. 20-084:** Confirming the Mayor’s Nomination of Lizabeth Jackson, Pamela Melin and Linda Combs for Appointment to the Planning and Zoning Commission with Terms Ending December 31, 2023 Page 15
2. Approval of Minutes of Previous Meetings
 - a. October 27, 2020, Special Meeting..... Page 17
 - b. October 27, 2020, Regular Meeting..... Page 19
 - c. November 3, 2020, Special Meeting Page 25

E. REPORTS

1. City Manager’s Report
2. City Clerk’s Report
3. Mayor’s Report Page 27
4. City Attorney’s Report

F. AUDIENCE PARTICIPATION

G. PUBLIC HEARING

1. **Ordinance No. 20-015:** Amending Palmer Municipal Code Section 2.04.160 Regarding Council Community Grants..... Page 31
2. **Resolution No. 21-001:** Adopting the 2021 City of Palmer Employee Pay Plan (3rd Public Hearing) Page 39
3. **Resolution No. 21-002:** Adopting the 2021 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (3rd Public Hearing)..... Page 41

4. **Resolution No. 21-003:** Adopting the 2021 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (3rd Public Hearing)..... Page 57
5. **Resolution No. 21-004:** Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (3rd Public Hearing)..... Page 71
6. **Resolution No. 21-005:** Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021, and Appropriating Monies (3rd Public Hearing) Page 77

H. NEW BUSINESS

1. **Resolution No. 20-032:** Identifying the City of Palmer’s Capital Project Priorities for State, Federal and Other Interested Parties Funding Page 81
2. **Action Memorandum No. 20-085:** Approving a Council Community Grant in the Amount of \$3,500.00 to Frank Koloski for the Rodeo Alaska Page 85
3. **Action Memorandum No. 20-086:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection to Liquor License No. 5032 for Arkose Brewery, Located at 650 E. Steel Loop Page 93
4. **Action Memorandum No. 20-087:** Approving the Cancellation of the December 8 and 22, 2020, Regular Council Meetings Page 97

I. RECORD OF ITEMS PLACED ON THE TABLE

J. AUDIENCE PARTICIPATION

K. COUNCIL COMMENTS

L. ADJOURNMENT

Tentative Future Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
Jan 9, '21	Special	9 am	Saturday: Strategic Planning
Jan 12	Regular	7 pm	
Jan 26	Regular	7 pm	
Feb 9	Regular	7 pm	
Feb 23	Regular	7 pm	
Mar 9	Regular	7 pm	
Mar 23	Regular	7 pm	
Apr 13	Regular	7 pm	
Apr 27	Regular	7 pm	
May 11	Regular	7 pm	
May 25	Regular	7 pm	
Jun 8	Regular	7 pm	
Jun 22	Special	6 pm	Audit Presentation
Jun 22	Regular	7 pm	

Meeting Date	Meeting Type	Time	Notes
Jul 13	Special	6 pm	Mid-Year Budget Review
Jul 13	Regular	7 pm	
Jul 27	Special	6 pm	2021 Budget Planning Priorities
Jul 27	Regular	7 pm	
Aug 10	Regular	7 pm	
Aug 24	Regular	7 pm	
Sep 14	Regular	7 pm	
Sep 28	Regular	7 pm	
Oct 11	Special	6 pm	Election Certification
Oct 12	Regular	7 pm	
Oct 19	Special	6 pm	Budget
Oct 26	Special	6 pm	Budget
Oct 26	Regular	7 pm	Budget
Nov 2	Special	6 pm	Budget
Nov 9	Special	6 pm	Budget
Nov 9	Regular	7 pm	
Nov 23	Special	6 pm	Budget
Nov 23	Regular	7 pm	
Nov 30	Special	6 pm	Budget
Dec 7	Special	6 pm	Budget
Dec 14	Special	6 pm	Budget
Dec 14	Regular	7 pm	Budget
Dec 28	Regular	7 pm	
Jan 11, '22	Regular	7 pm	

**City of Palmer
Action Memorandum No. 20-080**

Subject: Authorizing the City Manager to Extend the Contract for Audit Services with BDO USA, LLC for One Additional Year


Agenda of: November 24, 2020

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




Originator Information:

Originator: Gina Davis, Finance Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____ <input checked="" type="checkbox"/> _____	Finance		10/29/2020
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **72,470.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 72,470.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): Various Accounts
- Not budgeted (Included in the 2021 Proposed Budget)

Director of Finance Signature: 

Attachment(s):

- AM 17-068

Summary Statement/Background:

On October 24, 2017, Council approved AM No. 17-068, a two-year contract for professional audit services with BDO USA, LLC for the years of 2017 and 2018. Included in the RFP, the City has the opportunity to extend the audit contract for two subsequent fiscal years.

The quote received from BDO USA, LLC for the fiscal year 2020 audit is \$72,470 and includes the cost of the Single Audit for CARES funds. This is slightly less than what was budgeted for 2019. This is the second extension request of two from the two-year contract with BDO USA, LLC from October 2017.

Administration's Recommendation:

To approve Action Memorandum No. 20-080

**City of Palmer
Action Memorandum No. 17-068**

Subject: Authorizing the City Manager to Negotiate and Execute a Two-Year Contract for Professional Audit Services with BDO USA, LLP


Agenda of: October 24, 2017

Council Action: **Approved** **Amended:** _____
 Denied



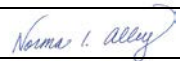
Originator Information:

Originator: Gina Davis, Finance Director

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		10/05/2017
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 73,470 (2018); \$69,970 (2019)

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
X	Creates expenditure in the amount of:	\$ <u>73,470; \$69,970</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

Pursuant to Section 3.21.170 of the PMC (Palmer Municipal Code), a Request for Proposals for professional audit services was issued on August 20, 2017 for the fiscal years ending December 31, 2017, and 2018.

The City received two responses by the submission deadline of September 21, 2017, at 2:00 P.M. The respondents were Altman, Rogers & Co., and BDO USA, LLP.

The evaluation committee consisted of the City Manager, the Finance Director and the Finance Manager.

The evaluation process was based on three sets of criteria as follows:

- 1) Mandatory elements including:
 - a) Independent Entity;
 - b) Licensed to practice in Alaska;
 - c) Last external quality control review report; and
 - d) No conflict of interest.
- 2) Technical Quality including:
 - a) Expertise and experience;
 - b) Audit approach; and
 - c) Report format samples.
- 3) Total cost of audit services.

A maximum point system was used for each set of criteria.

<u>Audit Firm</u>	<u>Total Points Scored</u>
Altman, Rogers & Company	374
BDO USA, LLP	395

In the best interest of the City, the evaluation committee recommends authorizing the City Manager to negotiate and execute a two-year contract with BDO USA, LLP with option for extension of two subsequent fiscal years.

Administration's Recommendation:

To approve Action Memorandum No. 17-068 for the City Manager to Negotiate and Execute a Two-year Contract with BDO USA, LLP.

**City of Palmer
Action Memorandum No. 20-081**

Subject: Confirming the Mayor's Nomination of Joyce Momarts and Jeff Helmericks for Appointment to the Airport Advisory Commission with Terms Ending December 31, 2023

Agenda of: November 24, 2020

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

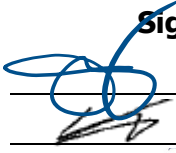

Originator Information:

Originator: Mayor DeVries via City Manager's Office

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **1,500.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 1,500.00/year
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 03-01-10-6059
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement/Background:

The Airport Advisory Commission (AAC) is a seven-member board with two seats expiring December 31, 2020.

Public notice of this recruitment was posted on the City's website, published in The Frontiersman, advertised in the Chamber's weekly e-newsletter, and posted on the City of Palmer's social media sites.

Two applications were received, as noted below. All applications were received prior to the final deadline of 5:00 p.m., Friday, October 30.

Applicants were:

1. Joyce Momarts (currently serving)
2. Jeff Helmericks (currently serving)

All applications met code requirements and were considered. After review, Joyce Momarts and Jeff Helmericks are nominated for reappointment to fill the seats.

Original applications are retained in the City Manager's Office. Please call (907) 761-1317 to request a copy.

Mayor's Recommendation:

To approve Action Memorandum No. 20-081.

**City of Palmer
Action Memorandum No. 20-082**

Subject: Confirming the Mayor's Nomination of Barbara Hunt and Ronalee Moses for Appointment to the Board of Economic Development with Terms Ending December 31, 2023

Agenda of: November 24, 2020

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

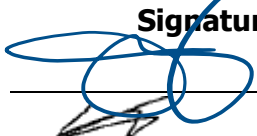


Originator Information:

Originator: Mayor DeVries via City Manager's Office

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 2,500.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 2,500.00/year
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-01-05-6059
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement/Background:

The Board of Economic Development (BED) is a seven-member board with two seats expiring December 31, 2020.

Public notice of this recruitment was posted on the City's website, published in the Frontiersman, advertised in the Chamber's weekly e-newsletter, and posted on the City of Palmer's social media sites.

Four applications were received, as noted below. All applications were received prior to the final deadline of 5:00 p.m., Friday, October 30.

Applicants were:

1. Ailis Vann
2. Barbara Hunt (currently serving)
3. David Boortz
4. Ronalee Moses (currently serving)

All applications met code requirements and were considered. After review, Barbara Hunt and Ronalee Moses are nominated for reappointment to fill the seats.

Original applications are retained in the City Manager's Office. Please call (907) 761-1317 to request a copy.

Mayor's Recommendation:

To approve Action Memorandum No. 20-082

**City of Palmer
Action Memorandum No. 20-083**

Subject: Confirming the Mayor's Nomination of Lisa Albert-Konecky, Joseph Parreira III, and Gladys Mosher for Appointment to the Parks and Recreation Advisory Board with Terms Ending December 31, 2023

Agenda of: November 24, 2020

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



Originator Information:

Originator: Mayor DeVries via City Manager's Office

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **4,200.00**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 4,200.00/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: 

Attachment(s):

- None

Summary Statement/Background:

The Parks and Recreation Advisory Board (PRAB) is a seven-member board with three seats expiring on December 31, 2020.

Public notice of this recruitment was posted on the City's website, published in the Frontiersman, advertised in the Chamber's weekly e-newsletter, and posted on the City of Palmer's social media sites.

Four applications were received, as noted below. All applications were received prior to the final deadline of 5:00 p.m., Friday, October 30.

Applicants were:

1. Joseph Parreira III
2. Lisa Albert-Konecky
3. Randi Kay Bernier
4. Gladys Mosher

All applications met code requirements and were considered. After review, Lisa Albert-Konecky, Joseph Parreira III, and Gladys Mosher are nominated for an appointment to fill the seats.

Original applications are retained in the City Manager's Office. Please call (907) 761-1317 to request a copy.

Mayor's Recommendation:

To approve Action Memorandum No. 20-083

**City of Palmer
Action Memorandum No. 20-084**

Subject: Confirming the Mayor's Nomination of Lizabeth Jackson, Pamela Melin and Linda Combs for Appointment to the Planning and Zoning Commission with Terms Ending December 31, 2023

Agenda of: November 24, 2020

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




Originator Information:

Originator: Mayor DeVries via City Manager's Office

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 3,800.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 3,800.00/year
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-01-12-6059
- Not budgeted

Director of Finance Signature: 

Attachment(s):

➤ None

Summary Statement/Background:

The Planning and Zoning Commission (PZC) is a seven-member board with three seats expiring December 31, 2020.

Public notice of this recruitment was posted on the City's website, published in the Frontiersman, advertised in the Chamber's weekly e-newsletter, and posted on the City of Palmer's social media sites.

Five applications were received, as noted below. All applications were received prior to the final deadline of 5:00 p.m., Friday, October 30.

Applicants were:

1. Lisa Albert-Konecky
2. Linda Combs
3. Lisbeth Jackson
4. Pamela Melin
5. Randi Kay Bernier

All applications met code requirements and were considered. After review, Lizabeth Jackson, Linda Combs and Pamela Melin are nominated for appointment to fill the seats.

Original applications are retained in the City Manager's Office. Please call (907) 761-1317 to request a copy.

Mayor's Recommendation:

To approve Action Memorandum No. 20-084

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on October 27, 2020, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Edna DeVries, Mayor
Julie Berberich (participated telephonically)
Richard W. Best (participated telephonically)
Steve Carrington (participated telephonically)

Sabrena Combs, Deputy Mayor (participated telephonically)
Brian Daniels
Jill Valerius (participated telephonically)

Staff in attendance were the following:

John Moosey, City Manager (participated telephonically)
Norma I. Alley, MMC, City Clerk

Michael Gatti, City Attorney (participated telephonically)
Kara Johnson, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda

Moved by:	Combs
Seconded by:	Berberich
Vote:	6 Yes/1 Absent (Best)
Action:	Motion Carried

E. AUDIENCE PARTICIPATION

None.

F. PUBLIC HEARINGS

1. 2021 City of Palmer Budget:
 - a. **Resolution No. 21-001:** Adopting the 2021 City of Palmer Employee Pay Plan (1st Public Hearing)
 - b. **Resolution No. 21-002:** Adopting the 2021 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (1st Public Hearing)
 - c. **Resolution No. 21-003:** Adopting the 2021 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (1st Public Hearing)
 - d. **Resolution No. 21-004:** Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (1st Public Hearing)
 - e. **Resolution No. 21-005:** Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021, and Appropriating Monies (1st Public Hearing)

Mayor DeVries asked for objections to combining the public hearing for Resolution No. 21-001, Resolution No. 21-002, Resolution No. 21-003, Resolution No. 21-004, and Resolution No. 21-005. Hearing no objection from the Council, Mayor Devries announced these items would be heard collectively.

Mayor DeVries opened the public hearing on Resolution No. 21-001, Resolution No. 21-002, Resolution No. 21-003, Resolution No. 21-004, and Resolution No. 21-005. Seeing no one come forward and hearing no objection from the Council, Mayor Devries closed the public hearing.

City Clerk Alley read written testimony into the record (see official meeting packet for written testimony).

G. NEW BUSINESS

1. **Committee of the Whole:** Presentation of the 2021 Budget (note: action may be taken by the Council following the Committee of the Whole)

Main Motion: To Enter Into Committee of the Whole

Moved by:	Combs
Seconded by:	Valerius
Vote:	6 Yes/1 Absent (Best)
Action:	Motion Carried

The Council entered into a Committee of the Whole at 6:09 p.m.

Council Member Best joined the meeting at 6:10 p.m.

Topics addressed in the Committee of the Whole included:

- City of Palmer Budget;
- City of Palmer Pay Plan;
- City of Palmer Fee Schedule;
- City of Palmer Fine Schedule; and
- City of Palmer Capital Improvement Program.

The Council adjourned from Committee of the Whole at 6:45 p.m. and reconvened the Special Meeting.

H. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Alley reported written public testimony was the Item Placed on the Table.

I. COUNCIL MEMBER COMMENTS

No direction given to staff for legislation to be placed on a future agenda.

J. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 6:48 p.m.

Approved this ____ day of _____, 2019.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on October 27, 2020, at 7:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 7:00 p.m.

B. ROLL CALL

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

- | | |
|--|---|
| Edna DeVries, Mayor | Sabrina Combs, Deputy Mayor (participated telephonically) |
| Julie Berberich (participated telephonically) | Brian Daniels |
| Richard W. Best (participated telephonically) | Jill Valerius (participated telephonically) |
| Steve Carrington (participated telephonically) | |

Staff in attendance were the following:

- | | |
|---|--|
| John Moosey, City Manager (participated telephonically) | Michael Gatti, City Attorney (participated telephonically) |
| Norma I. Alley, MMC, City Clerk | Kara Johnson, Deputy City Clerk |

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

Council Member Carrington joined the meeting at 7:01 p.m.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. ~~Introduction and Setting a Public Hearing for November 10, 2020, for Ordinance No. 20-014: Amending Palmer Municipal Code Section 18.27.020 Voting Methods Relating to Absentee Voting —By Mail~~
 - b. Action Memorandum No. 20-077: Authorizing the City Manager to Negotiate and Execute a New Lease Agreement with Angel Aviation, Inc. on Palmer Municipal Airport Lot 25A, Block 3 for the Purpose of Establishing a New Fixed Based Operator to Include an Office Building, Aircraft Hangar, and Fueling Station.
2. Approval of Minutes of Previous Meetings
 - a. September 22, 2020, Regular Meeting

Main Motion: To Approve the Agenda, Consent Agenda, and Minutes, as Amended

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

Primary Amendment #1: To Move Ordinance No. 20-014 to New Business

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

Vote on Motion: To Approve Ordinance No. 20-012, as Amended

Vote:	Unanimous
Action:	Motion Carried

E. REPORTS

1. City Manager’s Report

City Manager Moosey reported on the sale of city property.

2. City Clerk’s Report

City Clerk Alley reported on Palmer Police Department invitation to Council for ride-along.

3. Mayor’s Report

Mayor DeVries highlighted her written report and provided update on 911 Task Force. Also read two thank you notes from the community into the record, and plaque from MAT-SAR Search and Rescue.

4. City Attorney’s Report - None.

F. AUDIENCE PARTICIPATION

Mr. Mike Chmielewski spoke on the use of Hemp within the State and City.

City Clerk Alley read written testimony into the record (see official meeting packet for written testimony).

G. PUBLIC HEARINGS

1. **Ordinance No. 20-012:** Enacting Palmer Municipal Code Chapter 3.21 Suspension and Debarment of Public Contractors (2nd Public Hearing) (Pending Motion)

Mayor DeVries opened the public hearing on Ordinance No. 20-012. Seeing no one come forward and hearing no objection from the Council, Mayor DeVries closed the public hearing.

Vote on Motion: To Approve Ordinance No. 20-012, as Amended

Vote:	Unanimous
Action:	Motion Carried

2. **Ordinance No. 20-013:** Amending Portions of Palmer Municipal Code Chapter 17.24, R-2 Low Residential District, Chapter 17.26, R-3 Medium Density Multifamily Residential District, and Chapter 17.27, R-4 High Density Residential District

Mayor DeVries opened the public hearing on Ordinance No. 20-013.

Mr. Mike Chmielewski spoke in disagreement to Ordinance No. 20-013.

Hearing no objection from the Council, Mayor DeVries closed the public hearing.

City Manager Moosey provided the staff report and fielded questions from Council.

Main Motion: To Approve Ordinance No. 20-013

Moved by:	Combs
Seconded by:	Berberich

Primary Amendment #1: To Add the Word Density After the Word Low and Before the Word Residential on Pages 65 to Pages 71

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

Vote on Motion: To Approve Ordinance No 20-013, as Amended

Vote:	Unanimous
Action:	Motion Carried

3. Resolution No. 21-001: Adopting the 2021 City of Palmer Employee Pay Plan (2nd Public Hearing)

Mayor DeVries opened the public hearing on Resolution No. 21-001. Seeing no one come forward and hearing no objection from the Council, Mayor Devries closed the public hearing.

Main Motion: To Approve Resolution No. 21-001

Moved by:	Best
Seconded by:	Combs

4. Resolution No. 21-002: Adopting the 2021 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (2nd Public Hearing)

Mayor DeVries opened the public hearing on Resolution No. 21-002. Seeing no one come forward and hearing no objection from the Council, Mayor Devries closed the public hearing.

Main Motion: To Approve Resolution No. 21-002

Moved by:	Combs
Seconded by:	Valerius

5. Resolution No. 21-003: Adopting the 2021 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (2nd Public Hearing)

Mayor DeVries opened the public hearing on Resolution No. 21-003. Seeing no one come forward and hearing no objection from the Council, Mayor Devries closed the public hearing.

Main Motion: To Approve Resolution No. 21-003

Moved by:	Combs
Seconded by:	Berberich

6. Resolution No. 21-004: Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021 (2nd Public Hearing)

Mayor DeVries opened the public hearing on Resolution No. 21-004. Seeing no one come forward and hearing no objection from the Council, Mayor Devries closed the public hearing.

Main Motion: To Approve Resolution No. 21-004

Moved by:	Combs
Seconded by:	Valerius

7. **Resolution No. 21-005:** Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021, and Appropriating Monies (2nd Public Hearing)

Mayor DeVries opened the public hearing on Resolution No. 21-005. Seeing no one come forward and hearing no objection from the Council, Mayor Devries closed the public hearing.

Main Motion: To Approve Ordinance No. 21-005

Moved by:	Carrington
Seconded by:	

H. NEW BUSINESS

1. Introduction and Setting a Public Hearing for November 10, 2020, for **Ordinance No. 20-014:** Amending Palmer Municipal Code Section 18.27.020 Voting Methods Relating to Absentee Voting – By Mail

Ordinance No. 20-014 was moved from the Consent Agenda to New Business.

City Clerk Alley provided the staff report and fielded questions from Council.

Main Motion: To Move Ordinance No. 20-014 to Public Hearing on November 10, 2020

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

Mayor DeVries called a recess at 8:02 p.m. and reconvened the meeting at 8:10 p.m.

2. Committee of the Whole: Presentation of the 2021 Budget (note: action may be taken by the council following the committee of the whole)

Main Motion: To Enter into Committee of the Whole

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

The Council entered into a Committee of the Whole at 8:11 p.m.

Topics addressed in the Committee of the Whole included:

- City of Palmer Budget;
- City of Palmer Pay Plan;
- City of Palmer Fee Schedule;
- City of Palmer Fine Schedule; and
- City of Palmer Capital Improvement Program.

The Council adjourned from Committee of the Whole at 8:51 p.m. and reconvened the Regular Meeting.

I. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Alley reported written public testimony and thank you card from Body Balance were Items Placed on the Table.

J. AUDIENCE PARTICIPATION

Mr. Mike Chmielewski spoke on the passing of Hatcher Pass Lodge owner, Karl "Hap" Wurlitzer.

K. COUNCIL MEMBER COMMENTS

No direction given to staff for legislation to be placed on a future agenda.

L. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:01 p.m.

Approved this ____ day of _____, 2020.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

A. CALL TO ORDER

A special meeting of the Palmer City Council was held on November 3, 2020, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 6:00 p.m.

B. ROLL CALL

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

Edna DeVries, Mayor	Brian Daniels
Julie Berberich (participated telephonically)	Jill Valerius (participated telephonically)
Sabrena Combs, Deputy Mayor (participated telephonically)	

Council Member Richard Best and Council Member Carrington were absent and excused.

Staff in attendance were the following:

John Moosey, City Manager (participated telephonically)	Michael Gatti, City Attorney (participated telephonically)
Norma I. Alley, MMC, City Clerk	

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda

Moved by:	Combs
Seconded by:	Valerius
Vote:	5 Yes/0 No/2 Absent (Best/Carrington)
Action:	Motion Carried

E. AUDIENCE PARTICIPATION

Police Commander LaCroix read a letter of commendation into the record and presented Officer Tyler Larimer and Officer Virginia Calvert with commendation Pins of Valor for their life saving efforts of a citizen.

Mr. Eugene Carl Haberman testified on the public process and rights for the public to address policies and procedures.

F. NEW BUSINESS

- 1. Committee of the Whole:** Presentation from Alaska Department of Transportation & Public Facilities Project Manager Sean Baski, and Team, Regarding the Glenn Highway MP 34-42 Phase 2 Project

Main Motion: To Enter Into Committee of the Whole

Moved by:	Valerius
Seconded by:	Combs
Vote:	5 Yes/0 No/2 Absent (Best/Carrington)
Action:	Motion Carried

The Council entered into a Committee of the Whole at 6:13 p.m.

Alaska Department of Transportation & Public Facilities Project Manager Sean Baski presented on the Glenn Highway Mile Post 34-42 Project Phase 2.

The Mayor adjourned from Committee of the Whole at 6:37 p.m. and reconvened the special meeting.

2. Committee of the Whole: Presentation of the 2021 Budget

Main Motion: To Enter Into Committee of the Whole

Moved by:	Berberich
Seconded by:	Valerius
Vote:	5 Yes/0 No/2 Absent (Best/Carrington)
Action:	Motion Carried

The Council entered into a Committee of the Whole at 6:38 p.m.

Topics addressed included:

- Airport;
- Public Works;
- Library;
- MTA Event Center;
- Golf Course;
- Visitor Center;
- Depot; and
- Cares Act Funds Update.

Deputy Mayor Combs left the meeting at 7:15 p.m.

The Council adjourned from Committee of the Whole at 7:44 p.m. and reconvened the special meeting.

G. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Alley announced the letter of commendation and airport memorandum were Items Placed on the Table.

H. COUNCIL MEMBER COMMENTS

No direction was given to staff for legislation to be placed on a future agenda.

I. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 7:47 p.m.

Approved this ____ day of _____, 2020.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor

Mayor's Memo
Council Meeting report for council Meeting
on November 24, 2020

Events

Basic Needs – zoom meeting – December 3

Agenda setting – December 30

9-1-1 Task force Report submitted to the Governor

Mayor/Manger's meeting – December 17

Colony Christmas – December 11-13

Fireworks – November 26 at 7:19

Merry Christmas and Happy New Year - 2021

We want and value your input and participation.

Edna DeVries Mayor

u/t 907-355-9933

eDEVRIES@palmerak.org



Alaska Community Development Corporation

Affordable Housing • Energy Conservation • Housing Rehabilitation • Weatherization

November 10, 2020

Edna DeVries, Mayor
City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645-6952
edevries@palmerak.org

RE: FY21-FY24 Mental Health Trust Home Modification and Upgrades to Retain Housing Support.

Dear Mayor DeVries:

Alaska Community Development Corporation (Alaska CDC) is submitting a proposal for funding from the State of Alaska for the FY21-FY24 Mental Health Trust Home Modifications and Upgrades to Retain Housing program. Funding for continuation of this program was approved in the last legislative session. We are seeking funding to assist residents in the Mat-Su Borough.

This program provides housing accessibility modifications and assistive aids for Mental Health Trust beneficiaries and individuals with disabilities or special needs. This includes frail elderly, who need help to live safely at home. These upgrades are often necessary to make the home more livable for recipients and may help them to be able to stay in their homes, as opposed to requiring some form of costly assisted living or institutionalized care.

Alaska CDC has provided this assistance program since 1998, with some breaks in funding. Our current grant is committed to clients on our wait list. We hope to be approved for funding in this current funding round so that households in the Mat-Su Borough will continue to be able to get assistance for their accessibility and independent living needs. Alaska CDC also provides home weatherization, accessibility improvements for seniors (only) and other housing assistance programs to the Mat-Su Borough. The MHT home modifications program serves all age groups and helps meet needs that our other programs cannot.

As part of the proposal and selection process, we are required to show support from the local area for this funding. You supported our agency's FY19 MHT home modifications funding request. We would appreciate another letter of support from you, so that it can be included with our FY21 funding request.

Thanks for your consideration. Please contact me if you have any questions about this request. If you can provide a support letter—either emailing it to us or faxing would work best due to limited time. Our proposal is due December 15, 2020, by 3:59 PM.

pshiflea@alaskacdc.org

Fax (907) 746-5681

Sincerely,

Patrick A. Shiflea
Executive Director

[Click here to enter text.](#)

Patrick Shiflea, Executive Director
Alaska Community Development Corporation
1517 S. Industrial Way, #8
Palmer, AK 99645

RE: FY21-FY24 Mental Health Trust Home Modifications and Upgrades to Retain Housing Support.

Dear Mr. Shiflea:

As [Click here to enter text.](#) of [Click here to enter text.](#) I am happy to lend my support to the Mental Health Trust Home Modifications and Upgrades to Retain Housing program and Alaska Community Development Corporation.

I support your successful Mental Health Trust home modification program in the Mat-Su Borough. We recognize the importance of the MHT housing modification program, which helps to improve the lives of residents by increasing independent living through home accessibility modifications and assistive aids. The economic impact is also significant as it allows some residents to stay in their homes rather than moving into high-cost institutionalized care or assisted living.

Healthy, safe and accessible housing is in great demand throughout much of the Borough, especially for Mental Health Trust beneficiaries and other special needs groups, including frail elderly who need assistance with aging safely at home. This program is an effective step toward meeting this growing need here. I look forward to your successful continued administration of Mental Health Trust home modifications.

Sincerely,

[Click here to enter text.](#)

[Click here to enter text.](#)

**City of Palmer
Ordinance No. 20-015**

Subject: Amending Palmer Municipal Code Section 2.04.160 Regarding Council Community Grants

Agenda of: November 10, 2020 – Introduction
November 24, 2020 – Public Hearing

Council Action: **Adopted** **Amended:** _____
 Defeated




Originator Information:

Originator: John Moosey, City Manager

Department Review:

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

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 0.00

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input type="checkbox"/>	Creates expenditure in the amount of:	\$ _____
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Has no fiscal impact	0.00

Funds are (√):

<input type="checkbox"/>	Budgeted	Line item(s): _____
<input checked="" type="checkbox"/>	Not budgeted	Unspecified

Director of Finance Signature: 

Attachment(s):

- Ordinance No. 20-015

Summary Statement/Background:

Amendment of the Council Community Grant is solely to improve the efficiency and impact of the program.

The effective date of this ordinance will be January 1, 2021.

Administration's Recommendation:

Adopt Ordinance No. 20-015

LEGISLATIVE HISTORY

Introduced by: City Manager John Moosey

Date: November 10, 2020

Public Hearing:

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Ordinance No. 20-015

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 2.04.160 Regarding Council Community Grants

WHEREAS, the city of Palmer has a long history of supporting public and private partnerships; and

WHEREAS, these partnerships allow for beneficial public activities and facility improvements; and

WHEREAS, the city of Palmer desires to have a more efficient and impactful process.

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

Section 3. Palmer Municipal Code Section 2.04.160 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

2.04.160 Council community grants.

~~The city of Palmer recognizes the valued contributions being provided through the volunteer efforts of community organizations, agencies, and individuals on behalf of its citizens. Community grant funding demonstrates council's commitment to programs, services, projects and events (event) that are benefits to the community while at the same time recognizing the financial constraints impacting the city's ability to provide funding.~~

~~A. This policy identifies the types of funding available through this grant process, establishes eligibility requirements, and outlines application and monitoring requirements.~~

~~B. Council shall retain the right to make the final decision on both the overall grant allocation and individual grants.~~

~~1. Preference will be given to organizations and groups that demonstrate Palmer community support and that propose programs, services, projects or events having the potential for positive economic and cultural impacts and that show evidence of efficient use of resources,~~

~~sound business practices/accountability, and describe the organization's or group's knowledge, skills and self-reliance.~~

~~2. The board of economic development will review this grant policy at least every two years and forward any recommendations for updates or revisions to the policy to city council.~~

~~C. The aim of the community grant program is to provide modest levels of support and assistance to help foster and develop community programs, services, projects and events that enhance the greater Palmer community's cultural and economic environment. The objective of this policy is to treat all organizations fairly and consistently while creating a minimal administrative process.~~

~~D. Each year, as part of its annual budget process, council will, through its annual operating budget, determine the amount of funds to be allocated to the community grant program.~~

~~E. The different types of grants eligible under the community grants program are:~~

~~1. In-kind contributions grants—based on the provision of municipal property/facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality.~~

~~2. Special events grant—defined as seed money funding for the start-up of a community program, service, project or event, or funds for a short-term undertaking to assist in developing a program, service, project or event that is of cultural, social, recreational or economic significance to the community. Special events grants are startup funds; therefore, these grants are limited to funding for between one to five years.~~

~~3. Community event grant—defined as a recurring program, service, project or event that council has determined provides significant benefits to the broad community as a whole; therefore there is no limit to the number of times a community event grant application may be funded.~~

~~4. Organization grant—defined as a 501(c) organization in need of a one-time appropriation for administration expenses or project money to further mission of the organization.~~

~~F. An applicant organization must meet the following general criteria in order to be eligible for a Palmer council community grant:~~

~~1. Event must primarily benefit the community and residents of Palmer.~~

~~2. Event has city-wide significance and is expected to bring economic and/or public relations benefit to the city.~~

~~3. Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of the program, project or service. The city grant should not be considered as the primary source of funding for the organization.~~

~~4. Funding requests can be defined as programs, services, projects, and events that economically benefit Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving and/or providing access to the arts, culture, environment, heritage, recreation and/or health activities.~~

~~5. To qualify for funding, the group must demonstrate its commitment to all of the following principles:~~

~~a. Event is open—accessible—to all members of the community;~~

~~b. Event must take place within the Palmer city limits or within one mile of the city limits;~~

~~c. Event is effective in providing an economic benefit to Palmer;~~

~~d. Applicant is accountable through sound management and financial practices;~~

~~e. Individuals are not eligible.~~

~~6. Grants are awarded by the type of project, not the type of organization/agency.~~

~~7. The applicant/organization, within the current fiscal year, must spend grant funding on the sole purpose for which it was awarded.~~

- ~~8. Members of the board of economic development are available to provide mentoring assistance to all applicants, both while preparing an application and following a grant award.~~
- ~~9. All applications shall be submitted on the grant application form together with the following information and documentation:~~
- ~~a. An outline of the economic benefits the event provides to the community as well as how this supports council's economic development strategic priorities;~~
 - ~~b. The amount of financial or in-kind assistance required;~~
 - ~~c. The degree in which the community benefits as a result of the grant;~~
 - ~~d. A detailed proposed budget for the current project, detailing expenditures and anticipated revenues, including a list of all other grants and/or donations;~~
 - ~~e. How applicant proposes to provide a post-event report with details on economic impact;~~
 - ~~f. Applicants seeking funding for consecutive years will be required to provide a multi-year financial forecast (three to five years) for the event which should include estimated revenues and expenditures;~~
 - ~~g. Completed application forms may be submitted to the city manager's office at any time during a fiscal year.~~
- ~~10. The city manager will review grant applications and forward each application to the city council with a funding recommendation and comments. The manager's comments on applications for in-kind nonfinancial assistance will include a report on the effect, if any, providing the in-kind assistance would have on the city's ability to meet its regularly scheduled work responsibilities.~~
- ~~11. Council shall retain the right to make the final decision on both the overall grant allocation and individual grants.~~
- ~~12. Grant recipients will be notified in writing of the grant amount approved. (Ord. 14-043 § 3, 2015)~~

Section 4. Palmer Municipal Code Section 2.04.160 is hereby amended to read as follows (new language is underlined and deleted language is stricken):

2.04.160 Council community grants

The purpose of the city of Palmer council community grant program is to recognize the valued contributions being provided through the volunteer efforts of community champions on behalf of its citizens. Community grant funding demonstrates the council's commitment to programs, services, projects, and events that are a benefit to the community while at the same time recognizing the financial constraints impacting the city's ability to provide funding. This policy identifies the types of funding available through this community grant process and establishes eligibility requirements. The goal of the community grant program is to provide modest levels of support and assistance to help foster and develop community programs, services, projects, and events that enhance greater Palmer's quality of life. The objective of this policy is to treat all organizations fairly and consistently while creating a minimal administrative process.

- A. Council shall retain the right to make the final decision on:
- 1. Annual council community grant operating budget;
 - 2. Determining community grant recipients;
 - 3. Determining community grant amounts.

B. To be eligible to qualify for funding, the group or organization must demonstrate its commitment to all the following principles:

1. General:

- a. Event is open – accessible – to all members of the community;
- b. Event is effective in providing a community benefit to Palmer;
- c. Applicant is accountable for the grant through sound management and financial practices;
- d. Individuals are not eligible;
- e. The applicant/organization, within the current fiscal year, must spend grant funding on the sole purpose for which it was awarded;
- f. Any unspent money shall be returned to the city.

C. Community Grant Types: Defined as a program, service, project, or event that benefits Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving, and/or providing access to the arts, culture, environment, heritage, recreation, and/or health activities;

D. Community Grant: Defined as a program, service, project, or event that the council has determined provides significant benefits to the Palmer community as a whole. The different types of grants under the community grant program are:

1. In-kind grants – based on the provision of municipal property/facilities, materials, or resources provided to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. Cash funds are not provided in relation to in-kind grants;
2. Cash contribution grant – based on the provision of cash funds provided to, or on behalf of, the applicant; or
3. Combination grant – based on a combination of E.1. and E.2.

E. Grant Application: Completed application forms may be submitted to the city manager’s office at any time during a fiscal year. All applications shall be submitted on the grant application form together with the information/documentation listed below:

1. An outline of the benefits the grant recipient would provide to the community as well as how this supports the council’s strategic priorities;
2. The amount of financial or in-kind assistance required;
3. The degree in which the community benefits as a result of the grant;
4. A proposed budget for the current project, detailing expenditures and anticipated revenues, including a list of all other grants and/or donations; and
5. How an applicant proposes to provide a post-event report with details on economic impact.

F. Grant Compliance and Reporting:

1. The city manager will review grant applications for completeness and forward each application to the city council. The manager's comments on applications requesting in-kind nonfinancial assistance will include a report on the effect if any, providing the in-kind assistance would have on the city's ability to meet its regularly scheduled work responsibilities.
2. Council shall retain the right to make the final decision on both the overall grant allocation and individual grants.
3. Council may request community grant recipient to provide a written or oral summary report.

Section 5. Effective Date. Ordinance No. 20-015 shall take effect January 1, 2021.

Passed and approved this ____ day of _____, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 27, 2020
Public Hearing: October 27, 2020, Special
Public Hearing: October 27, 2020, Regular
Public Hearing:
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 21-001

A Resolution of the Palmer City Council Adopting the City of Palmer Employee Pay Plan

WHEREAS, the City of Palmer wishes to approve the attached pay plan for the compensation of employees.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends its employee compensation pay plan by adopting the attached "City of Palmer Pay Plan-January 1, 2021" with effective date of the pay plan to be January 1, 2021.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

CITY OF PALMER PAY PLAN -- January 1, 2021

Implement: 1/1/2021

Council Approved:

LEVEL	Level Classification by Job Title		Steps									Longevity Steps*					
			1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
1		Hourly	11.73	12.17	12.61	13.07	13.57	14.06	14.58	15.12	15.69	16.19	16.72	17.27	17.85	18.44	19.05
		Bi-weekly	938.40	973.60	1008.80	1045.60	1085.60	1124.80	1166.40	1209.60	1255.20	1295.20	1337.60	1381.60	1428.00	1475.20	1524.00
		Annual	24,398	25,314	26,229	27,186	28,226	29,245	30,326	31,450	32,635	33,675	34,778	35,922	37,128	38,355	39,624
2	Seasonal Arena Attendant Janitor/ Light Maintenance Library Technician Seasonal Groundskeepers / LT Maintenance	Hourly	13.28	13.76	14.28	14.80	15.36	15.92	16.52	17.15	17.79	18.38	18.98	19.61	20.25	20.93	21.63
		Bi-weekly	1062.40	1100.80	1142.40	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20	1470.40	1518.40	1568.80	1620.00	1674.40	1730.40
		Annual	27,622	28,621	29,702	30,784	31,949	33,114	34,362	35,672	37,003	38,230	39,478	40,789	42,120	43,534	44,990
3	Library Specialist Receptionist & Cashier	Hourly	14.80	15.36	15.92	16.52	17.15	17.79	18.46	19.16	19.88	20.54	21.22	21.93	22.66	23.42	24.21
		Bi-weekly	1184.00	1228.80	1273.60	1321.60	1372.00	1423.20	1476.80	1532.80	1590.40	1643.20	1697.60	1754.40	1812.80	1873.60	1936.80
		Annual	30,784	31,949	33,114	34,362	35,672	37,003	38,397	39,853	41,350	42,723	44,138	45,614	47,133	48,714	50,357
4	Admin Assistant: Library Election Worker	Hourly	16.30	16.91	17.55	18.21	18.90	19.61	20.35	21.13	21.93	22.66	23.41	24.21	25.02	25.86	26.73
		Bi-weekly	1304.00	1352.80	1404.00	1456.80	1512.00	1568.80	1628.00	1690.40	1754.38	1812.80	1872.80	1936.80	2001.60	2068.80	2138.40
		Annual	33,904	35,173	36,504	37,877	39,312	40,789	42,328	43,950	45,614	47,133	48,693	50,357	52,042	53,789	55,598
5	Admin Asst - Public Safety, Public Works, Community Development, Mayor Council Clerk City Manager, Receptionist & Cashier Community Development Specialist Maintenance Worker, Seasonal Arena Specialist Seasonal Arena Operations Assistant Groundskeeper Foreman, Library Assistant	Hourly	17.86	18.54	19.24	19.97	20.73	21.52	22.33	23.19	24.07	24.89	25.72	26.59	27.48	28.41	29.37
		Bi-weekly	1428.80	1483.20	1539.20	1597.60	1658.40	1721.60	1786.40	1855.20	1925.60	1991.20	2057.60	2127.20	2198.40	2272.80	2349.60
		Annual	37,149	38,563	40,019	41,538	43,118	44,762	46,446	48,235	50,066	51,771	53,498	55,307	57,158	59,093	61,090
6	Accounting Technician I, Dispatcher I Evidence & Records Custodian Lib Svcs Coordinator, W/WW Operator I Solid Waste Collector, Mechanic I	Hourly	19.41	20.14	20.90	21.70	22.53	23.38	24.28	25.21	26.17	27.06	27.97	28.91	29.89	30.90	31.95
		Bi-weekly	1552.80	1611.20	1672.00	1736.00	1802.40	1870.40	1942.40	2016.80	2093.60	2164.80	2237.60	2312.80	2391.20	2472.00	2556.00
		Annual	40,373	41,891	43,472	45,136	46,862	48,630	50,502	52,437	54,434	56,285	58,178	60,133	62,171	64,272	66,456
7	Building Inspector, Dispatcher II Equipment Operator, Mechanic Police Officer I, Support Services Specialists Utility Meter Reader & Laborer W/WW Operator II	Hourly	20.94	21.74	22.57	23.42	24.33	25.27	26.22	27.23	28.28	29.24	30.23	31.25	32.31	33.41	34.54
		Bi-weekly	1675.20	1739.20	1805.60	1873.60	1946.40	2021.60	2097.60	2178.40	2262.40	2339.20	2418.40	2500.00	2584.80	2672.80	2763.20
		Annual	43,555	45,219	46,946	48,714	50,606	52,562	54,538	56,638	58,822	60,819	62,878	65,000	67,205	69,493	71,843
8	Accounting Technician II Arena Manager, Deputy City Clerk	Hourly	22.47	23.32	24.22	25.14	26.11	27.12	28.16	29.24	30.37	31.40	32.46	33.56	34.69	35.87	37.09
		Bi-weekly	1797.60	1865.60	1937.60	2011.20	2088.80	2169.60	2252.80	2339.20	2429.60	2512.00	2596.80	2684.80	2775.20	2869.60	2967.20
		Annual	46,738	48,506	50,378	52,291	54,309	56,410	58,573	60,819	63,170	65,312	67,517	69,805	72,155	74,610	77,147
9	Dispatch Supervisor Fire Training Coordinator Police Officer II Utilities Foreman	Hourly	24.01	24.94	25.88	26.88	27.92	29.01	30.13	31.30	32.51	33.61	34.75	35.94	37.15	38.42	39.73
		Bi-weekly	1920.80	1995.20	2070.40	2150.40	2233.60	2320.80	2410.40	2504.00	2600.80	2688.80	2780.00	2875.20	2972.00	3073.60	3178.40
		Annual	49,941	51,875	53,830	55,910	58,074	60,341	62,670	65,104	67,621	69,909	72,280	74,755	77,272	79,914	82,638
10	Airport Superintendent Library Director Police Sergeant Police Detective Sergeant	Hourly	25.53	26.52	27.54	28.60	29.71	30.85	32.05	33.29	34.59	35.76	36.99	38.24	39.55	40.90	42.30
		Bi-weekly	2042.40	2121.60	2203.20	2288.00	2376.80	2468.00	2564.00	2663.20	2767.20	2860.80	2959.20	3059.20	3164.00	3272.00	3384.00
		Annual	53,102	55,162	57,283	59,488	61,797	64,168	66,664	69,243	71,947	74,381	76,939	79,539	82,264	85,072	87,984
11	Commander, Finance Manager Human Resource Specialist Maintenance Superintendent	Hourly	27.07	28.11	29.19	30.31	31.49	32.71	33.98	35.30	36.67	37.92	39.21	40.55	41.93	43.36	44.84
		Bi-weekly	2165.60	2248.80	2335.20	2424.80	2519.20	2616.80	2718.40	2824.00	2933.60	3033.60	3136.80	3244.00	3354.40	3468.80	3587.20
		Annual	56,306	58,469	60,715	63,045	65,499	68,037	70,678	73,424	76,274	78,874	81,557	84,344	87,214	90,189	93,267
12	Directors: Community Development Finance, Public Works Fire Chief, Police Chief	Hourly	33.92	35.24	36.61	38.03	39.51	41.05	42.65	44.32	46.04	47.62	49.26	50.94	52.70	54.51	56.38
		Bi-weekly	2713.60	2819.20	2928.80	3042.40	3160.80	3284.00	3412.00	3545.60	3683.20	3809.60	3940.80	4075.20	4216.00	4360.80	4510.40
		Annual	70,554	73,299	76,149	79,102	82,181	85,384	88,712	92,186	95,763	99,050	102,461	105,955	109,616	113,381	117,270

*Pay Increments for Longevity

Step A	When an employee reaches step A, B or C of their assigned pay level, the employee shall remain at step A, B or C for two (or more) years. When the employee completes two (or more) years at step A, B, or C the employee moves to step B, C or D of the Pay
Step B	Plan and is eligible for the increase indicated in step B, C or D; provided the employee received an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.
Step C	

Step D	When an employee reaches step D or E of their assigned pay level, the employee shall remain at step D or E for three (or more) years. When the employee completes three (or more) years at step D or E, the employee moves to step E or F of the Pay Plan
Step E	and is eligible for the increase indicated in step E or F; provided the employee received an overall rating of "satisfactory" or higher on his or her performance evaluation and worked continuously as a regular fulltime or part-time employee.
Step F	When an employee reaches the end of the pay scale (step F), the employee is no longer entitled to a step increase.

Note: Employees in longevity are prohibited from skipping steps and must remain at each step as indicated.

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 27, 2020
Public Hearing: October 27, 2020, Special
Public Hearing: October 27, 2020, Regular
Public Hearing:
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 21-002

A Resolution of the Palmer City Council Adopting the 2021 Fee Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021 and Ending December 31, 2021,

WHEREAS, portions of the Palmer Municipal Code refer to fees "established in the current, adopted budget"; and

WHEREAS, the Fee Schedule establishes the fees for 2021 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached fee schedule for a period of one (1) year, that being from January 1, 2021, through December 31, 2021.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



City of Palmer

2021 Fee Schedule

(Adopted by Resolution No. 21-002)

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Airport Fees	
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Transient (per day)	\$ 5
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Monthly Apron C (6-33, 39-45) 33'x44' Monthly	\$ 30
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Quarterly Apron C (6-33, 39-45) 33'x44' Quarterly	\$ 85
Aircraft Tie Down Space Apron A (1-27, T1-T9) 33'x44' Annual Apron C (6-33, 39-45) 33'x44' Annual	\$ 310
Aircraft Tie Down Space Apron B (1-39)	\$ 30
Aircraft Tie Down Space Apron B (1-39)	\$ 85
Aircraft Tie Down Space Apron B (1-39)	\$ 310
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Monthly	\$ 50
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Quarterly	\$ 145
Aircraft Tie Down Space Apron C (1-5, 34-38) 60'x61' Annual	\$ 550
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Transient (per day)	\$ 50
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Quarterly	\$ 275
Aircraft Tie Down Space Large Aircraft Apron(1-2,T10) 75'x75' Annual	\$ 1,050
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Transient (per day)	\$ 85
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Quarterly	\$ 500
Aircraft Tie Down Space Large Aircraft Apron(3-6,T11)100'x100' Annual	\$ 1,950
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Transient (per day)	\$ 100
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Quarterly	\$ 600
Aircraft Tie Down Space Large Aircraft Apron (7, T12)100'x120' Annual	\$ 2,350
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient (per day)	\$ 25
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Monthly	\$ 110
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Quarterly	\$ 315
Rotary Aircraft Tie Down Space Helipad (1-3) 60' Circle Transient Annual	\$ 1,210
Aircraft Impoundment Fee	\$ 400
Storage fee for impounded aircraft (per month)	\$ 200
Airport Lease Application Fee	\$ 500
Fuel Flowage Fee (per gallon delivered)	\$.05
*All Tie Down Spaces add 3% sales tax except transient rate. Transient rate is for stay greater than 4 hours per day on airport grounds. Rates are not pro-rated.	

Animal Control Fees	
Animal license – dog/cat (three-year license – expires three years from date of issue)	\$ 10
Lost tag – animal license (expires three years from original issue date)	\$ 2.50
Animal impound (per animal)	\$ 30
Dangerous/vicious animal registration (one-time fee)	\$ 25

Appeals

Appeal to hearing officer regarding a decision of the Planning and Zoning Commission:

Nonrefundable application filing fee	\$ 300
Deposit for preparation of the appeal record	\$ 500

Application Filing Fees (Filing fees are nonrefundable)

Mobile home park	\$ 500
Large Retail Establishment	\$ 500
Conditional Use Permit	\$ 250
Variance Request	\$ 250
Planned Unit Development (PUD)	\$ 250
Zone Change/Palmer Municipal Code Text Amendment	\$ 250
Accessory Dwelling Unit	\$ 50
Short Term Rental and Annual Renewal	\$ 75

Building Inspector Inspection Services and Fees

Inspections outside normal business hours (per hour)*	\$ 125
Re-inspection fees assessed under provisions of Section 305.8 of the 97 UAC (per hour)*	\$ 100
Inspection for which no fee is specifically indicated (per hour)*	\$ 100
For use of outside consultants for plan check and inspections, – actual costs**	\$

* Or the total hourly cost to the jurisdiction, whichever is the greatest. There is a two hour minimum and this cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

** Actual costs include administrative and overhead costs

Building Permit Fees Based on Total Valuation

Total Valuation:	Fee:	Additional Fee
\$1 to \$500	\$ 26	
\$501 to \$2000	\$ 26	for the first \$500 plus \$3.40 for each additional \$100, or fraction thereof, to and including \$2000
\$2001 to \$25,000	\$ 77	for the first \$2000 plus \$15.59 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$ 435.50	for the first \$25,000 plus \$11.25 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$ 716.75	for the first \$50,000 plus \$7.80 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$ 1,106.75	For the first \$100,000 plus \$6.24 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$ 3,602.75	For the first \$500,000 plus \$5.28 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$ 6,242.75	for the first \$1,000,000 plus \$4.06 for each additional \$1,000, or fraction thereof

Business Licenses	
Business License:	
Annual license	\$ 25
Biennial license	\$ 50
State Fair License (duration of Fair – not transferable to annual license)	\$ 25
Special Event License (duration of the special event up to three days (not transferable to annual license)	\$ 10
Door to Door Solicitors License (non-refundable annual fee)	\$ 50
Business License – failure to apply before business opens:	\$ 25
Business License – late filing fee:	
Through February 1	\$ 25
Additional fee on March 1 (not to exceed \$50)	\$ 25
State Fair vendors failure to apply for a business license by the first day of the Fair.	\$ 25
State Fair vendors additional fee on September 7	\$ 25
Special Event License	\$ 10
Business License – failure to display business license:	\$ 25
Door to Door Solicitors License Reprint – full application process	\$ 50
Copy of Business License list	\$ 25

Community Center (Railroad Depot) Rental		
Rental Period ----- 8 am to Midnight	Rental Rate	Security Deposit
Daily: Monday through Thursday	\$ 225	\$ 150
Daily weekend: Friday through Sunday	\$ 275	\$ 150
Recurring Use	Rental Rate	Security Deposit
Minimum rental of 15 calendar days per year:		
Monday through Thursday	\$ 165	\$ 150
Friday through Sunday	\$ 190	\$ 150

* If use drops below number required for rate assessed due to cancellations, rental fee will be assessed from applicable rental period stated above.

CANCELLATION POLICY	
If 45 or more days notice	Full Refund rental rate and deposit
If less than 45 days notice	City keeps deposit and one day rental
If rental 3 consecutive days or more	Cancel 60 days in advance – Full refund
If rental 3 consecutive days or more	Cancel less than 60 days in advance – City keeps deposit and one day rental

Community Center (Railroad Depot) Rental Miscellaneous Fees	
Security Deposit	\$ 150
Screen Remote Deposit	\$ 65
Screen Usage Fee	\$ 10
Sound System Usage Fee	\$ 40
Re-hanging of ceiling noise baffles (per hour basis)	\$ 55
Lost key fee	\$ 106
Cleaning (if more than two hours is required – per hour basis)	\$ 75

Note: there is a two hour minimum overtime fee for any City employee called out after work hours for any problems.

Election Fees	
Recount ballot application deposit (per precinct)	\$ 150 200

Equipment Rental

Equipment rental and dry equipment rates when City must repair damages to City property. Labor costs are in addition to these rates.

Compactor	\$ 35
Compressor	\$ 60
Generator	\$ 80
Push Mower	\$ 25
Backhoe & Attachment	\$ 95
Bucket Truck	\$ 95
Cement Mixer	\$ 45
Chainsaw	\$ 30
Cut Off Saw	\$ 25
Drain Cleaner	\$ 50
Dredge	\$ 200
Dump/Flat Bed	\$ 65
Dump Trucks (8 yard)	\$ 105
Garbage Truck	\$ 100
Graders	\$ 122
Hot Patcher	\$ 75
Jumping Jack	\$ 35
Front End Loader	\$ 98
Riding Mower	\$ 55
Paver	\$ 65
Pickup Truck	\$ 40
Plow/Sand Truck (large)	\$ 105
Pressure Washer	\$ 25
Road Striper Power Liner	\$ 45
Rototiller	\$ 35
Snow Blower	\$ 210
Spreader	\$ 25
Steam Truck	\$ 95
Street Sweeper	\$ 98
Trac Star Fusion Machine (per hour, 4 hour min) monthly price = \$19,000, monthly fee can be pro-rated	\$ 115
Trailer	\$ 55
Trash Pump	\$ 25
Vactor	\$ 95
Water/Sewer/Maintenance Utility Trucks	\$ 40
Weed Blower	\$ 25
Weed Whacker	\$ 25

False Alarms	
False Burglar Alarm Fees (Within a 12 month period):	
First false alarm	\$ 0
Second false alarm	\$ 0
Third false alarm	\$ 75
Fourth false alarm	\$ 100
Fifth false alarm	\$ 125
Sixth false alarm	\$ 150
Seventh false alarm	\$ 175
Eighth false alarm	\$ 200
Ninth false alarm	\$ 225
Tenth false alarm	\$ 250
Each false alarm in excess of ten	\$ 300
False Fire Alarm Fees (Within a 12 month period):	
First false alarm	\$ 0
Second false alarm	\$ 300
Third false alarm	\$ 350
Fourth false alarm	\$ 400
Each false alarm in excess of four	\$ 400

Fire Equipment Items	
Fire/Rescue Apparatus, each (Includes STD Tools on Vehicle) ** (per day)	\$ 500
Portable Fire Pumps ** (per hour)	\$ 50
Portable Tank (per day)	\$ 50
Fire Hose, each section (all sizes) (per day)	\$ 20
Self-contained Breathing Apparatus (SCBA) ** (per day)	\$ 100
SCBA Spare Cylinder (includes refilling) (per day)	\$ 25
Additional fees will be charged for replacement of consumable items used (i.e. fuel for fires, wood supplies, etc.)	

** Additional fees will be charged for an Operator/Supply Officer of these items at the rate of \$18 per hour.

Fire Training Center Rental Fees	
Classroom, each (per day, includes A/V and restrooms)	\$ 150 100
Copy machine (per copy)	\$.25 .30
CPR Mannequins, each (per day)	\$ 20
First-aid Training Kit (per day)	\$ 10
Airway Training Kit (per day)	\$ 20
Firefighting Small Classroom Props (per day)	\$ 10
Fire Behavior Carmody Kit (per day)	\$ 20
Hydrant Cutaway Large Prop (per day)	\$ 20
Pump Cutaway Large Prop (per day)	\$ 20
Training ground (per day, includes hydrant usage and field)	\$ 100 80

Fire Training Ground Items	
Smoke house (per hour)	\$ 5030
Smoke Generator Machine ** (per day)	\$ 5020
Tower Building and Burn Room (per hour)	\$ 5030
Burn Room ** (per hour)	\$ 50
Confined Space and Technical Rescue Props (per hour)	\$ 30
Vehicle Extrication Training Grounds (per day – approximately)	\$ 100
Roof Simulator ** (per hour)	\$ 30
Hazmat Props (per hour)	\$ 20
Live Fire Class A Exterior Props ** (per hour)	\$ 20
Live Fire Class B Exterior Props ** (per hour)	\$ 50
Portable Fire Extinguishers 2.5 LB (per day)	\$ 10
Portable Fire Extinguishers 20 LB (per day)	\$ 10
Portable Fire Extinguishers 10 LB (per day)	\$ 15

Miscellaneous	
Notary fee (per act)	\$ 5
Non-Sufficient Funds (NSF) (per item)	\$ 30
Administrative fees on credit card charges of \$5,000 or higher (in person or phone transactions only)	3%

MTA Events Center	
Events Center Rental (ice covered) per day	\$ 2,500
Events Center Rental (dry floor) per hour – up to 8 hours	\$ 150
Events Center Rental (dry floor) per day	\$ 1,500
Prime Ice Hour (September through March) (M-F 5 – 10 pm) (Sat-Sun 6 am – 10 pm) (Per hour)	\$ 200
Non-Prime Ice Hour (M-F 8:00 AM – 5:00 PM) (Per hour)	\$ 155
Paid Gate (Ice) Event Hourly	\$ 220
Curling per hour	\$ 155
Curling Stone Rental Monthly	\$ 100
Public Skate Youth Ages 5-16 (under 5 – Free)	\$ 4
Public Skate Adult Ages 17-59	\$ 5
Public Skate Senior Ages 60+	\$ 4
Public Skate Family Pass (up to 4 people, each additional is \$2)	\$ 15
Public Skate Youth & Senior 10 punch card (Ages 5-16, 60+)	\$ 35
Public Skate Adult 10 punch card (Ages 17-59)	\$ 45
Freestyle all ages	\$ 5
Freestyle 5 punch card	\$ 25
Skate Rental	\$ 3
Skate Rental 10 punch card	\$ 25
Skate Sharpen	\$ 7
Skate Sharpen 10 punch card	\$ 60
Shinny Hockey	\$ 7
Shinny Hockey 10 punch card	\$ 60
Stick Time	\$ 5
Stick Time 10 punch card	\$ 45
Broomball	\$ 5
Birthday Party (up to 15 skaters, \$5 per additional skater)	\$ 75

School/Youth Organization Group Rate (per skater)	\$	3
Homeschool Hockey (per person)	\$	8
Homeschool Hockey 5 Punch Card	\$	40
Gym (daily)	\$	5
Gym (monthly)	\$	25

Neighborhood Park Development Fee Schedule		
Dwelling Type:		
Single Family (per dwelling unit)	\$	200
Multi-family (per dwelling unit)	\$	150
Mobile home (per dwelling unit)	\$	150

Palmer Public Library Fees		
Overdue items (per day, maximum \$5 per item)	\$.25
Library community room rental (per hour with two hour minimum)	\$	25
Library community room rental (nonprofit – annually, entitles renter one use per month)	\$	100
Copying fee (per page)	\$.25
Replacement library cards	\$	3
Temporary card (4 months)	\$	10
Damaged Books		
TBD = To Be Determined		
Chewed edge corner (per corner)	\$	2
Defaced pages (per page or replacement cost)	\$	2
Torn pages in book that cannot be repaired (replacement cost)	\$	TBD
Torn pages in book that can be repaired (per page)	\$	2
Repeated dog eared pages (per book)	\$	2
Chewed spine (top or bottom)	\$	2
Rebinding (replacement cost of item plus administrative fee)	\$	TBD
Water/fluid damage (replacement cost plus administrative fee)	\$	TBD
Mildew (replacement cost plus administrative fee)	\$	TBD
Missing barcodes and spine labels on any library item (per item)	\$	1
Missing or damaged any library item jacket or case	\$	2
Lost or Damaged book Bag (replacement cost)	\$	TBD
Items returned to wrong book drop	\$	1
Administrative reprocessing fee for lost or damaged books, DVD, audios, E-Readers	\$	5
Damaged Videos/DVDs/CDs:		
Damaged video, DVD, or CD (actual cost of repair plus administrative fee)	\$	TBD
Taping over a library video (replacement cost plus administrative fee)	\$	TBD
Broken or lost case	\$	5
Damaged Audio Tapes:		
Replacement (actual replacement cost)	\$	TBD
Equipment:		
E-Readers (actual replacement cost)	\$	TBD
Equipment loaned out (per day) plus \$100 refundable deposit	\$	5
Damages to equipment (actual repair cost plus administrative fee)	\$	TBD

Permits	
Itinerant Vendor permit	\$ 50
Fence permits	\$ 26
Non-electrical sign permit (base fee plus \$1.50 per sq. ft of sign area)	\$ 25
Electrical sign permit (base fee plus \$3 per sq. ft of sign area)	\$ 50
Loud equipment permit (valid for eight hours)	\$ 25
Noise permit	\$ 25
Water/Sewer Permits:	
Connection fee – water (new construction)	\$ 400
Connection fee – sewer (new construction)	\$ 400
Disconnect/abandonment fee – water (back to main)	\$ 500
Disconnect/abandonment fee – sewer (back to main)	\$ 500
Encroachment Permit (before construction)	\$ 150
Encroachment Permit (after construction)	\$ 250

Public Information Requests	
Copies (per page)	\$.25
Copies of drawings, plans, books, etc. – actual cost	\$
Audio recording (per meeting)	\$ 15
Public Safety audio recordings (per individual incident)	\$ 20
Police Video Recording (per individual incident)	\$ 20
Fire Report Copy	\$ 20
Charge for staff time above five hours for research/copying costs – actual personnel cost	\$

Sales Tax	
Sales Tax Rate (\$1,000 cap per item/service)	3%
Sales Tax – late filing fee	\$ 25
Sales Tax – delinquency tax interest rate – per year	15%
Sales Tax – late payment penalty	
a penalty of 5% of the tax for each month late or fraction there of after the due date, until total penalty of 25% has been accrued.	\$
Sales Tax – collection upon sale – failure to collect	\$ 150
Sales Tax – lien for tax, interest, and administration costs for penalties violation	\$ 150
Sales Tax – PMC 3.16.260 – violation	\$ 150
Contractor Certification of Exemption (for sales tax/per calendar year)	\$ 250 150
Owner/Builder Exemption (for sales tax/per calendar year)	\$ 30

Special Assessments	
Special Assessment District billing fee	\$ 3
Special Assessment Interest Rate	3%
Special Assessment Penalty Rate	3%

Utilities	
Deposit – water and sewer (new active customers)	\$ 100
Utility late fees (percentage of balance owed)	10%
Service call fee	\$ 25
Connection/Disconnect fee for residential customers	\$ 25
Door tag fee for non-payment of prior months' utility bill	\$ 15
Transfer Tenant Utilities to Landlord for non-payment	\$ 15
Miscellaneous Repair Work hourly labor rate, contact the Department of Public Works for material costs	\$ 50
After Hours/Holiday/Weekend Inspection Fee (hourly)	\$ 125
Online Utility Payments Convenience Fee (transaction limit - \$5,000)	\$ 2.25
Monthly Water Rates:	
0 to 5,000 gallons (plus meter charge plus sales tax)	\$ 19.35 18.80
Over 5,000 gallons (plus meter charge and \$0.376 \$0.387 per 100 gallons plus sales tax)	\$ 19.35 18.80
Monthly Wastewater Rates:	
0 to 5,000 gallons (plus sales tax)	\$ 38.95 35.75
Over 5,000 gallons (plus \$0.715 \$.779 per 100 gallons plus sales tax)	\$ 38.95 35.75
Dump Station Fee (per month)	\$ 180 165
Monthly Meter Charges:	
5/8" meter (plus sales tax)	\$ 14.95 14.50
3/4" meter (plus sales tax)	\$ 21.55 20.90
1" meter (plus sales tax)	\$ 38.10 37.00
1 1/2" meter (plus sales tax)	\$ 86.05 83.55
2" meter (plus sales tax)	\$ 152.55 148.10
3" meter (plus sales tax)	\$ 342.40 332.45
4" meter (plus sales tax)	\$ 610.10 592.35
6" meter (plus sales tax)	\$ 1,372.70 1,332.70
8" meter (plus sales tax)	\$ 2,440.30 2,369.20
Hydrant Meter Connection (3" Bulk) (per month plus \$.01 per gallon) (plus sales tax)	\$ \$291 283
Unmetered Wastewater Service Rates:	
Unmetered wastewater service flat rate, 4 inch service line (plus sales tax)	\$ 45 40.00
Unmetered wastewater service flat rate, 6 inch service line (plus sales tax)	\$ 65 60.00

Summer Sewer Rates:**Residential Rates:**

Because summer month water consumption for residential customers increases due to lawn and garden irrigation without a related increase in the use of sewer service, residential customers shall be charged for water actually used for each month of the year, but their sewer service charges for each of the billing cycles to include the months of May, June, July and August shall be set to the flat rate fee equivalent to 0 - 5000 gallons of waste water usage plus sales tax as outlined in the current fee schedule.

Commercial Rates:

Commercial users may install separate water meters to meter water used exclusively for irrigation purposes during the months of May, June, July and August, provided that the commercial customer pays for the purchase and installation of a separate water meter for that purpose, and such installation is approved by the utility. The customer shall pay fees for all water used, but the amount of water used for irrigation through an irrigation system water meter will be deducted from the commercial account's total metered water consumption for the purpose of calculating monthly charges for sewer service.

Treatment Rates:	
0 - 5000 gallons (plus sales tax)	\$ 56.80
Over 5001 gallons (plus \$1.10 per 100 gallons) (plus sales tax)	\$ 56.80
Solid Waste Collection:	
Weekly refuse collection service (per month plus sales tax) 96 gallon can	\$ 28
Weekly refuse collection service (per month plus sales tax) 64 gallon can	\$ 22
Each additional container/bag 30 lb or less (per item)	\$ 5
64 and 96 gallon Residential Container Replacement cost	\$ 100
Oversize/special Item Collection/Disposal Fee	\$ 30
Freon Removal Fee	\$ 25
On-Call Dumpster (Residential Only) Monthly Fee	\$ 50
On-Call Commercial Dumpster (other Dumpster Service Required) – Monthly Fee	\$ 50
Disconnected Utility Container Removal Fee	\$ 10
Container Loss Recovery Fee	\$ 25
Container Delivery/Removal fee	\$ 10
Unscheduled Service Fee (different collection vehicle required)	\$ 40
Prohibited Items in Trash Warranting an unplanned Garbage Truck Cleanout (per Hour)	\$ 60
Three Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 30
Four Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 38
Eight Cubic Yard Container - Residential - each dump (plus sales tax)	\$ 74
Three Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 120
Three Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 240
Three Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 360
Four Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 152
Four Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 304
Four Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$ 456
Eight Cubic Yard Container – Commercial – Monthly fee (for one dump per week) (plus sales tax)	\$ 296
Eight Cubic Yard Container – Commercial – Monthly fee (for two dumps per week) (plus sales tax)	\$ 592

Eight Cubic Yard Container – Commercial – Monthly fee (for three dumps per week) (plus sales tax)	\$	888
Locking Dumpster (three or four yard includes delivery and pickup)	\$	175

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 27, 2020
Public Hearing: October 27, 2020, Special
Public Hearing: October 27, 2020, Regular
Public Hearing:
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 21-003

A Resolution of the Palmer City Council Adopting the 2021 Fine Schedule for the City of Palmer for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021

WHEREAS, portions of the Palmer Municipal Code refer to fines "established in the current adopted budget"; and

WHEREAS, the Fine Schedule establishes the fines for 2021 and becomes a part of the current, adopted budget.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached fine schedule for a period of one (1) year, that being from January 1, 2021, through December 31, 2021.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



City of Palmer

2021 Fine Schedule

(Adopted by Resolution No. 21-003)

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As provided by the Palmer Municipal Code, the following fine schedule applies to all offenses in the Palmer Municipal Code unless a different penalty is specified. Citations for these offenses may be disposed of as provided in AS 12.25.195-230, without a court appearance, upon payment of the amounts listed plus the state surcharge required by AS 12.55.039 and AS 29.25.074. If a person charged with one of these offenses appears in court and is found guilty, the penalty imposed for the offense may not exceed the amount listed for that offense in this schedule.

Palmer Municipal Code (PMC) Title 1 General Provisions

Chapter 1.08 General Penalty

Section 1.08.011 General Fine Penalties

If no other penalty is specifically or by adoption prescribed by a particular ordinance or in this document, the general penalty for violation of the ordinance is:

- \$75 for the first offense.
- \$150 for the second offense of the same ordinance within 365 days of the first offense.
- \$300 for the third offense of the same ordinance within 365 days of the second offense.

In accordance with AS 12.25.195 through 12.25.230, for a violation that cannot result in incarceration or the loss of a valuable license, a person may dispose of the citation without a court appearance by submitting to the clerk of court all of the following:

1. Payment of the fine amount and the applicable surcharge listed in AS 12.55.039 and AS 29.25.074; and
2. A copy of the citation signed by the person indicating the person’s waiver of court appearance, entry of plea of no contest, and forfeiture of the fine.

When the fine is forfeited, a judgment of conviction shall be entered. The fine and applicable surcharge paid is complete satisfaction for the offense.

Section 1.08.013 Other Remedies

- A. The city may institute a civil action against a person, including a minor as provided in AS 29.25.072, who violates an ordinance.
- B. A person who violates a provision of this code may be subject to injunctive relief, compensatory relief, and a civil penalty not to exceed \$1,000 for each violation.
- C. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy.
- D. On application for injunctive relief and a finding of a violation or threatened violation, the superior court shall grant the injunction.
- E. Each day that a violation of a provision of this code continues constitutes a separate violation.
- F. This section does not bar other civil remedies.

Section 1.08.020 Penalty Surcharge

- A. In addition to any fine or other penalty prescribed by law, a person who pleads guilty or nolo contendere to, forfeits bail for, or is convicted of:
 1. A violation of this code comparable to a misdemeanor offense under AS 28.33.030, 28.33.031, 28.35.030, or 28.35.032 and adopted under AS 28.01.010 shall be assessed the maximum surcharge pursuant to AS 12.55.039 and 29.25.074;
 2. A misdemeanor or other violation of this code if a sentence of incarceration may be imposed for the misdemeanor or ordinance violation, other than a provision identified in subsection

(A)(1) of this section, shall be assessed the maximum surcharge allowable to Alaska Statutes 12.55.039 and 29.5.074; and

3. A misdemeanor or a violation of this code if a sentence of incarceration may not be imposed for the misdemeanor or ordinance violation shall be assessed the maximum surcharge allowable pursuant to Alaska Statutes 12.55.039 and 29.25.074 if the fine or bail forfeiture amount for the offense is \$30.00 or more.

B. The surcharge shall be deposited into the general fund of the state in accordance with AS 29.25.072.

Palmer Municipal Code (PMC) Chapter 1.10 City Seal

Chapter 1.10 City Seal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Use of Seal without Permission Prohibited	1.10.020	\$ 300	1.10.020 B

Palmer Municipal Code (PMC) Title 5 Business Licenses

Chapter 5.13 Door-to-Door Solicitors			
Section Title:	Section Citation:	Fine:	Fine Citation:
License Fee and Failure to Apply	5.13.040	Applicable to all of PMC Chapter 5.13:	5.13.040
Carrying of License Required	5.13.100		5.13.100
Prohibitions	5.13.110		5.13.110
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 6 Animals

Chapter 6.08 Animal Regulations			
Section Title:	Section Citation:	Fine:	Fine Citation:
Cruelty to Animals	6.08.010	Applicable to all of PMC Chapter 6.08:	6.28.010
Animal Restrictions	6.08.020		6.28.010
Depositing Poison	6.08.030		6.28.010
Diseased Animals	6.08.040	First offense: \$ 75	6.28.010
Animal Noise	6.08.050	Second offense: \$ 150	6.28.010
Animal Odor	6.08.060	Third offense: \$ 300	6.28.010
Animals at Large	6.08.065		6.28.010
Animal Annoyance	6.08.067		6.28.010
Unattended Secure Animal	6.08.070		6.28.010
Disposal of Dead Animal	6.08.080		6.28.010
Confinement Requirements	6.08.090		6.28.010
Carrying Dogs Outside of Vehicle	6.08.100		6.28.010

Chapter 6.12 Licensing			
Section Title:	Section Citation:	Fine:	Fine Citation:
Registration – Dogs and cats	6.12.005	Applicable to all of PMC Chapter 6.12:	6.28.010
Application	6.12.010		6.28.010
Immunization	6.12.012		6.28.010
License Transfer	6.12.018	First offense: \$ 25	6.28.010
Fees	6.12.020	Second offense: \$ 50	6.28.010
Tag and Collar	6.12.030	Third offense: \$ 75	6.28.010

Chapter 6.14 Domestic Animal Bite and Attack Incidents			
Section Title:	Section Citation:	Fine:	Fine Citation:
Owner Compliance	6.14.060	First offense: \$ 100	6.28.010
		Second offense: \$ 200	
		Third offense: \$ 300	

Chapter 6.24 Hindering officers prohibited			
Section Title:	Section Citation:	Fine:	Fine Citation:
Hindering Officer Prohibited	6.24.010	First offense: \$ 75	6.28.010
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 8 Health & Safety

Chapter 8.09 Prohibiting the Distribution of Single-Use Disposable Plastic Shopping Bags			
Section Title:	Section Citation:	Fine:	Fine Citation:
Single-Use Disposable Plastic Shopping Bags Prohibited	8.09.030	First Offense: Warning Second Offense: \$ 100 Third Offense: \$ 300	8.09.050

Chapter 8.10 Prohibiting Smoking in Places of Employment and Public Places			
Section Title:	Section Citation:	Fine:	Fine Citation:
Smoking Prohibited	8.10.020	Applicable to all of PMC Chapter 8.10:	8.10.070
Reasonable Distance	8.10.030		8.10.070
Areas Where Smoking Not Prohibited	8.10.040		8.10.070
Sign Posting and Other Requirements	8.10.050	First offense: \$ 100 Plus required surcharges	8.10.070
No Retaliation nor Waiver of Rights	8.10.060	Second offense: \$ 150 Plus required surcharges, for a second violation with 24 month period	8.10.070
Violations and Penalties	8.10.070	Third offense: \$ 300 Plus required surcharges, for a third or additional violation within a 24 month period Civil penalties may not exceed \$300 per violation	8.10.070

Enforcement	8.10.080		8.10.070
Other Applicable Laws	8.10.090		8.10.070
Chapter 8.11 Marijuana Use and Prohibitions			
Section Title:	Section Citation:	Fine:	Fine Citation:
Consuming in a public place	8.11.030	\$ 100	8.11.030
Marijuana oil, flammable extraction	8.11.050	\$ 100	8.11.050

Chapter 8.12 Fluoridation			
Section Title:	Section Citation:	Fine:	Fine Citation:
Public Water System	8.12.010	First offense: \$ 300 75	1.08.011
		Second offense: \$ 150	
		Third offense: \$ 300	

Chapter 8.16 Sewage Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Waste Disposal Systems Required	8.16.010	First offense: \$ 300 100	1.08.011
		Second offense: \$ 200	
		Third offense: \$ 300	

Chapter 8.20 Garbage Collection and Disposal			
Section Title:	Section Citation:	Fine:	Fine Citation:
Garbage Disposal System Use Required	8.20.010	Applicable to all of PMC Chapter 8.20:	8.20.130
Adequate Receptacles Required, Time Limit	8.20.050		8.20.130
Depositing Restrictions	8.20.060	First offense: \$ 75	8.20.130
Unauthorized Dumpster and Container Usage	8.20.070	Second offense: \$ 150 Third offense: \$ 300	8.20.130
Clean Premises Required	8.20.080		8.20.130
Unauthorized Dumping Prohibited	8.20.090		8.20.130
Occupant Duties – Containers	8.20.100		8.20.130
Vehicles	8.20.110		8.20.130
Refuse Accumulation Prohibited	8.20.120		8.20.130

Chapter 8.36 Nuisances			
Section Title:	Section Citation:	Fine:	Fine Citation:
Designated – Prohibited	8.36.010	Applicable to all of PMC Chapter 8.36:	8.36.130
Specific Acts Designated	8.36.020		8.36.130
Acts Requiring Permit	8.36.025	First offense: \$ 150 75	8.36.130
Snow and Ice Removal	8.36.050	Second offense: \$ 300 150	8.36.130
Dumping Debris/Blocking Ditch	8.36.060	Third offense: \$ 300	8.36.130
Pump Locations	8.36.080		8.36.130

Chapter 8.37 Junk Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:
Junk Vehicles Unlawful	8.37.020	First offense: \$ 75	8.37.090
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 8.38 Nuisance – Junk, Litter and Unsightly Premises			
Section Title:	Section Citation:	Fine:	Fine Citation:
Final Notice to Abate Violation	8.38.060		1.08.011 or 1.08.013
Remedies	8.38.075		1.08.011 or 1.08.013
Chapter 8.42 Fireworks			
Section Title:	Section Citation:	Fine:	Fine Citation:
Sales Prohibited	8.42.020	Applicable to all of PMC Chapter 8.42:	8.42.070
Authorized Uses	8.42.040		8.42.070
Permit Required	8.42.050		8.42.070
Permissible Uses	8.42.060	First offense: \$ 75	8.40.040
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 9 Public Peace, Morals & Welfare			
Chapter 9.02 Tampering with Public Notices			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.02.010	First offense: \$ 75	9.02.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.04 Impersonating an Officer			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.04.010	First offense: \$ 100	9.04.020
		Second offense: \$ 200	
		Third offense: \$ 300	
Chapter 9.06 Interference with Public Justice			
Section Title:	Section Citation:	Fine:	Fine Citation:
Interfering with Officer Prohibited	9.06.010	First offense: \$ 75	9.06.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.12 Assault and Battery			
Section Title:	Section Citation:	Fine:	Fine Citation:

Prohibited When – Definitions	9.12.010	First offense: \$ 75	9.12.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.20 Alcoholic Beverages			
Section Title:	Section Citation:	Fine:	Fine Citation:
Licensed Premises Closing Hours	9.20.010	Applicable to all of PMC Chapter 9.20:	9.20.050
Prohibited Acts Designated	9.20.020		9.20.050
Personal Liability	9.20.030		9.20.050
Election Day Sales Permitted	9.20.040	First offense: \$ 75	9.20.050
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.22 Gambling			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.24 Indecent Exposure			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.22.010	First offense: \$ 75	9.22.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.28 Obscenity			
Section Title:	Section Citation:	Fine:	Fine Citation:
Obscene Language Prohibited	9.28.010	Applicable to all of PMC Chapter 9.28:	9.28.050
Selling Obscene Materials Prohibited	9.28.020		9.28.050
Obscene Exhibitions Prohibited	9.28.030		9.28.050
Obscene Public Writing and Drawing Prohibited	9.28.040	First offense: \$ 75	9.28.050
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.30 Prostitution			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited – Procuring Prohibited	9.30.020	Applicable to all of PMC Chapter 9.30:	9.30.090
House of Ill Fame	9.30.030		9.30.090
Aiding in Prostitution Prohibited	9.30.040		9.30.090
Receiving Money from Prostitute Prohibited	9.30.50	First offense: \$ 75	9.30.090
		Second offense: \$ 150	
Remaining in House of Prostitution Prohibited	9.30.060	Third offense: \$ 300	9.30.090
Loitering for Prostitution Purposes Prohibited	9.30.070		9.30.090
Reputation Testimony Permitted	9.30.080		9.30.090

Chapter 9.38 Disturbing Public Assemblies			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited Acts Designated	9.38.010	First offense: \$ 75	9.38.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.39 Excessive Police Responses			
Section Title:	Section Citation:	Fine:	Fine Citation:
Excessive Police Responses	9.39.010	First offense: \$ 75	9.39.040
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.40 Trespass – Posting of Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Trespass – Posting of Property	9.40.010	First offense: \$ 75	9.40.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.48 Petit Larceny			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.48.010	First offense: \$ 75	9.48.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.50 Injury to Property			
Section Title:	Section Citation:	Fine:	Fine Citation:
Defacing Property– Injuring Animals	9.50.010	Applicable to all of PMC Chapter 9.50:	9.50.040
Injuring Plants or Fences	9.50.020		9.50.040
Injuring Monuments and Markers	9.50.030		9.50.40
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.56 Interference with Utilities			
Section Title:	Section Citation:	Fine:	Fine Citation:
Pollution of Drinking Water	9.56.010	Applicable to all of PMC Chapter 9.56:	9.56.030
Damage to Water or Utility System	9.56.020		9.56.030
		First offense: \$ 75 300	
		Second offense: \$ 150 500	
		Third offense: \$ 300 750	

Chapter 9.58 Sale of Poison			
Section Title:	Section Citation:	Fine:	Fine Citation:
Selling Poison Without Label	9.58.10	First offense: \$ 75	9.58.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.60 Sale of Unwholesome Food			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When	9.60.010	First offense: \$ 75	9.60.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.67 Curfew Hour for Minors			
Section Title:	Section Citation:	Fine:	Fine Citation:
Curfew Violations	9.67.020	Applicable to all of PMC Chapter 9.56:	9.67.050
Exceptions	9.67.030		9.67.050
		First offense: \$ 75	
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 9.74 Discharge of Firearms			
Section Title:	Section Citation:	Fine:	Fine Citation:
Prohibited When – Exceptions	9.74.010	First offense: \$ 75	9.74.020
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 10 Vehicles & Traffic *			
Chapter 10.04 Traffic Code			
Section Title:	Section Citation:	Fine:	Fine Citation:
Parking Prohibitions During Snow Accumulation and/or Drifting Snow Conditions	10.04.050	Applicable to all of PMC Chapter 10.04	10.04.050
Towing	10.04.055		10.04.055
No-Parking Areas – Identification	10.04.060 (B)	First offense: \$ 75	10.04.060
Parking Prohibited for Longer than 24 Hours	10.04.080	Second offense: \$ 150	10.04.080
		Third offense: \$ 300	
Prohibiting Parking that Obstructs Traffic	10.04.090		10.04.090
Prohibiting Parking in Construction Zones	10.04.100		10.04.100

Chapter 10.08 Regulation of Off-Highway Vehicles			
Section Title:	Section Citation:	Fine:	Fine Citation:
Operation Requirements	10.08.020	Applicable to all of PMC Chapter 10.08:	10.08.100
Equipment	10.08.030		10.08.100
Speed and Time Restrictions	10.08.040		10.08.100
Driver's License Required	10.08.050	First offense: \$ 75	10.08.100
Towing	10.08.060	Second offense: \$ 150	10.08.100
Parent, Guardian or Other Person Responsible	10.08.070	Third offense: \$ 300	10.08.100

*

1. The fine amounts are doubled for motor vehicle or traffic offenses committed in a highway work zone or traffic safety corridor, as those terms are defined in AS 28.90.990 and 13 AAC 40.010 (b).
2. An offense may not be disposed of, without court appearance, if the offense is in connection with a motor vehicle accident that results in the death of a person.

Palmer Municipal Code (PMC) Title 12 Streets, Sidewalks & Public Places			
Chapter 12.16 Skateboards, Rollerblades and Similar Devices			
Section Title:	Section Citation:	Fine:	Fine Citation:
Skateboards, Prohibition and Regulation	12.16.010	First offense: \$ 75	12.16.020
		Second offense: \$ 150	
		Third offense: \$ 300	
Chapter 12.24 Park and Recreational Facility Regulations			
Section Title:	Section Citation:	Fine:	Fine Citation:
General Rules	12.24.025	First offense: \$ 75	12.24.050
		Second offense: \$ 150	
		Third offense: \$ 300	

Palmer Municipal Code (PMC) Title 14 Signs			
Chapter 14.08 Sign Regulations			
Section 14.08.0240 Remedies and Civil Penalties (applicable to entire chapter):			
The city or an aggrieved person may institute a civil action against a person who violates a provision of this title or a term, condition or limitation imposed pursuant to this title. In addition to other relief, a civil penalty not to exceed \$300.00 may be imposed for each violation. Each day that a violation or an unlawful act or condition continues constitutes a separate violation. An action to enjoin a violation may be brought notwithstanding the availability of any other remedy. Upon application for injunctive relief and a finding of a violation or threatened violation, the superior court shall grant the injunction.			

Palmer Municipal Code (PMC) Title 15 Buildings and Construction			
Chapters 15.00 through 15.70			
All chapters within Title 15 are subject to the following fines:		First offense: \$ 75	15.60.020
		Second offense: \$ 150	10.08.100
		Third offense: \$ 300	10.08.100

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 27, 2020
Public Hearing: October 27, 2020, Special
Public Hearing: October 27, 2020, Regular
Public Hearing:
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 21-004

A Resolution of the Palmer City Council Adopting the Five-Year Capital Improvement Program for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021

WHEREAS, Palmer Municipal Code 3.28 defines a "Five-year capital improvement program as an annual update and long-range need projection of the city included as part pf the annual budget".



NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, through the budget process, adopts the attached five-year capital improvement program for a period of one (1) year, being from January 1, 2021, through December 31, 2021.

Approved by the Palmer City Council this ___ day of November, 2020.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2020 total	2020 Remaining	2021 Addition	2021 Total	2022 Addition	2023 Addition	2024 Addition	2025 Addition
Prior Years Ongoing												
N	MTA Equipment Arena	COP	Annually		\$ 36,154	\$ 36,154		\$ 36,154	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
N	Water Reservoir Repair	COP-W/S	2017	\$ 40,000	\$ 108,265	\$ 85,765	\$ 75,000	\$ 160,765				
N	ADA Sidewalks	COP/Grant	2017	\$ 250,000	\$ 70,812	\$ 70,030	\$ -	\$ 70,030	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
N	Police Radios	COP	2017	\$ 625,000	\$ 103,000	\$ 46,773	\$ 67,433	\$ 114,206	Complete			
N	Street Maintenance	COP	As needed	\$ 500,000	\$ 548,778	\$ 623,778	\$ -	\$ 623,778	\$ 200,000	\$ 200,000	\$ 100,000	\$ 100,000
N	Public Video	COP	2018	\$ 75,000	\$ 39,617	\$ 30,498	\$ -	\$ 30,498				
N	W/S Lift station and well pumps	COP-W/S	Annually	\$ 100,000	\$ 110,041	\$ 48,647	\$ 50,000	\$ 98,647	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
N	Water/Sewer Truck	COP-W/S	2018	\$ 55,000	\$ 50,000	\$ 10,655	\$ -	\$ 10,655			\$ 60,000	\$ 60,000
N	Police Vehicle Annual Replacement	COP	Annually	\$ 45,000	\$ 86,333	\$ 30,108	\$ 50,000	\$ 80,108	\$ 50,000	\$ 50,000	\$ 55,000	\$ 55,000
N	Park Improvements	COP	As needed		\$ 100,204	\$ 99,104	\$ -	\$ 99,104				
N	Public Building Maintenance	COP	As needed	\$ 500,000	\$ 88,965	\$ 88,965	\$ -	\$ 88,965	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
N	Airport Safety - Avigation Easement Phase I	COP	2019	\$ 450,000	\$ 16,600	\$ 16,600	\$ -	\$ 16,600				
N	Golf Course-Golf Carts	COP	Annually	\$ 40,000	\$ 40,000	\$ -	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
N	Golf Course Infrastructure	COP	Annually	\$ 20,000	\$ 40,000	\$ 3,000	\$ 15,000	\$ 18,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
N	Depot updates-piping	COP	2019	\$ 15,000	\$ 10,000	\$ 3,262	\$ -	\$ 3,262				
N	Roads-Sander truck with plow blade	COP	2020	\$ 175,000	\$ 175,264	\$ 72,357	\$ -	\$ 72,357				
N	Traffic Safety Planning	COP	2020		\$ 135,000	\$ 116,843	\$ -	\$ 116,843				
N	Annexation Planning	COP	2020									

Prior Year Funded (Carry over) \$1,382,539 
2020 Recommended additional funding \$137,901 

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2020 total	2020 Remaining	2021 Addition	2021 Total	2022 Addition	2023 Addition	2024 Addition	2025 Addition
2021												
N	Roads-Dump truck with plow blade	COP	2021	\$ 275,000			\$ 275,000	275000				
N	Airport Safety - Avigation Easement Phase II	FAA/COP	2021	\$ 239,000			\$ 15,000	\$ 15,000				
N	(Place holder) Taxiway November Design & Build Project	FAA/COP	2021	\$ 6,500,000				\$ 406,250				
2022												
N	Acquire Avigation Easement Mitigation	FAA/COP	2022	\$ 1,680,000					\$ 105,000			
N	Fire Engine	Grant	2022	\$ 700,000					\$ 150,000			
N	PW-Street Sweeper	COP	2022	\$ 275,000					\$ 275,000			
N	W/S Vac Truck	COP-W/S	2022	\$ 300,000					\$ 300,000			
N	Steam Truck Replacement	COP-W/S	2022	\$ 300,000					\$ 280,000			
N	Depot Updates- Windows	COP	2022	\$ 60,000					\$ 60,000			
2023												
N	Stormwater Design	COP	2023	\$ 500,000						\$ 500,000		
N	Golf Course- Maintenance Shed	COP	2023	\$ 100,000						\$ 100,000		
N	Update Fire classroom building	COP	2023	\$ 150,000						\$ 150,000		
N	Fire Support vehicle (replacement/equip) with lift gate	COP	2023	\$ 80,000						\$ 80,000		
N	Construct Airport Outlets	COP	2023	\$ 50,000						\$ 50,000		
2025												
N	Public Safety Bldg Updates	Grant	2025	\$ 400,000								\$ 260,000
N	Palmer Stormwater Improvements	Loan/Grant	2025	\$ 5,000,000								\$ 500,000
N	City Hall Updates	COP	2025	\$ 150,000								\$ 150,000
N	Airport: Construct Sand Storage Building	FAA/COP	2025	\$ 826,000								\$ 50,000

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2020 total	2020 Remaining	2021 Addition	2021 Total	2022 Addition	2023 Addition	2024 Addition	2025 Addition
			Unassigned									
N	Emergency Generator City Hall	Grant	Undetermined	\$ 400,000								
N	Generator for Fire St36 (training center)	COP	Undetermined	\$ 50,000								
N	New Fire engine and equipment	COP	Undetermined	\$ 700,000								
N	Fire Brush truck replacement/equip	COP	Undetermined	\$ 160,000								
N	Snow Dump Lots	COP	Undetermined	\$ 100,000								
N	Roof over Fire conexas	COP	Undetermined	\$ 55,000								
N	Extend S. Industrial to Inner Springer	COP	Undetermined	\$ 400,000								
N	Design new Library buiding	COP	Undetermined	\$ 100,000								
N	Public Library Extension Ph II	Bond	Undetermined	\$ 5,000,000								
N	New Fire station	Bond	Undetermined	\$ 9,000,000								
N	Design Museum phase 2	COP	Undetermined	\$ 250,000								
Y	Downtown Road Improvements- Cobb Street		Undetermined	\$ 1,100,000								
Y	Historic Palmer Water Tower Purchase		Undetermined	\$ 100,000								
Y	Restore Railroad Tracks to Downtown Palmer		Undetermined	\$ 3,000,000								
Y	Park Project Walk to the Fair		Undetermined	\$ 300,000								
N	Babb Aboretum Restoration		Undetermined	\$ 75,000								
N	Sherrod Area Gravel to Road resurfacing		Undetermined	\$ 1,000,000								
Totals	Totals			\$ 41,986,359	\$ 2,271,088	\$ 1,382,539	\$ 557,433	\$ 2,346,222	\$ 1,655,000	\$ 1,365,000	\$ 450,000	\$ 1,410,000

Legislative Priority	Project	Funding Sources	Year of Initiation/ Execution	Cost Estimate	2020 total	2020 Remaining	2021 Addition	2021 Total	2022 Addition	2023 Addition	2024 Addition	2025 Addition
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2021 Funding Breakdown \$ 557,433 additional

General Fund	\$ 432,433	\$294,532 from annual contribution	\$137,901 from General Fund unassigned balance
W/S	\$ 125,000	from enterprise funds	

2022 Funding Breakdown \$ 1,655,000 additional

General Fund	\$ 1,000,000	\$290,000 from annual contribution	\$710,000 from General Fund unassigned balance
W/S	\$ 655,000	from enterprise funds	

2023 Funding Breakdown \$ 1,365,000 additional

General Fund	\$ 1,290,000	\$244,000 from annual contribution	\$1,046,000 from General Fund unassigned balance
W/S	\$ 75,000	from enterprise funds	

2024 Funding Breakdown \$ 450,000 additional

General Fund	\$ 315,000	\$244,000 from annual contribution	\$71,000 from General Fund unassigned balance
W/S	\$ 135,000	from enterprise funds	

LEGISLATIVE HISTORY

Introduced by: City Manager Moosey
Date: October 27, 2020
Public Hearing: October 27, 2020, Special
Public Hearing: October 27, 2020, Regular
Public Hearing:
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 21-005

A Resolution of the Palmer City Council Adopting a Budget for the City of Palmer, Alaska for the Fiscal Year Beginning January 1, 2021, and Ending December 31, 2021, and Appropriating Monies

WHEREAS, as required in Chapter VI of the City of Palmer Municipal Charter, a public hearing regarding the City of Palmer Fiscal Year 2021 Budget was held on Tuesday, October 27, 2020, and continued on Tuesday, November 24, 2020; and

WHEREAS, the Palmer City Council has reviewed the budget presented by the City Manager for the 2021 fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council:

Section 1. That the budget presented to the Council by the City Manager for the fiscal year 2021 has been reviewed by the City Council.

Section 2. That money shall be appropriated from all City funds as follows:

	Revenues
General Fund (01)	\$ 11,643,157
Enterprise Funds	
Water/Sewer (02)	\$ 3,231,250
Airport (03)	\$ 403,783
Solid Waste (05)	\$ 786,500
Golf Course (15)	\$ 597,500
Capital	
General CIP Projects (08)	\$ -
General CIP Equipment (09)	\$ -
Road Fund (10)	\$ -
Water & Sewer Projects (24)	\$ 125,000
Airport CIP Projects (30)	\$ -
Special Revenue Funds	
Police Grants (52)	\$ 119,537
Narcotics Grant (53)	\$ 146,000
Total Revenues	\$ 17,052,727

	Expenditures
General Fund (01)	\$ 11,612,724
Enterprise Funds	
Water/Sewer (02)	\$ 2,719,452
Airport (03)	\$ 403,783
Solid Waste (05)	\$ 791,728
Golf Course (15)	\$ 572,570
Capital Improvements	
General CIP Projects (08)	\$ -
General CIP Equipment (09)	\$ -
Road Fund (10)	\$ -
Water & Sewer Projects (24)	\$ 125,000
Airport CIP Projects (30)	\$ -
Special Revenue Funds	
Police Grants (52)	\$ 119,537
Narcotics Grant (53)	\$ 145,677
Total Expenditures/Expenses	\$ 16,490,471

Section 3. That the rate of the tax levy for the City of Palmer, Alaska for the fiscal year 2021 shall be fixed at 3.00 mills upon each dollar of assessed taxable real and personal property. The revenue from this tax levy is to be used for city purposes.

Section 4. That the 2021 budget is hereby approved for all funds in the amounts and for the purposes as stated above. The supporting line item budget detail as presented by the administration and reviewed by council is incorporated as part of this budget resolution.

Section 5. That the City of Palmer Fiscal Year 2021 operating budget is adopted for a period of one (1) year, that being from January 1, 2021, through December 31, 2021.

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

2021 PROPOSED BUDGET

IS AVAILABLE ON THE CITY'S WEBSITE AT
[HTTPS://WWW.PALMERA
K.ORG/CITY-PALMER-
BUDGET-DOCUMENTS](https://www.palmerak.org/city-palmer-budget-documents)
WITH HARD COPIES PROVIDED AT THE
MEETING.

**City of Palmer
Resolution No. 20-032**

Subject: Identifying the City of Palmer's Capital Project Priorities for State, Federal and Other Interested Parties Funding

Agenda of: November 24, 2020

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

Originator Information:

Originator: City Manager, John Moosey

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>v</u>	Finance	<u><i>[Signature]</i></u>	<u>10/29/2020</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

Total amount of funds listed in this legislation: \$ **0.00**

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: *[Signature]*

Attachment(s):

- Resolution No. 20-032

Summary Statement/Background:

Every year as part of the City budget process the City Council identifies projects for State and Federal funding. Resolution No. 20-004 listed nine projects for consideration and is the most recent resolution adopted by the City Council that identifies capital project priorities.

This resolution lists 12 projects that are a priority for external funding sources, primarily State and Federal agencies, but also for other parties (non-governmental) that may be interested or willing to participate in funding these projects for the betterment of the City.

1	Wastewater Treatment Plant Improvements-Secondary Clarifier installation "Shovel ready"	\$9,000,000
2	Airport. TW N Design & Build Project	\$6,500,000
3	Bogard Road Water Main Extension-Pressure Booster Station "Shovel ready"	\$950,000
4	Gravel to Paved Road Surfacing- Multi-component "Shovel Ready"	\$400,000 to \$4,000,000
5	Traffic Control Lights at the Palmer-Wasilla, Felton Street Intersection	\$1,200,000
6	Rescue Support Vehicle	\$95,000
7	Downtown Road Improvements -Cobb Street "Shovel Ready"	\$1,875,000
8	Historic Palmer Water Tower Purchase	\$100,000
9	Park Projects- Multi-component: Veterans Park Establishment, New Parks (Riverfront and Hidden Ranch), Amusement Park Improvements	\$75,000 to \$575,000
10	Trail Projects-Multi-component: Connect Auklet Bike Tunnel to Mat River Park/Butte Trail, Connect Butte Trail to Cope Industrial Trail, Connect S. Chugach to the State Fair Grounds, Connect Thuma to S. Chugach	\$75,000 to \$750,000
11	Replacement Fire Engine, Brush Truck, and Support vehicle	\$1,060,000
12	Restore Alaska Railroad Track to Downtown Palmer	\$3,000,000

Administration's Recommendation:

Approve Resolution No. 20-007 Identifying the City of Palmer's Capital Project Priorities for State, Federal and other interested parties funding.

LEGISLATIVE HISTORY

Introduced by: City Manager John Moosey

Date: January 14, 2020

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 20-032

A Resolution of the Palmer City Council Identifying the City of Palmer’s Capital Project Priorities for State and Federal Funding

WHEREAS, it is the City of Palmer’s desire to provide the State of Alaska, Federal Government agencies and other interested parties a list of the City’s capital project needs, primarily critical infrastructure projects necessary to improve public health and safety; to improve the quality of life, and to ensure efficient expenditure of public funds for the benefit of the public; and

WHEREAS, the City has conducted an analysis of its capital needs to better serve the citizens of Palmer.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council hereby respectfully requests the State of Alaska, Federal Government agencies and other interested parties to consider the following capital projects for funding.

1	Wastewater Treatment Plant Improvements-Secondary Clarifier installation "Shovel ready"	\$9,000,000
2	Airport. TW N Design & Build Project	\$6,500,000
3	Bogard Road Water Main Extension-Pressure Booster Station "Shovel ready"	\$950,000
4	Gravel to Paved Road Surfacing- Multi-component "Shovel Ready"	\$400,000 to \$4,000,000
5	Traffic Control Lights at the Palmer-Wasilla, Felton Street Intersection	\$1,200,000
6	Rescue Support Vehicle	\$95,000
7	Downtown Road Improvements - Cobb Street "Shovel Ready"	\$1,875,000
8	Historic Palmer Water Tower Purchase	\$100,000

9	Park Projects- Multi-component: Veterans Park Establishment, New Parks (Riverfront and Hidden Ranch), Amusement Park Improvements	\$75,000 to \$575,000
10	Trail Projects-Multi-component: Connect Auklet Bike Tunnel to Mat River Park/Butte Trail, Connect Butte Trail to Cope Industrial Trail, Connect S. Chugach to the State Fair Grounds, Connect Thuma to S. Chugach	\$75,000 to \$750,000
11	Replacement Fire Engine, Brush Truck, and Support Vehicle	\$1,060,000
12	Restore Alaska Railroad Track to Downtown Palmer	\$3,000,000

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

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Action Memorandum No. 20-085**

Subject: Approving a Council Community Grant in the Amount of \$3,500.00 to Frank Koloski for the Rodeo Alaska

Agenda of: November 24, 2020

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


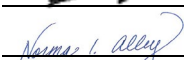
Originator Information:

Originator: John Moosey, City Manager Office

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____ <input checked="" type="checkbox"/>	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 3,500.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 3,500.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-02-10-6068
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- PRCA/ Rodeo Alaska Grant Application

Summary Statement/Background:

In February 2014, the City Council adopted Ordinance No. 14-043, which established the Council Community Grant program. The Council approved \$12,000.00 in the Community Council Grants for the year 2020. As of November 2020, the Council Community Grant account has the amount of \$3,500 available for grants distribution.

Legislation #	Organization	Amount	Date Approved
20-004	HPAC 2020 Winter support	\$3000	1/14/2020
20-016	MatSu Senior Center	\$1000	2/25/2020
20-017	WLTGO	\$1630 \$1000	2/25/2020
20-021	Mayors Green Day	\$2000	3/10/2020
20-022	Palmer Spring Classic	\$1000	3/10/2020
20-025	Drive Your Tractor to Work	\$475.00 \$0	3/24/2020
20-027	MatSu Running Club/WLTGO Run	\$750 \$0	4/10/2020
20-041	GPCC	\$500	05/12/2020
Total 2020 Grants approved prior:		\$8500	

City of Palmer • City Manager's Office

231 W. Evergreen Avenue • Palmer, AK 99645

Phone: 907-745-3271 Fax: 907-745-0930

Council Community Grant

The City of Palmer recognizes the valued contributions being provided through the volunteer efforts of community organizations, agencies, and individuals on behalf of its citizens. Community grant funding demonstrates Council's commitment to programs, services, projects and events that are benefits to the community while at the same time recognizing the financial constraints impacting the City's ability to provide funding.

The objectives of the City of Palmer Council Community Grant are:

- to provide modest levels of support and assistance to help foster and develop community programs, services, projects, and events that enhance the greater Palmer community's cultural and economic environment; and
- to treat all organizations fairly and consistently while creating a minimal administrative process.

Applicant eligibility

Preference will be given to organizations and groups that demonstrate Palmer community support and that propose a program, service, project or event (event) having the potential for positive economic and cultural impacts and that show evidence of efficient use of resources, sound business practices/accountability, and describe the organization's or group's knowledge, skills and self-reliance.

An applicant organization must meet the following general criteria in order to be considered for a Council Community grant:

1. Program, service, project or event must primarily benefit the community and residents of Palmer.
2. Program, service, project or even has City wide significance and is expected to bring economic and/or public relations benefit to the City.
3. Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of the program, service, project or event. The City grant should not be considered as the primary source of funding for the organization.
4. Funding requests can be defined as programs, services, projects and events that economically benefit Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving and/or providing access to the arts, culture, environment, heritage, recreation and/or health activities.
5. To qualify for funding, the group must demonstrate its commitment to all of the following principles:
 - a. Program, service, project or event is open – accessible – to all members of the community;
 - b. Program, service, project or event must take place within the Palmer city limits or within one mile of the city limits;
 - c. Program, service, project or event is effective in providing an economic benefit to Palmer;
 - d. applicant is accountable through sound management and financial practices;
 - e. Individuals are not eligible.

City of Palmer • City Manager's Office
231 W. Evergreen Avenue • Palmer, AK 99645
Phone: 907-745-3271 Fax: 907-745-0930

Council Community Grant Application

Program, service, project or event title: _____
Date(s) of program, service, project or event: _____

Applicant Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Organization Information

Name of organization/group: _____
Type of organization: Non-profit Volunteer community group Other

Funding Request

Amount of Request: \$ _____
Matching funds provided by applicant: \$ _____

Project Summary Information

In the space below, provide a concise, on paragraph summary of your proposed program, service, project or event and how it promotes economic development for the City of Palmer.

Project Scope of Work

Please list the steps to be taken to conduct the program, service, project or event. Be sure to address issues such as: beginning and ending date, who will work to conduct the event/project, clean-up team, where is the project going to occur (location).

Eligibility

Describe how your program, service, project or event meets the eligibility guidelines.

Matching Funding Source

Describe source of matching funding. Have alternate sources of funding been explored?

Community Benefit and Reporting

Please indicate how the results of your program, service, project or event will enhance economic development or generally benefit the City of Palmer. Describe the expected number of participants to be attracted by the event or project. Please explain how your organization will evaluate the community benefit of your event. Examples might include surveys, registrations, sign-in sheets, number of people served, etc. Please explain how and when your organization will report results back to the City Council.

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____

Expenditures:

Item/Service:	Cash	In-Kind	Total
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____	\$ _____

Applications may be submitted at any time to the address listed above. Please allow at least six weeks lead time for application review and City Council agenda scheduling.

Applicant signature: Frank Koloski
Date: 11.12.20

For Office Use Only

Date received by Manager's Office: _____

City Council agenda date: _____

Action Memorandum No.: _____

City Council: Approved Denied

Date Manager's Office notified applicant of request outcome: _____

**City of Palmer
Action Memorandum No. 20-086**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection for Arkose, Inc located at 650 E. Steel Loop, Palmer, AK, of Liquor License Renewal. Liquor License No. 5032

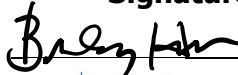

Agenda of: November 24, 2020

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



Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
<u> v </u>	Community Development		<u>10/28/2020</u>
<u> v </u>	Finance		<u>10/28/2020</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ Unknown

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- Review Form
- Liquor License Notice

Summary Statement/Background:

Arkose has applied for a liquor license renewal. Per State law a local governing body may protest the approval of an application pursuant to AS 04.11.480 by providing the applicant with a clear and concise written statement of the reason for the protest or may voice a non-objection to a request.

Administration's Recommendation:

To approve Action Memorandum No. 20-086

City of Palmer • Liquor License Review Form

BUSINESS NAME: Arkose Brewery

OWNER: Brew Barons, LLC

LICENSE TYPE: Liquor License #5032

LOCATION: 650 E. Steel Loop, Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current:

Yes

No

If no, explain:

Other Comments:



Finance Director

10/28/2020

Date

Route to: Department of Community Development

Department of Community Development

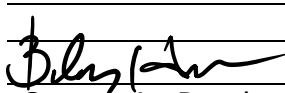
Code (PMC/Bldg/Fire) Compliant:

Yes

No

If no, explain:

Other Comments:



Community Development Director

10/28/2020

Date

Route to: Police Department

Police Department

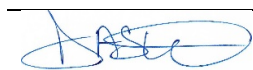
Excessive Calls:

Yes

No

If yes, explain:

Other Comments:



Chief of Police

10-29-2020

Date

TO COUNCIL FOR AGENDA OF: November 24, 2020



October 16, 2020

City of Palmer

Matanuska- Susitna Borough

Via Email: cityclerk@palmerak.org ; adam.bradway@matsugov.us ; alex.strawn@matsugov.us
permitcenter@matsugov.us

Re: Notice of 2020/2021 Liquor License Renewal Application

License Number	DBA	Type	City	Borough
5032	Arkose Brewery	Brewery	Palmer	Matanuska-Susitna Borough

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

**City of Palmer
Action Memorandum No. 20-087**

Subject: Approving the Cancellation of the December 8 and 22, 2020, Regular Council Meetings

Agenda of: November 24, 2020

Council Action: **Approved** **Amended:** _____
 Denied



Originator Information:

Originator: Mayor DeVries via City Clerk

Department Review:

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

Approved for Presentation By:

	Signature:	Remarks:
City Manager		_____
City Attorney		_____
City Clerk	<i>Norma L. Alley</i>	_____

Certification of Funds:


Total amount of funds listed in this legislation: \$ **(1,200.00)**

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ 1,200.00
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- None

Summary Statement:

Traditionally the City Council has not held the second meeting in December. Currently there is no legislation scheduled for the December 8 or 22 meetings. Palmer Municipal Code 2.04.080 states "A regular meeting may be canceled by the council...".

Is it the wish of the Council to hold or cancel the December 8 and 22, 2020, Regular Council Meetings?