

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 Manager John Moosey  
Interim City Clerk Nichole Degner

**City of Palmer, Alaska**  
**Special City Council Meeting**  
**September 28, 2021, at 5:00 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.palmerak.org](http://www.palmerak.org)

## **AGENDA**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF AGENDA**

**E. NEW BUSINESS**

**F. UNFINISHED BUSINESS**

1. City Clerk Candidate Interview – 5:10 pm Shelly Acteson

**G. AUDIENCE PARTICIPATION**

**H. EXECUTIVE SESSION**

1. Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Clerk Recruitment  
(Note: All city clerk candidates may be discussed during the executive session. Personnel action regarding the City Clerk Candidates may be taken following the executive session)

**I. RECORD OF ITEMS PLACED ON THE TABLE**

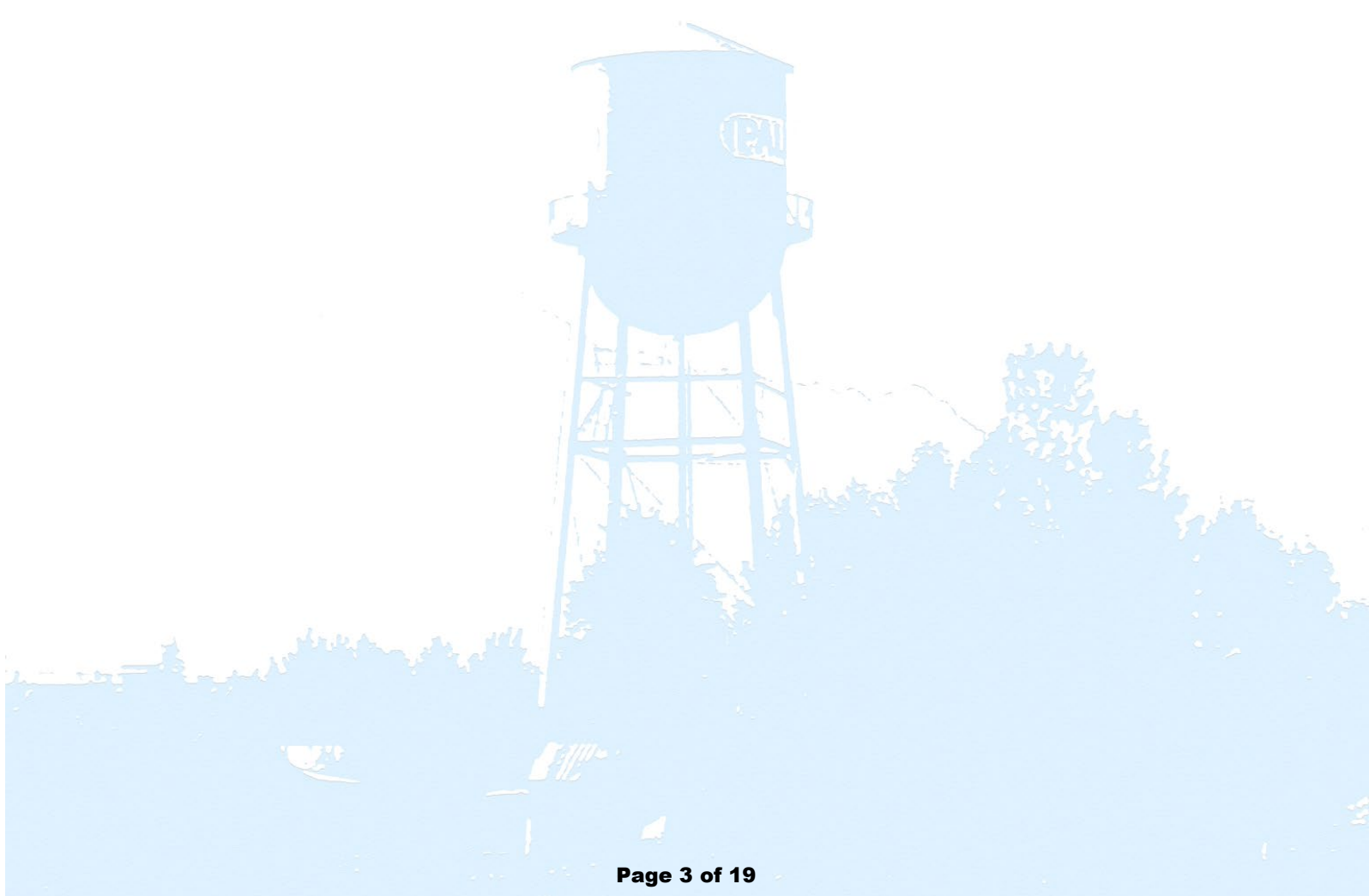
**J. COUNCIL MEMBER COMMENTS**

**K. ADJOURNMENT**



**City of Palmer, Alaska**  
Special Council Meeting  
September 28, 2021

Unfinished Business:  
City Clerk Applicant Packet





# City of Palmer City Clerk Requisition September 2021

Minimum Qualifications as outlined in the job description:

Minimum requirement: Bachelor's Degree in business administration or public administration, or equivalent combination of experience and training displaying at least five years of high level administrative or management experience, preferably in municipal government.

Ability to acquire Notary Commission within sixty days of employment.

Must have or obtain a valid Alaska driver's license within sixty days of employment.

- Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC) is preferred.

Applicant: Shelly Acteson

Education: High School Diploma/GED

Experience as a City Clerk: Yes – Deputy City Clerk @ Palmer / Borough Clerk @ Denali Borough

Previous experience in municipal government: Yes

CMC Certification: Yes

NOTES: N/A

Shelly M. Acteson



City of Palmer  
Honorable Mayor DeVries and City Council Members  
231 W. Evergreen Avenue  
Palmer, AK 99645

September 9, 2021

Dear Honorable City of Palmer Mayor and Council Members,

The letter is to express my interest in the City of Palmer City Clerk position. I served as the City of Palmer Deputy City Clerk for over four years, and I believe my experience and education will make me a competitive candidate for this position.

I offer a unique combination of experience, knowledge, and ability that is well suited for this position. My extensive background in elections, records management, elections, and office administration would be an asset to the City of Palmer.

My current employer is unaware of my interest in this position, and I would appreciate discretion and confidentiality at this time.

I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable to the Mayor, City Council, and citizens of the City of Palmer. Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shelly Acteson'.

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Shelly M. Acteson

**Shelly M. Acteson**

**Professional Summary:**

Accomplished professional with extensive knowledge of local government procedures, fiscal accountability, and office management. Highly dependable, ethical, and reliable support specialist and leader that blends advanced organizational, technical, and business acumen.

**Career Progression:**

**July 2013 – Present**

**Administrative Assistant**  
Ketchikan Gateway Borough

- Responsible for a variety of administrative functions that includes preparation of land permits, contracts and leases, and documents pertaining to Borough land sales, foreclosures, and disposals.
- Assist the Planning Director with the collection, organization, and presentation of ordinances and resolutions related to community development projects.
- Provide clerical and research support for the Business Economic Recovery Group (BERG), formed at the beginning of the pandemic.
- Administered the Borough Personal Protective Equipment (PPE) Reimbursement Program in 2020.
- Serve as Records Coordinator for the department.

**October 2020 – Present**

**Contact Tracer/Case Investigator**  
University of Alaska Anchorage

- Conduct initial case investigation of Covid-19 contacts, daily monitoring of cases and/or contacts and additional duties assigned by Team Lead in a professional and empathetic manner utilizing effective communication skills.
- Document all investigation efforts in the appropriate forms using the CommCare System.

**March 2013 – June 2013**

**Assistant Information Specialist**  
Ketchikan Gateway Borough School District

- Assisted the Information Specialist with daily oversight of student, staff, and teacher management system.
- Responsible for updating and constructing the School District website.
- Provided technical support to teachers and district staff with the School District iPad maintenance program.

- Completed vital personnel records project for the Human Resources Department Director using Laserfiche.

**April 2008 - August 2012**

**Deputy City Clerk**  
City of Palmer

- Assisted the City Clerk with preparing council meeting agendas and documents.
- Facilitated the City's records management program.
- Attended city council meetings and prepared minutes of each meeting.
- Provided administrative support to the City Clerk, Mayor and City Council.
- Assisted the City Clerk with all aspects of planning and executing City elections.

**May 2004 - April 2008**

**Clerical Assistant, On-Call**  
City of Wasilla, Planning Department

- Served as administrative project support for the Planning Department.
- Responsible for processing land development applications for City Planner review, in accordance with the City's Land Development Code.
- Also intermittently served as Clerical Assistant to the City Clerk, and other departments.

**December 1991 – June 2003**

**Borough Clerk/Assistant Administrator**  
Denali Borough

- Responsible for planning, organizing, and supervising the activities of the Denali Borough Clerk's Office.
- Administered Borough elections in conjunction with the City of Anderson elections, including supervising and training election staff.
- Maintained formal records of Assembly meetings, and custodian of all ordinances, resolutions, and policies.
- Advised the Assembly on parliamentary procedure.
- Assisted the Mayor with formulation and execution of annual budgets.
- Provided a variety of administrative support services for the Borough Assembly and Mayor.

**Education:**

Contact Tracer Certification Program, July 2020

Certified Municipal Clerk (CMC) Program, May 2012

**Affiliations:**

Current member of the International Institute of Municipal Clerks (IIMC)

Current Board Member, Alaska State Parks Advisory Board, Ketchikan

**Contact Information -- Person ID: 48006182**

Name: Shelly M. Acteson Address:   
 Home Phone: Alternate Phone: US   
 Email: Notification Preference: Email

**Personal Information**

Driver's License: Yes, Alaska ,   
 Can you, after employment, submit proof of your legal right to work in the United States? Yes   
 What is your highest level of education? Some College

**Preferences**

Minimum Compensation:   
 Types of positions you will accept:   
 Types of work you will accept:   
 Types of shifts you will accept:

**Objective****Education**

**Professional** Did you graduate: Yes   
*Covid-19 Contact Tracer Certification Program - remote worker* Major/Minor: Contact Tracer Certification Program   
 Degree Received: Professional   
 -   
 Anchorage, Alaska

**Professional** Did you graduate: Yes   
*Certified Municipal Clerk* Major/Minor: Certified Municipal Clerk   
 Degree Received: Professional   
 -   
 Palmer, Alaska

**Work Experience**

**Administrative Assistant** Hours worked per week: 40   
 7/2013 - Present Monthly Salary: \$0.00   
 Name of Supervisor: Richard Harney - Planning and   
 Ketchikan Gateway Borough Community Dev. Director   
 1900 First Avenue, Suite 126 May we contact this employer? No   
 Ketchikan, Alaska 99901   
 907-228-6610

**Duties**

Ketchikan Gateway Borough   
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- \* Responsible for a variety of administrative functions that includes preparation of land permits, contracts and leases, and documents pertaining to Borough land sales, foreclosures, and disposals.
- \* Assist the Planning Director with the collection, organization, and presentation of ordinances and resolutions related to community development projects.
- \* Provide clerical and research support for the Business Economic Recovery Group (BERG), formed at the beginning of the pandemic.
- \* Administered the Borough Personal Protective Equipment (PPE) Reimbursement Program in



2020.

\* Serve as Records Coordinator for the department.

**Reason for Leaving**

I am currently employed by the Ketchikan Gateway Borough.

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**Contact Tracer/Case Investigator**

10/2020 - Present

Hours worked per week: 6

Monthly Salary: \$0.00

UAA Alaska Center for Rural Health  
and Health Workforce  
3211 Providence Drive  
Anchorage, Alaska 99508  
907-786-6705

Name of Supervisor: Anna Thomas, MSN, RN - Project  
Manager, UAA Contact Tracing Workforce

May we contact this employer? Yes

**Duties**

Contact Tracer/Case Investigator, University of Alaska Anchorage

\* Conduct initial case investigation of Covid-19 contacts, daily monitoring of cases and/or contacts and additional duties assigned by Team Lead in a professional and empathetic manner utilizing effective communication skills.

\* Document all investigation efforts in the appropriate forms using the CommCare System.

**Reason for Leaving**

I am currently employed.

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**Assistant Information Specialist**

3/2013 - 6/2013

Hours worked per week: 40

Monthly Salary: \$0.00

Ketchikan Gateway Borough School  
District  
2610 4th Avenue  
Ketchikan, Alaska 99901  
907-247-2117

Name of Supervisor: Rick Rafter - HR Director

May we contact this employer? Yes

**Duties**

\* Assisted the Information Specialist with daily oversight of student, staff, and teacher management system.

\* Responsible for updating and constructing the School District website.

\* Provided technical support to teachers and district staff with the School District iPad maintenance program.

\* Completed vital personnel records project for the Human Resources Department Director using Laserfiche.

**Reason for Leaving**

I accepted employment with the Ketchikan Gateway Borough.

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**Deputy City Clerk**

4/2008 - 8/2012

Hours worked per week: 40

Monthly Salary: \$0.00

City of Palmer  
231 W. Evergreen Avenue  
Palmer, Alaska 99645  
907-761-1302

Name of Supervisor: Janette Bower - City Clerk

May we contact this employer? Yes

**Duties**

\* Assisted the City Clerk with preparing council meeting agendas and documents.

\* Facilitated the City's records management program.

\* Attended city council meetings and prepared minutes of each meeting.

\* Provided administrative support to the City Clerk, Mayor and City Council.

\* Assisted the City Clerk with all aspects of planning and executing City elections.

**Reason for Leaving**

I moved to Ketchikan.

**Clerical Assistant**

5/2004 - 4/2008

City of Wasilla  
290 E. Herning  
Wasilla, Alaska 99654  
907-373-9090

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Sandra Garley - Planning  
Department Director

May we contact this employer? Yes

**Duties**

City of Wasilla, Planning Department

- \* Served as administrative project support for the Planning Department.
- \* Responsible for processing land development applications for City Planner review, in accordance with the City's Land Development Code.
- \* Also intermittently served as Clerical Assistant to the City Clerk, and other departments.

**Reason for Leaving**

I accepted permanent employment with the City of Palmer.

**Borough Clerk**

12/1991 - 6/2003

Denali Borough  
Tri-Valley Community Center  
Healy, Alaska 99743  
907-683-1330

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: David Talerico - Mayor

May we contact this employer? Yes

**Duties**

- \* Responsible for planning, organizing, and supervising the activities of the Denali Borough Clerk's Office.
- \* Administered Borough elections in conjunction with the City of Anderson elections, including supervising and training election staff.
- \* Maintained formal records of Assembly meetings, and custodian of all ordinances, resolutions, and policies.
- \* Advised the Assembly on parliamentary procedure.
- \* Assisted the Mayor with formulation and execution of annual budgets.
- \* Provided a variety of administrative support services for the Borough Assembly and Mayor.

**Reason for Leaving**

I moved to Wasilla.

**Certificates and Licenses**

Type: Certified Municipal Clerk

Number: N/A

Issued by: International Institute of Municipal Clerks

Date Issued: 7 /2012    Date Expires:

**Skills**

Office Skills

Typing:

Data Entry:

**Additional Information****References**

Professional

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Professional

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Personal

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**Resume**

**Text Resume**

**Attachments**

<b>Attachment</b>	<b>File Name</b>	<b>File Type</b>	<b>Created By</b>
Cover Letter - Acteson.pdf	Cover Letter - Acteson.pdf	<b>Cover Letter</b>	Job Seeker
Resume.pdf	Resume.pdf	<b>Resume</b>	Job Seeker
References for Shelly Acteson.pdf	References for Shelly Acteson.pdf	<b>References</b>	Job Seeker
Example - Acteson.pdf	Example - Acteson.pdf	<b>Other</b>	Job Seeker
Example 2 - Acteson.pdf	Example 2 - Acteson.pdf	<b>Other</b>	Job Seeker

**Agency-Wide Questions**

**1. Q:** Have you previously worked for the City of Palmer?

A: Yes

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**2. Q:** Are you related to anyone who is currently employed by the City of Palmer?

A: No

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**3. Q:** If you answered yes to the previous question, please provide the individual's name and department

A: N/A

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**4. Q:** Are you able to perform the essential functions of this job with or without reasonable accommodations?

A: Yes

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**5. Q:** If you answered yes to the previous question, please explain:

A: N/A

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6. Q: Have you ever been terminated or asked to resign by a former employer?

A: No

7. Q: Have you been convicted of a misdemeanor within the past five years?

A: No

8. Q: **APPLICANT'S SWORN STATEMENT AUTHORIZATION AND RELEASE** I hereby affirm all the information I provided or will provide to the City of Palmer relating to my application for employment, whether by written application form, resume, oral statement or otherwise, is true and complete to the best of my knowledge. In addition, I agree that any intentional misrepresentation or omission and any material negligent or innocent misrepresentation or omission in or from said information may disqualify me from further consideration for employment any may be considered justification for immediate discharge from employment if discovered at a later date. I hereby authorize any person, organization, or governmental entity, including any current or former employer, to release to the City of Palmer or any authorized person acting on behalf of the City, any and all information, in any manner requested, which may be relevant to my character or qualifications for the City position for which I applied. I authorize current and former employers to give to the City of Palmer any and all employment records in their possession dealing with me, including, but not limited to, job descriptions, wage information, employment records, performance appraisals, disciplinary records, layoff slips, attendance records, reports, or other documents relevant to my application for work or actual employment with the employer, including records relevant to drug and alcohol tests conducted by or on behalf of the employer or in the possession of the employer. I also authorize the release of information and written records concerning my educational history, driving records, and criminal or civil actions. I request that all persons and organizations cooperate fully in providing information to the City, including allowing the interviewing of supervisors, co-workers, educators, or other references. I hereby release all persons, employers, organizations, governmental entities, or any other entity providing information to the City of Palmer or its agents, and release the City of Palmer, its officials, employees, attorneys, and agents from all liability, claims, demands, causes of action, damages, costs, or compensation for any damage, loss or injury, including but not limited to, damage to my reputation, character, business interests, or privacy, which may arise as a result of the disclosure of the information obtained by or disclosed to the City of Palmer or any person acting on behalf of the City. I hereby agree to submit to any lawful drug or integrity testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. I understand that this application is not and is not intended to be a contract for employment or continued employment. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

A: Yes

9. Q: Have you attached examples of your written work? This material may include memos, reports or correspondence written by the applicant within the past two years and must be related to your previous or present employment. This material must not exceed six total pages.

A: Yes

#### Supplemental Questions

1. Q: Do you currently have or are you able to obtain a State of Alaska driver's license within sixty (60) days of employment?

A: Yes

2. Q: Do you have a Bachelor's Degree in Business Administration or Public Administration OR

equivalent combination of experience and training?

A: Yes

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**3. Q:** Do you have at least five (5) years of high level administrative or management experience?

A: Yes

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**4. Q:** Are you currently a Certified Municipal Clerk (CMC) from the International Institute of Municipal Clerks (IIMC)?

A: Yes

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**5. Q:** Do you currently have a Notary Commission with the State of Alaska or are you able to obtain Notary Commission within 60 days of hire?

A: Yes

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**6. Q:** Do you have at least five (5) years of management experience with a municipal government?

A: Yes

References for Shelly Acteson

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]



**Assembly - Regular**

**Meeting Date:** 11/19/2018

**Submitted For:** Richard Harney

**Submitted By:** Shelly Acteson

**Department:** Planning and Community Development

**Approved for Submittal:** Cynna Gubatayao, Finance Director  
Deanna Thomas, Asst Manager  
Richard Harney, Planning Director

**Approved as to form:** Glenn Brown, Borough Attorney

9. a.

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**Information**

**TITLE**

Presentation and Work Session Regarding Request by Thunder Mountain Raceway Park, Inc. to Develop a Motoplex on Borough-Owned Property near Mile 13 North Tongass Highway

**RECOMMENDED ACTION**

"I move to go into work session to discuss the proposal by Thunder Mountain Raceway Park, Inc. to Develop a Motoplex on Borough-Owned Property near Mile 13 North Tongass Highway"

Following the work session, the Assembly may wish to adopt the following motion:

"I move to direct staff to initiate a process for the development of a land lease for Thunder Mountain Raceway Park, Inc. on Lot 1A of the Subdivision of Lot 1, USS 3768 and Lot 2A of the 13 Mile Subdivision Replat. The process will include:

- Letter from Thunder Mountain Raceway Park, Inc. to surrounding property owners describing the proposed facility;
- A community informational meeting hosted by Thunder Mountain Raceway Park, Inc.;
- A public work session with the Planning Commission;
- Plans, approvals, agreements, and other pre-engineering documents as needed for Assembly consideration."

**SUMMARY OF ISSUE**

The Thunder Mountain Raceway Park, Inc. is requesting another consideration for its proposal to develop a motoplex on Borough-owned property near Mile 13 of North Tongass Highway. The Thunder Mountain Raceway Park, Inc. has provided a business plan with proposed objectives and a timeline.

This item is not for approval of a lease but rather for initiating a process for the development of a land lease for Thunder Mountain Raceway Park, Inc. on Lot 1A of the Subdivision of Lot 1, USS 3768 and Lot 2A of the 13 Mile Subdivision Replat.

If the Assembly believes there is a higher and better use for the land or the proposal may be a detriment to the community, the Assembly should postpone this item indefinitely. However, if the proposal has merit, a recommended action is provided for this item.

### **Background**

In November 2017, Thunder Mountain Raceway Park, Inc. (requestor) a recently formed non-profit, requested to lease Borough owned land near Mile 13 North Tongass Highway for a Motorplex. According to the request, the Motorplex would be constructed to include a BMX bicycle course, a go-kart track, a circle track and drag strip.

The requestor stated that the primary goal of the Motorplex is to provide present and future generations of Ketchikan and surrounding communities a much needed recreational opportunity and provided letters of intent from local individuals and businesses willing to contribute equipment, materials and labor for the project.

At the Assembly's March 19, 2018 regular meeting, the request was heard and a proposed lease was presented. The term of the proposed lease was for 10 years with reviews every two years to ensure the terms of the lease were being met. Compensation for the lease was proposed to be \$1 per year and the construction of two roads across Borough lands.

The Assembly requested additional information from the requestor, such as a business plan which is attached to this item, before the Assembly would take action on the request. Additionally, people in the surrounding area were not provided any official notice of the lease or proposal. Of those that provided comments, the majority of the concerns were of the noise that would be generated from the development.

The Assembly tabled the item to a future meeting. The requestor opted to pull the request until a complete business plan could be developed and other details fleshed out. The ultimate goal of the requestor is to own the leased area, and at full build-out the facility could include grandstands, concessions, fuel storage facilities and a drag strip.

The requestor has completed the business plan and conducted sound/noise sampling from the site in an effort to revisit the request. The requestor has asked that the item be resubmitted to the Assembly for consideration.

### **Staff Analysis**

The proposed lease and development of a motorplex facility could be a beneficial exercise of the Borough's economic development powers, expanding on the recreation opportunities in the Borough, and supports the Borough Strategic Plan outcome of supporting entrepreneurial efforts to utilize Borough-owned lands (2018-2023 Strategic Plan, Vibrant Economy Outcome c).

Within the requestor's business plan is a proposed objective and timeline on page 3, outlining milestones. The first objective is to obtain approval from the Assembly to move forward with planning the development. This objective is important for the requestor, so they can proceed in good faith with developing their plans and preliminary engineering (Objective 4) and hold public meetings.

Staff concurs with the objectives provided, in so far as to afford the surrounding property owners with adequate opportunity to learn about the project and provide comments. The requestor should provide an explanation and detailed description of the proposed facility to the surrounding property owners and hold a public meeting as outlined under Objective 2.

Objective 3 consists of holding a public work session with the Planning Commission on December 11. The Planning Department will provide notice to the surrounding property owners if the Assembly agrees to move forward with the proposed timeline.

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### **Fiscal Impact**



## **Attachments**

Business Plan

Appendix 1 to Business Plan

Appendix 2 - Letters of Assistance

Decibel Readings

Letters of Support

Map of Approximate Area

Magazine Articles

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# KETCHIKAN GATEWAY BOROUGH

1900 First Avenue, Suite 210, Ketchikan, Alaska 99901

• telephone: (907) 228-6625 • fax (907) 228-6684

Office of the Borough Manager

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December 4, 2017

Ms. Ivy Rose, Realtor  
Providence Properties  
2206 Tongass Avenue  
Ketchikna, AK 99901

Dear Ms. Rose;

Thank you for submitting an unsolicited offer on November 24, 2017, via email, on behalf of Tab and Sarah McNabb to purchase Parcel # 305810002000 on Gravina Island. Borough staff and the Borough Manager met on December 1, 2017, to discuss the offer.

According to Resolution 2696-S, after the Borough receives an unsolicited offer to purchase Borough owned property, the Borough Manager shall review the characteristics of the property requested to be sold, giving due consideration to the Borough's current and anticipated future infrastructure needs, and the need for future public parks, beaches, and trails.

The Borough Manager has determined that the property is anticipated to be needed for Borough purposes, and the request to purchase the property is declined for the following reasons:

- In 2005, the Borough Assembly adopted the Gravina Island Plan, which includes the Clam Cove and Blank Inlet Area Plan. In the Plan, this property was designated as a location for a main shoreline road to provide access to this area of Gravina Island. Disposal of the entire tract would impair access to Borough property, and other property, lying beyond this parcel.
- This property is the logical location for a road to provide direct motor vehicle access to other Borough-owned properties, land owned by the Alaska Mental Health Trust, and Black Sands Beach State Park.
- Part of the property is identified for a pedestrian trail and was identified as a potential transportation project for excess Gravina Access Project funds.

In January 2018, the Borough Assembly will hold its annual Policy Session to determine the course of action for the upcoming fiscal year, including the identification of projects. Borough Lands will be discussed in relation to future land sales and the use of Borough land as an economic development asset to the community if you are interested.

We appreciate your interest in the Borough Lands program, if you have questions regarding this letter please feel free to contact me.

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Cordially,



Ruben Duran  
Borough Manager