

**AGENDA**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. APPROVAL OF AGENDA**

1. Approval of Consent Agenda

- a) **Action Memorandum No. 22-001:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection for Turkey Red Liquor License No. 4758 of Licensed Premises Diagram Change..... Page 3
- b) **Action Memorandum No. 22-002:** Authorizing the City Manager to Negotiate and Execute a Management Services Contract with Eagle Golf Course Management, Inc. for the Operation of the Palmer Municipal Golf Course to Reflect 2022 Payments..... Page 9
- c) **Action Memorandum No. 22-003:** Authorizing the City Manager to Sign Palmer Museum of History and Art’s Contract Amendment No. 10 for Care, Custody and Control of Historical Artifacts Owned by the City in the Amount of \$55,400 to Reflect 2022 Payments..... Page 13
- d) **Action Memorandum No. 22-004:** Authorizing the City Manager to Sign Amendment No. 2, Palmer Museum of History and Art’s Management Service Contract Amendment for Operation of the Visitor Center in the Amount of \$71,115 to Reflect 2022 Payments. Page 17
- e) **Action Memorandum No. 22-005:** Authorize the City Manager to Execute a Contract Addendum with HDL Engineering Consultants, LLC in the Amount of \$124,272 for the Additional Design Work Associated with the 2021 Taxiway (N) November Design Project for the New Aircraft Parking Apron E..... Page 21
- f) **Action Memorandum No. 22-006:** Confirming the Mayor’s Nomination of Richelle Carmichael for Appointment to the Parks and Recreation Advisory Board with Term Ending December 31, 2024..... Page 29

2. Approval of Minutes of Previous Meetings

- a) November 23, 2021, Special and Regular Meeting..... Page 35
- b) December 7, 2021, Special Meeting..... Page 43

**E. COMMUNICATIONS AND APPEARANCE REQUESTS**

- 1. Letter from R. Reid..... Page 47
- 2. Letter from D. Richards..... Page 49

**F. REPORTS**

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

**G. AUDIENCE PARTICIPATION**

**H. PUBLIC HEARINGS**

- 1. **Resolution No. 22-006:** Authorize the City Manager to advance \$899,910.28 from the General Fund Unassigned Fund Balance to the Wastewater Treatment Plant Phase 2 Project for the Second Tranche of Coronavirus State and Local Fiscal Recovery Funds..... Page 51

**I. UNFINISHED BUSINESS**

**J. NEW BUSINESS**

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

**L. AUDIENCE PARTICIPATION**

**M. EXECUTIVE SESSION**

**N. COUNCIL MEMBER COMMENTS**

**O. ADJOURNMENT**

**Tentative Future Palmer City Council Meetings**

<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Time</b>	<b>Notes</b>
<b>Jan 25</b>	Regular	6pm	
<b>Feb 08</b>	Regular	6pm	
<b>Feb 22</b>	Regular	6pm	
<b>Mar 08</b>	Regular	6pm	
<b>Mar 22</b>	Regular	6pm	
<b>Apr 12</b>	Regular	6pm	
<b>Apr 26</b>	Regular	6pm	
<b>May 10</b>	Regular	6pm	
<b>May 24</b>	Regular	6pm	
<b>Jun 14</b>	Regular	6pm	
<b>Jun 28</b>	Regular	6pm	

**City of Palmer  
Action Memorandum No. 22-001**

**Subject:** Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection for Turkey Red Liquor License No. 4758 of Licensed Premises Diagram Change.

**Agenda of:** July 27, 2021

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    John Moosey, City Manager

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

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

This legislation (√):

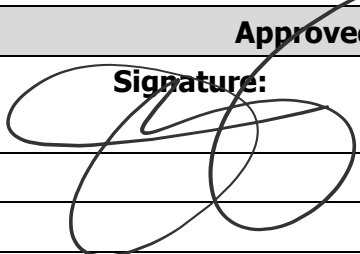
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ \_\_\_\_\_
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature:    

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager	<u></u>	_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

1. 4758 AB-14 for LGB Review

**Summary Statement/Background:**

Turkey Red is requesting to add a barrier around the outside tables to allow the serving of beer and wine to those 21 years and older.

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:**

Approve Action Memorandum No. 22-001.



Alaska Alcoholic Beverage Control Board

**Form AB-14: Licensed Premises Diagram Change**

**What is this form?**

This licensed premises diagram change form is required for all liquor licensees seeking to alter the functional floor plan or reduce or expand the area of the establishment's existing licensed premises, under 3 AAC 304.185. **The required \$250 licensed premises diagram change fee may be made by check, cashier's check, money order, or credit card (VISA or MasterCard).**

Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, and consumption. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

If approved, this form will replace the existing licensed premises diagram on file. All sections of the currently licensed area that you wish to remain licensed must be included in the outlined area, as described on Page 2 of this form. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form, as long as it meets the requirements listed on this form. The first and third pages must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office prior to altering the existing floor plan. The licensed premises may not be altered unless and until the AMCO director has given written approval on this form. Please note that licensees seeking to change licensed premises diagrams for multiple licenses must submit a separate completed copy of this form and pay a separate fee for each license.

**Section 1 – Establishment Information**

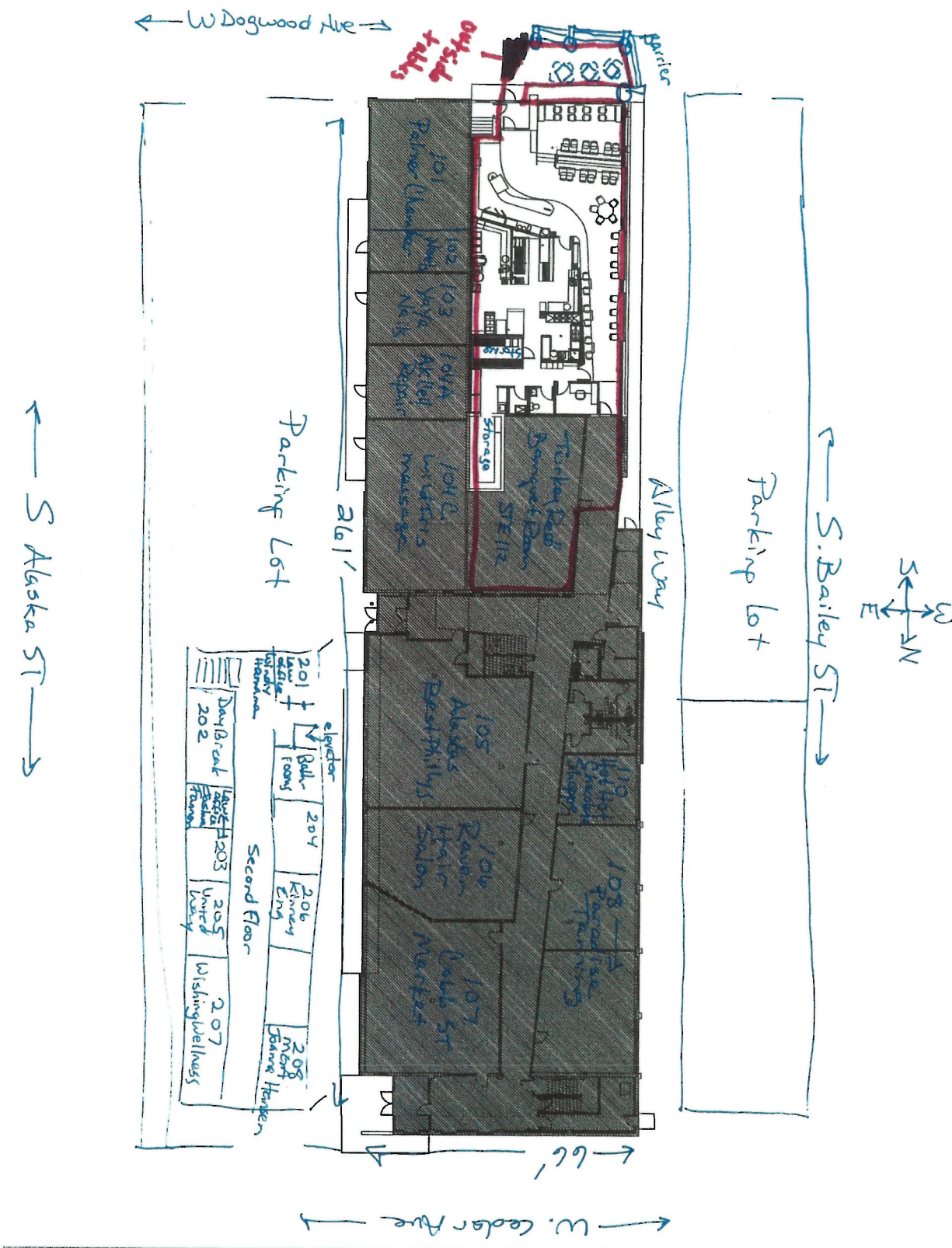
Enter information for the licensed establishment.

Licensee:	Turkey Red LLC	License Number:	4758
License Type:	Restaurant/Eating Place- Public Convenience		
Doing Business As:	Turkey Red		
Premises Address:	550 S Alaska ST, STE 100		
City:	Palmer	State:	AK ZIP: 99645

**Section 2 – Summary of Changes**

Provide a summary of the changes for which you are requesting approval.

Installation of barrier around outside tables to allow the serving of beer & wine to those 21 years old or older.





November 30, 2021

### Security Plan for Serving Alcohol Outside

The barrier consists of 4 3" in diameter whiskey barrels planted with flowers. Between the whiskey barrels and attached to 4" wood posts are 3 layers of cable each 3 1/2" long.

We practice safe alcohol management by:

1. Having only servers with TAM cards taking and serving alcohol.
2. Having servers with TAM cards check I.D.
3. Having servers update TAM training as required by law.
4. Posting the 3 signs in our arctic entry for customers easy viewing before being seated indoor or outdoor.
5. There is no self seating only seating by a hostess.

550 S. Alaska ST, STE 100  
Palmer, AK 99645  
[Turkevedak@gmail.com](mailto:Turkevedak@gmail.com)  
(907)746-5544



Alaska Alcoholic Beverage Control Board

**Form AB-14: Licensed Premises Diagram Change**

**Section 4 – Declarations**

Read the statement below, and then sign your initials in the box to the right:

Initials

The proposed changes conform to all applicable public health, fire, and safety laws.



As a liquor licensee, I declare under penalty of perjury that this form, including all attachments, is true, correct, and complete.

Signature of licensee

Cynthia Alexandra Papasavas

Printed name of licensee



Notary Public in and for the State of Alaska.

My commission expires: 8/5/2023

Subscribed and sworn to before me this 1<sup>ST</sup> day of December, 2021.

**Section 5 – Local Government & AMCO Review**

Local Government Review (to be completed by an appropriate local government official):

Yes No Pending

The proposed changes shown on this form conform to all local restrictions and laws.

A local building permit is required for the proposed changes.

Signature of local government official

Building Permit #

Date

Printed name of local government official

Title

AMCO Review:

Approved Disapproved

Signature of AMCO Enforcement Supervisor

Signature of Director

Printed name of AMCO Enforcement Supervisor

Printed name of Director

Date

AMCO Comments:



**City of Palmer  
Action Memorandum No. 22-002**

**Subject:** Authorizing the City Manager to Negotiate and Execute a Management Services Contract with Eagle Golf Course Management, Inc. for the operation of the Palmer Municipal Golf Course to Reflect 2022 Payments

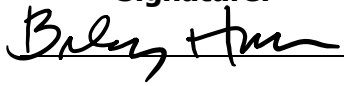
**Agenda of:** January 11, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Brad Hanson, Director Community Development

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development		December 15, 2021
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **417,000.00**

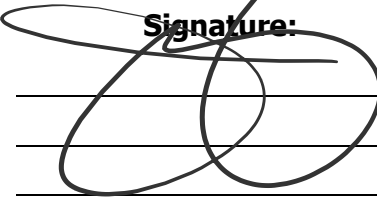
- This legislation (√):
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
  - Creates expenditure in the amount of:                      \$ **417,000.00**
  - Creates a saving in the amount of:                      \$ \_\_\_\_\_
  - Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    15-01-10-6030 Contractual Services
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature:  \_\_\_\_\_

**Approved for Presentation By:**

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

**Attachment(s):**

1. Amendment No. 1 to Golf Course Management Services Contract

**Summary Statement/Background:**

On January 12, 2020, Palmer City Council approved entering a five-year operation and management service contract with an option to extend for five years for the Palmer Golf Course with Eagle Golf Course Management, INC. the contract is through January 31, 2026, for a five-year term. Eagle Golf Course Management has successfully performed the operation and management of the Palmer Golf Course since August 2007.

The Palmer Golf Course has experienced the three best years financially in the history of the course. This is a result of favorable weather, superior course maintenance and the contract rewrite in 2019. The rewrite incentivized both Eagle Golf Course Management and the City in areas of operation and management that each entity could control and benefit. This service contract eliminates the State of Alaska PERS liability to the City of Palmer for personnel working at the golf course.

The operation of the golf course as an enterprise fund requires that revenues generated at the golf course be used for the operation and maintenance of the facility and that it be self-sustaining. City of Palmer revenues are from green fees, cart rentals, trail fees and driving range.

This contract is for a fixed price of \$417,000.00 annually.

**Administration's Recommendation:**

To approve Action Memorandum No. 22-002 to execute an operation and management service contract agreement with Eagle Golf Course Management, Inc.

Agreement Between  
City of Palmer and Eagle Golf Course Management, Inc.

**AMENDMENT NO. 1**

This Amendment, dated \_\_\_\_\_, 2022 amends the Agreement for Eagle Golf Course Management, Inc. approved by Palmer City Council on January 12, 2021, between the City of Palmer (City) and Eagle Golf Course Management, Inc. (Contractor) as follows:

II.F. Subject to the provisions of this Agreement, as compensation for the Palmer Golf Course services, the City shall pay the Palmer Golf Course, the amount of \$417,000. As approved by the City Council in the FY 2022 Budget, the City shall pay Contractor as follows:

January 15, 2022	\$50,000
February 15, 2022	\$67,000
March 15, 2022	\$100,000
April 15, 2022	\$100,000
May 15, 2022	\$100,000

CITY OF PALMER

EAGLE GOLF COURSE MANAGEMENT, Inc.

\_\_\_\_\_  
John Moosey, City Manager

\_\_\_\_\_  
George Collum III, Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

STATE OF ALASKA            )  
  ) ss.  
THIRD JUDICIAL DISTRICT )

On \_\_\_\_\_, 2022, George Collum III personally appeared before me,

1.    [    ]    who is personally known to me
2.    [    ]    whose identity I proved on the basis of \_\_\_\_\_
3.    [    ]    whose identity I proved on the oath/affirmation of \_\_\_\_\_,  
a credible witness to be the signer of the Amendment No. 1 of the Contract between the City and Eagle Golf Course Management, Inc. and he acknowledged that he signed it.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

STATE OF ALASKA            )  
  ) ss.  
THIRD JUDICIAL DISTRICT )

On \_\_\_\_\_, 2022, John Moosey, City Manager, personally appeared before me, who is personally known to me, to be the signer of the above document, and he acknowledged that he signed it on behalf of the City of Palmer.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

**City of Palmer  
Action Memorandum No. 22-003**

**Subject:** Authorizing the City Manager to Sign Palmer Museum of History and Art's Service Contract Amendment No. 10 for Care, Custody and Control of Historical Artifacts Owned by the City in the Amount of \$55,400.00 to Reflect 2022 Payments

**Agenda of:** January 11, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Brad Hanson, Director Community Development

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	<u><i>Brad Hanson</i></u>	<u>December 15, 2021</u>
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **55,400.00**

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 55,400.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    01-01-20 6030 Contractual Services
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature:    *Shirley Davis*

**Approved for Presentation By:**

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

**Attachment(s):**

- 1. Amendment No. 10 to Contract for Curatorial, Archival and Museum Services

**Summary Statement/Background:**

Approval of this Action Memorandum will authorize payments as approved in the FY 2022 Budget on December 14, 2021, to the Palmer Museum of History and Art (PMHA) for detailed museum services. The \$55,400 approved for FY 2022 is an increase of \$9200 from the previous seven amendments.

A contractual relationship has existed since March 2006 between the City and the Palmer Museum of History and Art (PMHA) designating the PMHA as the exclusive entity responsible for the care, custody, and control of historic artifacts owned by the City. On June 28, 2005, the City Council approved Resolution 05-017 authorizing the City to enter into a contract with the PMHA, an Alaska non-profit corporation, to be the official caretaker of all historical artifacts and museum properties for the City. That relationship was formalized by the execution of an Agreement on March 10, 2006.

On February 14, 2012, a new Agreement between the City and Palmer Museum of History and Art was approved by Council. The 2012 Agreement expired on 12/31/2016. Thereafter the agreement may be renewed in writing and signed by both parties for two additional five-year periods, this amendment marks the start of the second five-year extension. This agreement continues to require annual appropriation, funding section (II. F) has been amended each year since 2012.

The following table shows the history and compensation in the current contract for these services.

<u>Document</u>	<u>Approved by Council</u>	<u>Action Memorandum</u>	<u>Compensation</u>
Contract for Services	February 14, 2012	AM 12-012	\$ 40,000
Amendment #1	February 26, 2013	AM 13-011	\$ 44,000
Amendment #2	January 28, 2014	AM 14-010	\$ 44,000
Amendment #3	January 13, 2015	AM 15-009	\$ 46,200
Amendment #4	March 8, 2016	AM 16-023	\$ 46,200
Amendment #5	February 28, 2017	AM 17-013	\$ 46,200
Amendment #6	March 1, 2018	AM-18-023	\$ 46,200
Amendment #7	February 12, 2019	AM-19-016	\$ 46,200
Amendment #8	January 28, 2020	AM 20-005	\$ 46,200
Amendment #9	January 12, 2021	AM-21-003	\$ 46,200

**Administration’s Recommendation:**

Approve Action Memorandum No. 22-003 Authorizing the City Manager to Sign Palmer Museum of History and Art’s Services Contract Amendment No. 10

Agreement Between  
City of Palmer and Palmer Museum of History and Art  
For Curatorial, Archival and Museum Services

**AMENDMENT NO. 10**

This Amendment, dated \_\_\_\_\_, 2022 amends the Agreement for curatorial, archival and museum services approved by Palmer City Council on February 14, 2012, between the City of Palmer (City) and Palmer Museum of History and Art (PMHA) as follows:

II.F. Subject to the provisions of this Agreement, as compensation for PMHA's services, the City shall pay PMHA, the amount of \$55,400. As approved by the City Council in the FY 2022 Budget, the City shall pay Contractor as follows:

At signing	\$26,200
April 1, 2022	\$13,000
June 1, 2022	\$8,000
October 1, 2022	\$8,200
TOTAL	\$55,400

CITY OF PALMER

PALMER MUSEUM OF HISTORY AND ART

\_\_\_\_\_  
John Moosey, City Manager

\_\_\_\_\_  
Patricia R. Chesbro, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

STATE OF ALASKA            )  
  ) ss.  
THIRD JUDICIAL DISTRICT )

On \_\_\_\_\_, 2022, Patricia R. Chesbro personally appeared before me,

1.    [ ]    who is personally known to me
2.    [ ]    whose identity I proved on the basis of \_\_\_\_\_
3.    [ ]    whose identity I proved on the oath/affirmation of \_\_\_\_\_,  
a credible witness to be the signer of the Amendment No. 10 of the Contract for

Curatorial, Archival and Museum Services between the City and the Palmer Museum of History and Art and she acknowledged that she signed it.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

STATE OF ALASKA            )  
  ) ss.  
THIRD JUDICIAL DISTRICT )

On \_\_\_\_\_, 2022, John Moosey, City Manager, personally appeared before me, who is personally known to me, to be the signer of the above document, and he acknowledged that he signed it on behalf of the City of Palmer.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_



**City of Palmer  
Action Memorandum No. 22-004**

**Subject:** Authorizing the City Manager to Sign Amendment No. 2 Palmer Museum of History and Art's Management Service Contract Amendment for Operation of the Visitor Information Center in the Amount of \$75,115.00 to Reflect 2022 Payments


**Agenda of:** January 11, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Brad Hanson, Director Community Development

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development		December 15, 2021
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **75,115.00**

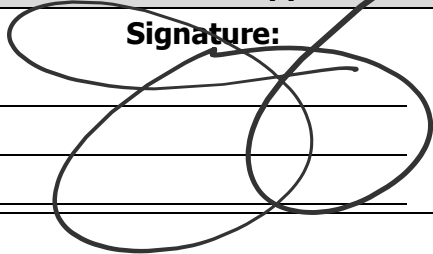
- This legislation (√):
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
  - Creates expenditure in the amount of:                      \$ 75,115.00
  - Creates a saving in the amount of:                      \$ \_\_\_\_\_
  - Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    01-01-20-6030 Contractual Services
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature: 

**Approved for Presentation By:**

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

**Attachment(s):**

1. Amendment No. 2 to Management Service Contract for Visitor Information Services

**Summary Statement/Background:**

The Palmer Visitor Center is operated under a contract with the Palmer Museum of History and Art (PMHA). This management service contract is for a five-year period, beginning in 2020, with an option to extend an additional five one-year extensions. The Visitor Information management service contract is fixed price of \$75,115.00 per year.

The management service contract requires the PMHA to support and promote any City initiated marketing or promotional strategy and to staff seasonal operations from May 1 thru September 15 each year. Any alterations, additions, or improvements to the physical appearance for the Visitor Information Center facility or its grounds requires prior approval. PMHA has satisfactorily performed the duties and obligations for Visitor Information Services for the past 12 years.

PMHA was originally awarded a contract for visitor Information services on March 24, 2009, and there were five one-year extensions to the 2009 contract. In March 2015 PMHA was awarded the contract in the amount of \$61,400 per year. The 2015 contract was extended to a five-year service agreement with allowance for two additional one-year periods extensions, by a mutual written agreement. In 2017 PMHA and the City negotiated a new Visitor Information Service Contract price of \$70,115 and continued for the 2018 and 2019 contract years. On December 10, 2019, City Council approved the current contract for a five-year period beginning in 2020 and ending December 31, 2025.

**Administration's Recommendation:**

To approve Action Memorandum No. 22-004 Authorizing the City Manager to Execute an Amendment No. 2 to provide Visitor Information Services.

Contract  
For  
Visitor Information Services

**AMENDMENT NO. 2**

This Amendment, dated \_\_\_\_\_, 2022 amends the Contract for Visitor Information Services approved by City Council, December 10, 2019, between the City of Palmer (City) and the Palmer Museum of History and Art (PMHA), as follows:

The payment schedule outlined in Section II 1. Payment and Performance is amended to read as follows to reflect the following payment dates in 2022:

- A. Subject to the provisions of this contract, as compensation for all of the Contractor's services, the City shall pay Contractor the amount of \$75,115. The City shall pay as follows:

At signing	\$25,115
May 1, 2022	\$16,000
June 1, 2022	\$11,000
July 1, 2022	\$11,000
August 1, 2022	<u>\$12,000</u>
TOTAL	\$75,115

CITY OF PALMER

PALMER MUSEUM OF HISTORY AND ART

\_\_\_\_\_  
John Moosey, City Manager

\_\_\_\_\_  
Patricia R. Chesbro, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

STATE OF ALASKA            )  
  ) ss.  
THIRD JUDICIAL DISTRICT )

On \_\_\_\_\_, 2022, Patricia R. Chesbro personally appeared before me,

1.    [    ]    who is personally known to me
2.    [    ]    whose identity I proved on the basis of \_\_\_\_\_

3. [ ] whose identity I proved on the oath/affirmation of \_\_\_\_\_,  
a credible witness to be the signer of the Amendment No. 2 of the Contract for Visitor  
Information Services between the City and the Palmer Museum of History and Art and  
she acknowledged that she signed it.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

STATE OF ALASKA                    )  
  ) ss.  
THIRD JUDICIAL DISTRICT    )

On \_\_\_\_\_, 2022, John Moosey, City Manager, personally appeared before me, who  
is personally known to me, to be the signer of the above document, and he acknowledged that  
he signed it on behalf of the City of Palmer.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_

**City of Palmer  
Action Memorandum No. 22-005**

**Subject:** Authorize the City Manager to Execute a Contract Addendum with HDL Engineering Consultants, LLC in the amount of \$124,272.00 for additional design work associated with the 2021 Taxiway (N) November Design Project for the new Aircraft Parking Apron E.

**Agenda of:** January 11, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Frank J. Kelly, Airport Superintendent

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **124,272.00**

This legislation (√):

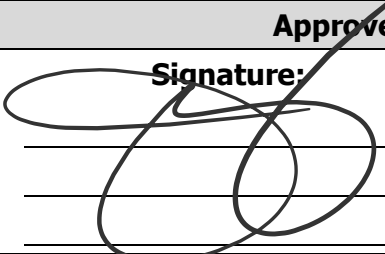
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 124,272.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    30-30-10-6275 Matching Grant Funds
- Not budgeted                      \_\_\_\_\_

Director of Finance Signature:    

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager	<u></u>	_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

1. HDL Engineering Consultants Taxiway (N) November Amended Scope and Cost for Apron E Proposal Dated December 16, 2021
2. Existing Apron E Area Layout
3. Preliminary Apron E Design Concept

### **Summary Statement/Background:**

Currently during summer operations, the airport has at times developed a waiting list for small aircraft tie down spaces. In order to accommodate more aircraft parking customers, a new tie down apron is needed and warranted. In addition, the airport does not offer any tie downs with electrical service for aircraft headbolt heaters and all small aircraft parking customers must currently use a small generator to preheat the engine for wintertime operations. There has been a constant request for electrified tie downs that has never been met at the Palmer Municipal Airport and business is being lost along with spinoff revenue from fuel flowage fee and other sales tax receipts that would be gained from those planes getting serviced in Palmer.

Due to the environmental documentation requirements associated with the ongoing Avigation Easement Planning Study Phase II, the Acquire Avigation Easement and Mitigation Project has been postponed until 2023 and the FAA has agreed to flip flop projects and finds the Apron E project eligible and justified for funding in 2022. Although the project is symbiotic with the TW November project and will be bid at the same time as an added alternative, the FAA funding will come from a separate grant at a reimbursement rate of 93.75%. In combining these projects for design and bidding purposes, it is anticipated that the construction bidding will be lower than two stand alone projects. For example, HDL Engineering Consultants original cost estimate for the design work of Apron E as a separate project was quoted at \$184,840.00, but combining it into the design work of TW November and bidding it at the same time, the effort as a fixed bid, was lowered to \$124,272.00 a \$60,568.00 savings.

It is the intent of this project to relocate, repurpose, and renovate the Old Woods Hangar to a new ARFF facility located on the Fire Training & Rescue Center airport lease lot. The FAA will not participate in any ARFF funding at our airport because we are not a certificated part 139 operation, and this repurposing is intended to save the City many hundreds of thousands of dollars instead of a new building. ARFF capabilities are important as the new TW November is designed for larger aircraft and will help to attract and retain their presence. Forestry would like to bring in fire crews directly to Palmer and avoid Anchorage International and the costs associated with those logistics, but Palmer needs ARFF capabilities for this to happen. As such Forestry has also agreed to provide monetary compensation to the City to staff the ARFF vehicle when their flights are coming in and out of PAQ. The Airport Enterprise Fund is self-funding the upfront design and grant initiation costs, but the complete project to set the repurposed hangar on a new foundation and make it suitable for operations will require additional general fund assistance. A new self-funded ARFF facility on the Fire and Rescue Training Center lease lot will provide an aeronautical purpose to part of this area which should be recognized by the FAA and allow the City a lower leasing rate and extend the Fire Training Center time frame on airport grounds.

Once the anticipated FAA grant funding is awarded, the City will be reimbursed all of this upfront costs at 93.75% and will be able to roll the funding into the matching portion of the new Apron E construction grant.

### **Administration's Recommendation:**

Approve Action Memorandum No. 22-005

December 16, 2021

Frank Kelly, Airport Superintendent  
 City of Palmer  
 231 W. Evergreen Avenue  
 Palmer, Alaska 99645

RE: Proposed Amended Scope and Cost for Apron E  
 Proposal #16-01 PAQ – Task 15 Construct Taxiway N

Mr. Kelly:

HDL Engineering Consultants (HDL) is pleased to present this proposal to the City of Palmer (City) for engineering services for the design of the proposed Apron E at the Warren “Bud” Woods Palmer Municipal Airport.

We anticipate that the Apron E project will be combined with the Taxiway N project for bidding and construction. Anticipated project components include:

1. Removal of the “Old Woods Air” Hangar by demolition or relocation.
2. Construction of an approximately 3-acre, paved, general aviation parking apron north of the west end of Runway 10/28, including a taxilane connection to Taxiway J. The new apron will include aircraft tie-downs, electrical outlets, apron lighting, and pavement markings.

### SCOPE OF WORK

#### TASK 15.1—SURVEYING AND MAPPING

HDL will perform a detailed field survey to map all additional existing planimetric and topographic features for design of Apron E following the scope of services for Taxiway N (per the proposal dated April 28, 2021), with the following modifications:

**Survey Control:** HDL will use the existing airport control monuments recently confirmed for the Taxiway N surveying and mapping to support this survey.

**Topographic Design Survey:** Our field crew will perform the topographic design survey following the scope of services for Taxiway N. The data from the field survey will be reduced and seamlessly meshed with the Taxiway N topographic drawing mapped in Civil 3D, including a seamless Triangulated Irregular Network (TIN) surface model to facilitate design.

#### TASK 15.2—GEOTECHNICAL EVALUATION

HDL will conduct an additional geotechnical evaluation for Apron E, similar to the scope of services for the Taxiway N project. Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5320-6G recommends borings performed for the evaluation of aircraft aprons should have a spacing of 1 boring per 10,000 square feet of pavement.

The following additional borings will be performed:

CIVIL  
ENGINEERING

GEOTECHNICAL  
ENGINEERING

TRANSPORTATION  
ENGINEERING

ENVIRONMENTAL  
SERVICES

PLANNING

SURVEYING  
& MAPPING

CONSTRUCTION  
ADMINISTRATION

MATERIAL  
TESTING

REAL ESTATE  
SERVICES

- Ten (10) borings will be conducted in Apron E to a depth of 10 feet below the existing ground surface (bgs).
- Two (2) borings will be conducted in Apron E to a depth of 15 feet bgs.

We anticipate the proposed drilling will be completed in one (1) day. The drill rig will be equipped with an FAA-approved flag marker on the mast and our field crew will follow necessary safety precautions.

We will add the results of our evaluation and recommendations for Apron E to the geotechnical report for the Taxiway N project.

### **TASK 15.3—ENGINEER’S DESIGN REPORT**

We will add the Apron E project to the EDR for Taxiway N, including discussion of additional alternatives. One additional alternative to be analyzed is the differential cost of demolishing the “Old Woods Air” hangar versus relocating the building to another site on the airport.

We will prepare preliminary plans for Apron E as a separate schedule of work, but part of the overall construction package. As part of the preliminary design, we will review the wind patterns and determine the preferred tie-down orientation. We will also prepare a preliminary cost estimate for the work.

### **TASK 15.4—CONSTRUCTION SAFETY & PHASING PLAN**

We will add the Apron E project to the Construct Safety & Phasing Plan (CSPP) underway for Taxiway N. Additions will consider the limits of work, construction sequencing, haul routes, runway and taxiway safety areas, utilities, disposal areas, stockpile areas, staging areas, and temporary operational areas.

### **TASK 15.5—PUBLIC INVOLVEMENT**

We will add the Apron E project to the Taxiway N project public involvement effort; however, we do not anticipate any additional effort because of the apron project.

### **TASK 15.6—PLANS, SPECIFICATIONS & ESTIMATE**

We will add the Apron E project to the Taxiway N plans, specifications, and cost estimate, following the Taxiway N scope of services.

### **TASK 15.7—BIDDING AND GRANT ASSISTANCE**

We will add the Apron E project to the Taxiway N bidding assistance and draft FAA grant application effort, following the Taxiway N scope of services.

## **ASSUMPTIONS**

The following assumptions were used in developing this fee proposal:

1. Environmental documentation will be completed by separate contract.
2. A CSPP for surveying and geotechnical evaluation fieldwork is not required.
3. Field surveying will be performed in the conditions of winter 2022. Despite our best efforts, the quality of the data and resulting topographic design surface may be adversely affected by the winter snow/ice conditions.



4. Previously set deep-rod control monuments “PAQ D”, “PAQ E” and “PAQ F” still exist and are in good condition, as verified from the Taxiway N survey. No new deep-rod survey control monuments will need to be set.
5. GPS survey methods will be used where possible and supplemented by conventional survey techniques where needed.
6. Geotechnical drilling will take place during the day. HDL will be responsible for coordinating with the City to post any NOTAMs required for drilling.
7. FAA Form 7460 will require approval from FAA prior to drilling. The review and approval process can take up to 45 days.
8. Borings will be backfilled with cuttings and granular soil (as needed). Any remaining cuttings will be spread this on the site.
9. Borings are accessible by truck mounted drill rig.
10. The City will provide any snow removal needed for access by truck mounted drill rig.
11. The City will coordinate access to the site and provide locations of utilities not marked by Alaska Digline.
12. Building removal/demolition will not include design for a new site/foundation or remediation of any environmental contamination.
13. The Apron E project will be added to the Taxiway N project. The combined project will be bid in one package, one time, using additive alternates where needed to maximize the use of available funding. Alternates will be determined from the 65 percent submittal.

### SCHEDULE

We anticipate a contract award and receiving an NTP in January 2022. We anticipate bid-ready documents will be delivered in April 2022.

### FEE

We propose to provide the aforementioned services on a firm fixed price basis for **\$124,272**. We will track this work using a special subtask to separate it from the time and expenses work performed in the original scope.

Thank you for your confidence and we look forward to continuing our work with you. Please contact me if you have any questions.

Sincerely,

HDL ENGINEERING CONSULTANTS, LLC

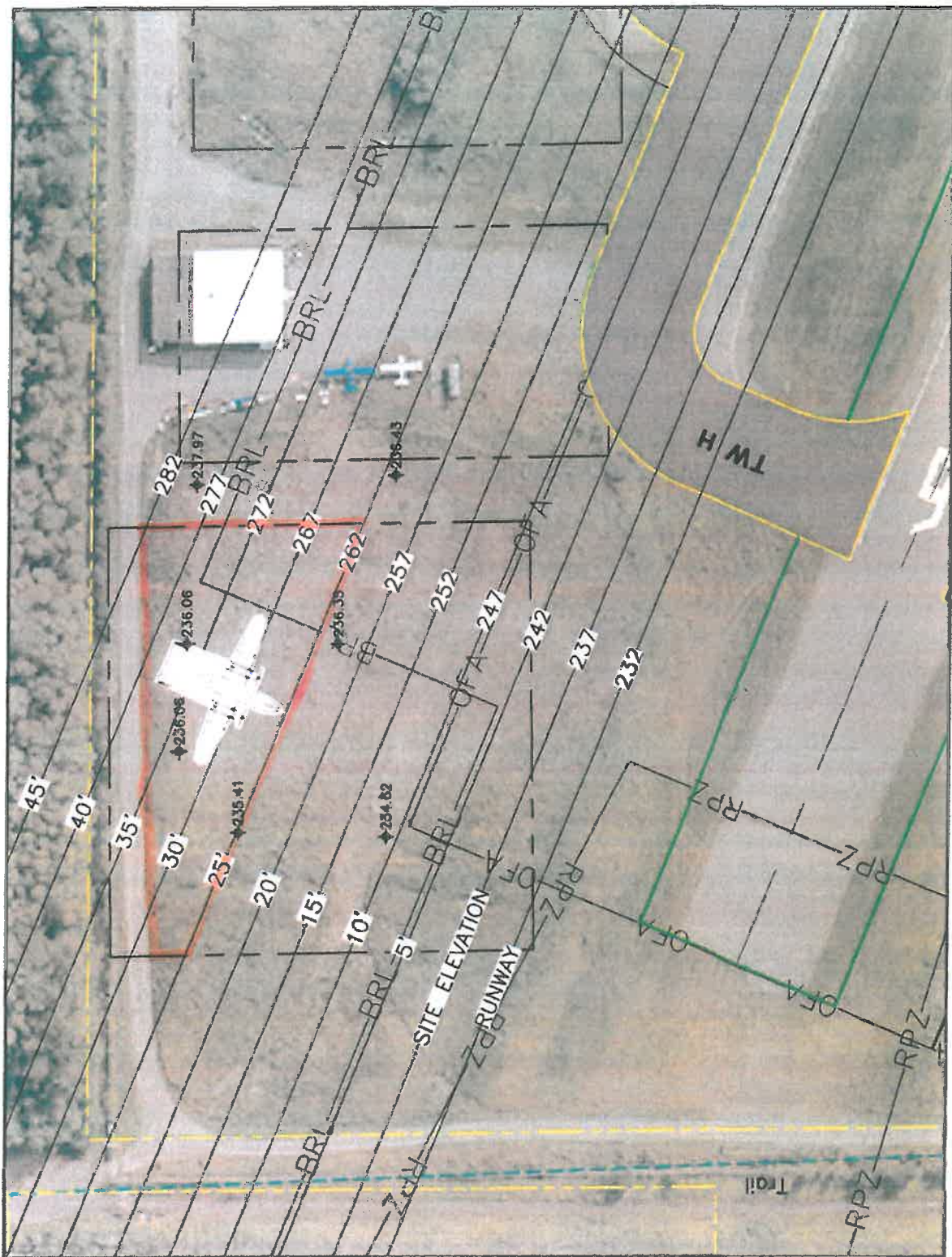


David Lundin, PE

Principal / Civil & Environmental Engineer

attach: Proposed Cost Worksheet Summary (dated 12/16/2021)







**City of Palmer  
Action Memorandum No. 22-006**

**Subject:** Confirming the Mayor's Nomination of Richelle Carmichael for Appointment to the Parks and Recreation Advisory Board with Term Ending December 31, 2024

**Agenda of:** January 11, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:** Mayor Carrington via City Manager's Office

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

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


- This legislation (√):
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
  - Creates expenditure in the amount of:                      \$ \$750.00/year
  - Creates a saving in the amount of:                      \$ \_\_\_\_\_
  - Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager	<u></u>	_____
City Attorney	_____	_____
City Clerk	_____	_____

**Attachment(s):**

1. Board Commission Application
2. Reason for Applying Question/Answer
3. Resume

**Summary Statement/Background:**

The Parks and Recreation Advisory Board is a seven-member board with two seats that expired December 31, 2021. One of those seats was filled by Ryan Richard.

Public notice of this recruitment was posted on the City’s website, published in The Frontiersman, and posted on the City of Palmer’s social media sites.

One application was received, as noted below.

Applicant was:

1. Richelle Carmichael

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

Original applications are retained in the City Manager’s Office.

**Administration’s Recommendation:**

Approve Action Memorandum No. 22-006.



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

**Application for City Board or Commission**

Date: \_\_\_\_\_

Name of Board/Commission Applying For: \_\_\_\_\_

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s):

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Member or active interest in the following organizations:

\_\_\_\_\_  
\_\_\_\_\_

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

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

Signature richell carmichael Date \_\_\_\_\_

**For office use only:**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Attachments?  Yes  No

Appointed:  Yes  No AM No.: \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_

Reappointment Date(s): \_\_\_\_\_

Date Left Board or Commission: \_\_\_\_\_

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

Being a lifelong Palmer community member, and raising my family here, I am interested in being an advocate for our communities parks, recreation and cultural programs. I am interested in seeing the continued support and growth of this department. I believe that my experience with active youth, as well as my use of these facilities first hand, gives me the understanding to help support the City Council on matters relating to the parks, recreation and cultural programs.



# Richell M. Carmichael

PO Box 4059

Palmer, AK 99645

(907).982.7120

Email: richellcarmichael@gmail.com

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## Summary

Solutions-oriented financial professional with experience of financial analysis and management in both the for profit and non-profit sectors.

## Education

Masters in Business Administration University of Colorado - Colorado Springs, CO  
Concentration: Management and Finance

Bachelor of Science, Business Administration University of Northern Colorado - Greeley, CO  
Graduation Date: December 2004  
Major: Finance

## Work Experience

Owner & CEO NorthStar Supply, LLC, Palmer, AK  
2017 to Present Daily operations of the business to include: financial, marketing strategies, purchasing and procurement decisions, human resources, relationship development of vendors and customers, and other duties as needed.

Finance Manager Yukon River Drainage Fisheries Association, Anchorage, AK  
2010 to Present Handle all day-to-day office and financial operations for the organization including accounts payable, accounts receivable, payroll, personnel documentation and benefit management, operation and project budget development and tracking and grant financial management.

- Assist independent auditor in annual single audit and 990
- Work with the Department of the Interior to develop an Indirect Cost Rate for grant use
- Regularly report financials to Board of Directors
- Monitor approved budget expenditures, and report deviations
- Track Financial obligations and assets
- Complete draw downs from granting sources, and manage reporting requirements and timelines

Finance Manager Alaska Marine Conservation Council, Anchorage, AK  
2011 to 2017 Handle all financial needs on a contract basis. Accounts payable, receivable, personnel documentation, benefit management, budget development and tracking and grant financial management.

- Assist independent auditor in completing annual audit and 990
- Report all financials to Board of Directors
- Assist in annual fundraising events
- Monitor approved budget expenditures, and report deviations

- Business Banker Wells Fargo, Wasilla, AK  
2007 to 2010 Open and maintain business accounts and loans. Work with clients to earn and maintain their business, deciphering what their individual needs are and matching those needs with a Wells Fargo product.
- Analyze business and personal financials to help consult on best business practices
  - Examine debt to income ratios, current assets and liabilities, receivables and payables for financing potential
  - Stay abreast to the current market and financial news to be an effective financial advisor for my customers
  - Manage customers private information, upholding integrity with confidential information

## **Memberships & Organizations**

Palmer Chamber of Commerce - Member  
Alaska General Contractors Association - Member  
Palmer High School Hockey - Off Ice Coach

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**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on November 23, 2021, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Deputy Mayor Carrington called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

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

Steve Carrington, Mayor	Pamela Melin, Deputy Mayor
Richard W. Best (on Zoom)	Brian Daniels
Sabrena Combs	Jill Valerius (on Zoom)

Staff in attendance were the following:

John Moosey, City Manager	Michael Gatti, City Attorney (on Zoom)
Shelly M. Acteson, CMC, City Clerk	

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve the Agenda as presented**

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

**E. AUDIENCE PARTICIPATION (3 minutes per person)**

Christie Wyzykowski:

- Spoke in favor of funds to support the renovation of the tennis courts and the importance of the lifelong sport.

Noah Whitney:

- Voiced support for the tennis court renovation project and explained the positive impact of the sport.

Linzay McGenee:

- Commented favorably on the ongoing need for maintenance of the tennis courts as a tennis coach.

Jennifer Anderson:

- Emphasized the importance of tennis as a lifelong sport for individuals and requested support for the tennis court renovation project.

Debra Bushnell:

- Uses the Palmer tennis courts on a regular basis and spoke in favor of renovations to the courts.

Noah Wilkins:

- Spoke in favor of tennis and explained the value of renovating and maintaining the courts.

**F. NEW BUSINESS**

1. **Committee of the Whole:** Presentation of the 2022 Budget (Note: action may be taken by the Council following Committee of the Whole)
  - a. City of Palmer Budget
  - b. City of Palmer Pay Plan
  - c. City of Palmer Fee Schedule
  - d. City of Palmer Fine Schedule
  - e. City of Palmer Capital Improvement Program

**Main Motion: To Enter Into Committee of the Whole**

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

City Manager Moosey discussed proposed personnel changes to the 2022 budget.

Gina Davis, Finance Department Director, provided a brief synopsis of the Finance Department budget.

A brief question and answer period followed the presentation.

The council exited the Committee of the Whole at 6:51 p.m.

**G. RECORDS OF ITEMS PLACED ON THE TABLE**

**H. COUNCIL MEMBER COMMENTS**

**I. ADJOURNMENT**

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

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2022.**

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk

\_\_\_\_\_  
Steve Carrington, Mayor

**A. CALL TO ORDER:**

A regular meeting of the Palmer City Council was held on November 23, 2021, in the Council Chambers, Palmer, Alaska. Deputy Mayor Carrington called the meeting to order at 7:00 p.m.

**B. ROLL CALL:**

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

Steve Carrington, Deputy Mayor	Sabrena Combs
Pamela Melin	Brian Daniels
Jill Valerius (on Zoom)	

Council Member Best was absent and excused.

Staff in attendance were the following:

John Moosey, City Manager	Shelly M. Acteson, CMC, City Clerk
Michael Gatti, City Attorney (via Zoom)	

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

1. Approval of Consent Agenda
  - a. **Action Memorandum No. 21-064:** Approving Mayor DeVries' Resignation, Declaring the Seat Vacant, Effective November 21, 2021, in Accordance with PMC 2.05.070
2. Approval of Minutes of Previous Meetings
  - a. September 14, 2021, Regular Meeting

**Main Motion: To approve the Consent Agenda and Minutes.**

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

**E. ADMINISTRATION OF OATH OF OFFICE TO INCOMING MAYOR STEVEN J. CARRINGTON**

Council Member Steven J. Carrington was sworn in as Mayor.

**F. COMMUNICATION AND APPEARANCE REQUESTS**

**G. REPORTS**

1. City Manager’s Report

City Manager Moosey reported on the following:

- Congratulated Mayor Carrington.

2. Mayor’s Report

Mayor Carrington reported on the following:

- Shop Palmer event.

3. City Clerk’s Report

City Clerk reported on the following:

- Deputy Clerk position posted on the website.

4. City Attorney reported on the following:

- Congratulated Mayor Carrington.

**H. AUDIENCE PARTICIPATION**

Mike Coons:

- Questioned the need for the City to spend funds on a study to local and national elections.

Jackie Goforth:

- Spoke in favor of honesty, integrity and ethical interactions.
- Read aloud from the City Code of Ethics.

Connie Yoshimura:

- Provided an update on the Cedar Park Subdivision.

Cindy Hudgins:

- Questioned ties between the city and the local newspaper and Radio Free Palmer

Mike Chmielewski:

- Refuted statements made by a member of the public concerning visits to his home by council members.
- Commented on 2 studies discussed by council concerning pay wages and tennis courts.

A brief at ease was called by Mayor Carrington.

**I. PUBLIC HEARINGS**

- 1. Ordinance No. 21-019:** Amending Palmer Municipal Codes 2.04.080, 2.20.080, 2.22.080, 2.25.080 and 2.30.080 to Modify the Start Time of Meetings from 7:00 p.m. to 6:00 p.m.

Mayor Carrington opened the public hearing on Resolution No. 21-019. Seeing no one come forward and hearing no objection from the Council, Mayor Carrington closed the public hearing.

**Main Motion: To Approve Ordinance No. 21-019**

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

- 2. Ordinance No. 21-020:** Amending the Palmer Municipal Code 3.16 Sales Tax, to Create Certain Uniform Provision for the Collection and remittance of Sales Tax in Alignment with the Alaska Remote Sellers Sales Tax Code PMC 3.16.300, Alaska Remote Sellers Sales Tax Code Adopted by Reference.

Mayor Carrington opened the public hearing on Ordinance No. 21-020. Seeing no one come forward and hearing no objection from the Council, Mayor Carrington closed the public hearing.

**Main Motion: To Approve Ordinance No. 21-020**

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

- 3. Resolution No. 21-037:** A Resolution of the Palmer City Council Identifying the City of Palmer’s Capital Project Priorities for State, Federal and Other Interested Parties Funding

Mayor Carrington opened the public hearing on Resolution No. 21-037. Seeing no one come forward and hearing no objection from the Council, Mayor Carrington closed the public hearing.

**Main Motion: To Approve Resolution No. 21-037**

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

- 4. Resolution No. 21-038:** A Resolution of the City of Palmer Authorizing the City Manager to Accept, Appropriate and Execute the Federal ARPA Grants Funded by the Institute of Museum and Library Services for the Palmer Public Library for Pandemic Modifications in the Amount of \$45,295

Mayor Carrington opened the public hearing on Resolution No. 21-038.

Cindy Hudgins:

- Questioned the oversight of the funds.

Mike Coons:

- Expressed concern with Federal oversight of the funds.

City Manager Moosey provided a brief staff report of the plans for the funds.

**Main Motion: To Approve Resolution No. 21-038**

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

**J. UNFINISHED BUSINESS**

The Council did not enter into Committee of the Whole.

**K. NEW BUSINESS**

- 1. **Action Memorandum No. 21-061:** Authorizing the City Manager to Negotiate and Execute a Three-Year Contract for Professional Audit Services

**Main Motion: To Approve Action Memorandum No. 21-61**

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

- 2. **Action Memorandum No. 21-62:** Authorizing the City Manager to Execute an Assignment of Lease Agreement with CIG, LLC (Assignor) and 800 E Yukon, LLC (Assignee) for PMA Lease No. 19-002, on Lease Lot 13, Block 3, Palmer Municipal Airport for the Purpose of Transferring the Lease to a New Real Estate Holding Entity

**Main Motion: To Approve Action Memorandum No. 21-062**

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

- 3. **Action Memorandum No. 21-063:** Authorize the City Manager to Negotiate and Execute a Contract with a Selected Law Firm for Legal Services for the City of Palmer Not to Exceed \$160,000 from the Request for Proposals RFP 3 21-01CC

**Main Motion: To Approve Action Memorandum No. 21-063**

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

- 4. **Action Memorandum No. 21-065:** Approving a Council Community Grant to Palmer Hockey Association for Alaska Army National Guard Stars and Striped Hockey Tournament

**Main Motion: To Approve Action Memorandum No. 21-065**

Moved by:	Valerius
Seconded by:	Combs
Vote:	Unanimous NO votes
Action:	Motion FAILED for lack of a majority vote

Discussion ensued concerning the grant request for an event that had already occurred. City Manager Moosey provided an overview of the request.



5. **Action Memorandum No. 21-066:** Approving a Council Community Grant to Palmer Hockey Association for Air Force Aim High Junior Varsity Hockey Tournament

**Main Motion: To Approve Action Memorandum No. 21-065**

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

**Primary Amendment #1: To change the grant amount o \$1,000**

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

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

**M. AUDIENCE PARTICIPATION**

Cindy Hudgins:

- Commented on the biased, liberal, and left-wing nature of the newspaper used by the city.

Jackie Goforth:

- Explained the term “gaslighting” and commented on the book “The Real Anthony Fauci”.

Mike Coons:

- Requested Council entertain the idea of becoming a sanctuary city concerning vaccine mandates.
- Noted he is Commissioner on the Commission on Aging, and requested the Council sign a quarterly ethics form.

**N. EXECUTIVE SESSION**

The Council did not hold an Executive Session.

**O. COUNCIL COMMENTS**

Council Member Valerius:

- Thanked the City Manager and staff for all the work on the budget.
- Provided an overview of noteworthy AML Conference virtual sessions.
- Commented favorably on the Buy Alaska Program.
- Clarified that she was not in attendance at Ms. Henricksen’s home as stated earlier in the meeting.

Council Member Combs:

- Commented on AML Conference sessions, including rank choice voting.
- Thanked City Manager for the well put together budget.
- Commented on the upcoming Shop Small Saturday event.

Council Member Daniels:

- Thanked Mayor Carrington on a well-run meeting.
- Commented on the importance of the upcoming Small Business Saturday event.

Council Member Melin:

- Thanked Manager Moosey and Finance Director Gina Davis for their work on the budget and their patience with responding to budget questions.

**P. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 8:18 p.m.

**APPROVED this \_\_\_\_ day of January, 2022.**

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Shelly M. Acteson, CMC, City Clerk

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Steve Carrington, Mayor

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on December 7, 2021, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

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

Steve Carrington, Mayor	Pamela Melin, Deputy Mayor
Richard W. Best (on Zoom)	Brian Daniels
Sabrina Combs	Jill Valerius (on Zoom)

Staff in attendance were the following:

John Moosey, City Manager	Michael Gatti, City Attorney (on Zoom)
Shelly M. Acteson, CMC, City Clerk	

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve the Agenda as presented**

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

**E. AUDIENCE PARTICIPATION (3 minutes per person)**

Julie Estey, Matanuska Electric Association Representative, presented the City with a capital credit check in the amount of \$9,405.17.

**F. NEW BUSINESS**

1. **Committee of the Whole:** Presentation of the 2022 Budget (Note: action may be taken by the Council following Committee of the Whole)
  - a. City of Palmer Budget
  - b. City of Palmer Pay Plan
  - c. City of Palmer Fee Schedule
  - d. City of Palmer Fine Schedule
  - e. City of Palmer Capital Improvement Program

**Main Motion: To Enter Into Committee of the Whole**

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

City Manager Moosey discussed proposed personnel changes to the 2022 budget.

Finance Director Gina Davis and Public Works Director Jude Balifer were in attendance to respond to Council questions.

The council exited the Committee of the Whole at 7:02 p.m.

**Main Motion: To Approve a 2021 bonus of \$1,000 to all full-time employees and \$500 bonus to all Part Time Employees**

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

Discussion followed, and Finance Director Gina Davis provided information concerning the financial impact of the motion.

**G. RECORDS OF ITEMS PLACED ON THE TABLE**

- Memo from Manager Moosey regarding 2022 budget amendments

**H. COUNCIL MEMBER COMMENTS**

Council Member Daniels:

- Thanked MEA for the capital credits check to the city.
- Thanked staff for the informative budget presentations.
- Read aloud the Findings of Ethics Investigation 10-13-21 memo from Police Chief Dwayne Shelton.
- Respectfully requested that Council Member Best resign.

Council Member Best:

- Questioned Council Member Daniels' assertions.
- Recapped the City Code of Ethics document.
- Requested a review of the situation.

Deputy Mayor Melin:

- Thanked MEA for the check to the city.
- Expressed excitement for the upcoming Colony Christmas event.

Council Member Combs:

- Looking forward to further discussion concerning the report from Chief Shelton.
- Commented favorably on proactive planning for city projects.
- Remarked on the fun filled Colony Christmas event.
- Spoke in favor of the employee bonus approved earlier in the meeting.

Council Member Valerius:

- Commented favorably on planning out future city projects and the Colony Christmas event.
- Spoke in favor Council exhibiting decorum, professionalism, and “doing the right thing”.

## **I. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 7:26 p.m.

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2022.**

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk

\_\_\_\_\_  
Steve Carrington, Mayor



City of Palmer  
231 West Evergreen Avenue  
Palmer, AK 99645

Attn: Shelly Acteson

RE: Palmer City Council Recall

Dear Ms. Acteson,

As a longtime resident of the Great Palmer Area, and continuing monetary contributor to the businesses of Palmer, I would like it read into the record, that I support the upcoming recall vote and would have most certainly voted in favor of the recall, had I been able to vote.

Furthermore, I find it absurd that only residents of voting districts 11-070 and 11-075 can vote on City policies.

In my opinion, residents like myself who live outside of those two districts, should have the right to vote on matters that affect us. We willingly spend our time and hard-earned money supporting local business and the taxes generated from those expenditures should account for something other than having others dictate policies for us.

Again, I request that this be read into the record.

Kind regards,

Robert Reid





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**From:** Debbie Richards <aksweetz@me.com>  
**Sent:** Friday, December 31, 2021 11:25 AM  
**To:** Shelly Acteson  
**Cc:** City Clerk  
**Subject:** Citizen Concerns

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please read this into the public record at the next Palmer City Council Meeting.

To Whom It May Concern:

In a Memo to John Moosey from Scott Brandt-Erichsen dated September 15, 2021 four Palmer City Council Members were found to have violated the OMA (Open Meetings Act). How are these council members held accountable for such a violation? What does the City of Palmer have in place to build back the trust of the citizens of Palmer that this and other potential/future violations would not occur?

Thank you for your time.  
Debbie Richards  
907-841-1230



**City of Palmer  
Resolution No. 22-006**

**Subject:** Authorize the City Manager to advance \$899,910.28 from the General Fund Unassigned Fund Balance to the Wastewater Treatment Plant Phase 2 Project for the Second Tranche of Coronavirus State and Local Fiscal Recovery Funds

**Agenda of:** January 11, 2022

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    Gina Davis, Finance Director

**Department Review:**

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

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **899,910.28**

This legislation (√):

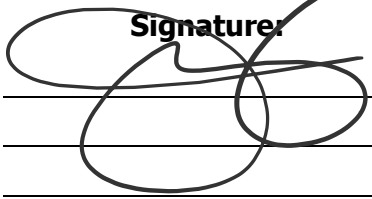
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ \_\_\_\_\_
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted                      01-01-70-6078 Transfer from GF; 24-53-43-6228 CSLFRF Expenses

Director of Finance Signature: *Gina Davis*

**Approved for Presentation By:**

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

**Attachment(s):**

1. Resolution No. 21-024
2. Resolution No. 21-032
3. Resolution No. 22-006

**Summary Statement/Background:**

On July 6, 2021, City Council approved Resolution No. 21-024 accepting the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) Award for Non-Entitlement Units of Local Governments (NEUs) from the Alaska Department of Commerce, Community and Economic Development and authorized the City Manager to negotiate and execute all documents required for issuing and managing the funds on behalf of the City.

On August 24, 2021, City Council approved Resolution No. 21-032 appropriating the CSLFRF Award in the amount of \$1,799,820.57 to be used for the Wastewater Treatment Plant Facility Phase 2 project. The uses of the CSLFRF Award includes investment in water, sewer and broadband infrastructure.

The City received the first tranche of the CSLFRF Award in August in the amount of \$899,910.29. The second tranche of the CSLFRF Award will be received in August of 2022. The Wastewater Treatment Plant Facility Phase 2 Project is on a tight schedule to be completed by July of 2022, before the receipt of the second tranche of CSLFRF Award. The general fund advancing the second tranche of the award would be beneficial in using the entire award for this project and lower the amount of debt the Water/Sewer fund will have to incur with this project. When the City receives the second tranche of the award it would reimburse the general fund for the advancement.

**Administration's Recommendation:**

Approve Resolution No. 22-006

**City of Palmer  
Resolution No. 21-024**

**Subject:** Accepting the Coronavirus State and Local Fiscal Recovery Funds Award to Non-Entitlement Units of Local Governments (NEUs) from the Alaska Department of Commerce, Community and Economic Development

**Agenda of:** July 6, 2021

**Council Action:**     **Approved**                       **Amended:** \_\_\_\_\_  
                                   **Defeated**

**Originator Information:**

**Originator:**    John Moosey, City Manager

**Department Review:**

<b>Route to:</b>	<b>Department Director:</b>	<b>Signature:</b>	<b>Date:</b>
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Certification of Funds:**

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

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: 

**Approved for Presentation By:**

	<b>Signature:</b>	<b>Remarks:</b>
City Manager	<u></u>	_____
City Attorney	<u></u>	_____
City Clerk	<u> Acting City Clerk</u>	_____

**Attachment(s):**

1. Resolution No. 21-024
2. Coronavirus Local Fiscal Recover Fund: Non-Entitlement Unit of Local Government Checklist for Requesting Initial Payment
3. Interim Final Rule
4. FAQ as of June 24, 2021
5. Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions

**Summary Statement/Background:**

On March 11, 2021, President Biden signed into law the \$1.9 trillion relief bill commonly referred to as The American Rescue Plan Act of 2021 (ARPA). Included in ARPA was the Coronavirus State and Local Fiscal Recovery Funds to provide \$350 billion in emergency funding for eligible state, local, territorial and Tribal governments. For local governments under 50,000 in population, considered Non-Entitlement Units of Local Government (NEUs) funding will be passed down through the State based on the NEUs population in comparison to total population of NEUs in the State.

On June 17, 2021, the City of Palmer received notice from the State of Alaska, Department of Commerce, Community and Economic Development that the City has been allocated funds through ARPA for NEUs as distributed through the State of Alaska. The dollar amount will be determined by the final signed State of Alaska budget and the total NEUs participating. The notice required a City of Palmer resolution accepting the award, the City's finalized budget as of January 27, 2020, and authorizing the City Manager as the designated signer.

This award will be paid out in two tranches. The first installment will be made upon receipt of the resolution and the City's interest to receive these funds and the second installment will be made no sooner than 12 months after the date of the first payment.

Additional legislation will be brought forward once the dollar amount has been determined and to budget the spending of these funds.

**Administration's Recommendation:**

Approve Resolution No. 21-024

**LEGISLATIVE HISTORY**

Introduced by: City Manager Moosey

Date: July 6, 2021

Action: Approved

Vote: Unanimous

Yes:

No:

Berberich  
Best  
Carrington  
Combs  
Daniels  
DeVries  
Valerius

CITY OF PALMER, ALASKA

**Resolution No. 21-024**

**A Resolution of the Palmer City Council Accepting the Coronavirus State and Local Fiscal Recovery Funds Award to Non-Entitlement Units of Local Government (NEUs) from the Alaska Department of Commerce, Community and Economic Development**

WHEREAS, the City of Palmer wishes to provide the above described funds for the community of Palmer; and


WHEREAS, the City of Palmer’s total operating budget revenue in effect as of January 27, 2020 was \$16,450,476; and

WHEREAS, the City of Palmer intends to consult the Interim Final Rule for additional information pending it’s finalization and the issuance of Federal Guidance pertaining to the Recovery funds.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council accepts the Coronavirus State and Local Fiscal Recovery Funds Award, and

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Palmer City Council hereby authorizes John Moosey to negotiate and execute any and all documents required for issuing and managing funds on behalf of the City of Palmer. John Moosey is also authorized to execute subsequent amendments to said agreement, based upon the needs of the project.

**Approved** by the Palmer City Council this 6<sup>th</sup> day of July, 2021.

  
Norma I. Alley, MMC, City Clerk

  
Edna B. DeVries, Mayor





**Attachment(s):**

1. Resolution No. 21-032
2. State of Alaska Department of Commerce, Community, and Economic Development Coronavirus Local Fiscal Recovery Fund Agreement

**Summary Statement/Background:**

On March 11, 2021, President Biden signed into law the \$1.9 trillion relief bill commonly referred to as The American Rescue Plan Act of 2021 (ARPA). Included in ARPA was the Coronavirus State and Local Fiscal Recovery Funds to provide \$350 billion in emergency funding for eligible state, local, territorial and Tribal governments. For local governments under 50,000 in population, considered Non-Entitlement Units of Local Government (NEUs) funding will be passed down through the State based on the NEUs population in comparison to total population of NEUs in the State.

On July 6, 2021, City Council approved Resolution No. 21-024 accepting the Coronavirus State and Local Fiscal Recovery Funds Award for NEUs from the Alaska Department of Commerce, Community and Economic Development and authorizing the City Manager to negotiate and execute all documents required for issuing and managing the funds on behalf of City.

On July 27, 2021, the City received the Coronavirus Local Fiscal Recovery Fund Agreement and appendixes A through E. The total award the City of Palmer is to receive is \$1,799,820.57. The City will receive this award in two tranches. The first installment will be received upon receipt of the signed agreement and the second installment will be made one year from the first installment.

Reporting requirements for the NEUs is annually to the Federal Treasury Department by October 31.

The intent of these funds is to be used at the Wastewater Treatment Plant Facility Phase 2 engineering, constructing and installing secondary clarifiers.

**Administration's Recommendation:**

Approve Resolution No. 21-032

**LEGISLATIVE HISTORY**

Introduced by: City Manager Moosey  
Date: August 24, 2021  
Action: Approved  
Vote: Unanimous

Yes:	No:
Berberich	
Best	
Carrington	
Combs	
Daniels	
DeVries	
Valerius	

CITY OF PALMER, ALASKA

**Resolution No. 21-032**

**A Resolution of the Palmer City Council Appropriating the Coronavirus State and Local Fiscal Recovery Funds Award to Non-Entitlement Units of Local Government (NEUs) from the Alaska Department of Commerce, Community and Economic Development in the amount of \$1,799,820.57**


WHEREAS, the City of Palmer wishes to provide the above described funds for the community of Palmer; and,

WHEREAS, the Coronavirus State and Local Fiscal Recovery Funds can be used for water and sewer infrastructure; and,

WHEREAS, the Palmer Waste Water Treatment Plant Facility Phase 2 qualifies for these funds.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Palmer City Council hereby appropriates the Coronavirus State and Local Fiscal Recovery Funds in the amount of \$1,799,820.57 for use at the Palmer Wastewater Treatment Plant Facility Phase 2;

**Approved** by the Palmer City Council this 24<sup>th</sup> day of August, 2021.

  
Edna B. DeVries, Mayor

  
Nichole Degner, Interim City Clerk

**LEGISLATIVE HISTORY**

Introduced by: Manager Moosey

Date: January 11, 2022

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

**Resolution No. 22-006**

**A Resolution of the Palmer City Council Authorizing the City Manager to advance \$899,910.28 from the General Fund Unassigned Fund Balance to the Wastewater Treatment Plant Phase 2 Project for the Second Tranche of Coronavirus State and Local Fiscal Recovery Funds**

WHEREAS, the Wastewater Treat Plant Facility Phase 2 project of engineering, constructing and installing two secondary clarifiers is currently underway; and

WHEREAS, the Coronavirus State and Local Fiscal Recovery Funds were appropriated for this project and the funds are to received in two tranches; and

WHEREAS, the second tranche will not be received until August 2022 after the completion of the project.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby authorizes the City Manager to advance \$899,910.28 from the General Fund Unassigned Fund Balance to the Wastewater Treatment Plant Facility Phase 2 Project for the Second Tranche of the Coronavirus State and Local Fiscal Recovery Funds;

**Approved** by the Palmer City Council this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Steve Carrington, Mayor

\_\_\_\_\_  
Shelly M. Acteson, CMC, City Clerk