

Mayor Steven J. Carrington
Deputy Mayor Pamela Melin
Council Member Richard W. Best
Council Member Sabrena Combs
Council Member Brian Daniels
Council Member Jill Valerius
Council Member Carolina Anzilotti

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

City of Palmer, Alaska
Regular City Council Meeting
February 22, 2022, at 6:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a) **Action Memorandum 22-016:** Authorizing the City Manager to Purchase Two New Patrol Vehicles and Equipment in the Amount of \$108,766.00 and to Purchase the Vehicle Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230 by Attaching to the State of Alaska Contract (Page 3)
2. Approval of Minutes of Previous Meetings
 - a) February 8, 2022, Regular Meeting Minutes (Page 11)

E. COMMUNICATIONS AND APPEARANCE REQUESTS

F. REPORTS

1. City Manager's Report
2. Mayor's Report (Page 17)
3. City Clerk's Report
4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

1. **Resolution No. 22-008:** Appropriation of Funds in the Amount not to Exceed \$213,000 to Finance the Purchase of a New Dredge for the City's Wastewater Treatment, as Required by Federal Consent Decree (Page 19)
2. **Resolution No. 22-009:** Directing the City Manager to Participate and Cooperate with Mat-Su Local Governments in the Federal Building a Better America Grant Program (Page 31)
3. **Resolution No. 21-010:** Authorizing the Execution and Delivery of the RUS Bulletin 1780-27 to Allow for the Long-Term Financing of the Wastewater Utility Treatment Plant Facility Improvements (Pg. 37)
4. **Resolution No. 22-005 A:** Amending the City of Palmer Budget for the Fiscal Year Ending December 31, 2021 (Page 43)
5. **Ordinance No. 22-001:** An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Chapter 12.30 City of Palmer Parks, Recreational and Outdoor Facilities Donation/Memorial Policy and Repealing Ordinance 17-008-S, a City of Palmer Parks, Recreation and Outdoor Facilities Donation Policy (Page 51)

I. UNFINISHED BUSINESS

1. **Action Memorandum 22-009:** Approving a Council Community Grant to United Way of Mat-Su (Page 65)

J. NEW BUSINESS

1. **Action Memorandum No. 22-013:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection of the Matanuska Brewing Company Winery License (Page 73)
2. **Action Memorandum No. 22-014:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection of the License Renewal of Moosehead Saloon (Page 85)
3. **Action Memorandum No. 22-015:** Directing the City Manager to Notify the State of Alaska of the City Council’s Statement of Non-Objection of the License Renewal of the Palmer Alehouse (Page 97)

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

Meeting Date	Meeting Type	Time	Notes
Mar 08	Regular	6pm	
Mar 22	Regular	6pm	
Apr 12	Regular	6pm	
Apr 26	Regular	6pm	
May 10	Regular	6pm	
May 24	Regular	6pm	
Jun 14	Regular	6pm	
Jun 28	Regular	6pm	

**City of Palmer
Action Memorandum No. 22-016**

Subject: Authorizing the City Manager to Purchase Two New Patrol Vehicles and Equipment in the Amount of \$108,766.00 and to Purchase the Vehicle Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230 by Attaching to the State of Alaska Contract

Agenda of: February 22, 2022

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

Originator Information:

Originator: Dwayne Shelton, Chief of Police

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
X	Police		February 1, 2022
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ **108,766.00**

This legislation (√):

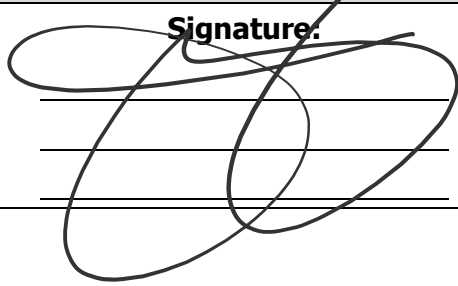
<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
X	Creates expenditure in the amount of:	\$ <u>108,766.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

X	Budgeted	Line item(s): <u>09-01-10-6048 (\$108,766.00)</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Copy of 2022 Police
2. PPD Explorer Quote 1

Summary Statement/Background:

In the 2022 City of Palmer Council approved budget, funds were budgeted for the purchase of two new police patrol vehicle.

This action memorandum authorizes the city manager to purchase two new police vehicle from Kendall Ford at a cost of \$37,573.00 each using the current State of Alaska contract pricing. This action memorandum also authorizes additional funds in the amount of \$16,810.00 per vehicle to be used for the purchase and installation of the emergency vehicle equipment required for safe patrol operations. The emergency equipment and installation will be from Alaska Safety Inc., also using current State of Alaska contract pricing. The total cost to purchase and outfit both vehicles is \$108,766.00.

The City of Palmer Administration chose to take advantage of its ability to attach to the State of Alaska contract for purchase of patrol vehicles for the following reasons:

- The City of Palmer did not bear the expense and resources of preparing and carrying out the typical bid process;
- The City of Palmer, by attaching itself to the State of Alaska that purchases many light duty vehicles per year, enjoys a greater discount versus buying patrol vehicles every few years; and
- The City of Palmer benefits from the fact that the State of Alaska procurement is locked into fuel, freight, and production rates based on last fall's pricing that is normally lower than the escalating fuel and steel surcharges that have increased shipping and production costs.

3.21.230 Governmental and proprietary procurements.

- A. The purchasing officer may contract, without the use of the competitive source selection procedures of this chapter, for the following supplies, services, professional services or construction:
 1. For contracts, including reimbursable agreements, with federal, state or local units of government or utility provider where the city has a financial responsibility or beneficial interest in entering into an agreement.
 2. For contracts issued pursuant to any federal, state, or local government contract where the city is an authorized user, or where the resulting contractor agrees to extend the same terms, conditions, and pricing to the city as those awarded under the original contract, all in accordance with PMC 3.21.240. Such agreements shall be limited to those contracts where the award is issued pursuant to a formally advertised solicitation.
 3. For contracts where the purchasing officer determines in writing that the city's requirements reasonably limit the source for the supplies, services, professional service or construction to one person.
- B. All contract awards under this section, and any amendments thereto, shall be subject to the applicable approval requirements of PMC 3.21.090 prior to execution.
- C. No contractor may provide supplies, services, professional services, or construction to the city before the applicable requirements of this section are first satisfied.

Administration's Recommendation:

Approve Action Memorandum No. 22-016.

Description	Cost	PO TOTAL
<u>FORD EXPLORER, AWD, Police Interceptor MODEL K8A 2022</u>		
0 Ford Explorer, 3.3L V6 White w/ Vinyl Wrapped Black Hood	\$ 37,898.00	\$ -
0 Ford Explorer, 3.3L V6 Random Color - 17 Color Choices	\$ 37,573.00	\$ -
0 Engine 3.3L V6 Hybrid	\$ 3,530.00	\$ -
0 Engine 3.0L V6 EcoBoost	\$ 4,320.00	\$ -
0 Police Perimeter Alert	\$ 675.00	\$ -
0 Rear Camera Activation on Demand	\$ 230.00	\$ -
0 Flat Black Hood (Vinyl Wrapped)	\$ 325.00	\$ -
0 Ballistic Door Panels, Driver Only	\$ 1,585.00	\$ -
0 Ballistic Door Panels, Driver and Front Passenger	\$ 3,170.00	\$ -
<u>FORD EXPEDITION, 4x4, SPECIAL SERVICE PACKAGE MODEL U1G (POLICE) 2022</u>		
0 Ford Expedition, 4x4, Special Service Package, White w/Black hood	\$ 42,439.00	\$ -
0 Ford Expedition, 4x4, Special Service Package, Random Color	\$ 42,114.00	\$ -
0 3rd Row Power Fold Seat	\$ 815.00	\$ -
0 Running Boards	\$ 405.00	\$ -
0		
<i>**Rear locks and windows disabled, deactivated interior lights and buzzers, dark car feature, dash pass through for aftermarket wiring, No Center Console**</i>		
(Sync, Rearview Camera and Reverse Sensing and tow package included in base price)		
<u>FORD EXPEDITION EXTENDED LENGTH, 4x4, SPECIAL SERVICE PACKAGE MODEL K1G (POLICE) 2022</u>		
0 Ford Expedition EL, 4x4, Special Service Package, White w/Black hood	\$ 45,497.00	\$ -
0 Ford Expedition EL, 4x4, Special Service Package, Random Color	\$ 45,172.00	\$ -
0 3rd Row Power Fold Seat	\$ 815.00	\$ -
0 Daytime Running Lights	NC	\$ -
0 Running Boards	\$ 405.00	\$ -
(Sync, Rearview Camera and Reverse Sensing and tow package included in base price)		
		TOTAL \$ -
<u>FORD EXPEDITION, 4x4, MODEL U1G (XL TRIM) 2022</u>		
0 Ford Expedition, 4x4, White w/ Vinyl Wrapped Black hood	\$ 44,297.00	\$ -
0 Ford Expedition, 4x4, Random Color - 7 Color Choices	\$ 43,972.00	\$ -
0 3rd Row Power Fold Seat	\$ 815.00	\$ -
0 2nd Row 40/20/40 Cloth Seat	\$ 110.00	\$ -
0 Running Boards	\$ 405.00	\$ -
(Sync, Rearview Camera and Reverse Sensing and tow package included in base price) Full center console		
<u>FORD EXPEDITION EXTENDED LENGTH, 4x4, XL TRIM MODEL K1G (NON POLICE) 2022</u>		
0 Ford Expedition EL, 4x4, XL TRIM, White w/Black hood	\$ 48,389.00	\$ -
0 Ford Expedition EL, 4x4, XL TRIM, Random Color	\$ 48,064.00	\$ -
0 3rd Row Power Fold Seat	\$ 815.00	\$ -
0 Daytime Running Lights	NC	\$ -
0 Running Boards	\$ 405.00	\$ -
(Sync, Rearview Camera and Reverse Sensing and tow package included in base price)		

Updated 11/25/2020 KLF

Alaska Safety - Wasilla

Alaska Safety Inc.
 4621 E Palmer-Wasilla Hwy Ste 107
 Wasilla, AK 99654
 Phone: (907) 373-5661 Fax: (907) 864-0789

Quotation# 004531

Account ID 00001143	Contact Dwayne Shelton	
Customer PO None	Telephone (907) 745-4811	Facsimilie (907) 745-4276

Bill To:

City of Palmer
 Accounts Payable
 231 W. Evergreen Ave.
 Palmer, AK 99645

Ship To:

City of Palmer
 Police Dept.
 423 S. Valley Way
 Palmer, AK 99645

Special Order Drop Ship

Quote Date	Comments		Special Instructions			Terms
01/24/2022	2020 Ford PIU					NET 30
Ship Via	Date Required	FOB	Prepared By	Order#	Salesperson	
WC	01/24/2022	Anchorage	LC		Jon Hooyer	
Quantity	Item#	Description			Price	Total
1 EACH	STGK10301S1USSCAXL	*Dual T-Rail Mount w/Locks, 1small,1XL			\$425.00	\$425.00
1 EACH	STBK0534ITU20	PB400 Pushbumper, Ford PIU, 2020			\$550.00	\$550.00
1 EACH	STPK1129ITU20	10 VS Partition, XL for 2020 Police SUV			\$850.00	\$850.00
1 EACH	STWK0514ITU20	Window Barriers, 2020 Ford PIU			\$256.00	\$256.00
1 EACH	ADUI2011	Prisoner Seat/ Partition,Ford PIU, 2020 Includes seat belt kit that will buckle on the outside, and 1/2 cage for behind prisoners.This is for the 2020 Ford Police Interceptor Utility.			\$1,300.00	\$1,300.00
1 EACH	WHC399	Whelen CenCom CORE Sire Control Sys. Includes: CCTL6: Rotary Knob Control Head for Core C399K4, OBDII INstall Kit for 2020 Ford PIU			\$895.00	\$895.00
1 EACH	WHCB2DDEE	Whelen Cenator LED Duo Lightbar, R/W-B/W 54" LED Lightbar R/W w/GTT OptiCom 795H LED, IR Emitter			\$1,800.00	\$1,800.00
1 EACH	IN4910LR-152-LTRK	Law Enforcements 2D imaging scanner kit L-Tron Microphone Style with: Microphone Clip, Microphone Hanger, Coiled USB Interface Cable.			\$425.00	\$425.00
1 EACH	INPJ722	Brother Pocket Jet 7. 200 dpi resolution The Brother PocketJet 7 Plus mobile printers feature high-quality, 200 dpi printing for applications that require the best output for fine text and graphics. THIS PRICE INCLUDES LB3602(USB CABLE) & LB3692 (14FT ADAPTER)			\$355.00	\$355.00
1 EACH	HSC-ARPB-103	Brother PocketJet 6 Printer Mount w/ Arm Arm rest printer bracket: side mounted pedestal,Brother PocketJet 6 and Brother PJ-673 compact Wi-Fi PocketJet printer mount. Paper loads from end of housing by removing a "spin on" cap, 4" inches adjustable height.			\$295.00	\$295.00

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Special Order Drop Ship

Quote Date	Comments		Special Instructions			Terms
01/24/2022	2020 Ford PIU					NET 30
Ship Via WC	Date Required 01/24/2022	FOB Anchorage	Prepared By LC	Order#	Salesperson Jon Hooyer	
Quantity	Item#	Description			Price	Total
1 EACH	HSPKG-PSM-3006	Comp Pass side Mt Sys Prem 20 Ford PIU Premium passenger side mount package for 2020 Ford Interceptor Utility Includes a heavy-duty vehicle specific base plate, heavy-duty pole with height adjust handle, swing arm motion device with tilt-swivel and stability support.			\$690.00	\$690.00
1 EACH	SH14.0434	*Multi Power Port w/ USB outlets This versatile accessory box combines three adapter plug outlets with four USB ports to provide a space-saving and hassle-free way to control equipment			\$35.00	\$35.00
1 EACH	SOECVDMTLALOO	Universal Mt Red/White LED Dome Light			\$59.00	\$59.00
1 EACH	SOEL3D08A00J	*Ultralite 8 Module Exterior Red/Blue REAR WINDOW			\$395.00	\$395.00
2 EACH	SOEMPS2STS5RBW	mPower Fascia Stud Mount LED, R/B/W mpowerT 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 18 LED, Tri Color - Red/Blue/White			\$150.00	\$300.00
1 EACH	SOENT3B3D	FRONT OF PUSHBUMPER *Intersector Surface Mount, Red/White Intersector LED Light has 9 Generation3 LED light heads per unit. 180 Degree. Dual Color, Red and White			\$175.00	\$175.00
1 EACH	SOENT3B3E	LT PUSHBUMPER *Intersector Surface Mount, Blue/White Intersector LED Light has 9 Generation3 LED light heads per unit. 180 Degree. Dual Color, Blue and White			\$175.00	\$175.00
1 EACH	SOETISSO-07+	RT PUSHBUMPER *Ignition Security System 07 Anti Theft Replaces ETISSO-P			\$95.00	\$95.00
1 EACH	SOECVDMILTST4	*Dome Light LED Gen II PRISONER AREA			\$30.00	\$30.00

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Quote Date	Comments		Special Instructions			Terms
01/24/2022	2020 Ford PIU					NET 30
Ship Via WC	Date Required 01/24/2022	FOB Anchorage	Prepared By LC	Order#	Salesperson Jon Hooyer	
Quantity	Item#	Description			Price	Total
2 EACH	PEC3900U	*Siren Speaker, 100watt compact,w/mount			\$235.00	\$470.00
1 EACH	RI22000	*Radiance PLUS 20" White/Clear 12 vdc New Model # 220003			\$350.00	\$350.00
2 EACH	INMMSU-1	*Magnetic Mic Clip Kit			\$40.00	\$80.00
1 EACH	KSRP832	Raptor RP-1 Dual K Band Antenna Raptor RP-1, Dual K-Band Antenna, Directional Mode All Raptor RP-1 units include display, counting unit, antenna (s), choice of wired or wireless remote, choice of antenna and display mounts, two tuning forks, vehicle speed sensor (VSS) cable which enables auto mode switching, 12 VDC power cable, and operator's manual.			\$1,700.00	\$1,700.00
1 EACH	LABOR	Install Shop Labor			\$3,900.00	\$3,900.00
1 EACH	INSS	Shop Supplies, Covers, Wire,etc..			\$295.00	\$295.00
1 EACH	TYCC-20-UV10-L8	*Console, 2020 PIU, L-Shape 18" CC-20-UV10-L8 2020+ PI Utility 18" L-Shape Console, 7" Slope, 11" Level (no floor plate needed, mounts directly to floor). If needed, includes AC-UV20-HC harness cover.			\$530.00	\$530.00
		Faceplates Whelen Cencom Motorolla XTL 5000				
1 EACH	TYAC-TICK-2	3" Change Tray			\$45.00	\$45.00
1 EACH	TYAC-INBHG	4" Internal Beverage Holder w/Grommets			\$65.00	\$65.00
2 EACH	SOEMPS2STS5RBW	mPower Fascia Stud Mount LED, R/B/W mpowerT 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 18 LED, Tri Color - Red/Blue/White			\$135.00	\$270.00

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Special Order Drop Ship

Quote Date 01/24/2022	Comments 2020 Ford PIU	Special Instructions			Terms NET 30	
Ship Via WC	Date Required 01/24/2022	FOB Anchorage	Prepared By LC	Order#	Salesperson Jon Hooyer	
Quantity	Item#	Description			Price	Total

Comments
 This quotation is good for 30 days from the date listed above. Thank you for the opportunity!

Sub Total	\$16,810.00
EXMT 0% Tax	\$0.00
Freight	\$0.00
Grand Total	\$16,810.00
Deposit	\$0.00
Balance	\$16,810.00

Approved By: _____ Date: _____

A. CALL TO ORDER:

A regular meeting of the Palmer City Council was held on February 8, 2022, in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL:

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

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

Council Members Carolina Anzilotti & Sabrena Combs were absent and excused.

Staff in attendance were the following:

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

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a) **Action Memorandum No. 22-011:** To Authorize the City Manager to Sign Amendment No. 4 to the Contract for Services with Green Garden Services in the Amount of \$47,125 to Reflect 2022 Payments
 - b) **Action Memorandum No. 22-012:** accepting the Mat-Su Foundation Health and Wellness of Alaskans Discretionary Grant for \$1,000 Towards the Development of a Courtyard Concept for the Palmer Public Library Entryway and Modifying the Sidewalks for Ease of Use for Patrons, Snow Removal, Relocating the Flag and Modifying and Securing the Retaining Wall.
 - c) Introduction and Setting a Public Hearing Date for February 22, 2022, for **Ordinance 22-001:** An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Chapter 12.30 City of Palmer Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy
2. Approval of Minutes
 - a) January 11, 2022, Regular Meeting
 - b) January 25, 2022, Regular Meeting

Council member Valerius requested to move Action memorandum No. 22-011 under New Business on the agenda. There was no objection.

Main Motion: To approve the Consent Agenda as amended and Minutes.

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

E. COMMUNICATION AND APPEARANCE REQUESTS

1. Presentation from the Alaska Department of Transportation (DOT) – Glenn Highway Phase III Overview – Clint Adler, Dennis Linnell and Rori Van Nortwick
 - DOT, Mat-Su area Director Clint Adler introduced himself and announced there was a new district office off Seward Meridian Road.
 - Dennis Linnell provided an overview of the upcoming project of the Glenn Hwy phase.

F. REPORTS

City Manager’s Report

City Manager John Moosey reported on the following:

- Hockey event over the weekend
- Trying to build a relationship with the Seattle Kraken
- The cost to redo the census for the City of Palmer
- FAA event March 4th will be happening at the Palmer Airport
- Bidding out services and broadcasting for City Council meetings
- United Way representative had a last-minute conflict and they will be attending the March 22nd meeting

Council Member Daniels asked about the public calling in for meetings.

Mayor’s Report

Mayor Carrington reported on the following:

- Council to review Golden Heart award and submit to Clerk for review at next meeting
- A group of home-schooled students had a tour of City Hall and then attended an event sponsored by Governor Dunleavy

Palmer Fire Chief Chad shared the story of Certificate of Bravery Award recipient Jackson Gerard who saved his family from a home fire. Mayor Carrington presented a Certificate of Bravery to Jackson in his honor.

Council Member Daniels requested to reconsider a vote that was taken during the March 22 Council Meeting that failed. The vote was to put the memorial plaque memorializing “The Hammer” at the MTA Event Center. The Clerk stated that the parliamentary procedure request to reconsider the vote should have taken place during the January 22 meeting. Council Member Daniels requested to resolve this issue during the meeting tonight.

Council Member Best spoke against the reconsideration as the issue of placing the plaque back up was not directly listed on the agenda and reminded Council that the body can direct the Manager not the Staff.

Discussion followed and the City Attorney recommended that this issue be placed on the February 22 meeting agenda.

Mayor Carrington called for a brief recess.

City Attorney Sarah Heath stated the Council can give direction to the City Manager, possibly in the form of directing the Manager to put the memorial plaque back up at the MTA Events Center.

Discussion followed about resolving and addressing the plaque placement issue.

City Clerk's Report

City Clerk Shelly Acteson reported on the following:

- Provided an overview of the upcoming April 19 Special Election.

City Attorney Report

City Attorney Sarah Heath reported on the following:

- Presented an overview on state statute as it pertains to recalls and special elections.

G. AUDIENCE PARTICIPATION

Diane Firmani:

- Addressed the memorial plaque and the unprofessional way the process was handled.
- Noted that a shadow box in the MTA Events Center in memorial of a hockey player was hung up without following code
- Emphasized that was handled poorly by the Community Development Director and she was treated unsympathetically concerning the removal of the plaque.

Jeanne Troshynski:

- Spoke in favor rehangng the plaque at the Event Center, in honor of Dave "The Hammer" Hanson.

Jackie Goforth:

- Commented on N95 masks.
- Played a recording from Justin Castro.
- Apologized for attacking one individual council member.

Council Member Valerius requested that the public not personally attack council members during Audience Participation.

Michelle Kruger:

- Commented on the No Palmer Recall website.

Cindy Hudgins:

- Expressed misunderstanding with the memorial plaque issue.
- Questioned if the council members subject to recall really care about Palmer.

Stan George:

- Request the Council approve rehangng the memorial plaque for Dave Hanson.
- Acknowledged the need for a formal memorial plaque placement process.

H. PUBLIC HEARINGS

1. **Resolution No. 22-007:** Accepting and Appropriating Healthy & Equitable Communities Grant Funds from the State of Alaska, Department of Health and Social Services, and Division of Public Health in the Amount of \$42,080.80 to Provide Support to the Community for COVID-19 Response and Mitigation Activities.

Mayor Carrington opened the public hearing on Resolution No. 22-007.

The Council requested a staff report from the Manager. City Manager Moosey gave an explanation of proposed expenditures for the grant funds.

Mike Chmielewski:

- Expressed support for Resolution No. 22-007.
- Provided a historical overview of Radio Free Palmer.

Dickey Hudgins:

- Expressed displeasure with Resolution 22-007, and stated he had Covid and has better immunity than anyone who got the "jab".
- Requested Council use the grants funds for a different project.

Cindy Hudgins:

- Stated that she does not understand Covid mitigation, and the City using those funds to control and mandate people.

Erik Anderson:

- Believes that there are a lot of people that cannot afford internet and investing in communication for the City of Palmer is a good step, while modernizing us towards the future.

Main Motion:	To Adopt Resolution No. 22-007
Moved by:	Daniels
Seconded by:	Valerius
Vote:	Unanimous
Action:	Motion Carried

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

I. UNFINISHED BUSINESS

1. **Action Memorandum 22-009:** Approving a Council Community Grant to United Way of Mat-Su

Main Motion:	To Post Pone until February 22nd Action Memorandum No. 22-009
Moved by:	Melin
Seconded by:	Valerius
Vote:	Unanimous
Action:	Motion Carried

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

J. NEW BUSINESS

1. **Action Memorandum No. 22-011:** To Authorize the City Manager to Sign Amendment No. 4 to the Contract for Services with Green Garden Services in the Amount of \$47,125 to Reflect 2022 Payments

Main Motion: To Approve Action Memorandum No. 22-009, as amended

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

Discussion followed concerning the fact that the Green Garden Services did not have a current State of Alaska business license.

Amended Motion: To Amend Action Memorandum No. 22-009, by requiring that the vendor obtain or update their State of Alaska business license

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

K. RECORD OF ITEMS PLACED ON THE TABLE

1. Letter and documents from Jackie Goforth

L. AUDIENCE PARTICIPATION

Mayor Carrington reminded the Council that they would be held to a higher standard but expects decency and order from the public.

Jacki Goforth:

- Read from comments on the NoPalmerRecall website.

Michelle Kruger:

- Continued reading dialogue from NoPalmerRecall website.

Cindy Hudgins:

- Noted the Frontiersman had titled her "Activist".
- Mentioned a Frontiersman journalist had been dishonest.
- Questioned the loyalty to Palmer of the council members subject to recall.

M. EXECUTIVE SESSION

N. COUNCIL COMMENTS

Council Member Best:

- Provided historical information on memorial plaques.
- Suggested that the Council find a way to establish a memorial park for the future.

Council Member Valerius:

- Requested support to direct the City Manager rehang the David Hanson memorial plaque on the referee door at the MTA Events Center. Council Member Daniels offered support.

Council Member Best objected to the request, and discussion ensued regarding the Council’s ability to direct the Manager, and appropriateness of the requested direction. City Attorney Heath explained that the Council as a collective body, can direct the Manager to rehang the plaque.

Main Motion: To Direct the City Manager to permanently rehang the Dave Hanson memorial plaque in the MTA Events Center

Moved by:	Valerius
Seconded by:	Melin
Vote:	4/1, with Best voting NO
Action:	Motion Carried

Council Member Valerius:

- Congratulated Jackson Gerard on his Bravery Award.
- Welcomed the new restaurant “The Fern” to the community.

Council Member Daniels:

- Reiterated Council Member Valerius’ congratulatory comments
- Apologized to Mrs. Firmani for the lengthy process to get the plaque rehung.

Deputy Mayor Melin:

- Thank you to everyone who attended tonight
- Would like to see strategic planning projects, ethics training, and the RFP for broadcasting services on an upcoming agenda soon.
- Conveyed praise for Jackson Gerard and hoped to see him in a future role as a firefighter
- Apologized to Diane Firmani for the delay in action regarding the memorial plaque.

O. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 7:56 p.m.

APPROVED this 22nd day of February, 2022.

Shelly M. Acteson, CMC, City Clerk

Steve Carrington, Mayor

Mayor's Report for February 22, 2022

The Golden Heart Award

- We are continuing to receive nominations for the Golden Heart Award

Met with Rabbi Mendy Greenberg

- Talked about the upcoming proclamation for Education and Sharing Day April 12, 2022. He has some interesting ideas of not just talking about sharing and educating, but how to actual do it!
- Check out this website for a foreshadowing... <https://www.dailyactofkindness.org>

Ideas for Random Acts of Kindness

- Donate your old clothes to the Salvation Army.
- Help a senior with their groceries.
- Shovel a neighbor's driveway when it snows.
- Walk a neighbor's dog.
- Babysit for free.
- Plant a tree.
- Do a favor without asking for anything in return.
- Take someone new in your neighborhood on a tour of the city.

Training for City Council

- There will be an upcoming training for Councilmembers. The prospective training will include a refresher on Roberts Rules of Order and parliamentary procedures.

Mayor Steve Carrington

**City of Palmer
Resolution No. 22-008**

Subject: Resolution No. 22-008: Appropriation of Funds in the Amount Not to Exceed \$213,000.00 to Finance the Purchase of a new Dredge for the City's Wastewater Treatment, as Required by Federal Consent Decree.

Agenda of: February 22, 2022

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

Originator Information:

Originator: Jude Bilafer, Director of Public Works

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
✓	Public Works	_____	02/02/2022

Certification of Funds:


Total amount of funds listed in this legislation: \$ 213,000.00

This legislation (✓):

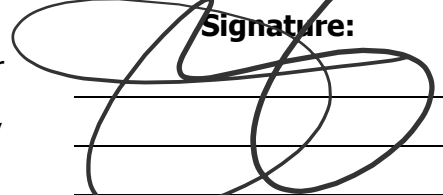
- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 213,000.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (✓):

- Budgeted Line item(s): 24-50-50-6253
- Not budgeted 02-01-50-6078 Transfers Out; 24-50-50-6253 Sewer Capital Equipment

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

- Resolution No. 22-008
- Mud Cat Dredge Proposal

Summary Statement/Background:

In accordance with the City of Palmer's Federal Consent Decree (Civil Action No: 3:16-cv-00204-TMB), the City is required to conduct dredging of the wastewater treatment lagoons.

Due to the increased volumes and demands, the City's old dredge (purchased in 2000) is unreliable and frequently breaks down. One such breakdown last year resulted in the City incurring over \$15,000 in fines from the EPA for failure to adhere to the consent Decree.

This resolution requests the authorization to purchase one new Mud Cat MC 40-E Dredge from Ellicott Dredge Technologies, LLC.

The City of Palmer Administration chose this brand of Sludge Dredge as a direct replacement of the existing unit and to take advantage of an existing portable power generator already onsite and in use with our current dredge for the following reasons:

- The City of Palmer doesn't need a different portable power supply to run new dredge.
- The City of Palmer doesn't need a different trailer to transport the new dredge from pond to pond.

3.21.230 Governmental and proprietary procurements.

A. The purchasing officer may contract, without the use of the competitive source selection procedures of this chapter, for the following supplies, services, professional services, or construction:

1. For contracts, including reimbursable agreements, with federal, state, or local units of government or utility provider where the city has a financial responsibility or beneficial interest in entering into an agreement.

2. For contracts issued pursuant to any federal, state, or local government contract where the city is an authorized user, or where the resulting contractor agrees to extend the same terms, conditions, and pricing to the city as those awarded under the original contract, all in accordance with PMC 3.21.240. Such agreements shall be limited to those contracts where the award is issued pursuant to a formally advertised solicitation.

3. For contracts where the purchasing officer determines in writing that the city's requirements reasonably limit the source for the supplies, services, professional service, or construction to one person.

B. All contract awards under this section, and any amendments thereto, shall be subject to the applicable approval requirements of PMC 3.21.090 prior to execution.

C. No contractor may provide supplies, services, professional services, or construction to the city before the applicable requirements of this section are first satisfied. (Ord. 644 § 4, 2004)

Administration's Recommendation:

Approve Resolution No. 22-008

LEGISLATIVE HISTORY

Introduced by: City Manager

Date: 2/22/22

Public Hearing:

Action:

Vote:

Yes: _____

No: _____

CITY OF PALMER, ALASKA

Resolution No. 22-008

A Resolution of the Palmer City Council Authorizing the Appropriation of Funds from the Water and Sewer Fund Unrestricted Fund Balance in the Amount Not to Exceed \$213,000.00 to Finance the Purchase of a new Wastewater Treatment Dredge to Ensure Proper Sewage Treatment as Required by Federal Consent Decree.

WHEREAS, the City of Palmer, Alaska (the "City") is a home rule city and under Section 11 of Article X of the Alaska Constitution may exercise all legislative power not prohibited by law or the charter of the City, and the City has determined that the matters set forth in this resolution are not prohibited by law or the charter; and

WHEREAS, the Federal Consent Decree (Civil Action No: 3:16-cv-00204-TMB) Stipulates that "No Later than September 30, 2020, the City Shall Implement a Lagoon Dredging and Ammonia Management Plan; and

WHEREAS, the City's Current Dredge is Over 20 Years Old, Unreliable, and Cannot Keep up With the Increased Treatment Demands; and

WHEREAS, the City's current Dredge failed in 2021 and Resulted in the City Incurring Over \$15,000 in Stipulated Penalties; and

WHEREAS, it is required and necessary and in the best interest of the City and its residents that the City authorize the transfer of these funds for the purposes described in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council appropriates funds from the Water and Sewer Fund unrestricted fund balance in the amount not to exceed \$213,000.00 to finance the purchase of a new wastewater treatment dredge to ensure proper sewage treatment as required by the Federal Consent Decree.

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

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



PROPOSAL

Mud Cat MC 40E

TO: City of Palmer AK
1316 South Bonanza Street
Palmer, AK 99645

PROPOSAL: 006653-2
DATE: January 21, 2022

ATTN: Mr. Greg Wickham

Item	Qty	Part #	Description	Price (USD)	Extended Price (USD)
1	1	5301162	Mud Cat MC 40E Dredge <i>Standard Features:</i> 40 HP (30kW) high-chrome submersible electric pump Pump design capacity: Up to 900GPM (204m ³ /hr) @ 50 ft. (15.24 M) TDH 10hp (7.45kW) electrical driven hydraulic power unit 28 in. dia x 20 ft. (.71 M x 6.09 M) 10 gauge (3.4mm) steel pontoons formed for rigidity 7 ft. 6 in. (2.28 M) wide steel horizontal augerhead Semi-enclosed anti-turbidity mud shield Detachable heat-treated cutter blades Auger Head gauge wheels for liner protection 14 ft. (4.26 M) operating depth maximum 2 low speed high torque auger motors / 3,600 in-lbs (41.41kg-m) torque Radio remote control with hand-held remote - Autec Belly Bucket Slurry pump - On / Speed **VFD Driver included for pump speed control** Auto Sense™ : automated forward/reverse travel control Manuals Package : 1 Dredge Operations and Maintenance Manual Double sheave hydraulic driven winch 9.25 in. (2354mm) for traverse cable Average cutting speed 8-12 FPM (2.5-3.5m/min) 460 V / 60 Hz / 3 Phase / 71 FLA A/C unit for dredge electrical enclosure	\$147,777.00	\$147,777.00
2	1	8001313	Supporting Equipment: Standard Propulsion: 4-Point Rigging System 3/8 in. (10mm) galvanized traverse cable 5 cable tensioners with 65 ft. cable each, 16 anchor plates, 16 anchor stakes 1 cable dog, 2 triangles, 2 cable clips, 1 cable thimble	\$7,934.00	\$7,934.00
	8	8000309-800	Traverse Cable: 3/8 in. galvanized traverse cable (per 100 ft. section)	\$87.00	\$696.00
	5	8001418	Quick Hose: 6 in. Layflat Float Hose System, 150PSI (priced per 100 ft. section) 1 hose sections 100 ft. ea. Includes couplers and ringlock clamps	\$2,242.00	\$11,210.00
	5	8001415-500	Power Cord: Electrical Power Cord (100 ft. section) 5 sets of black saddle floats	\$1,277.00	\$6,385.00
3	1	0009762	Available Options: Automatic Grease System: Convenience greasing system without boarding dredge	\$1,959.00	\$1,959.00
	1	-	Essential Spares Package: 1 year spare parts package available (460V) (see "Exhibit A-1")	\$16,113.94	\$16,113.94
4	1		Freight -Prepaid and Add. Factory to Palmer Wastewater Treatment Plant 1802 Brooks Road Shipping via truck to Port of Seattle WA (billed as actual after shipping)	\$7,800.00	\$7,800.00
	1		Shipping via Samson Tug and Barge from Port of Seattle WA to Plamer AK (billed as actual after shipping)	\$11,701.50	\$11,701.50
5			Warranty / Term & Conditions 1-year Standard Warranty / Terms & Conditions (see "Exhibit A-2")	included	included
6	1		Services <i>Initial Start-Up & Training</i> On-site start-up and training for 3 days	included	included
Total Dredge & Options FOB Factory, New Richmond, WI USA (Items 1-6)				\$ USD	\$211,576.44

VALIDITY: This proposal is valid for a period of 10 days from the issuing date.

DELIVERY POINT: Freight- Prepaid and Add.

PRODUCTION TIME: Unit is in stock and available for immediate delivery. Subject to availability.

CASH PAYMENT TERMS: 30% down payment with order by wire transfer with remaining balance due immediately upon notification of readiness to ship from factory.

BANKING INFO: See "Exhibit A-3"

TAXES: Sales tax may apply based on tax laws in your state or where final delivery will occur. If available, please provide exemption certificate(s) at time of order if sales is exempt from sales tax.

FIELD SERVICE: A minimum of 14 days notice is required prior to start up and training, requests made with less than 14 days notice will be charged airfare. Additional field service days required due to site conditions will be billed at current daily rate of \$1,200 USD plus travel expenses (travel expenses include but are not limited to; daily per diem, airfare change fee, hotel and transportation fees). Field service not performed within six months from the date of shipment (Ex-works, New Richmond, WI USA) will be forfeited.

NON-SOLICITATION OF EMPLOYEES: The Customer agrees that they will not, without prior written consent of Ellicott Dredge Technologies, LLC, at any time, either individually or through any company controlled by the Customer and either on your behalf or on behalf of any other person competing or endeavoring to compete with Ellicott Dredge Technologies, LLC, directly or indirectly, solicit for employment, or endeavor to employ or to retain as an independent contractor or agent, any person who is an employee of Ellicott Dredge Technologies, LLC.

PROJECT INFO: This proposal has been prepared based upon criteria provided by the customer to EDT. The equipment quoted is intended to meet the requirements of the customer supplied specification. If no criteria or incomplete criteria is supplied to EDT by the customer, then this proposal will be based upon published EDT specifications. In either case, actual field results may vary.

Approved by:

Buyer: X _____
Mr. Greg Wickham, City of Palmer AK

Date

Seller: X *DuWayne Richert* _____
DuWayne Richert, Regional Sales Manager, Ellicott Dredge Technologies, LLC

1/21/2022

Date



Ellicott Dredge Technologies, LLC
1750 Madison Ave.
New Richmond, WI 54017 USA
Sales Office: Tel: (913) 642-5100 - Fax: (913) 642-5119
Factory: Tel: (715) 246-2888 - Fax: (715) 246-2573
drichtert@dredge.com
www.mudcatdredge.com

****This Proposal is subject to the printed terms and conditions stated on the EDT form attached.****

MUDCAT 40E 24V - 460V SYSTEM

DREDGE TOP LEVEL #5301127

Kit# 5004630

"A-1"

Quantity	Part No.	Description	Lead Time Days	Unit Price	Ext'd Price
TRAVEL DRIVE #0005004					
2	8000242	SHEAVE, IDLER 7.625 OD X 1 ID	1	\$ 684.70	\$ 1,369.40
2	8000243-FAB	SHAFT, IDLER SHEAVE	1	\$ 43.72	\$ 87.44
1	8001016	DRIVE SHEAVE	1	\$ 566.30	\$ 566.30
4	8000330	WASHER, BRONZE 1.0 ID X 2.0 OD	1	\$ 2.30	\$ 9.20
1	8000295	COLLAR, LOCK 2.0 ID	1	\$ 11.28	\$ 11.28
2	8000354	COLLAR, LOCK 1.0 ID	1	\$ 3.60	\$ 7.20
AUGER SYSTEM #0008573					
2	8000274	INSERT, TAPER LOCK-AUGER	1	\$ 286.86	\$ 573.72
2	1107820	MOTOR, HYD AUGER 7.4CIR RE SERIES	10	\$ 747.72	\$ 1,495.44
2	1106527	SEAL KIT, HYDRAULIC MOTOR CE07	5	\$ 170.60	\$ 341.20
2	1107827	NEW GAMMA SEAL	5	\$ 18.88	\$ 37.76
7	8000258	TOOTH, CUTTER AUGER, LH	1	\$ 10.78	\$ 75.46
7	8001180	TOOTH, CUTTER AUGER, RH	1	\$ 11.14	\$ 77.98
2	0005246	12" WHEEL AND BUSHING	3	\$ 214.80	\$ 429.60
2	8000354	1" LOCK COLLAR	1	\$ 3.60	\$ 7.20
2	8004266	BRONZE WASHER	1	\$ 6.38	\$ 12.76
HYDRAULIC SYSTEM #0009758					
3	1107470	MC TANK FILTER ELEMENT	10	\$ 55.90	\$ 167.70
2	1107673	COIL, HYDRAULIC VALVE, 24V	10	\$ 29.06	\$ 58.12
1	1107672	FLOW CONTROL VALVE 24v	5	\$ 558.34	\$ 558.34
1	8002636	0-4K PSI GAUGE	5	\$ 18.30	\$ 18.30
1	1107473	GAUGE BAROMETRIC RETURN FILTER	5	\$ 32.66	\$ 32.66
1	0006113	LEVEL AND TEMP ASSY 6.6"	1	\$ 1,061.48	\$ 1,061.48
PUMP PARTS #8004659 - MODY					
1	8004501	SEAL, MECH, MODY MHMXP-150	20	\$ 5,000.00	\$ 5,000.00
1	8004502	KIT, O-RING, MODY MHMXP-150	20	\$ 400.00	\$ 400.00
ELECTRICAL PARTS #5400123					
1	5400818	FUSE KIT	5	\$ 414.04	\$ 414.04
2	8000989	RELAY BASE 8 BLADE	5	\$ 9.70	\$ 19.40
1	8002824	24V 2P 8BL RELAY	5	\$ 24.22	\$ 24.22
1	6226672	RELAY, 24VDC SPDT 6A	5	\$ 25.48	\$ 25.48
2	8006292	RELAY, 120VAC SPDT 6A	5	\$ 42.12	\$ 84.24
1	1303720	MODY PUMP MONITOR RELAY	5	\$ 600.00	\$ 600.00
1	8004058	PROXIMITY SWITCH	5	\$ 442.82	\$ 442.82
1	8000959	HOIST LIMIT SWITCH	5	\$ 193.40	\$ 193.40
1	1301649	PITCH/ROLL INCLINOMETER	5	\$ 589.68	\$ 589.68
1	1301673	DEPTH INCLINOMETER	5	\$ 704.00	\$ 704.00
1	1302604	DISHARGE PRESSURE SENSOR	5	\$ 263.26	\$ 263.26
1	1301211	AUGER PRESSURE SENSOR	5	\$ 248.46	\$ 248.46
MISC. ITEMS					
2	8000159	6" DBL CLAMP	1	\$ 18.00	\$ 36.00
2	8000152	6" GASKET ST COMP FLNG	1	\$ 7.36	\$ 14.72
2	8000171	6" GHEEN CLAMP	1	\$ 27.84	\$ 55.68
TOTAL					\$ 16,113.94

Kit# TBD

	Part No.	OPTIONAL EXTRA SPARES	Lead Time	Unit Price	Ext'd Price
1	8002551	TRAVEL DRIVE	10	\$ 2,279.76	\$ 2,279.76
1	8001081	PUMP HYD COMM 1.55	15	\$ 638.74	\$ 638.74
1	8001107	10HP ELEC MOTOR	10	\$ 1,646.90	\$ 1,646.90
1	8004503	BEARING, UPPER, MODY MHMXP-150	15	\$ 200.00	\$ 200.00
1	8004504	BEARING, LOWER, MODY MHMXP-150	15	\$ 680.00	\$ 680.00
1	8004500 ?	IMPELLER, MODY MHMXP-150	25	\$ 10,530.00	\$ 10,530.00
TOTAL					\$ 15,975.40

Mud Cat™ 40E - Electric Dredge

GENERAL

Length (O.A.):	24 ft - 3 in (7.4 m)
Operational Width (O.A.):	8 ft - 4 in (2.5 m)
Transport Width:	7 ft - 6 in (2.3m)
Height (O.A.):	6 ft - 10 in (2.1 m)
Weight:	5,800 lbs. (2,630 kg) dry
Draft:	16 in (0.4 m)

FLOATATION

Pontoons:	Two 28 in diameter x 20 ft (0.7 m diameter x 6.1 m) 10 gauge (3.4 mm) steel
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CUTTER ASSEMBLY

Mud Shield:	Semi-enclosed; anti-turbidity
Drive System:	Two (2) low speed, high torque motors
Auger Diameter:	10.5 in (267 mm) without cutter knives 15-7/8 in (403 mm) with cutter knives
Auger Pitch:	9 in (228 mm)
Auger Flighting:	3/8 in (9.5 mm)
Speed:	Fixed at 60 RPM
Cutter Knives:	Detachable heat-treated blades
Auger Torque:	3,600 in-lbs. (407 N-m)

WORKING CAPACITY

Cut:	7 ft-6 in (2.3 m) wide
Operating Depth:	14 ft (4.3 m) - Extensions available upon request

SLURRY PUMP

Electric driven 40 HP (30 kW) submersible slurry pump with high chrome 450 Brinell volute and impeller. (Other material options available.)

Centrifugal Vortex Impeller:	Max solids diameter 4 in (101.6 mm)
Suction Diameter:	6 in (152.4 mm)
Discharge Diameter:	6 in (152.4 mm)
Nominal Pump Performance:	900 GPM (204 m ³ /hr) against 50 ft (15.2 m) head Up to 56 yds ³ /hr (42 m ³ /hr) of production at 30% solids content. Results may vary.

PROPULSION

Double sheave hydraulic-driven winch	10 in (254 mm)
Traverse Speed:	0 - 30 FPM (0 - 9.4 m/min) maximum forward & reverse
Average Cutting Speed:	8 - 12 FPM (2.4 - 3.7 m/min)
Wire Rope Diameter:	3/8 in (9.5 mm)

LADDER HOIST

Hydraulic winch with a maximum line pull of 4,000 lbs (17.8 kN) first layer

HYDRAULIC POWER UNIT

10 HP (7.5 kW) electrical-driven hydraulic power unit	
30 gallons (110 liters) at full mark	
Circuit One:	Auger, Travel, and Hoist Winch

CONTROL SYSTEM

Wireless Radio Remote Control:	
• Slurry Pump - On / Speed	• Hoist - Up / Off / Down
• Auger - On	• Travel - Fwd / Off / Reverse / Speed

ELECTRICAL SYSTEM

Electrical Requirement:	460 V - 3 Phase - 60 Hz - 82 FLA (standard) 380 V - 3 Phase - 50 Hz - 103 FLA (optional)
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RADIO REMOTE SENSE™

EDT has designed the Mud Cat™ product line to allow for remote control of the dredging operation via a portable hand-held transmitter called RADIO REMOTE SENSE™ (RMS). RMS controls the following functions: power on/off, travel direction and speed, slurry pump on/off and speed (if equipped with VFD), auger on/off and dredging depth. The hand-held transmitter may be operated up to 1,000 feet from the dredging unit. Current operating functions of the system will be indicated via a dredge mounted five-color light tree.



BOTTOM SENSE™

EDT's BOTTOM SENSE™ system is designed to protect a pond's subsurface or liner. This feature allows the dredge to automatically raise the auger when the bottom is contacted and lower the auger when the bottom is not present, thereby maximizing production rates while preserving the subsurface integrity by following the bottom contours of the pond.



AUTO SENSE™

This incorporates metal plates that act as stops at the beginning and end of the traverse cable to set distance limits along the dredging area. With AUTO SENSE™ enabled, when the dredge contacts the forward cable stop, it will reverse direction until it contacts the rear cable stop, at which time the dredge will be placed in shut down mode.



SOLIDS SENSE™

If your downstream operation needs a consistent slurry density for maximum productivity, EDT's SOLIDS SENSE™ is your answer. Adding SOLIDS SENSE™ to your dredging process will allow the system to automatically adjust the dredging functions to maintain a constant delivery of desired solids density. SOLIDS SENSE™ utilizes a density meter to monitor the slurry and react to composition changes faster than an operator, thereby increasing system efficiency and maintaining the desired slurry characteristic.



LATERAL SENSE™

When your project requires automated lateral movement, LATERAL SENSE™ is the perfect complement to AUTO SENSE™. In combination with a rail and cable system, this feature allows for the automatic lateral shifting of the dredge after each linear pass. The utilization of AUTO & LATERAL SENSE™ allows the dredge to harvest an entire sediment pond automatically without requiring an operator's assistance.

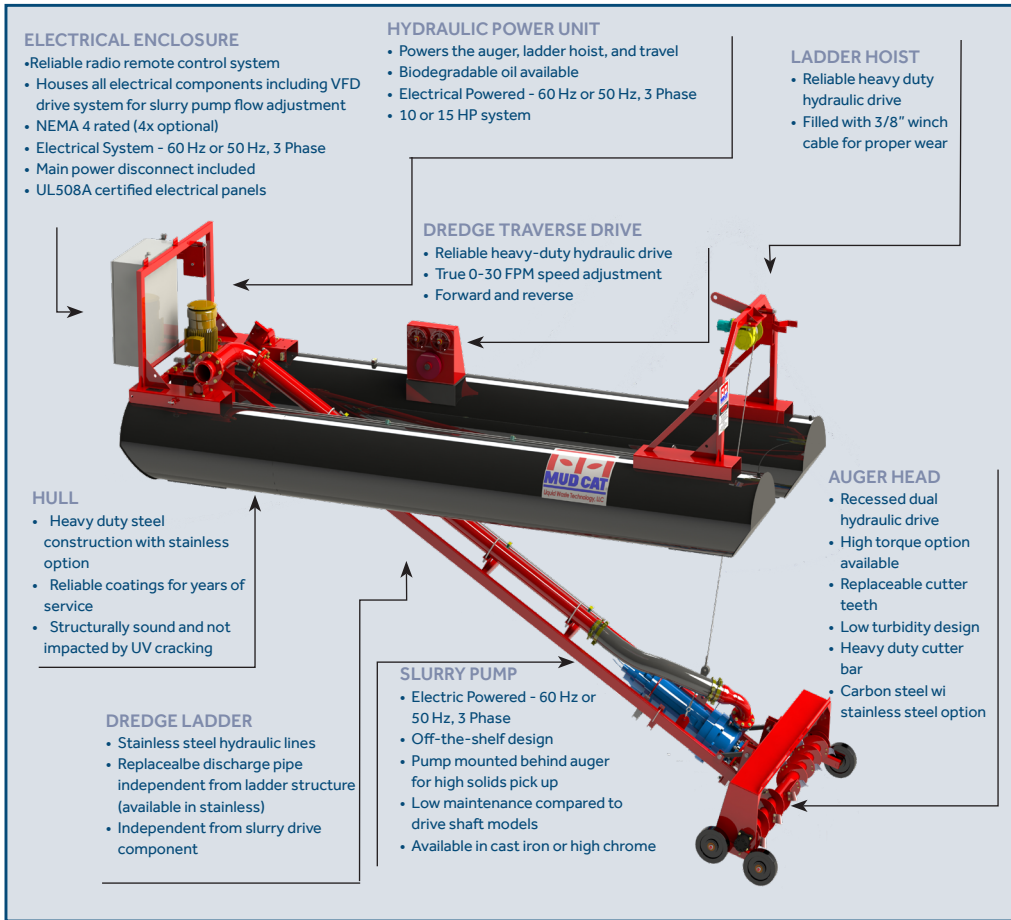


AUTOMATED REMOTE CONTROL DREDGING

Add as many options as you like and EDT will integrate them into a fully automated remote controlled dredging system. This is achieved through the addition of a shore mounted control station. The control panel allows the user to operate all on-board functions of the dredge while receiving continuous feedback from the unit's sensors and instrumentations. The shore panel features wireless communication to the on-board PLC, which eliminates the problems associated with hard wired systems. EDT can customize the shore panel control station to your specific project requirements.



Mud Cat™ 40E - Electric Dredge



An MC-40E performs maintenance dredging on sludge lagoon.



The MC-40E can be transported anywhere in the world in a 40 ft. ocean container.

FEATURES	BENEFITS
Cast Iron Pump	Volute and impeller have longer lifespan than fabricated steel pumps.
Larger Sphere Passage	Less clogging than fabricated steel pumps on competitors' dredges.
Electric Submersible Pump	Requires less maintenance on seals and bearings than pumps powered by long drive shafts.
Requires less maintenance on seals	Uses 4 wheels instead of 2, drastically reducing chance of costly poly lagoon liner damage. Pump will never hit or drag on liner like hanging pump units
Heavy Duty 10 Gauge Steel Hull	Insures long lifespan, durability, and will not crack like plastic / poly floats which have inherent issues with UV exposure.
Hydraulic Driven Traverse System	Provides full torque and power at all speeds.
Ladder Mounted Cutterhead	Creates even bottom profile instead of dragging through material or creating a swiss cheese effect which calls for re-dredging.
Faster Cutting Speed	System moves at double the speed of other auger remote controlled dredges increasing productivity.
Radio Remote Sense™	Hand-held transmitter may be operated up to over 1,000 ft. away. Operating functions indicated by dredge mounted 5-color light tree
Automated Remote Control Dredging	Mud Cat is the world leader for dredge automation and can integrate a series of functions into a NEMA 4 or 4x control panel.
4-Moving Parts	Less parts equals ease of operation, reduced cost, and less maintenance.
Customization	Available with stainless hull and components, various coatings, low profile design for low bridges, slurry pump options. Special requests are welcome.



Ph: 913-642-5100 or 866-467-4010 (USA Only)
 Fax: 913-642-5119
 E-mail: sales@mudcatdredge.com



Mud Cat, A Division of EDT

1750 Madison Avenue
 New Richmond, Wisconsin U.S.A. 54017
 Website: www.mudcatdredge.com

1. CONTRACT OF SALE

Any order for Equipment or Services (as defined below) (each, an "Order") is accepted by Seller subject to these terms and conditions of sale (these "Terms") and Purchaser by placing an Order agrees to be bound by these Terms. These Terms shall apply to and govern all sales of dredges or other equipment or goods (collectively, "Equipment") and any provision of training, installation, maintenance and/or repair services (collectively, "Services") by Ellicott Dredge Technologies or its affiliates ("Seller") to any purchaser ("Purchaser") and, unless otherwise expressly stated herein, shall supersede all other previous communications, agreements or contracts, written or verbal, between Purchaser and Seller. Seller's acceptance of, and fulfillment of, any Order is expressly made conditional upon agreement by Purchaser to these Terms and these Terms shall form a part of the contract of sale for any Order. Seller does not accept and hereby expressly rejects all terms and conditions contained in any document issued by Purchaser which claim to supersede, alter or amend these Terms. These Terms may only be amended or modified in a writing which specifically states that it amends these Terms and is signed by an officer of Seller. Notwithstanding anything to the contrary, these terms and conditions shall cover any Order and supersede inconsistent terms in any written contract between Purchaser and Seller unless expressly agreed to otherwise in writing between the Purchaser and Seller.

COMPLETION

Unless otherwise provided in writing, (i) the time for delivery of any Equipment shall be computed from the latest of (a) the date of the Order, (b) the date on which Seller has received from Purchaser any information or drawings which are to be supplied by Purchaser and are necessary to proceed with the manufacture of the Equipment, or (c) receipt of required down payment for an Order and (ii) the due date for the provision of Services shall be computed based on the date on which Seller advises that its engineer will arrive at Purchaser's location. Seller shall not be responsible for delays in delivery or any failure to deliver Equipment or provide Services due to causes beyond its control including without limitation: acts of God, the public enemy or terrorism; mobilization; blockades; embargoes; revolutions; civil commotions; riots; fires; floods; winds; earthquakes; epidemics; quarantine restrictions; explosions; accidents; strikes; slow-downs; lock-outs or other labor difficulties; the acts, laws or regulations of any government or governmental authority; federal, state, local, or foreign regulations, including safety, health and environmental regulations; unusual weather; delays of sub-contractors or suppliers; or inability to obtain shipping facilities, labor, raw materials, supplies, fuel or power. Start-up and training can be done at the job site as long as the U.S. State Department's travel warning is between Levels 1-3. If the travel warning is at Level 4 ("Do Not Travel") then all training must be done virtually. If a quarantine is mandatory for the Buyer's country, and the travel level is 1-3 then the buyer will need to pay an advance fee of \$1,200 per quarantine day + standard rate for quarantine hotel and meal package prior to the technician's deployment. The Buyer may opt for virtual training. Prior to accepting virtual training, the buyer must sign an authorization form accepting the terms and conditions of virtual training and any operators must take EDT's pre-training safety course and sign off that they have done so. If Buyer elects to utilize in-person training after a quarantine is lifted, EDT agrees to honor the start-up and training for the duration of the warranty. The completion of the Order is expressly subject to compliance with all legal requirements, including but not limited to compliance with laws, regulations and restrictions on international trade, anti-corruption, bribery, import and export control, sanctions, and embargoes.

2. PAYMENTS

Payment terms are 30% with Order, which shall be a non-refundable deposit, and balance of the purchase price due immediately upon Notice of Readiness to Ship or Notice of arrival date of a field engineer or other personnel of Seller (each, a "Readiness Notice"), unless agreed otherwise. Seller will issue the Readiness Notice 1 to 3 weeks prior to actual expected completion to accommodate shipping, departure and payment logistics. If payment of any part of the purchase price of an Order is not made as provided, Seller reserves the right, at its option, to discontinue manufacture of the Equipment or provision of Services until such payment has been made, or to sell the Equipment to another buyer and assign Purchaser the next available unsold Equipment, or to extend the delivery date. Purchaser shall maintain any letters of credit or other guarantee of payment as fully valid until final payment has been made. If payment is not made within 5 calendar days of the date due, Purchaser shall pay Seller an additional sum equal to 1.25% per month of the unpaid purchase price, calculated daily and compounded monthly, until payment is made. All payments shall be made in U.S. dollars. Purchaser shall not withhold payment of any amounts due and payable to Seller by reason of any setoff of any claim or dispute with Seller, whether relating to Seller's breach, bankruptcy or otherwise.

3. SECURITY INTEREST

When amounts are owed by Purchaser to Seller, Purchaser hereby grants a collateral security interest for the payment of the purchase price of the Equipment and all other amounts owed by Purchaser to Seller. Purchaser hereby grants to Seller a lien on and security interest in and to all of the right, title and interest, to and under the Equipment, wherever located, and whether now existing or hereafter arising, and in all accessories and replacements or modifications thereof, as well as all proceeds (including insurance proceeds) of the above. The security interest granted under this Section constitutes a purchase money security interest under the Uniform Commercial Code then in force in the State of Maryland and under the laws of such other state(s) as may then have jurisdiction over the Equipment. Purchaser irrevocably authorizes Seller at any time to file financing statements in any filing office in any Uniform Commercial Code jurisdiction which Seller deems appropriate to perfect the security interest granted by Purchaser, all of which costs shall be at Purchaser's expense. Purchaser shall execute any additional documents and take such further actions as Seller may reasonably request to further the creation, attachment and perfection of, and Seller's ability to enforce, Seller's security interest in the Equipment and other collateral granted hereby, in each case

at Purchaser's expense. In the event of a breach of these Terms, the entire balance of the purchase price shall at Seller's option become immediately due and payable, and Seller shall have and may exercise all the rights of a secured party under the Uniform Commercial Code then in force in the State of Maryland or such other state as may then have jurisdiction over the Equipment including, without limitation, the right to repossess the Equipment with or without legal process. The Equipment constitutes "goods," "equipment" and/or "inventory" within the meaning of Uniform Commercial Code, and in no event will the Equipment be considered "consumer goods." If for any reason unencumbered title to the Equipment passes to Purchaser prior to full payment of the purchase price, the Equipment shall automatically be deemed to be furnished upon credit and Seller expressly does not waive any maritime lien or other lien to which Seller is entitled by the issuance of Equipment on credit and/or Seller's acceptance of any note, guarantee or credit of Purchaser or any third party.

4. DELIVERY AND PURCHASE PRICE

Unless otherwise provided in writing by Seller, delivery is to be Ex-works at Seller's plant, New Richmond, Wisconsin U.S.A. Risk of loss within the meaning of the Uniform Commercial Code shall pass to Purchaser at the agreed point of delivery. The purchase price includes ordinary packing for shipment but if special packing is required, Seller is to be reimbursed for the cost thereof. Any freight or insurance costs which may be included in the purchase price are based on rates at the date of the Order and any increase shall be paid by Purchaser. War risk insurance has not been included in the purchase price. If at any time before shipment either party believes War Risk insurance to be necessary or desirable, Seller will place such insurance at the expense of Purchaser. Any Equipment not picked up within 30 days of completion due to Purchaser's delay will be charged a storage/rehandling fee of not less than 1% per month or partial month of the purchase price of the Equipment.

5. WARRANTIES

Ellicott Dredge Technologies (a.k.a. Ellicott Dredge Technologies, LLC or EDT) hereto interchangeably referred to as "EDT" or the "Seller", warrants only that (i) the Equipment manufactured by Seller will conform to the description on the invoice issued by Seller; (ii) Seller will convey good title thereto and such Equipment will be delivered free from any lawful security interest or other lien or encumbrance unknown to Purchaser except Seller's lien and as otherwise expressly provided; and (iii) the Equipment will be free from defects in material and workmanship for a period ending twelve (12) months after date of shipment or 2,000 hrs. whichever comes first (unless otherwise specifically stated in the contract). Warranty includes free technical support over the phone and via e-mail for the lifespan of the equipment, even if ownership changes, so long as the dredge is registered with EDT after ownership transfers. With respect to engine(s), Seller passes on to Buyer the standard warranty offered by the engine manufacturer. As to Services, Seller warrants only that Service will be performed in a professional and workmanlike manner. No agent, employee or representative of Seller has any authority to bind Seller to any affirmation, representation or warranty concerning the Equipment or Services. Any affirmation, representation or warranty made by an agent, employee or representative of Seller which is not expressly set forth in these Terms shall not in any way be enforceable against Seller. This warranty is effective only if the equipment has been installed, maintained, and operated in accordance with EDT's instructions for use and service for which it was designed. This warranty does not extend to any condition arising from neglect, misuse, or abnormal use in any manner; or caused by an accident or force; or from failure to properly maintain or service the product or where it has been modified in any way affecting its stability or reliability; or it has been altered or improperly repaired by anyone other than EDT or its designee. Due to widely varying conditions under which EDT products are used or installed, EDT offers no warranty, expressed or implied, as to length of service life of equipment or parts. This warranty does not extend to such wear parts as, but not limited to, seals, slurry pump wet end components, bearings, tires, or any damages caused by any failure of such parts. Neither does this warranty extend to damages from corrosion due to extremes of either high or low pH, or from other chemical or electrolytic reaction caused by contents in waters where the equipment is used.

Any equipment and accessories not manufactured by EDT, which are incorporated into any EDT equipment, are warranted only to the extent of the original manufacturer's warranty or guarantee. As a condition of this warranty, the customer shall, promptly upon its determination of intent to make any claim against EDT, arising under this warranty, so notify EDT, in writing, specifically describing the part alleged to be defective; and further, upon request from EDT, shall ship such part to EDT, prepaid, as directed, for inspection by EDT. EDT may, at its discretion, send an authorized service representative, with transportation and expenses prepaid, to the customer's site to perform such inspection. EDT's sole obligation under this warranty, upon determination that such defectiveness did in fact exist within the period provided, shall be limited to, at EDT'S expense, either repairing or replacing such defective part.

EXCEPT FOR THE WARRANTY SET FORTH IN THIS SECTION, SELLER MAKES NO WARRANTY WHATSOEVER REGARDING THE EQUIPMENT OR ANY SERVICES, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, OR PERFORMANCE, USAGE OF TRADE OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, WARRANTY (I) OF MERCHANTABILITY; (II) OF FITNESS FOR A PARTICULAR PURPOSE; OR (III) AGAINST INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS OF A THIRD PARTY.

6. LIMITATION ON REMEDIES

Should the Equipment prove defective or if Services provided are not

reasonably satisfactory, Purchaser's exclusive and sole remedy for any claim regarding the Equipment or Services shall be, in Seller's sole discretion, the repair or replacement of Equipment Ex-works Seller's plant, New Richmond, Wisconsin, U.S.A. if Seller is given prompt written notice of any claimed defect within the warranty period and the Equipment is returned to Seller's plant for examination, charges prepaid, or, as to Services, the re-performance of Services. After the issue is remedied, the Buyer has 10 calendar days to pick up their equipment. Any days beyond this grace period will be charged at \$100.00 per day. IN NO EVENT WILL SELLER'S AGGREGATE LIABILITY WITH RESPECT TO ANY ORDER OR THE SUPPLY OR USE OF ANY EQUIPMENT OR SERVICE EXCEED THE AMOUNT ACTUALLY PAID BY PURCHASER TO SELLER WITH RESPECT TO SUCH EQUIPMENT OR SERVICE.

7. INDEMNIFICATION; LIMITATION ON LIABILITY

Purchaser shall indemnify and hold Seller harmless from and against, any and all claims, demands, actions and causes of action of any nature whatsoever, and all expenses incident to the defense thereof (including attorneys' fees), for injury to or death of persons and loss of or damage to property arising out of, or in any way connected with, Purchaser's ownership, assembly or use of Equipment, including, without limitation, acts or omissions of Purchaser or its agents, whether or not caused or claimed to have been caused by the breach, negligence, gross negligence, or intentional misconduct of Purchaser. Seller is not liable for any damage to the Equipment which occurs during its shipment, assembly or erection or for accidents, abuse or improper operation of the Equipment. Seller shall be under no obligation after shipment to assemble, erect or test the Equipment. If an Order provides for Services, unless otherwise provided, Seller's sole obligation with respect thereto shall be to provide Purchaser one or more experienced engineer(s), at Seller's expense, who shall become and remain Purchaser's agent(s) for the period during which the Services are provided. Under no circumstances shall Seller be liable to Purchaser or any third party for any acts or omissions of any such engineer(s) while providing Services. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES IN CONNECTION WITH OR ARISING OUT OF THESE TERMS, ANY CONTRACT OR THE SALE OR FURNISHING OF ANY EQUIPMENT OR SERVICES TO PURCHASER. SELLER SHALL ONLY BE LIABLE FOR ITS OWN GROSS NEGLIGENCE OR INTENTIONAL MISCONDUCT. PURCHASER'S SOLE REMEDY FOR ANY LIABILITY OF SELLER OF ANY KIND SHALL BE LIMITED TO THE REMEDY SET FORTH IN SECTION 7 ABOVE. SELLER WILL NOT BE RESPONSIBLE FOR MEETING ANY FEDERAL, STATE OR LOCAL LAWS, RULES OR REGULATIONS UNLESS EXPRESSLY AGREED TO BY SELLER IN WRITING. NO ACTION MAY BE BROUGHT FOR ANY ALLEGED BREACH BY SELLER OF THESE TERMS, AN ORDER OR ANY CONTRACT BETWEEN PURCHASER AND SELLER REGARDING AN ORDER (COLLECTIVELY, THE "GOVERNING DOCUMENTS") MORE THAN 1 YEAR AFTER THE PURCHASE OF EQUIPMENT OR RENDERING OF SERVICE OCCURS.

8. TAXES

All present and future sales, use, excise and similar taxes imposed by any federal, state, local or foreign government which Seller may be required to pay or collect with respect to the Equipment, the Services or with respect to the sale, transportation, storage, or use of the Equipment or provision of Services shall be for the account of Purchaser.

9. NON-CANCELABLE AND NON-ASSIGNABLE

An Order is not subject to cancellation or revision by Purchaser except with Seller's prior written consent and upon such terms and conditions as are satisfactory to Seller. None of the Governing Documents nor any interest herein or therein is assignable or transferable to a third party without the prior written

consent of Seller. These Terms are for the sole benefit of Seller and Purchaser and there shall be no third party beneficiaries of these Terms. Purchaser shall not assign, transfer, import or export an Order to embargoed or sanctioned countries or in violation of applicable international trade or other laws, regulations or restrictions.

10. PROPRIETARY RIGHTS; CONFIDENTIALITY

Purchaser shall not use, make reference to, publish, copy or otherwise designate, either orally or in writing, any logo, trademark, servicemark or tradename of Seller without the prior written consent of Seller. Any and all models, drawings, sketches, parts and other information supplied by Seller to Purchaser is and shall remain the property of Seller. Sales to the Purchaser do not convey any license, expressly or by implication to manufacture, duplicate, reverse engineer or otherwise copy or reproduce any of the Equipment or any part thereof.

All non-public, confidential or proprietary information of Seller, including, but not limited to, specifications, samples, patterns, designs, plans, drawings, documents, data, business operations, customer lists, pricing, discounts or rebates, disclosed by Seller to Purchaser, shall remain confidential and shall not be disclosed without prior WRITTEN permission from Seller. Seller shall be entitled to injunctive relief, without the need to post bond, for any violation of this Section. This Section does not apply to information that is: (i) in the public domain; or (ii) known to Purchaser at the time of disclosure.

11. WAIVER

Any waiver by either Purchaser or Seller of a breach by the other of any provision of these Terms or any Contract shall not be deemed a waiver of future compliance therewith, and all provisions shall remain in full force and effect.

12. ATTORNEYS' FEES

In the event that any legal action or other proceeding is brought for the enforcement of any Governing Document or these Terms, the prevailing party shall be entitled to recover its reasonable attorneys' fees, costs and expenses (including any fees, costs or expenses incurred to collect fees, costs or expenses). Whether or not suit is filed, Purchaser shall be liable for all attorneys' fees and costs associated with Seller's collection of any delinquent accounts of Purchaser. Any claim for costs, fees or expenses pursuant to these Terms shall survive and shall not merge into any judgment entered with regard to a claim arising out of or relating to any of the Governing Documents.

13. APPLICABLE LAW; JURISDICTION

These Terms and any dispute relating to any Governing Document or these Terms shall be governed by and construed in accordance with the laws of the State of Maryland, U.S.A, without regard to its conflicts of law principles. The state and federal courts sitting in Maryland shall have exclusive jurisdiction over any claims or disputes relating to these Terms or any Governing Document. The United Nations Convention on Contracts for the International Sale of Goods shall not govern any of the Governing Documents or the performance thereof or any aspect of any dispute arising from any of the Governing Documents. If any term or provision of these Terms or any provision in a Governing Document shall be found to be invalid, illegal or unenforceable, these Terms and the Governing Document shall remain in full force and effect and such term or provision shall be deemed stricken. Seller and Purchaser shall promptly agree upon a substitute for any such term or provision. PURCHASER AND SELLER KNOWINGLY AND WILLINGLY WAIVE ANY RIGHT THEY HAVE UNDER APPLICABLE LAW TO A TRIAL BY JURY IN ANY DISPUTE ARISING OUT OF OR IN ANY WAY RELATED TO ANY OF THE GOVERNING DOCUMENTS OR THE ISSUES RAISED BY THAT DISPUTE.

Ellicott Dredge Technologies, LLC

1750 Madison Ave. New Richmond, WI 54017 Phone: (913) 642-5100 Fax: (913) 642-5119
www.imsdredge.com www.mudcatdredge.com

IMPORTANT: EDT will never e-mail you and ask that you send the funds to a different account other than what is listed below. EDT encourages you to call your salesperson and review the banking information prior to sending your wire transfer as an added level of security.

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DOMESTIC WIRE TRANSFER INSTRUCTIONS:

Bank Name: HSBC BANK USA, NA
452 FIFTH AVE.
New York, NY 10018
Routing #: 021001088
Beneficiary: Ellicott Dredge Technologies, LLC
Account No.: 724002952

=====

FOREIGN WIRE TRANSFER INSTRUCTIONS:

Bank Name: HSBC BANK USA, NA
452 FIFTH AVE.
New York, NY 10018
SWIFT: MRMDUS33
Beneficiary: Ellicott Dredge Technologies, LLC
Account No.: 724002952

=====

ACH INSTRUCTIONS:

Bank Name: HSBC
Buffalo, NY 14203
Routing #: 022000020
Credit to: Ellicott Dredge Technologies, LLC
Account No.: 724002952

=====

MAIL CHECKS TO:

Ellicott Dredge Technologies, LLC
Attn: Accounting Department
1611 Bush Street
Baltimore, MD 21230



**City of Palmer
Resolution No. 22-009**

Subject: Directing the City Manager to Participate and Cooperate with Mat Su Local Governments in the Federal Building A Better America Grant Program

Agenda of: February 22, 2022

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

Originator Information:

Originator: John Moosey, City Manager

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: \$ _____

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:

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

Attachment(s):

1. Resolution No. 22-009
2. Joint Letter to Senator Murkowski

Summary Statement/Background:

The Building A Better America Grant Program was approved as a Bipartisan Infrastructure Law that permits local governments to compete for grant dollars to rebuild and reinvest in our communities. Twenty-five competitive infrastructure funding opportunities are not structured uniformly, and the local governments of the Matanuska-Susitna Borough are required to compete on a national level.

The Matanuska-Susitna Borough, the City of Houston, the City of Wasilla and the City of Palmer desire to work together for the betterment of our communities and to enhance the opportunities for successful grant awards. Together have established four grant seeking priorities which are:

- A. Workforce development in partnership with private and public sector advancing technology skills to build a strong economy
- B. Affordable and Accessible Healthcare
- C. Long-term infrastructure plan that includes roads, ports, railroads, and airports
- D. Economic Development in the region

Infrastructure projects in the pre-development stage are:

- A. Water system expansion and connectivity,
- B. Airport expansion and improvement,
- C. Port MacKenzie Development
- D. Transportation system expansion

Our four entities are calling up Representative Don Young, Senator Lisa Murkowski, and Senator Sullivan to assist us in successfully participating in the Federal Governments historically largest local community infrastructure opportunity.

Administration’s Recommendation:

Approve Resolution No. 22-009

LEGISLATIVE HISTORY

Introduced by: John Moosey, City Manager

Date: 2/22/2022

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 22-009

A Resolution of the Palmer City Council Authorizing the City Manager to Participate and Cooperate with Mat Su Local Governments in the Federal Building A Better America Grant Program

WHEREAS, The Building A Better America Grant Program was approved as a Bipartisan Infrastructure Law that permits local governments to compete for grant dollars to rebuild and reinvest in our communities; and

WHEREAS, twenty-five competitive infrastructure funding opportunities are not structured uniformly; and

WHEREAS, the local governments of the Matanuska-Susitna Borough are required to compete on a national level, and

WHEREAS, the Matanuska-Susitna Borough, the City of Houston, the City of Wasilla and the City of Palmer desires to work together for the betterment of our communities and to enhance the opportunities for successful grant awards, and

WHEREAS, we together have established four grant seeking priorities which are:

- A. Workforce development in partnership with private and public sector advancing technology skills to build a strong economy
- B. Affordable and Accessible Healthcare
- C. Long-term infrastructure plan that includes roads, ports, railroads, and airports
- D. Economic Development in the region

WHEREAS, infrastructure projects in the pre-development stage are:

- A. Water system expansion and connectivity,
- B. Airport expansion and improvement,
- C. Port MacKenzie Development
- D. Transportation system expansion

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby, that our four entities are calling up Representative Don Young, Senator Lisa Murkowski and Senator Sullivan to assist us in successfully participating in the Federal Governments historically largest local community infrastructure opportunity.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Palmer City Council hereby

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

Steven J Carrington, Mayor

Shelly Acteson, CMC, City Clerk



Matanuska-Susitna Borough
350 E. Dahlia Avenue
Palmer, Alaska 99645



City of Houston
13878 W. Armstrong Road
Houston, Alaska 99694



City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645



City of Wasilla
290 E Herning Avenue
Wasilla, Alaska 99654

February 3, 2022

Senator Lisa Murkowski
522 Hart Senate Office Building
Washington, DC 20510
RE: 2022-23 Joint Project Priorities

Dear Senator Murkowski,

Thank you for meeting with the Borough and Cities on January 24, 2022. Your insight to the Building A Better America program was helpful. We believe that together we have important and impactful projects that are competitive nationally.


Our established priorities are:

- 1) Workforce development in partnership with private and public sector advancing technology skills to build a strong economy
- 2) Affordable and Accessible Healthcare
- 3) Long-term infrastructure plan that includes roads, ports, railroads, and airports
- 4) Economic Development in the region


Immediate infrastructure projects in the pre-development stage are water system expansion and connectivity, airport expansion and improvement, Port MacKenzie development and transportation system expansion. Each of us have been working individually and together on these vital needs. We realize that these federal funds are a necessary and important opportunity for serving our communities now and into the future.


We look forward to working with your team and successfully competing for these grant dollars.

Sincerely,


[Edna DeVries \(Feb 3, 2022 07:55 AKST\)](#)
Edna DeVries
Mayor - MatSu Borough


[Virgie Thompson \(Feb 3, 2022 16:46 AKST\)](#)
Virgie Thompson
Mayor - Houston


[Steven J Carrington \(Feb 10, 2022 16:37 AKST\)](#)
Steve Carrington
Mayor - Palmer


Glenda D. Ledford
Mayor - Wasilla

**City of Palmer
Resolution No. 22-010**

Subject: Authorizing the Execution and Delivery of the RUS Bulletin 1780-27 to Allow for the Long Term Financing of Wastewater Utility Treatment Plant Facility Improvements



Agenda of: February 22, 2022

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

Originator Information:

Originator: John Moosey, City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
✓	Finance		02/11/2022
_____	Fire	_____	_____
_____	Police	_____	_____
✓	Public Works		02/11/2022

Certification of Funds:

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

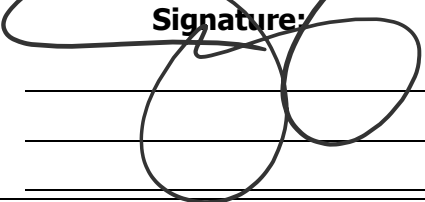
- This legislation (✓):
- Creates revenue in the amount of: \$ _____
 - Creates expenditure in the amount of: \$ _____
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

Funds are (✓):

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

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Resolution No. 22-010
2. RUS Bulletin 1780-27

Summary Statement/Background:

The City of Palmer successfully applied for long-term financing of improvements to the City's wastewater treatment plant facility through the office of the United States Department of Agriculture (USDA). A condition of securing such long-term financing with USDA is that the City Council approve terms and conditions set forth in RUS Bulletin 1780-27 and authorize the execution and delivery of the RUS Bulletin.

In connection with the USDA long-term financing, the City anticipates receipt of a grant from USDA in the amount not to exceed \$458,000.

Administration's Recommendation:

Approve Resolution No. 22-010

LEGISLATIVE HISTORY

Introduced by: Manager Moosey
Date: February 22, 2022
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 22-010

A Resolution of the Palmer City Council Authorizing and Providing for the Execution and Delivery of the RUS Bulletin 1780-27 in Connection with the Long Term Financing of the Costs of Acquiring, Constructing, and Improving the City’s Wastewater Utility Treatment Plant Facility and Related Matters

WHEREAS, the City of Palmer, Alaska (“**City**”) successfully applied for a grant and loan from the United State Department of Agriculture, Rural Utilities Services (“**RUS**”), administered by staff of United States Department of Agriculture, Rural Development (“**RD**”) to assist in financing improvements to the wastewater utility treatment facilities owned and operated by the City (“**Project**”); and

WHEREAS, the City Council authorized the City to proceed with securing the financing with the assistance of RD by adoption of Resolution No. 21-009 on March 9, 2021 (the “**Loan Resolution**”); and

WHEREAS, terms and conditions for securing financing through the office of RD require Council adoption of RUS Bulletin 1780-27, in substantially the final form which is attached hereto and made a part of hereof (“**RUS Bulletin**”).

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PALMER, ALASKA:

1. The Council hereby agrees and approves the terms of the RUS Bulletin, attached hereto in substantially final form.
2. The City Manager and Finance Director are hereby authorized, directed and empowered to modify and execute the RUS Bulletin on behalf of the City and to perform such acts for and on behalf of the City necessary or appropriate in order to implement and carry out the intent and purpose of this Resolution.
3. The Council hereby ratifies and confirms all actions taken by the City pursuant to the Loan Resolution.

This Resolution shall become effective immediately upon its adoption by Council.
Approved by the Palmer City Council this ____ day of _____, 2022.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk

LOAN RESOLUTION
(Public Bodies)A RESOLUTION OF THE Palmer City CouncilOF THE City of Palmer, Alaska

AUTHORIZING AND PROVIDING FOR THE INCURRENCE OF INDEBTEDNESS FOR THE PURPOSE OF PROVIDING A PORTION OF THE COST OF ACQUIRING, CONSTRUCTING, ENLARGING, IMPROVING, AND/OR EXTENDING ITS

Wastewater Treatment Plant

FACILITY TO SERVE AN AREA LAWFULLY WITHIN ITS JURISDICTION TO SERVE.

WHEREAS, it is necessary for the City of Palmer, Alaska

(Public Body)

(herein after called Association) to raise a portion of the cost of such undertaking by issuance of its bonds in the principal amount of

Not to Exceed Eight Million Fifty-Two Thousand and No/100 Dollars (\$8,052,000)

pursuant to the provisions of the Association's Charter and Code and State Law; and**WHEREAS**, the Association intends to obtain assistance from the United States Department of Agriculture,

(herein called the Government) acting under the provisions of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.) in the planning, financing, and supervision of such undertaking and the purchasing of bonds lawfully issued, in the event that no other acceptable purchaser for such bonds is found by the Association:

NOW THEREFORE, in consideration of the premises the Association hereby resolves:

1. To have prepared on its behalf and to adopt an ordinance or resolution for the issuance of its bonds containing such items and in such forms as are required by State statutes and as are agreeable and acceptable to the Government.
2. To refinance the unpaid balance, in whole or in part, of its bonds upon the request of the Government if at any time it shall appear to the Government that the Association is able to refinance its bonds by obtaining a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms for loans for similar purposes and periods of time as required by section 333(c) of said Consolidated Farm and Rural Development Act (7 U.S.C. 1983(c)).
3. To provide for, execute, and comply with Form RD 400-4, "Assurance Agreement," and Form RD 400-1, "Equal Opportunity Agreement," including an "Equal Opportunity Clause," which clause is to be incorporated in, or attached as a rider to, each construction contract and subcontract involving in excess of \$10,000.
4. To indemnify the Government for any payments made or losses suffered by the Government on behalf of the Association. Such indemnification shall be payable from the same source of funds pledged to pay the bonds or any other legal ly permissible source.
5. That upon default in the payments of any principal and accrued interest on the bonds or in the performance of any covenant or agreement contained herein or in the instruments incident to making or insuring the loan, the Government at its option may (a) [declare the entire principal amount then outstanding and accrued interest immediately due and payable - under discussion], (b) for the account of the Association (payable from the source of funds pledged to pay the bonds or any other legally permissible source), incur and pay reasonable expenses for repair, maintenance, and operation of the facility and such other reasonable expenses as may be necessary to cure the cause of default, and/or (c) take possession of the facility, repair, maintain, and operate or rent it. Default under the provisions of this resolution or any instrument incident to the making or insuring of the loan may be construed by the Government to constitute default under any other instrument held by the Government and executed or assumed by the Association, and default under any such instrument may be construed by the Government to constitute default hereunder.
6. Not to sell, transfer, lease, or otherwise encumber the facility or any portion thereof, or interest therein, or permit others to do so, without the prior written consent of the Government.
7. Not to defease the bonds, or to borrow money, enter into any contractor agreement, or otherwise incur any liabilities for any purpose in connection with the facility (exclusive of normal maintenance) without the prior written consent of the Government if such undertaking would involve the source of funds pledged to pay the bonds.
8. To place the proceeds of the bonds on deposit in an account and in a manner approved by the Government. Funds may be deposited in institutions insured by the State or Federal Government or invested in readily marketable securities backed by the full faith and credit of the United States. Any income from these accounts will be considered as revenues of the system.
9. To comply with all applicable State and Federal laws and regulations and to continually operate and maintain the facility in good condition.
10. To provide for the receipt of adequate revenues to meet the requirements of debt service, operation and maintenance, and the establishment of adequate reserves. Revenue accumulated over and above that needed to pay operating and maintenance, debt service and reserves may only be retained or used to make prepayments on the loan. Revenue cannot be used to pay any expenses which are not directly incurred for the facility financed by USDA. No free service or use of the facility will be permitted.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0121. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION TO BE EXECUTED AT LOAN CLOSING

I, the undersigned, as City Manager of the City of Palmer
 hereby certify that the City Council of such Association is composed of
 _____ members, of whom , _____ constituting a quorum, were present at a meeting thereof duly called and
 held on the _____ day of _____ 2022 ; and that the foregoing resolution was adopted at such meeting
 by the vote shown above, I further certify that as of _____ 2022 ,
 the date of closing of the loan from the United States Department of Agriculture, said resolution remains in effect and has not been
 rescinded or amended in any way.

Dated, this _____ day of _____ 2022

 John Moosey

Title City Manager

**City of Palmer
Resolution No. 21-005 A**

Subject: Amending the 2021 City of Palmer Budget for the Fiscal Year Ending December 31, 2021

Agenda of: February 22, 2021

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: \$ **All Funds \$1,375,877 Net Increase**

This legislation (√):

- Creates revenue in the amount of: \$ 2,133,848
- Creates expenditure in the amount of: \$ 757,971
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted Various Line Items: Refer to Resolution

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. Resolution No. 21-005 A

Summary Statement:

The yearend budget amendment adjusts revenues and expenditures/expenses for additional revenues received, grants, reimbursed expenditures, and budget adjustments.

The General Fund (01) revenue adjustments include the following:

- Increase in MTA Events Center revenues for Ice Rental, Advertising Income and Arena Concession.
- Decrease in MTA Events Center revenues for Arena Rental, Tournaments, Open Skate, Shiny Hockey, Learn to Skate, Arena Concession Lease and MTA Gym.
- Increase to Sales Tax revenue due to a conservative budget for 2021 due to the 2020 Pandemic year.
- Increase to Sales Tax Penalty and Interest revenue due to the increase of these percentages in March of 2020 to mirror the Alaska Remote Sellers Sales Tax Commission that the City joined.
- Decrease in Business License revenue due to moving forward with MUNIREvs Online platform in January of 2021 and processing fewer paper applications for 2022 prior to yearend.
- Decrease in Building Plan Review revenue.
- Increase in Building Permit revenue.
- Increase Library Grants that were spent in 2021.
- Decrease in VFA Fire Grant due to merchandise not being received until 2022.
- Increase to Municipal Aid based on actual revenue received.
- Decrease in Co-op Taxes Electric & Telephone revenue for actual received.
- Decrease in Library Fees.
- Increase in Fire Service Contract revenue.
- Decrease in Fines & Forfeiture revenue from the court system for citations.
- Decrease in Fines & Forfeiture revenue from the old citations collected through PFD garnishments.
- Decrease in Interest/Investment earnings.
- Decrease in Street Assessment Earnings.
- Increase in Property & Equipment Sales – City Hall.
- Decrease in Property & Equipment Sales – Public Works.
- Increase in SART Revenue reimbursement from State Troopers.
- Increase in Misc. Income – Public Works due to insurance claims, MEA Streetlight refund, sale of scrap metal in public works yard, restitution.
- Increase in Misc. Income – Comm Services due to depot rental extra cleaning, lost keys and right of way fees.
- Increase in Misc. Income – Public Safety due to dispatch training reimbursements, forfeiture of funds, reimbursement from the Dept of Justice for bullet proof vests, insurance claims.
- Increase in Misc. Income due to training reimbursements and MEA capital credit.
- Increase in NPO Write Off/PERS Relief from the state of Alaska with offsetting expenditure.

The General Fund (01) expenditure adjustments include the following:

- Increase in Finance budget for PERS on Behalf expenditures to offset the revenue and increase for Alaska Remote Seller Sales Tax Commission Fees for the collection of remote sellers' online sales tax to the City.
- Increase in Tourist Center budget for contractual services for the janitorial service to clean the public restrooms.
- Decrease in Non-Departmental budget for Transfer Out not needed for the Airport Fund and reduced for the Golf Course. Increase to EOC operations which includes monthly phone charges for land lines.
- Decrease in Small Tools & Equipment for the Fire Department VFA grant expense due to delay in delivery of merchandise, not to be received until Feb 2022.

- Increase in PLA Supplies/Books/Subscription grant expenditures for 2021. Decrease in grant operating supplies for the SOA Easy grant for only the 2021 expenditures.

The Water/Sewer Fund (02) increase in revenues for Service Fees, Penalty and Credit Card Fees. Also increase to PERS on Behalf from the state of Alaska with offsetting expense. Increase in Legal Fees for stipulated penalties that were approved on Action Memorandum 21-060 on October 26, 2021.

The Airport Fund (03) increase in revenues for Airport Property Taxes, Airport Sales Tax, Airport Tiedowns, Land Leases and Misc. Income due to airport signage fees. Decrease in Transfer In from the General Fund as these funds are not needed for 2021. Increase to PERS On Behalf from the state of Alaska with offsetting expense. Decrease in expense line items for Part Time Salaries, Advertising, Travel, Contractual Services, Repairs & Maintenance, Building and Equipment. Increase to Transfers Out to Airport Capital Fund 30 for future airport capital projects.

The Solid Waste Fund (05) increase in revenues for Penalty and for PERS on Behalf from the state of Alaska and offsetting expense. Increase to the Services line item for tipping fees at the MSB Landfill. Decrease in Equipment due to the new garbage truck being delivered in 2022.

The Golf Course Fund (15) increase in revenues from original 2021 budget, with a decrease to transfers in for capital from the General Fund that did not get spent in 2021.

The Water/Sewer Capital Projects Fund (24) increase in revenue and expenses for the CSLFRF Grant revenue and expenses for the WWTP Phase 2 Clarifiers project.

The Airport Capital Projects Fund (30) increase in transfer in and matching expense for future airport capital projects.

Move the revenue and expense for the CSLFRF Grant from the CARES/ARPA Fund (56) to Water Sewer Capital Projects Fund (24).

Administration’s Recommendation:

Approve Resolution No. 21-005 A

LEGISLATIVE HISTORY

Introduced by: Manager Moosey
Date: February 22, 2022
Public Hearing: February 22, 2022
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Resolution No. 21-005 A

A Resolution of the Palmer City Council Amending the Budget for the City of Palmer, Alaska for the Fiscal Year Ending December 31, 2021

WHEREAS, at the February 22, 2022, council meeting the manager presented budget amendments and the City Council approved increasing the General Fund (01) revenues \$1,984,042 and increasing General Fund (01) expenditures \$325,483 for a net increase of \$1,658,559; and

WHEREAS, at the February 22, 2022, council meeting the manager presented budget amendments and the City Council approved increasing the Water/Sewer Fund (02) revenues \$45,128 and increasing Water/Sewer Fund (02) expenses \$41,183 for a net increase of \$3,945; and

WHEREAS, at the February 22, 2022, council meeting the manager presented budget amendments and the City Council approved decreasing the Airport Fund (03) revenues \$20,380 and increasing the Airport Fund (03) expenses \$6,293 for a net decrease of \$26,673; and

WHEREAS, at the February 22, 2022, council meeting the manager presented budget amendments and the City Council approved increasing the Solid Waste Fund (05) revenues \$9,621 and decreasing expenses \$325,012 for a net decrease of \$315,391; and

WHEREAS, at the February 22, 2022, council meeting the manager presented budget amendments and the City Council approved increasing the Golf Course Fund (15) revenues \$55,437 for a net increase of \$55,437; and

WHEREAS, at the February 22, 2022, council meeting the manager presented budget amendments and the City Council approved increasing the Water/Sewer Capital Projects Fund (24) revenues \$899,910 and increasing expenses \$899,910; and

WHEREAS, at the February 22, 2022, council meeting the manager presented budget amendments and the City Council approved increasing the Airport Capital Projects Fund (30) revenues \$60,000 and increasing expenses \$60,000; and

WHEREAS, at the February 22, 2022, council meeting the manager presented budget amendments and the City Council approved decreasing the CARES/ARPA Funds (56) revenues \$899,910 and decreasing expenses \$899,910; and

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby amends the 2021 budget as follow:

Line item description	Current 2021 Budget	Proposed Amendment	Amended 2021 Budget
GENERAL FUND (01)			
General Fund (01) Revenues:			
01-00-00-3001 Ice Rental	\$ 185,000	\$ 70,000	\$ 255,000
01-00-00-3002 Arena Rental	\$ 4,000	\$ (1,950)	\$ 2,050
01-00-00-3005 Advertising Income	\$ 7,500	\$ 7,500	\$ 15,000
01-00-00-3006 Tournaments	\$ 2,000	\$ (2,000)	\$ 0
01-00-00-3007 Open Skate	\$ 5,000	\$ (1,440)	\$ 3,560
01-00-00-3009 Shiny Hockey	\$ 2,500	\$ (2,269)	\$ 231
01-00-00-3014 Learn To Skate	\$ 2,000	\$ (1,929)	\$ 71
01-00-00-3018 Arena Concession Lease	\$ 1,500	\$ (1,500)	\$ 0
01-00-00-3019 Arena Concession	\$ 0	\$ 5,960	\$ 5,960
01-00-00-3020 MTA Gym	\$ 1,000	\$ (440)	\$ 560
01-00-00-3130 Sales Tax	\$ 7,625,000	\$ 1,575,000	\$ 9,200,000
01-00-00-3131 Sales Tax Penalty & Interest	\$ 75,000	\$ 26,000	\$ 101,000
01-00-00-3210 Business Licenses	\$ 60,000	\$ (15,000)	\$ 45,000
01-00-00-3218 Building Plan Review	\$ 50,000	\$ (7,165)	\$ 42,835
01-00-00-3221 Building Permits	\$ 75,000	\$ 28,000	\$ 103,000
01-00-00-3343 Library Grants	\$ 6,900	\$ 1,835	\$ 8,735
01-00-00-3344 VFA – Fire Grant	\$ 4,875	\$ 4,149	\$ 726
01-00-00-3350 Municipal Aid	\$ 75,000	\$ 25,797	\$ 100,797
01-00-00-3362 Co-op Taxes Electric & Telephone	\$ 130,000	\$ (15,147)	\$ 114,853
01-00-00-3412 Library Fees	\$ 15,000	\$ (6,700)	\$ 8,300
01-00-00-3425 Fire Service Contract	\$ 444,102	\$ 8,189	\$ 452,291
01-00-00-3510 Fines & Forfeiture	\$ 30,000	\$ (7,501)	\$ 22,499
01-00-00-3511 Fines & Forfeitures	\$ 65,000	\$ (24,925)	\$ 40,075
01-00-00-3610 Interest/Investment Earnings	\$ 55,000	\$ (45,000)	\$ 5,000
01-00-00-3632 Street Assessments Earnings	\$ 18,000	\$ (10,977)	\$ 7,023
01-00-00-3661 Property & Equip Sales CH	\$ 0	\$ 110	\$ 110
01-00-00-3662 Property & Equip Sales PW	\$ 10,000	\$ (8,996)	\$ 1,004
01-00-00-3685 SART Revenue	\$ 0	\$ 3,900	\$ 3,900
01-00-00-3687 Misc Income – Public Works	\$ 0	\$ 8,815	\$ 8,815
01-00-00-3688 Misc Income-Comm Services	\$ 0	\$ 1,606	\$ 1,606
01-00-00-3689 Misc Income – Public Safety	\$ 0	\$ 21,230	\$ 21,230
01-00-00-3690 Misc Income	\$ 0	\$ 10,264	\$ 10,264
01-00-00-3691 NPO Write Off/PERS Relief	\$ 0	\$ 338,626	\$ 338,626
TOTAL GENERAL FUND REVENUE AMENDMENTS		\$ 1,984,042	
General Fund (01) Expenditures:			
Finance Department:			
01-01-10-6017 PERS on Behalf General Fund	\$ 0	\$ 338,626	\$ 338,626
01-01-10-6025 ARSSTC Fees	\$ 0	\$ 98,000	\$ 98,000
Total Finance Department Amendments		\$ 436,626	
Tourist Center Department:			
01-01-20-6030 Contractual Services	\$ 174,030	\$ 1,800	\$ 175,830
Total Tourist Center Amendments		\$ 1,800	
Non-Departmental:			
01-01-70-6078 Transfers Out	\$ 634,647	\$ (111,214)	\$ 523,433
01-01-70-6090 EOC Operations	\$ 3,500	\$ 585	\$ 4,085
Total Non-Departmental Amendments		\$ (110,629)	

Line item description	Current 2021 Budget	Proposed Amendment	Amended 2021 Budget
Fire Department:			
01-13-10-6046 Small Tools & Equipment	\$ 14,000	\$ (4,149)	\$ 9,851
Total Tourist Center Amendments		\$ (4,149)	
Library:			
01-19-23-6040 PLA Supplies/Books/Subcrpt	\$ 0	\$ 7,000	\$ 7,000
01-19-23-6044 Operating Supplies	\$ 6,900	\$ (5,165)	\$ 1,735
Total Library Amendments		\$ 1,835	
TOTAL GENERAL FUND EXPENDITURES AMENDMENTS		\$ 325,483	
WATER/SEWER FUND (02)			
Revenues:			
02-00-00-3452 Service Fees	\$ 16,000	\$ (2,500)	\$ 13,500
02-00-00-3609 Penalty	\$ 20,000	\$ 19,122	\$ 39,122
02-00-00-3640 Credit Card Fees	\$ 4,500	\$ 2,673	\$ 7,173
02-00-00-3691 NPO Write Off/PERS on Behalf	\$ 0	\$ 25,833	\$ 25,833
TOTAL WATER/SEWER FUND REVENUE AMENDMENTS		\$ 45,128	
Expenses:			
02-01-10-6018 PERS on Behalf	\$ 0	\$ 12,414	\$ 12,414
02-01-50-6018 PERS on Behalf	\$ 0	\$ 13,419	\$ 13,419
02-01-50-6027 Legal Fees	\$ 5,000	\$ 15,350	\$ 20,350
TOTAL WATER/SEWER FUND EXPENSE AMENDMENTS		\$ 41,183	
AIRPORT FUND (03)			
Revenues:			
03-00-00-3110 Property Taxes	\$ 22,249	\$ 1,917	\$ 24,166
03-00-00-3130 Airport Sales Tax	\$ 22,000	\$ 28,652	\$ 50,652
03-00-00-3430 Airport Revenue-Tiedowns	\$ 28,000	\$ 22,636	\$ 50,636
03-00-00-3431 Land Leases	\$ 185,439	\$ 4,236	\$ 189,675
03-00-00-3673 Transfer from Other Funds	\$ 86,214	\$ (86,214)	\$ 0
03-00-00-3690 Miscellaneous Income	\$ 0	\$ 1,500	\$ 1,500
03-00-00-3691 NPO Write Off/PERS Relief	\$ 0	\$ 6,893	\$ 6,893
TOTAL AIRPORT FUND REVENUE AMENDMENTS		\$ (20,380)	
Expenses:			
03-01-10-6012 Regular Benefits	\$ 60,496	\$ (5,000)	\$ 55,496
03-01-10-6013 PT Salaries	\$ 19,000	\$ (15,000)	\$ 4,000
03-01-10-6018 PERS on Behalf	\$ 0	\$ 6,893	\$ 6,893
03-01-10-6022 Advertising	\$ 2,000	\$ (1,600)	\$ 400
03-01-10-6024 Travel	\$ 1,500	\$ (1,500)	\$ 0
03-01-10-6030 Contractual Services	\$ 20,000	\$ (15,000)	\$ 5,000
03-01-10-6045 Repairs & Maintenance	\$ 45,000	\$ (18,000)	\$ 27,000
03-01-10-6052 Buildings	\$ 2,500	\$ (2,200)	\$ 300
03-01-10-6053 Equipment	\$ 2,500	\$ (2,300)	\$ 200
03-01-10-6078 Transfers Out	\$ 0	\$ 60,000	\$ 60,000
TOTAL AIRPORT FUND EXPENSE AMENDMENTS		\$ 6,293	
SOLID WASTE FUND (05)			
Revenues:			
05-00-00-3609 Penalty	\$ 6,000	\$ 4,633	\$ 10,633
05-00-00-3691 NPO Write Off/PERS on Behalf	\$ 0	\$ 4,988	\$ 4,988
TOTAL SOLID WASTE FUND REVENUE AMENDMENTS		\$ 9,621	

Line item description	Current 2021 Budget	Proposed Amendment	Amended 2021 Budget
Expenses:			
05-01-10-6018 PERS on Behalf	\$ 0	\$ 4,988	\$ 4,988
05-01-10-6029 Services	\$ 367,500	\$ 22,000	\$ 389,500
05-01-10-6053 Equipment	\$ 402,000	\$ (352,000)	\$ 50,000
TOTAL SOLID WASTE EXPENSE AMENDMENTS		\$ (325,012)	
GOLF COURSE FUND (15)			
Revenues:			
15-00-00-3479 Presold Green Fees	\$ 160,000	\$ 28,078	\$ 188,078
15-00-00-3481 Green Fees	\$ 260,000	\$ 32,074	\$ 292,074
15-00-00-3482 Golf Cart Rentals	\$ 125,000	\$ 12,903	\$ 137,903
15-00-00-3483 Driving Range Revenues	\$ 45,000	\$ 6,236	\$ 51,236
15-00-00-3484 Trail Fees	\$ 7,500	\$ 1,146	\$ 8,646
15-00-00-3673 Transfers from Other Funds	\$ 25,000	\$ (25,000)	\$ 0
TOTAL GOLF COURSE REVENUE AMENDMENTS		\$ 55,437	
WATER SEWER CAPITAL PROJECTS FUND (24)			
Revenues:			
24-00-00-3380 CSLFRF Grant Revenue	\$ 0	\$ 899,910	\$ 899,910
TOTAL WATER SEWER CAPITAL PROJECTS REVENUE AMENDMENTS		\$ 899,910	
Expenses:			
24-53-43-6228 CSLFRF Grant Expenses	\$ 0	\$ 899,910	\$ 899,910
TOTAL WATER SEWER CAPITAL PROJECTS EXPENSE AMENDMENTS		\$ 899,910	
AIRPORT CAPITAL PROJECTS FUND (30)			
Revenues:			
30-00-00-3673 Transfers In	\$ 0	\$ 60,000	\$ 60,000
TOTAL AIRPORT CAPITAL PROJECTS REVENUE AMENDMENTS		\$ 60,000	
Expenses:			
30-30-10-6275 Matching Grant Funds	\$ 100,000	\$ 60,000	\$ 160,000
TOTAL AIRPORT CAPITAL PROJECTS EXPENSE AMENDMENTS		\$ 60,000	
CARES/ARPA FUND (56)			
Revenues:			
56-00-00-3330 CSLFRFA Grant Revenue	\$ 899,910	\$ (899,910)	\$ 0
TOTAL CARES/ARPA REVENUE AMENDMENTS		\$ (899,910)	
Expenses:			
56-01-12-6078 CSLFRFA Grant Expenses	\$ 899,910	\$ (899,910)	\$ 0
TOTAL CARES/ARPA EXPENSE AMENDMENTS		\$ (899,910)	

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

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

Steve Carrington, Mayor

Shelly M Acteson, CMC, City Clerk

**City of Palmer
Ordinance No. 22-001**

Subject: An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Chapter 12.30 City of Palmer Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy and Repealing Ordinance 17-008-S A City of Palmer Parks, Recreation, and Outdoor Facilities Donation Policy

Agenda of: February 8, 2022

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

Originator Information:

Originator: Brad Hanson, Director Community Development

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	<u>Brad Hanson</u>	January 26, 2022
_____	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: *[Signature]*

Approved for Presentation By:

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

Attachment(s):

1. Ordinance No. 22-001
2. Edits to City of Palmer Parks, Recreation and Outdoor Facilities Donation Policy 17-008-S

Summary Statement/Background:

In 2017 the Parks and Recreation Advisory Board passed a resolution supporting the Palmer City Council to adopt a Parks Donation Policy. When introduced in 2017, the policy contained language regarding memorials on public property. During discussion, the city council amended the proposed ordinance to eliminate memorials on public lands unless it was in conjunction with a donated park bench, picnic table, bicycle rack or a tree. Ordinance 17-008-S, City of Palmer Parks, Recreation, and Outdoor Facilities Donation Policy passed unanimously. City Council conducted three public hearings on the ordinance before the ordinance was passed.

Ordinance 17-008-S did not codify the policy language in Palmer Municipal Code (PMC). This ordinance enacts PMC Chapter 12.30 and includes language regarding memorials placed on Parks, Recreational Facilities and Outdoor Facilities. The ordinance if adopted creates standards and a criterion for the placement of memorials on or in park, recreational facilities, and outdoor facilities. This ordinance will give staff needed direction for the placement of memorials on or in public facilities in Palmer.

Ordinance 22-001 allows the Parks and Recreation Advisory Board with the concurrence of the city council to adopt standard components for parks, trails and outdoor facilities for park benches, picnic tables, bicycle racks and trees. Creating standard City of Palmer Parks, Recreational Facilities and Outdoor facilities will assist the city in fully developing parks. Acceptable standards for components and facilitate the donation process.

Included as an attachment are the edits proposed to Ordinance 17-008-S as a reference.

This ordinance does not amend how parks are named.

Administration's Recommendation:

Adopt Ordinance No. 22-001 Enacting Chapter 12.30 City of Palmer Parks, Facilities and Outdoor Facilities Donation/Memorial Policy.

LEGISLATIVE HISTORY

Introduced by: City Manager
Date: 2/8/2022
Public Hearing: 2/22/2022
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 22-001

An Ordinance of the Palmer City Council Enacting Palmer Municipal Code Chapter 12.30 City of Palmer Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy

WHEREAS, the city has public land that citizens enjoy throughout the year; and

WHEREAS, many citizens and visitors desire to assist and enhance these public lands through donating items; and

WHEREAS, many citizens contribute significantly to the quality of life in Palmer and should be memorialized on public property; and

WHEREAS, the Parks and Recreation Advisory Board (Board) developed and recommends an update to standard operating procedure for accepting and maintaining donations and for accepting memorials for public use at Parks, Recreational, and Outdoor facilities.

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

Section 3. The City of Palmer Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy is hereby enacted to read as follows:

12.30.010 Purpose and intent.

The purpose of this policy is to establish guidelines, standards, and procedures for the acceptance, installation, and care of donated park improvements, including memorial plaques, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, bicycle racks, trees, monuments, memorials, banners, interpretive signs, public art, and other types of park and trails accessories. This policy does not apply to buildings or land. The city desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost. Guidelines established by this policy will apply to all donations made after the effective date of this policy.

Donations will be incorporated into upcoming or ongoing park improvement projects. The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

Standards established by this policy will apply to donated equipment, installation techniques, memorial plaques, donation plaques, decoration and long-term care of all donations made after the adoption of this policy. Materials and design of such donations shall be reviewed by the Board;

A. Donations approved by the Board as City Of Palmer (COP) standards item may be accepted by the Parks and Facility Manager.

B. The Board shall forward their recommendation as to the acceptance of the proposed donation to the city Council for final action on any non-standard park and facility donation.

12.30.020 Standards for Donations.

A. Acquisition or Purpose: The city and the community have an interest in ensuring that park and trail elements donated and installed be of high quality related to style, appearance, durability and ease of maintenance. The Board will be responsible for review and approval of material and design of all park elements. The Board may periodically approve COP standard items for park, trail, recreational facilities and outdoor facilities.

B. Appearance and Aesthetics: The city and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements or Memorial Plaques and/or their associated donation acknowledgments should reflect the character of the park or facility. Prior to installation, the Board must determine that all park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

C. Cost: The city has an interest in ensuring that the donor covers the full cost of the donation, installation, and maintenance for the expected life cycle of donated park elements. A separate fee schedule is maintained in which the city will detail costs for donations, installation, and maintenance. The city also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City Park facilities.

D. Maintenance: Donated Park elements and/or their associated donation plaques or memorial plaques, become city property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. (See Section 11 for more information on life cycle.) If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

E. Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated Park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

12.30.030 Procedure for Making A Donation.

The City's Community Development office will manage all donations located on City Park, Recreational Facilities, and Outdoor facilities, with the assistance of the Parks Maintenance Crew.

A. Application: Applications are sent to the Community Development office to determine whether a donation may be accepted based upon criteria contained in this policy. Applications are available through the mail or in person at the Community Development office.

12.30.040 Criterial for Acceptance.

A. Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists or a plan exists but does not identify a particular park element proposed for donation then a donation may be accepted if the donation:

- 1) meets a true need of the facility;
- 2) not interfere with the intended current or future use or function of the facility;

3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the city, a facility may be determined to be fully developed and the opportunity for donations would not be available.

B. Donation Plaques: Donation plaques, as approved by the Board, are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the city. Donation plaques will be a maximum 5" x 7" or 2" x 18" inches in size (depending on the donated item), utilize either "Palatine" or "Cheltenham Light" lettering and numbers, have a leatherette or travertine background texture, be of dark brown oxide stain and be manufactured by a city approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, the Board may approve alternative types.

In park bench applications, the donation plaque will be affixed to the front of the seat back of the bench. In picnic table applications, the donation a plaque will be affixed to the table top. In tree installation applications, the donation plaque will be installed on a post or on a stone next to the base of the tree.

C. Notification: It shall be the responsibility of the donor to provide the Community Development office with a current address for purposes of notification regarding their donation.

D. Memorial Plaques: Memorial plaques, as approved by the Parks and Recreation Advisory Board and confirmed by city council are reserved for individuals who, over the course of time, have made a significant contribution to the welfare of a park, recreational facility or outdoor facility. Applications for memorials are submitted by individuals or organizations and are acted upon at the next duly noticed public meeting for the Parks and Recreation Advisory Board. A resolution by the Parks and Recreation Advisory Board is then forwarded to City Council for final resolution. A person memorialized must have been deceased for a minimum of one year, or an event must have occurred a minimum of one year prior, for an application to be submitted. Donated memorial plaques are reserved for individuals/events who have had an instrumental role in the promotion, establishment, maintenance, administration, or leadership of a park, recreational facility or outdoor facility. This may include an organization, member of an organization or an individual who has donated indirectly to the development of a park, recreational facility, or outdoor facility. To accept a memorial plaque for a specific park, recreational facility, or outdoor facility it must meet the Standards for Donations in Section 12.30.020 of the Parks, Recreational and Outdoor Facilities Donation/Memorial Policy. Memorial Plaques as approved by the board shall meet the Criteria for Acceptance set forth in Section 12.30.040 B of the Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy. The memorial plaque must be an element of an adopted memorial area within the park, recreational facility or outdoor facility. If the Memorial is not an element of a memorial area it must:

- 1) meet a true need of the facility;
- 2) not interfere with the intended current or future use or functionality of the facility;
- 3) not require the relocation of other equipment or infrastructure to accommodate the donation;
- 4) have timeless qualities and makes a statement of significance to future generations;
- 5) represent a person or event deemed significant to Palmer's history.

12.30.050 Park Benches, Picnic Tables, & Bicycle Racks.

Park benches, picnic tables, bicycle racks, and playground components may be placed in locations approved by the Board in accordance with an available site plan approved by City Council. Items donated must be of a product approved by the Board, and these items become city property at time of donation.

12.30.060 Trees.

Landscaping and plant selection for park facilities is critical due to the wind conditions, soils, and winter weather in Palmer. Accordingly, location, size and species of tree or trees proposed for donation shall be limited to those reviewed and recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed tree(s) to City Council for final action.

Trees will only be accepted for areas with suitable soils for the species and areas that have access to public water supply in place.

A. Minimum Tree Size:

Coniferous trees shall have a minimum height of six feet (6'); and

Deciduous trees shall have a minimum caliper (diameter or thickness) of two inches (2").

B. Prohibited Plant Species:

Acerplatanoides	Norway Maple
Aegopodium podagraria	Bishop's Weed
Berberis sp.	Barberry
Caragana arborescens	Siberian Pea Shrub
Eleagnus sp	Russian Olive
Euonymus alatus	Burning Bush
Fallopia japonica	Japanese Knotweed
Ligistrum sp	Privet
Lonicera japonica	Japanese Honeysuckle
Polygonum sp	Knotweed
Populus alba	White Poplar
Prunus padus	European Bird Cherry
Rosa multiflora	Multiflora Rose
Sorbaria sorbifolia	False Spirea
Sorbus aucuparia	European Mountain Ash
Viburnum opulus	European Cranberry Bush

12.30.070 Monuments.

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City Park facility. Exceptions to this policy are monuments installed by the city commemorating the history and/or dedication of a park facility.

12.30.080 Interpretive & Other Donated Park Signs.

Interpretive and other donated park signs may be accepted when recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed sign to City Council for final action. Signs shall be consistent with any adopted city way finding standards may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

12.30.090 Other Donations.

There may be donations possible, other than those expressly listed or contained within this policy. The Board may, at their discretion, review any donation proposal and forward a recommendation. The city may accept those donations subject to approval by the City Council.

12.30.100 Conditions

A. Installation: Installation of donated park equipment will be scheduled at a time and date as determined by parks maintenance crew so as not to unnecessarily interfere with routine park maintenance activities. Placement of the equipment may not pose a safety risk to users of the public space or impede mowing, drainage or public access.

B. Removal and/or Relocation: This section applies to both existing and new donations. The city reserves the right to remove and/or relocate donated park equipment and their associated donation acknowledgments/plaques, when they interfere with site safety, maintenance, or construction activities. In accordance with previously stated procedures in this policy, the city will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition or relocation of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken.

In the event a donation must be permanently removed; the city will, in best effort, seek an alternative location consistent with this policy.

12.30.110 Maintenance and Repair.

The long-term care and maintenance of donated park elements is important to both the donor and the city.

A. Life Cycle Care Fund: The city may require the establishment of the Life Cycle Care Fund to ensure that the city will care for the donation/memorial for the estimated life of the donation/memorial, or until such time the city determines the donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase and installation, and the funds estimated to be sufficient, based upon the expected life cycle, for maintenance of the donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the city will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation if deemed necessary by the Board and its associated maintenance cost. The city reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the city has not been able to contact the original donor.

Section 4. Effective Date. Ordinance No. 22-001 shall take effect upon adoption by the City of Palmer City Council.

Passed and approved this _____ day of _____, 2022.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk

Original Parks (17-008-S) Donation Policy with Edits for Chapter 12.30

An Ordinance of the Palmer City Council Enacting

WHEREAS, the City has public land that citizens enjoy throughout the year; and

WHEREAS, many citizens and visitors desire to assist and enhance these public lands through donating items; and

WHEREAS, many citizens contribute significantly to the quality of life and should be memorialized on public property; and

WHEREAS, the Parks, Recreation and Cultural Resources Advisory Board developed and recommends an update to standard operating procedure for accepting and maintaining donations and for accepting memorials for public use at Parks, Recreational, and Outdoor facilities and.

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

Section 3. The City of Palmer Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy is hereby adopted to read as follows:

1. PURPOSE

The purpose of this policy is to establish guidelines, standards, and procedures for the acceptance, installation, and care of donated park improvements, including memorial plaques, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, picnic tables, bicycle racks, trees, monuments, memorials, banners, interpretive signs, public art, and other types of park and trails accessories. This policy does not apply to buildings or land. The city desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance cost. Guidelines established by this policy will apply to all donations made after the effective date of this policy.

Donations will be incorporated into upcoming or ongoing park improvement projects. The development of public facilities is expected to be the result of careful planning and quality

construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community.

~~Guidelines established by this policy will apply to all donations made after the effective date of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on City owned or City maintained property.~~

Standards established by this policy will apply to donated equipment, installation techniques, memorial plaques, donation plaques, decoration and long-term care of all donations made after the adoption of this policy. Materials and design of such donations shall be reviewed by the Palmer Parks, Recreation and Cultural Resources Advisory Board (the Board);

A. Donations approved by the Board as COP Palmer standards item may be accepted by the Parks and Facility Manager.

B. The Board shall forward their recommendation as to the acceptance of the proposed donation to City Council for final action on any non-standard park and facility donation.

2. STANDARDS FOR DONATIONS

A. Acquisition or Purpose: The City and the community have an interest in ensuring that park and trail elements donated and installed be of high quality related to style, appearance, durability and ease of maintenance. The Board will be responsible for review and approval of material and design of all park elements. The Board may approve periodically COP standard items for park, trail, recreational facilities and outdoor facilities.

B. Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements or Memorial Plaques and/or their associated donation acknowledgments should reflect the character of the park or facility. Prior to installation, the Board must determine that all park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

C. Cost: The City has an interest in ensuring that the donor covers the full cost of the donation, installation, and maintenance for the expected life cycle of donated park elements. A separate fee schedule is maintained in which the city will detail costs for donations, installation, and maintenance. The city also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other City Park facilities. ~~Consequently, the City will assess, at the time of donation, a charge sufficient to cover anticipated ongoing maintenance of donated park elements during their expected life expectancy.~~

D. Maintenance: Donated Park elements and/or their associated donation plaques or memorial plaques, become City property. Accordingly, the city has the duty to maintain the donation only for the expected life cycle of the donation. (See Section 11 for more information on life cycle.) If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

E. Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated Park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

3. PROCEDURE FOR MAKING A DONATION

The City's Community Development office will manage all donations located on City Park, Recreational Facilities, and Outdoor facilities property, with the assistance of the Parks Maintenance Crew.

A. Application: ~~The donor must contact~~ The Applications are sent to the Community Development office to determine whether a donation may be accepted based upon criteria contained in this policy. ~~If a donation can be accepted, the donor will complete an application form.~~ Applications are available through the mail or in person at the Community Development office.

4. CRITERIA FOR ACCEPTANCE

A. Park Plan: To accept donation of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists or a plan exists but does not identify a particular park element proposed for donation then a donation may be ~~made to another facility~~ accepted if the donation 1) meets a true need of the facility, 2) not interfere with the intended current or future use or function of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the city, a facility may be determined to be fully developed and the opportunity for donations would not be available.

B. Donation Plaques: Donation plaques, as approved by the Board, are to be directly affixed to the donation and/or, are to be made of bronze and purchased through the City. Donation plaques will be a maximum 5" x 7" or 2" x 18" inches in size (depending on the donated item), utilize either "Palatine" or "Cheltenham Light" lettering and numbers, have a leatherette or travertine background texture, be of dark brown oxide stain and be manufactured by a City approved vendor to ensure highest quality, life and durability. In cases where bronze plaques are not feasible, the Board may approve alternative types.

In park bench applications, the donation plaque will be affixed to the front of the seat back of the bench. In picnic table applications, the donation a plaque will be affixed to the table top. In tree installation applications, the donation plaque will be installed on a post or on a stone next to the base of the tree.

C. Notification: It shall be the responsibility of the donor to provide the Community Development office with a current address for purposes of notification regarding their donation. ~~For the purposes of notification, the City will send a certified letter to the donor, notifying the donor of changes related to the status of their donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).~~

D. Memorial Plaques: Memorial plaques, as approved by the Parks and Recreation Advisory Board and confirmed by city council are reserved for individuals who, over the course of time, have made a significant contribution to the welfare of a park, recreational facility or outdoor facility. Applications for memorials are submitted by individuals or organizations and are acted upon at the next duly noticed public meeting for the Parks and Recreation Advisory Board. A resolution by the Parks and Recreation Advisory Board is then forwarded to City Council for final resolution. A person memorialized must have been deceased for a minimum of one year, or an event must have occurred a minimum of one year ago for an application to be submitted.

Donated memorial plaques are reserved for individuals/events who have had an instrumental role in the promotion, establishment, maintenance, administration, or leadership of a park, recreational facility or outdoor facility. This may include an organization, member of an organization or an individual who has donated indirectly to the development of a park, recreational facility or outdoor facility.

To accept a memorial plaque for a specific park, recreational facility or outdoor facility it must meet the Standards for Donations in Section 2 of the Parks, Recreational and Outdoor Facilities Donation/Memorial Policy. Memorial Plaques as approved by the board shall meet the Criteria for Acceptance set forth in Section 4B of the Parks, Recreational Facilities and Outdoor Facilities Donation/Memorial Policy. The memorial plaque must be an element of an adopted memorial area within the park, recreational facility or outdoor facility. If the Memorial is not an element of a memorial area it must: 1) meet a true need of the facility, 2) not interfere with the intended current or future use or functionality of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. 4) The memorial has timeless qualities and makes a statement of significance to future generations. 5) The memorial represents a person or event deemed significant to Palmer's history.

5. PARK BENCHES, PICNIC TABLES, & BICYCLE RACKS

Park benches, picnic tables, bicycle racks, and playground components may be placed in locations approved by the Board in accordance with an available site plan approved by City Council. Items donated must be of a product approved by the Board, and these items become City property at time of donation.

6. TREES

Landscaping and plant selection for park facilities is critical due to the wind conditions, soils, and winter weather in Palmer. Accordingly, location, size and specie of tree or trees proposed for donation shall be limited to those reviewed and recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed tree(s) to City Council for final action.

Trees will only be accepted for areas with suitable soils for the species and areas that have access to public water supply in place.

A. Minimum Tree Size:

Coniferous trees shall have a minimum height of six feet (6'); and
Deciduous trees shall have a minimum caliper (diameter or thickness) of two inches (2").

B. Prohibited Plant Species:

Acerplatanoides	Norway Maple
Aegopodium podagraria	Bishop's Weed
Berberis sp.	Barberry
Caragana arborescens	Siberian Pea Shrub
Eleagnus sp	Russian Olive
Euonymus alatus	Burning Bush
Fallopia japonica	Japanese Knotweed
Ligistrum sp	Privet
Lonicera japonica	Japanese Honeysuckle

Polygonum sp
Populus alba
Prunus padus
Rosa multiflora
Sorbaria sorbifolia
Sorbus aucuparia
Viburnum opulus

Knotweed
White Poplar
European Bird Cherry
Multiflora Rose
False Spirea
European Mountain Ash
European Cranberry Bush

7. MONUMENTS

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any City Park facility. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park facility.

8. INTERPRETIVE & OTHER DONATED PARK SIGNS

Interpretive and other donated park signs as recommended by the Board. The Board shall forward their recommendation as to the acceptance of the proposed sign to City Council for final action. Signs shall be consistent with any adopted City way finding standards may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.

9. OTHER DONATIONS

There may be donations possible, other than those expressly listed or contained within this policy. The Board may, at their discretion, review any donation proposal and forward a recommendation. The City may accept those donations subject to approval by the City Council.

10. CONDITIONS

A. Installation: Installation of donated park equipment will be scheduled at a time and date as determined by parks maintenance crew so as not to unnecessarily interfere with routine park maintenance activities.

Placement of the equipment may not pose a safety risk to users of the public space or impede mowing, drainage or public access.

B. Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park equipment and their associated donation acknowledgments/plaques, when they interfere with site safety, maintenance, or construction activities. In accordance with previously stated procedures in this policy, the City will send a registered letter to each identifiable donor notifying the donor of any action related to the disposition or relocation of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action taken.

In the event a donation must be permanently removed; the City will, in best effort, seek an alternative location consistent with this policy.

11. MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park elements is important to both the donor and the city.

A. Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines the donation must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase and installation, and the funds estimated to be sufficient, based upon the expected life cycle, for maintenance of the donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

Accordingly, the City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation if deemed necessary by the Board and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation, or if the City has not been able to contact the original donor.

Section 4. Effective Date. Ordinance No. 21-0XX shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this _____ day of _____, 2022.

**City of Palmer
Action Memorandum No. 22-009**

Subject: Approving a Council Community Grant to United Way of Mat-Su

Agenda of: January 25, 2022

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

Originator Information:

Originator: Mr. John Moosey, City Manager

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: \$ **\$2,500**

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): 01-02-10-6068
- Not budgeted

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

- 1. Council Community Grant Scoring Rubric
- 2. Council Community Grant Application

Summary Statement/Background:

The Palmer Arts & Cultural Installation Project will benefit the community by activating and enlivening publicly accessible spaces, inviting visitors and residents to view, discuss and take pride in the invigoration of their town and area, as well as bringing traffic to host sites by attracting visitors through increased "curb appeal". By advancing portions of the City's existing Parks and Recreational Master Plan, this project will support the Council's strategic priorities by continuing to improve and develop local arts and cultural opportunities; enhancing our area's trail systems and connectors, and contributing to the development of art offerings that can be included in future arts/culture plans and efforts.

In February 2014, the City Council adopted Ordinance NO. 14-043, which established the Council Community Grant Program. The City Council approved \$12,000.00 in the Community Council Grants line item for 2022.

Legislation #	Organization	Amount Requested	Remaining	Date Approved
Res 22-005	Beginning Balance-2022 Budget		\$12,000.00	

Administration's Recommendation:

Approve Action Memorandum No. 22-009

Project Name: PALMER ARTS & CULTURAL INSTALL PROJECT

Date Received: 12-30-21

Reviewer Name: JOHN MOOSEY, CITY MANAGER

Date Reviewed: 1-5-22

Has the event previously received City funding? Y N List Years/Amounts:
 If yes, was the Post Event Report completed? Y N

Required Elements:

- Accessible to all members of the community
- Takes place in/within one mile of Palmer City Limits

		Expectations			Points
		10 pts	7 pts.	3-0 pts	
Accessibility & Strategic Priorities	The application clearly states the economic benefits, and the reader/evaluator easily understands the benefits to the community and residents of the city.	The application states the benefits; however, it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the city.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the city.		8
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.		8
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.		10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or must use reason to understand the overall budget for the project.	The application does not include a project budget, or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.		10
Benefit	The application clearly states how the community will benefit because of the event.	The application states the degree of benefits; however, it is not clear, and the reviewer/evaluator must assume or use reason to determine the how the community will benefit because of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefit because of this grant.		10
Reporting	The application clearly states how and when the city will receive a post event report on this project.	The application attempts to address how a post event report will be given to the city; however, it is unclear, and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the city or the reviewer/evaluator cannot determine how the report will be presented.		10
				Total:	56



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

Council Community Grant Application

Program Information

Program, service, project, or event title: Palmer Arts & Cultural Installation Project
Date(s) of program, service, project, or event: Spring-Summer 2022

Applicant Information

Name: United Way of Mat-Su
Address: 550 S. Alaska St., Suite 205
City: Palmer State: AK Zip: 99645
Phone: 907-745-5822 Email: give@unitedwaymatsu.org

Organization Information

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

Funding Request

Amount of Request: \$ 2500.00
Matching funds provided by applicant: \$ 5000.00
Type of funds requesting: Cash In-Kind In-Kind Type: _____

Remittance Information

Remit Payment to: United Way of Mat-Su
Address mail check to: 550 S. Alaska St., Suite 205
City: Palmer State: AK Zip: 99645
Phone: 907-745-5822 Email: _____

12/30/21

Eligibility

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

The Palmer Arts & Cultural Installation Project's goal is to bring accessible, meaningful public art to the Palmer core area. The Arts Project Advisory Board has selected four outstanding local artists whose work will be permanently installed upon completion, on four locations whose proximity to downtown Palmer will invite residents and visitors alike to engage in conversation, create social connections and enhance the "curb appeal" of our town. In addition, our hope is to continue placing public art around Palmer, using the success of this first phase of the project to sustain momentum behind expanding public arts here.

This project advances one of the priorities detailed in the City of Palmer's Master Plan for Parks, Trails and Recreational Fields, namely the creation and maintenance of a fully publicly accessible art installation(s), enlivening the downtown area with art pieces that reflect Palmer's history, culture, geography and unique characteristics.

By placing objects of interest in strategic spots around Palmer, the project creates opportunity for residents and visitors to take advantage of the town's walking paths and trails, inviting them to view each art piece and encouraging them to patronize the businesses/facilities upon whose grounds each piece is located. These locations include the Alaska Family Services site on Alaska Street (also houses the Family First Treasures Thrift Store and Something Good Grows Community Garden).

Project Summary Information

In the space below, provide a concise, one paragraph summary of your proposed program, service, project or event and how it benefits the community as well as how this supports the Council's strategic priorities.

The Palmer Arts & Cultural Installation Project will benefit the community by activating and enlivening publicly accessible spaces, inviting visitors and residents to view, discuss and take pride in the invigoration of their town and area, as well as bringing traffic to host sites by attracting visitors through increased "curb appeal". By advancing portions of the City's existing Parks and Recreational Master Plan, this project will support the Council's strategic priorities by continuing to improve and develop local arts and cultural opportunities; enhancing our area's trail systems and connectors, and contributing to the development of art offerings that can be included in future arts/culture plans and efforts.

Project Scope of Work

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

This project was begun in 2020 when United Way of Mat-Su received an AARP Livable Communities grant to establish the project's first steps. Work has continued since as the Art Advisory Board was selected, convened and has stewarded the project through to its current stage, during which our artists and host locations continue to collaborate. Our goal is to complete all four pieces of art and their installation by the Fall of 2022. Artists, the Art Advisory Board, United Way of Mat-Su and our host locations will work together over the winter to finalize concepts for each art piece and plan for breaking ground in the spring. Volunteers will be engaged to assist with groundbreaking and installation of art pieces where practical. Over time, continued collaboration between United Way of Mat-Su, our artists and our host sites will help to keep art installations clean, in good repair and the grounds they are installed upon well-groomed. Signage will be installed by United Way of Mat-Su to credit any sponsors/donors involved with art pieces, as well as to alert passers-by to each location. Locations include Alaska Family Services' site on Alaska Street, Bleeding Heart Brewery in the Matanuska Maid quadrangle, and will be updated as partnerships are finalized for our other two artists.

Community Benefit

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

By placing permanent public art in and around the Palmer core, this project aims to enhance Palmer by increasing livability, "curb appeal", and the overall cultural atmosphere of the town. This project directly addresses a top priority in the city's Master Plan for Parks, Trails and Recreational Fields at little to no cost to the City, and brings no-cost benefits to the sites upon which the art pieces will be placed. We estimate that, over time and given that art installations are permanent, all Palmer residents will have the opportunity to view and engage with art pieces. Additionally, 50-70% of visitors to Palmer will drive, walk, bike, or otherwise travel past these art pieces. Ongoing communication and collaboration with our host sites, the Palmer Museum of History and Art, and our artists will ensure regular assessment of the number of visitors/residents viewing the art, allow problem-solving should any issues arise, and give a good sense of how each location, as well as the city as a whole, continues to benefit from public art. We anticipate that numbers of participants will be fluid but consistent, with higher numbers of visitors/tourists engaging with the project during the spring and summer months, and higher numbers of local residents in the fall and winter. This project will only grow in benefit over time, and we are excited to watch its completion and evolution.

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
AARP Grant	\$ 5000	\$	\$ 5000
Palmer Museum	\$	\$ 1000.00	\$ 1000.00
UWMS	\$	\$ 5000.00	\$ 5000.00
Private donations	\$ 650.00	\$	\$ 650.00
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$ 5650.00	\$ 6000.00	\$ 11650.00

Expenditures:

Item/Service:	Cash	In-Kind	Total
Artist Stipends	\$ 5000.00	\$	\$ 5000.00
Materials/Supplies	\$ 5000.00	\$	\$ 5000.00
Installation Costs	\$ 2500.00	\$	\$ 2500.00
Staffing	\$ 2500.00	\$ 5000.00	\$ 7500.00
Marketing/Collateral	\$ 1000.00	\$ 1000.00	\$ 2000.00
	\$	\$	\$
	\$	\$	\$
Totals	\$ 16000.00	\$ 6000.00	\$ 22,000.00

Matching Funding Source

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

Matching funding has been secured from the Palmer Museum of History and Art, in the form of marketing and inclusion in the Palmer Visitors Guide.
 United Way of Mat-Su has and continues to provide in-kind support for the project, having already dedicated over 250 hours of staff time to coordinate, organize and steward the project from its inception.
 United Way of Mat-Su continues to seek additional funding to complete work on this project.

**City of Palmer
Action Memorandum No. 22-013**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the Matanuska Brewing Company Winery License.

Agenda of: February 22, 2022

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

Originator Information:

Originator: John Moosey, City Manager

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: \$ _____

This legislation (√):

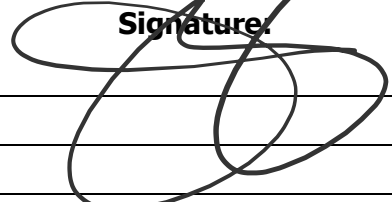
- Creates revenue in the amount of: \$ unknown
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. #5867 Liquor License Review Form
2. #5867 Complete Renewal Letter LGB
3. #5867 Complete Renewal Pack and Temp

Summary Statement/Background:

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

Administration's Recommendation:

Approve Action Memorandum No. 22-013.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Matanuska Brewing Company **OWNER:** Kevin Burton

LICENSE TYPE: Winery License #5867

LOCATION: 513 South Valley Way Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current:

Yes

No

If no, explain:

Other Comments:



Finance Director

Feb 2, 2022

Date

Route to: Department of Community Development

Department of Community Development

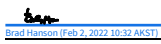
Code (PMC/Bldg/Fire) Compliant:

Yes

No

If no, explain:

Other Comments:


Brad Harrison (Feb 2, 2022 10:32 AKST)

Community Development Director

Feb 2, 2022

Date

Route to: Police Department

Police Department

Excessive Calls:

Yes

No

If yes, explain:

Other Comments:



Chief of Police

Feb 2, 2022

Date

TO COUNCIL FOR AGENDA OF: February 22, 2022



February 1, 2022

City of Palmer- Matanuska – Susitna Borough

Via Email: license.reviews@matsugov.us ; alexs.strawn@matsugov.us ; keliEFF@palmerak.org ;
jmoosey@palmerak.org

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Winery	License	5867
Licensee:	Matanuska Brewing Company LLC		
Doing Business As:	Matanuska Brewing Company		

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

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

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

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
2/01/2022
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

5867

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Winery

LICENSE FEE: \$500.00

1194

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Matanuska Brewing Compa.
513 South Valley Way
Mail Address:
Matanuska Brewing Company LLC
513 South Valley Way
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED
2/01/2022
ABC BOARD

LIQUOR LICENSE
2022 - 2023
TEMPORARY

5867

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Winery

LICENSE FEE: \$500.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Matanuska Brewing Company
513 South Valley Way
Mailing Address:
Matanuska Brewing Company LLC
513 South Valley Way
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Matanuska Brewing Company LLC	License #:	5867
License Type:	Brewery winery - 3D		
Doing Business As:	Matanuska Brewing Company		
Premises Address:	531 S Valley Way Palmer, Alaska 99645		
Local Governing Body:	Mat-Su Borough City of Palmer Mat Su Borough		
Community Council:	Palmer		

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 1 - Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Kevin Burton	Contact Phone:	907-351-2615
Contact Email:	burtonbeer@yahoo.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

AMCO



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	10037728
-----------------------	----------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations of any type including non-profit** must list **ONLY** the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations, of any type** must list **ONLY** the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships of any type, including Limited Partnerships** must list **ONLY** the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You **must** list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Kevin Burton				
Title(s):	Managing Member	Phone:	907-351-2615	% Owned:	20
Mailing Address:	19321 Upper Skyline Drive				
City:	Eagle River	State:	Alaksa	ZIP:	99577

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	

AMCO

DEC 10 2021



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check **ONE BOX** for **EACH CALENDAR YEAR** that best describes how this liquor license was operated:

- | | 2020 | 2021 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have ANY Notices of Violation been issued for this license **OR** has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021? Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.






Form AB-17: 2022/2023 License Renewal Application

Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

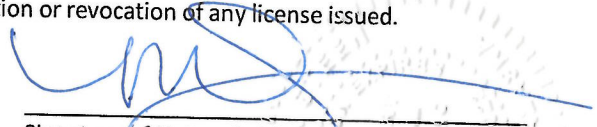
- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- **I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.**
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.



 Signature of licensee
Kevin Burton

 Printed name of licensee



 Signature of Notary Public
 Notary Public in and for the State of: Alaska
 My commission expires: 8-18-22

Subscribed and sworn to before me this 29 day of November, 2021.

- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed Recreational Site Statement
- Tourism applications must include a completed Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification
- Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ 1000 —	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 1300 —

AMCO

DEC 10 2021

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Matanuska Brewing Company, LLC

Entity Type: Limited Liability Company

Entity #: 10037728

Status: Good Standing

AK Formed Date: 4/16/2016

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2022 [File Biennial Report](#)

Entity Mailing Address: 513 S VALLEY WAY, PALMER, AK 99645

Entity Physical Address: 513 SOUTH VALLEY WAY, PALMER, AK 99645

Registered Agent

Agent Name: David Shoup

Registered Mailing Address: 508 W. 2ND AVENUE, THIRD FLOOR, ANCHORAGE, AK 99501

Registered Physical Address: 508 W. 2ND AVENUE, THIRD FLOOR, ANCHORAGE, AK 99501

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Dave Lucey	Member	5.00
	Doug Johnson	Member	8.33
	Edwin Torrison	Member	9.99
	Gerald Moriarty	Member	8.33
	Kara Moriarty	Member	8.33
	Kevin Burton	Member, Manager	20.00
	Matthew Tomter	Member	9.99
	Rhonda Dunlap	Member	8.33
	Robin Johnson	Member	8.33
	Russell Dunlap	Member	8.33
	Shannon Faber	Member	5.00

Filed Documents

Date Filed	Type	Filing	Certificate
------------	------	--------	-------------

Date Filed	Type	Filing	Certificate
4/16/2016	Creation Filing	Click to View	Click to View
4/16/2016	Initial Report	Click to View	
8/01/2016	Amendment	Click to View	Click to View
8/01/2016	Change of Officials	Click to View	
10/31/2016	Change of Officials	Click to View	
10/19/2017	Biennial Report	Click to View	
10/08/2019	Biennial Report	Click to View	

[Close Details](#)

[Print Friendly Version](#)

License Detail

LICENSE DETAILS

License #: 1037700[Print Business License](#)**Business Name:** MATANUSKA BREWING COMPANY, LLC**Status:** Active**Issue Date:** 05/27/2016**Expiration Date:** 12/31/2023**Mailing Address:** 513 SOUTH VALLEY WAY
9073512615
PALMER, AK 99645**Physical Address:** 513 South Valley Way
9073512615
Palmer, AK 99645

Owners

MATANUSKA BREWING COMPANY, LLC

Activities

Line of Business	NAICS	Professional License #
31 - Manufacturing	312120 - BREWERIES	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)[Print Friendly Version](#)

**City of Palmer
Action Memorandum No. 22-014**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the License Renewal of Moosehead Saloon.

Agenda of: February 22, 2022

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

Originator Information:

Originator: John Moosey, City Manager

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: \$ _____

This legislation (√):

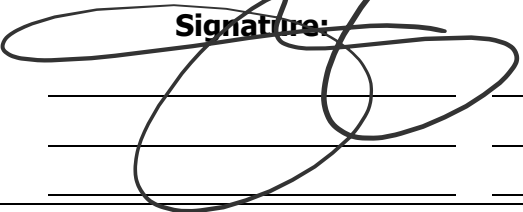
- Creates revenue in the amount of: \$ unknown
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. #3058 Liquor License Review Form
2. #3058 Complete Renewal Letter LGB
3. #3058 Complete Renewal Pack and Temp

Summary Statement/Background:

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

Administration's Recommendation:

Approve Action Memorandum No. 22-014.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Moosehead Saloon **OWNER:** Daniel & Kyna DeBoer

LICENSE TYPE: Beverage Dispensary

LOCATION: 810 S Colony Way Palmer, AK 99645

Route to: Department of Finance

Department of Finance

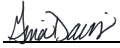
Business License/Sales Tax/
Utilities/Assessments Current:

Yes

No

If no, explain:

Other Comments:



Finance Director

Jan 31, 2022

Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant:

Yes

No

If no, explain:

Other Comments:



Community Development Director

Jan 31, 2022

Date

Route to: Police Department

Police Department

Excessive Calls:

Yes

No

If yes, explain:

Other Comments:



Chief of Police

Jan 31, 2022

Date

TO COUNCIL FOR AGENDA OF: February 22, 2022



January 28, 2022

Matanuska-Susitna Borough

Via Email: license.reviews@matsugov.us; alex.strawn@matsugov.us; keliEFF@palmerak.org
jmoosey@palmerak.org

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Beverage Dispensary	License	3058
Licensee:	Any Day Now, Inc		
Doing Business As:	The Moosehead Saloon		

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

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

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

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

1/28/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

TEMPORARY

3058

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

[Empty box for license details]

LICENSE FEE: \$2,500.00

1104

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: The Moosehead Saloon
810 S Colony Way

Mail Address:
Any Day Now, Inc.
PO Box 3960
Palmer, AK 99645

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

1/28/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

TEMPORARY

3058

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

[Empty box for license details]

LICENSE FEE: \$2,500.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: The Moosehead Saloon
810 S Colony Way

Mailing Address:
Any Day Now, Inc.
PO Box 3960
Palmer, AK 99645

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alcohol and Marijuana Control Office
 550 W 7th Avenue,
 Suite 1600
 Anchorage, AK 99501
amco@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board
Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105.
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Any Day Now Inc	License #:	3058
License Type:	Beverage Dispensary		
Doing Business As:	Moosehead Saloon		
Premises Address:	810 so. Colony Way		
Local Governing Body:	City of Palmer, Mat-Su Borough		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:	P.O. Box 3960		
City:	Palmer	State:	Alaska
		ZIP:	99645

Section 1 - Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Kyna M. DeBoer	Contact Phone:	907-841-2852
Contact Email:	kyna-deboer@hotmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Daniel W DeBoer	Contact Phone:	907-232-1101
Contact Email:	anydaynow77@live.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Rec'd 1/27/2022



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.
<https://www.commerce.alaska.gov/cbo/main/search/entities>

Alaska CBPL Entity #:	76125D
-----------------------	--------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of any type including non-profit must list ONLY the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including Limited Partnerships must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entities must list their officers, or your application will be returned per AS 04.11.270, 3 AAC 304.305. You must list full legal names all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Daniel W DeBoer				
Title(s):	President	Phone:	907-232-1101	% Owned:	45%
Mailing Address:	P.O. Box 3960				
City:	Palmer	State:	AK	ZIP:	99645

Name of Official:	Kyna M DeBoer				
Title(s):	Sec / Tres	Phone:	907-841-2852	% Owned:	45%
Mailing Address:	PO Box 3960				
City:	Palmer	State:	AK	ZIP:	99645

Name of Official:	James Q DeBoer				
Title(s):	Silent Shareholder	Phone:	907-284-0135	% Owned:	10%
Mailing Address:	2358 N. Kelsa Ln				
City:	Palmer	State:	AK	ZIP:	99645

Rec'd. 1/27/2022
Page 2 of 2



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2020 | 2021 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i>
If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason. | <input type="checkbox"/> | <input type="checkbox"/> |

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021?

Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.



Form AB-17: 2022/2023 License Renewal Application

Section 6 – Certifications

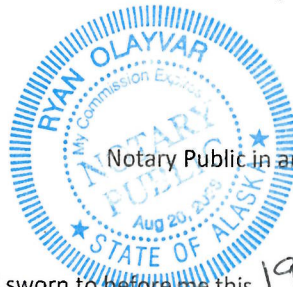
As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Kyna M. DeBoer
Signature of Licensee

Kyna M. DeBoer
Printed name of licensee



[Signature]
Signature of Notary Public

Notary Public in and for the State of: Alaska

My commission expires: 8/20/2023

Subscribed and sworn to before me this 19 day of November, 2021.

- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site applications must include a completed Recreational Site Statement
- Tourism applications must include a completed Tourism Statement
- Wholesale applications must include a completed AB-25: Supplier Certification
- Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$2500.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ 2800.00

AMCO

NOV 3 4 2021

Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database Download](#) / [Corporations](#) / [Entity Details](#)

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	ANY DAY NOW, INC.

Entity Type: Business Corporation

Entity #: 76125D

Status: Good Standing

AK Formed Date: 4/10/2002

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2024

Entity Mailing Address: PO BOX 3960, PALMER, AK 99645

Entity Physical Address: 810 S COLONY WAY STE 200, PALMER, AK 99645

Registered Agent

Agent Name: Daniel DeBoer

Registered Mailing Address: PO BOX 3960, PALMER, AK 99645

Registered Physical Address: 11400 PALMER-WASILLA HWY, WASILLA, AK 99654

Officials

Show Former

AK Entity #	Name	Titles	Owned
	Daniel W DeBoer	Director, President, Shareholder	45.00
	Kyna M DeBoer	Secretary, Treasurer, Shareholder	45.00

Filed Documents

Date Filed	Type	Filing	Certificate
4/10/2002	Creation Filing	Click to View	
5/01/2002	Initial Report	Click to View	
5/24/2004	Biennial Report	Click to View	
12/01/2006	Biennial Report	Click to View	
5/19/2010	Biennial Report	Click to View	
6/18/2010	Biennial Report	Click to View	
1/09/2012	Biennial Report	Click to View	
8/17/2014	Admin Dissolution		Click to View
11/18/2014	Biennial Report	Click to View	
11/18/2014	Reinstatement	Click to View	Click to View
7/13/2016	Biennial Report	Click to View	
5/14/2018	Biennial Report	Click to View	
10/17/2019	Biennial Report	Click to View	
11/01/2021	Biennial Report	Click to View	

COPYRIGHT © STATE OF ALASKA · DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT ·

License Detail

LICENSE DETAILS

License #: 900907[Print Business License](#)**Business Name:** MOOSEHEAD SALOON**Status:** Active**Issue Date:** 09/11/2006**Expiration Date:** 12/31/2022**Mailing Address:** PO BOX 3960
PALMER, AK 99645**Physical Address:** 810 S COLONY WAY
PALMER, AK 99645

Owners

ANY DAY NOW, INC.

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722410 - DRINKING PLACES (ALCOHOLIC BEVERAGES)	

Endorsements

End #	Issue	Renew	Expiration	Action End	Action Note	Address
1	10/20/2017		12/31/2018			810 S COLONY WAY, PALMER, AK 99645
2	11/19/2020		12/31/2022			810 SO COLONY WAY SUITE 200, PALMER, AK 99645

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)[Print Friendly Version](#)

**City of Palmer
Action Memorandum No. 22-015**

Subject: Directing the City Manager to Notify the State of Alaska of the City Council's Statement of Non-Objection of the license renewal of Palmer Alehouse.

Agenda of: February 22, 2022

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

Originator Information:

Originator: John Moosey, City Manager

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: \$ _____

This legislation (√):

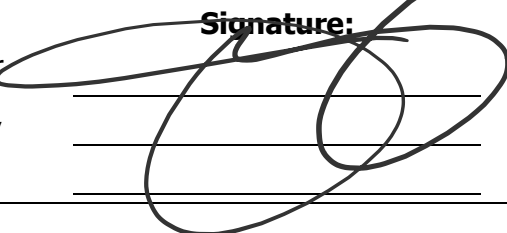
- Creates revenue in the amount of: \$ unknown
- Creates expenditure in the amount of: \$ _____
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

Approved for Presentation By:

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

Attachment(s):

1. #119 Liquor License Review Form
2. #119 Complete Renewal Letter LGB
3. #119 Complete Renewal Pack and Temp
4. #5638 Liquor License Review Form
5. #5638 Complete Renewal Letter LGB
6. #5638 Complete Renewal Pack and Temp
7. #5716 Liquor License Review Form
8. #5716 Complete Renewal Letter LGB
9. #5716 Complete Renewal Pack and Temp

Summary Statement/Background:

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

Administration's Recommendation:

Approve Action Memorandum No. 22-015.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Palmer Alehouse, LLC **OWNER:** Cory Hughes, Sarah Hughes

LICENSE TYPE: Beverage Dispensary No. 119

LOCATION: 320 E. Dahlia Ave. Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current:

Yes

No

If no, explain:

Other Comments:



Finance Director

Jan 26, 2022

Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant:

Yes

No

If no, explain:

Other Comments:



Brad Hanson (Jan 26, 2022 13:35 AKST)

Community Development Director

Jan 26, 2022

Date

Route to: Police Department

Police Department

Excessive Calls:

Yes

No

If yes, explain:

Other Comments:



Chief of Police

Jan 26, 2022

Date

TO COUNCIL FOR AGENDA OF: February 22, 2022



January 25, 2022

Matanuska-Susitna Borough
Via Email: alex.strwn@matsugov.us; license.reviews@matsugov.us

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	119
Licensee:	Palmer Alehouse, LLC		
Doing Business As:	Palmer Alehouse		

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

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

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

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

01/25/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

TEMPORARY

119

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

1104

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

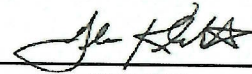
D/B/A: Palmer Alehouse
320 East Dahlia Avenue

Mail Address:
Palmer Alehouse, LLC
2970 East Cottle Loop
Wasilla, AK 99654

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

01/25/2022

ABC BOARD

LIQUOR LICENSE

2022 - 2023

TEMPORARY

119

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispenser

LICENSE FEE: \$2,500.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Palmer Alehouse
320 East Dahlia Avenue

Mailing Address:
Palmer Alehouse, LLC
2970 East Cottle Loop
Wasilla, AK 99654

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

2022-2023 Master Checklist: Renewal License Application

Doing Business As:	Palmer Alehouse	License Number:	119
License Type:	Beverage Dispensary		
Examiner:	Colleen	Transaction #:	100315732

Document	Received	Completed	Notes
AB-17: Renewal Application	1/2/22	1/25/22	
App and License Fees	1/2/22	1/11/22	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star / FAA Cert			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No	N/A
CBPL Entity Printout included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License Copy included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background(s) Completed & Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Consideration: <u>n/a</u>			Board Meeting Date: <u>4/12/22</u>
LGB Sent Date: <u>1/25/22</u>			LGB Deadline Date: <u>3/26/22</u>
LGB 1 Name: <u>Palmer</u>			LGB 2 Name: <u>mat-su Borough</u>
<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive
<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest
<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Palmer Alehouse, LLC	License #:	119
License Type:	Beverage Dispensary		
Doing Business As:	Palmer Alehouse		
Premises Address:	320 E. Dahlia		
Local Governing Body:	City of Palmer, Matanuska Susitna Borough		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Cory Hughes	Contact Phone:	907 355-5532
Contact Email:	cory@palmeralehouse.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Sarah Hughes	Contact Phone:	907 315-3948
Contact Email:	sarah@palmeralehouse.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	10033182
-----------------------	----------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of **any** type including non-profit must list ONLY the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of **any** type must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of **any** type, including Limited Partnerships must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Cory Hughes				
Title(s):	Manager/Member	Phone:	907 355-5532	% Owned:	50
Mailing Address:	2970 E Cottle Loop				
City:	Wasilla	State:	AK	ZIP:	99654

Name of Official:	Sarah Hughes				
Title(s):	Manager/Member	Phone:	907 315-3948	% Owned:	50
Mailing Address:	2970 E Cottle Loop				
City:	Wasilla	State:	AK	ZIP:	99654

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2020 | 2021 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendaryears. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i>
<u>If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.</u> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021? Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.




Alaska Alcoholic Beverage Control Board
Form AB-17: 2022/2023 License Renewal Application

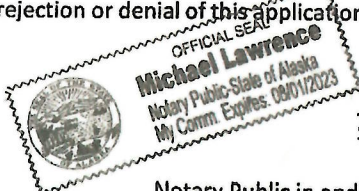
Section 6 – Certifications


As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.


 Signature of licensee
 Copy Higgins
 Printed name of licensee




 Signature of Notary Public
 Notary Public in and for the State of: Alaska

My commission expires: 08-01-2023

Subscribed and sworn to before me this 8th day of December, 2021.

- Restaurant/Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed Recreational Site Statement
- Tourism** applications must include a completed Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification
- Common Carrier** applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$2500.00	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$2800.00

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Palmer Alehouse LLC

Entity Type: Limited Liability Company

Entity #: 10033182

Status: Good Standing

AK Formed Date: 11/3/2015

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2023

Entity Mailing Address: 2970 E. COTTLE LP, WASILLA, AK 99654

Entity Physical Address: 12601 ATHERTON ROAD, ANCHORAGE, AK 99516

Registered Agent

Agent Name: CORY HUGHES

Registered Mailing Address: 2970 E COTTLE LP, WASILLA, AK 99654

Registered Physical Address: 320 E DAHLIA AVE, PALMER, AK 99645

Officials

Show Former

AK Entity #	Name	Titles	Owned
	CORY HUGHES	Manager, Member	50.00
	SARAH HUGHES	Manager, Member	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
11/03/2015	Creation Filing	Click to View	Click to View
1/02/2017	Biennial Report	Click to View	
11/13/2017	Change of Officials	Click to View	
3/29/2018	Change of Officials	Click to View	
7/27/2018	Agent Change	Click to View	
8/21/2018	Entity Address Change	Click to View	
8/21/2018	Change of Officials	Click to View	
10/23/2018	Biennial Report	Click to View	
11/23/2018	Change of Officials	Click to View	
11/27/2019	Amendment	Click to View	Click to View
11/27/2019	Change of Officials	Click to View	
4/19/2020	Certificate of Compliance		Click to View
11/25/2020	Agent Change	Click to View	

License Detail

LICENSE DETAILS

License #: 1027962

[Print Business License](#)

Business Name: PALMER ALEHOUSE LLC

Status: Active

Issue Date: 11/03/2015

Expiration Date: 12/31/2022

Mailing Address: 2970 E Cottle Loop
Wasilla, AK 99654

Physical Address: 11711 E Jenny Cir
9073513332
Palmer, AK 99645

Owners

PALMER ALEHOUSE LLC

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722110 - FULL-SERVICE RESTAURANTS	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)

City of Palmer • Liquor License Review Form

BUSINESS NAME: Palmer Alehouse, LLC **OWNER:** Cory Hughes, Sarah Hughes

LICENSE TYPE: Beverage Dispensary No. 5638 - Duplicate

LOCATION: 320 E. Dahlia Ave. Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current:

Yes

No

If no, explain:

Other Comments:



Finance Director

Jan 26, 2022

Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant:

Yes

No

If no, explain:

Other Comments:



Brad Hanson (Jan 26, 2022 13:35 AKST)

Community Development Director

Jan 26, 2022

Date

Route to: Police Department

Police Department

Excessive Calls:

Yes

No

If yes, explain:

Other Comments:



Chief of Police

Jan 26, 2022

Date

TO COUNCIL FOR AGENDA OF: February 22, 2022



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce, Community,
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE
550 West 7th Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

January 25, 2022

Matanuska-Susitna Borough

Via Email: alex.strwn@matsugov.us; license.reviews@matsugov.us

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Beverage Dispensary - Duplicate	License Number:	5638
Licensee:	Palmer Alehouse, LLC		
Doing Business As:	Palmer Alehouse		

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

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

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

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

LIQUOR LICENSE 2022 - 2023

5638

ISSUED
01/25/2022
ABC BOARD

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispen

LICENSE FEE: \$2,500.00

1105

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

D/B/A: Palmer Alehouse
320 East Dahlia Avenue

Mail Address:
Palmer Alehouse, LLC
2970 East Cottle Loop
Wasilla, AK 99654

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

LIQUOR LICENSE 2022 - 2023

5638

ISSUED
01/25/2022
ABC BOARD

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

TEMPORARY

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LICENSE FEE: \$2,500.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: Palmer Alehouse
320 East Dahlia Avenue

Mailing Address:
Palmer Alehouse, LLC
2970 East Cottle Loop
Wasilla, AK 99654

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alaska Alcoholic Beverage Control Board

2022-2023 Master Checklist: Renewal License Application

Doing Business As:	Palmer Alehouse	License Number:	5638
License Type:	Beverage Dispensary - Duplicate		
Examiner:	Colleen	Transaction #:	100315732

Document	Received	Completed	Notes
AB-17: Renewal Application	12/8	1/25/22	
App and License Fees	12/8	1/4/22	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star / FAA Cert			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No	N/A
CBPL Entity Printout included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License Copy included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background(s) Completed & Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Special Consideration: N/A Board Meeting Date: 4/12/22

LGB Sent Date: 1/25/22 LGB Deadline Date: 3/26/22

LGB 1 Name: Palmer LGB 2 Name: Matsu Borough

Waive
 Protest
 Lapsed
 Waive
 Protest
 Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Palmer Alehouse, LLC	License #:	5638
License Type:	Beverage Dispensary Duplicate		
Doing Business As:	Palmer Alehouse		
Premises Address:	320 E. Dahlia		
Local Governing Body:	City of Palmer, Matanuska Susitna Borough		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Cory Hughes	Contact Phone:	907 355-5532
Contact Email:	cory@palmeralehouse.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Sarah Hughes	Contact Phone:	907 315-3948
Contact Email:	sarah@palmeralehouse.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	10033182
-----------------------	----------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of **any** type including non-profit must list ONLY the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of **any** type must list ONLY the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of **any** type, including Limited Partnerships must list ONLY the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Cory Hughes				
Title(s):	Manager/Member	Phone:	907 355-5532	% Owned:	50
Mailing Address:	2970 E Cottle Loop				
City:	Wasilla	State:	AK	ZIP:	99654

Name of Official:	Sarah Hughes				
Title(s):	Manager/Member	Phone:	907 315-3948	% Owned:	50
Mailing Address:	2970 E Cottle Loop				
City:	Wasilla	State:	AK	ZIP:	99654

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | | |
|---|-------------------------------------|-------------------------------------|
| | 2020 | 2021 |
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>

_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021? Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 License Renewal Application

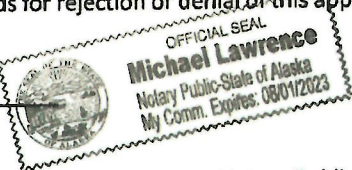
Section 6 - Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Signature of licensee
Cory Hughes
Cory Hughes



Signature of Notary Public

Printed name of licensee

Notary Public in and for the State of: ALASKA

My commission expires: 08-01-2023

Subscribed and sworn to before me this 8th day of December, 2021.

- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
Recreational Site applications must include a completed Recreational Site Statement
Tourism applications must include a completed Tourism Statement
Wholesale applications must include a completed AB-25: Supplier Certification
Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

Table with 4 columns: License Fee (\$2500.00), Application Fee (\$300.00), Misc. Fee (\$), Total Fees Due (\$2800.00)

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Palmer Alehouse LLC

Entity Type: Limited Liability Company

Entity #: 10033182

Status: Good Standing

AK Formed Date: 11/3/2015

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2023

Entity Mailing Address: 2970 E. COTTLE LP, WASILLA, AK 99654

Entity Physical Address: 12601 ATHERTON ROAD, ANCHORAGE, AK 99516

Registered Agent

Agent Name: CORY HUGHES

Registered Mailing Address: 2970 E COTTLE LP, WASILLA, AK 99654

Registered Physical Address: 320 E DAHLIA AVE, PALMER, AK 99645

Officials

Show Former

AK Entity #	Name	Titles	Owned
	CORY HUGHES	Manager, Member	50.00
	SARAH HUGHES	Manager, Member	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
11/03/2015	Creation Filing	Click to View	Click to View
1/02/2017	Biennial Report	Click to View	
11/13/2017	Change of Officials	Click to View	
3/29/2018	Change of Officials	Click to View	
7/27/2018	Agent Change	Click to View	
8/21/2018	Entity Address Change	Click to View	
8/21/2018	Change of Officials	Click to View	
10/23/2018	Biennial Report	Click to View	
11/23/2018	Change of Officials	Click to View	
11/27/2019	Amendment	Click to View	Click to View
11/27/2019	Change of Officials	Click to View	
4/19/2020	Certificate of Compliance		Click to View
11/25/2020	Agent Change	Click to View	

License Detail

LICENSE DETAILS

License #: 1027962

[Print Business License](#)

Business Name: PALMER ALEHOUSE LLC

Status: Active

Issue Date: 11/03/2015

Expiration Date: 12/31/2022

Mailing Address: 2970 E Cottle Loop
Wasilla, AK 99654

Physical Address: 11711 E Jenny Cir
9073513332
Palmer, AK 99645

Owners

PALMER ALEHOUSE LLC

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722110 - FULL-SERVICE RESTAURANTS	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)

City of Palmer • Liquor License Review Form

BUSINESS NAME: Palmer Alehouse, LLC **OWNER:** Cory Hughes, Sarah Hughes

LICENSE TYPE: Beverage Dispensary No. 5716 - Duplicate

LOCATION: 320 E. Dahlia Ave. Palmer, AK 99645

Route to: Department of Finance

Department of Finance

Business License/Sales Tax/
Utilities/Assessments Current:

Yes

No

If no, explain:

Other Comments:



Finance Director

Jan 26, 2022

Date

Route to: Department of Community Development

Department of Community Development

Code (PMC/Bldg/Fire) Compliant:

Yes

No

If no, explain:

Other Comments:



Brad Hanson (Jan 26, 2022 13:36 AKST)

Community Development Director

Jan 26, 2022

Date

Route to: Police Department

Police Department

Excessive Calls:

Yes

No

If yes, explain:

Other Comments:



Chief of Police

Jan 26, 2022

Date

TO COUNCIL FOR AGENDA OF: February 22, 2022



January 25, 2022

Matanuska-Susitna Borough

Via Email: alex.strwn@matsugov.us; license.reviews@matsugov.us

Re: Notice of 2022/2023 Liquor License Renewal Application

License Type:	Beverage Dispensary - Duplicate	License Number:	5716
Licensee:	Palmer Alehouse, LLC		
Doing Business As:	Palmer Alehouse		

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

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

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

Sincerely,

Glen Klinkhart, Director
amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

LIQUOR LICENSE

5716

ISSUED

2022 - 2023

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

01/25/2022

ABC BOARD

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispens

LICENSE FEE: \$2,500.00

1105

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

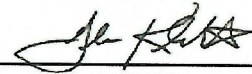
D/B/A: Palmer Alehouse
320 East Dahlia Avenue

Mail Address:
Palmer Alehouse, LLC
2970 East Cottle Loop
Wasilla, AK 99654

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 7/21)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

LIQUOR LICENSE

5716

ISSUED

2022 - 2023

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2023 (AS 04.11.270(b))

01/25/2022

ABC BOARD

TEMPORARY

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2024 UNLESS DATED BELOW

TYPE OF LICENSE: Beverage Dispens

LICENSE FEE: \$2,500.00

CITY / BOROUGH: Palmer
Matanuska-Susitna Borough

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: Palmer Alehouse
320 East Dahlia Avenue

Mailing Address:
Palmer Alehouse, LLC
2970 East Cottle Loop
Wasilla, AK 99654

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 7/21)



Alcohol and Marijuana Control Office
 550 W 7th Avenue, Suite 1600
 Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

2022-2023 Master Checklist: Renewal License Application

Doing Business As:	Palmer Alehouse	License Number:	5716
License Type:	Beverage Dispensary - Duplicate		
Examiner:	Colleen	Transaction #:	100315732

Document	Received	Completed	Notes
AB-17: Renewal Application	12/8		
App and License Fees	12/8	1/4/22	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit			
COI / COC / 5 Star / FAA Cert			
FP Cards & Fees / AB-08a			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No	N/A
CBPL Entity Printout included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business License Copy included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Background(s) Completed & Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Consideration: <u>N/A</u>			Board Meeting Date: <u>4/12/22</u>
LGB Sent Date: <u>1/25/22</u>			LGB Deadline Date: <u>3/26/22</u>
LGB 1 Name: <u>Palmer</u>			LGB 2 Name: <u>Matsu Borough</u>
<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive
<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest
<input type="checkbox"/> Lapsed	<input type="checkbox"/> Waive	<input type="checkbox"/> Protest	<input type="checkbox"/> Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 General Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2021 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2022 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Palmer Alehouse, LLC	License #:	5716
License Type:	Beverage Dispensary Duplicate		
Doing Business As:	Palmer Alehouse		
Premises Address:	320 E. Dahlia		
Local Governing Body:	City of Palmer, Matanuska Susitna Borough		
Community Council:			

If your mailing address has changed, write the NEW address below:

Mailing Address:					
City:		State:		ZIP:	

Section 1 – Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Cory Hughes	Contact Phone:	907 355-5532
Contact Email:	cory@palmeralehouse.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:	Sarah Hughes	Contact Phone:	907 315-3948
Contact Email:	sarah@palmeralehouse.com		

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			



Form AB-17: 2022/2023 License Renewal Application

Section 2 – Entity or Community Ownership Information

Sole Proprietors should skip this Section.

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.

<https://www.commerce.alaska.gov/cbp/main/search/entities>

Alaska CBPL Entity #:	10033182
-----------------------	----------

READ BEFORE PROCEEDING: Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- **Corporations** of any type including *non-profit* must list **ONLY** the following:
 - All shareholders who own 10% or more stock in the corporation
 - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- **Limited Liability Corporations**, of any type must list **ONLY** the following:
 - All Members with an ownership interest of 10% or more
 - All Managers (of the LLC, not the DBA) regardless of percentage owned
- **Partnerships** of any type, including *Limited Partnerships* must list **ONLY** the following:
 - Each Partner with an interest of 10% or more
 - All General Partners regardless of percentage owned

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You **must** list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

Name of Official:	Cory Hughes				
Title(s):	Manager/Member	Phone:	907 355-5532	% Owned:	50
Mailing Address:	2970 E Cottle Loop				
City:	Wasilla	State:	AK	ZIP:	99654

Name of Official:	Sarah Hughes				
Title(s):	Manager/Member	Phone:	907 315-3948	% Owned:	50
Mailing Address:	2970 E Cottle Loop				
City:	Wasilla	State:	AK	ZIP:	99654

Name of Official:					
Title(s):		Phone:		% Owned:	
Mailing Address:					
City:		State:		ZIP:	



Form AB-17: 2022/2023 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

This individual is an: Applicant Affiliate

Name:				Contact Phone:	
Mailing Address:					
City:		State:		ZIP:	
Email:					

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2020 | 2021 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>If your operation dates have changed, list them below:</i>
_____ to _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have not met the minimum number of hours of operation in 2020 and/or 2021, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license **OR** has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2020 or 2021? Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.



Alaska Alcoholic Beverage Control Board

Form AB-17: 2022/2023 License Renewal Application

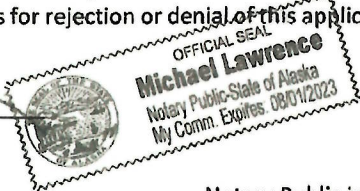
Section 6 - Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

Signature of licensee: Cory Hughes
Printed name of licensee: Cory Hughes



Signature of Notary Public: Michael Lawrence

Notary Public in and for the State of: ALASKA

My commission expires: 08-01-2023

Subscribed and sworn to before me this 8th day of December, 2021.

- Restaurant/Eating Place applications must include a completed AB-33: Restaurant Receipts Affidavit
Recreational Site applications must include a completed Recreational Site Statement
Tourism applications must include a completed Tourism Statement
Wholesale applications must include a completed AB-25: Supplier Certification
Common Carrier applications must include a current safety inspection certificate

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

Table with 4 columns: License Fee (\$2500.00), Application Fee (\$300.00), Misc. Fee (\$), Total Fees Due (\$2800.00)

License Detail

LICENSE DETAILS

License #: 1027962

[Print Business License](#)

Business Name: PALMER ALEHOUSE LLC

Status: Active

Issue Date: 11/03/2015

Expiration Date: 12/31/2022

Mailing Address: 2970 E Cottle Loop
Wasilla, AK 99654

Physical Address: 11711 E Jenny Cir
9073513332
Palmer, AK 99645

Owners

PALMER ALEHOUSE LLC

Activities

Line of Business	NAICS	Professional License #
72 - Accommodation and Food Services	722110 - FULL-SERVICE RESTAURANTS	

Endorsements

No Endorsements Found

License Lapse(s)

If this business license lapsed within the last four years the lapsed periods will appear below. Lapsed periods are the unlicensed period between an expiration date and renewal date.

No Lapses on record for the last 4 years.

[Close License Detail](#)

[Print Friendly Version](#)

Details

ENTITY DETAILS

Name(s)

Type	Name
Legal Name	Palmer Alehouse LLC

Entity Type: Limited Liability Company

Entity #: 10033182

Status: Good Standing

AK Formed Date: 11/3/2015

Duration/Expiration: Perpetual

Home State: ALASKA

Next Biennial Report Due: 1/2/2023

Entity Mailing Address: 2970 E. COTTLE LP, WASILLA, AK 99654

Entity Physical Address: 12601 ATHERTON ROAD, ANCHORAGE, AK 99516

Registered Agent

Agent Name: CORY HUGHES

Registered Mailing Address: 2970 E COTTLE LP, WASILLA, AK 99654

Registered Physical Address: 320 E DAHLIA AVE, PALMER, AK 99645

Officials

Show Former

AK Entity #	Name	Titles	Owned
	CORY HUGHES	Manager, Member	50.00
	SARAH HUGHES	Manager, Member	50.00

Filed Documents

Date Filed	Type	Filing	Certificate
11/03/2015	Creation Filing	Click to View	Click to View
1/02/2017	Biennial Report	Click to View	
11/13/2017	Change of Officials	Click to View	
3/29/2018	Change of Officials	Click to View	
7/27/2018	Agent Change	Click to View	
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11/27/2019	Change of Officials	Click to View	
4/19/2020	Certificate of Compliance		Click to View
11/25/2020	Agent Change	Click to View	