

Mayor Steven J. Carrington  
Deputy Mayor Pamela Melin  
Council Member Carolina Anzilotti  
Council Member John Alcantra  
Council Member Richard W. Best  
Council Member Thomas Ojala IV  
Council Member Joshua Tudor

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

**City of Palmer, Alaska**  
**Regular City Council Meeting**  
**October 11, 2022, at 6:00 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.palmerak.org](http://www.palmerak.org)

## **Regular and Election Certification Meeting Agenda**

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### **A. CALL TO ORDER**

### **B. ROLL CALL**

### **C. PLEDGE OF ALLEGIANCE**

### **D. ELECTION CERTIFICATION**

1. **Resolution No. 22-030:** A Resolution of the Palmer City Council Accepting the Certificate of Canvass Board Results and Certifying the October 4, 2022, Regular City Election

### **E. ADMINISTRATION OF OATH OF OFFICE FOR ELECTED COUNCIL MEMBERS AND MAYOR**

### **F. ORGANIZATION OF COUNCIL**

1. Election of Deputy Mayor
2. Election of Alternate Deputy Mayor

### **G. APPROVAL OF AGENDA**

1. Approval of Consent Agenda
2. Approval of Minutes of Previous Meetings
  - a) September 27, 2022, Regular Meeting

### **H. COMMUNICATIONS AND APPEARANCE REQUESTS**

### **I. REPORTS**

1. City Manager's Report
  - Presentation of Capital Requests
  - Presentation and Approval of Project Funding Requests
2. Mayor's Report
3. City Clerk's Report
4. City Attorney's Report

### **J. AUDIENCE PARTICIPATION**

### **K. PUBLIC HEARINGS**

1. **Ordinance No. 22-008:** Adopting a New Official Zoning Districts Map Superseding the Prior Map Adopted on December 12, 2017, in Accordance with the PMC 17.16.010 Map - Replacement
2. **Resolution No. 22-031:** A Resolution of the Palmer City Council Identifying the City of Palmer's Capital Project Priorities for State and Federal Funding

**L. ACTION MEMORANDA**

1. **Action Memorandum No. 22-058:** Authorize the City Manager to Negotiate and Execute a Professional Services Agreement with HDL Engineering Consultants Construct Taxiway N, Improve Airport Drainage, & Construct Apron E project, and to update the Airport Layout Plan (ALP) and Obstacle Action Plan (OAP) following construction in the amount not to Exceed: \$886,605.00
2. **Action Memorandum No. 22-059:** Authorizing the City Manager to Purchase Two New Patrol Vehicle and Equipment in the Amount of \$75,146.00 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
3. **Action Memorandum No. 22-054:** Authorizing Utility Connection for Quantum Laundry Lounge, Located at 2151 South Woodworth Loop, Palmer, Alaska (Postponed from the 9/13/2022 and 9/28/22 meetings)

**M. UNFINISHED BUSINESS**

**N. NEW BUSINESS**

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

**P. AUDIENCE PARTICIPATION**

**Q. EXECUTIVE SESSION**

**R. COUNCIL MEMBER COMMENTS**

**S. ADJOURNMENT**

**Tentative Future Palmer City Council Meetings**

<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Time</b>	<b>Notes</b>
<b>October 25</b>	Regular	6 pm	
<b>November 1</b>	Special	6 pm	Budget
<b>November 8</b>	Regular	6 pm	
<b>November 15</b>	Special	6 pm	Budget
<b>November 22</b>	Regular	6 pm	

**City of Palmer  
Resolution No. 22-030**

**Subject:** A Resolution of the Palmer City Council Accepting the Certificate of Canvass Board Results and Certifying the October 4, 2022, Regular City Election

**Agenda of:** October 11, 2022

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

**Originator Information:**

**Originator:**    Shelly M. Acteson, City Clerk

**Department Review:**

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

**Certification of Funds:**

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

This legislation (√):

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

Funds are (√):

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

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

**Approved for Presentation By:**

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

**Attachment(s):**

1. Resolution No. 22-030
2. Canvass Board Certificate of Results

**Summary Statement/Background:**

City of Palmer held its Regular Election on October 4, 2022. The Canvass Board met on October 5, 6 and 7, 2022, at 2 p.m. each day.

**Administration's Recommendation:**

Adopt Resolution No. 22-030 accepting the Certificate of Canvass Board Results and certifying the October 4, 2022, Regular City Election.



**LEGISLATIVE HISTORY**

Introduced by: City Clerk through the Council  
Date: October 11, 2022  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 22-030**

**A Resolution of the Palmer City Council Certifying the Results of the October 4, 2022, Regular City Election**

WHEREAS the city of Palmer held its Regular City Election on October 4, 2022; and

WHEREAS pursuant to Palmer Municipal Code 18.35.100, the Canvass Board met on October 6 and 7, 2022, to judge the validity of absentee by-mail, early, special needs, and questioned ballots cast by voters at the October 4, 2022, Regular City Election; and

WHEREAS on October 7 and 8, 2022, the Canvass Board opened and tallied the accepted ballots; and

WHEREAS the results of the accepted ballots were added to tally of votes cast at the polls on Election Day; and

WHEREAS the results compiled by the Canvass Board are shown in the attached Unofficial Results spreadsheet, Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that we, the Palmer City Council, certify that the October 4, 2022, Regular Election was held valid to the best of our knowledge.

BE IT FURTHER RESOLVED that the results of the October 4, 2022, Regular Election are certified as follows:

- a. **Steve Carrington** was elected to a three-year council member term, having received the greatest number of votes cast for that seat; and

- b. **Carolina Anzilotti** was elected to a three-year council member term, having received the first greatest number of votes cast for that seat.
- c. **Josh Tudor** was elected to a three-year council member term, having received the second greatest number of voters cast for that seat.
- d. **John Alcantra** was elected to a two-year council member term, having received the greatest number of votes cast for that seat.
- e. **Richard W. Best** was elected to a one-year council member term, having received the first greatest number of votes cast for that seat.
- f. **Thomas F. Ojala IV** was elected to a one-year council member term, having received the second greatest number of votes cast for that seat.

BE IT FURTHER RESOLVED that the 2022 ballots may be destroyed pursuant to Palmer Municipal Code 18.35.120.

Effective Date. This resolution takes effect upon adoption.

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

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

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

**CITY OF PALMER**  
**Certificate of Canvass Board Results**  
Precincts 25-320 & 25-325  
Election Day: October 4, 2022

<b>Mayor Seat</b>					
<b>Three Year Term Ending October 2025 (One Position)</b>					
Candidates	Canvass Board Count*		ICP Unit / Poll Count		Total Votes
<b>Carrington, Steve</b>	105	+	139	=	244
Write-in	13	+	26	=	39

<b>Council Member Seat</b>					
<b>Two-Year Term Ending October 2024 (One Position)</b>					
Candidates	Canvass Board Count*		ICP Unit / Poll Count		Total Votes
<b>Alcantra, John</b>	103	+	131	=	234
Write-in	9	+	17	=	26

<b>Council Member Seats</b>					
<b>Three-Year Term Ending October 2025 (Two Positions)</b>					
Candidates	Canvass Board Count*		ICP Unit / Poll Count		Total Votes
<b>Anzilotti, Carolina</b>	69	+	104	=	173
<b>Corbin-Bradford, Cecelia L.</b>	51	+	67	=	118
<b>Tudor, Josh</b>	68	+	86	=	154
Write-in	11	+	16	=	27

<b>Council Member Seats</b>					
<b>One-Year Term Ending October 2023 (Two Positions)</b>					
Candidates	Canvass Board Count*		ICP Unit / Poll Count		Total Votes
<b>Best, Richard W.</b>	85	+	120	=	205
<b>Ojala IV, Thomas F.</b>	68	+	86	=	154
Write-in	14	+	26	=	40

<b>Proposition No. 1 (Resolution No. 22-021)</b>					
Proposition No. 1	Canvass Board Count*		ICP Unit / Poll Count		Total Votes
Yes	84	+	127	=	211
No	45	+	62	=	107

Noted: 1 By mail envelope opened and no ballot was returned.

\*Absentee By-Mail, Early Voting, Special Needs and Questioned Ballots

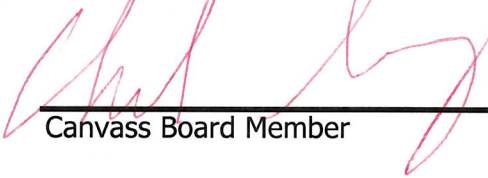
WE, the Canvass Board of the City of Palmer, jointly certify that the information listed herein is a true and accurate statement of votes cast in the Regular City Election of **October 4, 2022**.



Canvass Board Member



Canvass Board Member

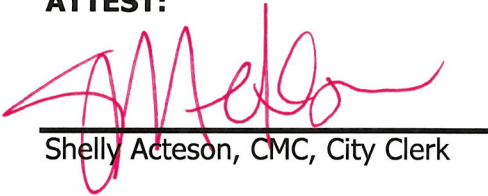


Canvass Board Member



Canvass Board Member

**ATTEST:**



Shelly Acteson, CMC, City Clerk

**Palmer Municipal Code 2.05.060  
Deputy Mayor (Selection Process)**

**2.05.060 Deputy mayor.**

- A. At the first meeting following the regular city election, council shall elect from its membership a deputy mayor and an alternate deputy mayor to serve in the absence of the mayor.
- B. Deputy Mayor Election Process. The deputy mayor election process shall be as follows:
  - 1. Nominations. The mayor shall open nominations for deputy mayor and shall continue taking nominations until all nominations have been made.
  - 2. Voting Process.
    - a. After the nominations have closed, the mayor will, in alphabetical order by last name, bring each individual nominee's name to the floor for a vote;
    - b. The nominee obtaining four votes of the council shall be declared the winner of the election.
- C. Alternate Deputy Mayor Election Process. Following election of the deputy mayor, the council shall elect, using the same process as used for the deputy mayor election, the alternate deputy mayor.
- D. The deputy mayor shall succeed to the office of mayor when a vacancy occurs in that office and shall have and exercise the powers and duties of the mayor when the mayor is absent or unable to perform the duties of office.
  - 1. When a doubt exists concerning the ability of the mayor to perform the duties of office, the council shall, by resolution, determine whether the deputy mayor shall act in the place of the mayor.
  - 2. The determination shall stand until the council determines that the disability or inability ceases.
- E. The alternate deputy mayor shall succeed to deputy mayor when the deputy mayor is unavailable or there is a deputy mayor vacancy. (Ord. 14-003 § 3, 2014; Ord. 10-020 § 3, 2010; Ord. 10-006 § 3, 2010; Ord. 648 § 4, 2005)

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on September 27, 2022, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

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

Steve Carrington, Mayor	Pamela Melin, Deputy Mayor
Carolina Anzilotti	John Alcantra
Richard W. Best	Thomas Ojala IV
Joshua Tudor	

Staff in attendance were the following:

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

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

1. Approval of Consent Agenda
  - a) Introduction and set public hearing on October 11, 2022, for **Ordinance No. 22-008:**  
Adopting a New Official Zoning Districts Map Superseding the Prior Map Adopted on December 12, 2017, in Accordance with the PMC 17.16.010 Map - Replacement
2. Approval of Minutes of Previous Meetings
  - a) September 13, 2022, Regular Meeting

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

Moved by:	Alcantra
Seconded by:	Best
Vote:	Approved
Action:	Motion Carried

Action Memorandum No. 22-054 was postponed to the next meeting by unanimous consent.

**E. COMMUNICATION AND APPEARANCE REQUESTS**

1. Proclamation – Proclaiming October 23-31, 2022, as Red Ribbon Week

Mayor Carrington presented the Red Ribbon Week proclamation.

**F. REPORTS**

Manager Moosey reported on the following:

- Police Chief Shelton introduced the new Dispatch Supervisor.

- Asked Council to consider an additional officer position for 2023 budget.
- Fire Chief Cameron gave an assessment of the need for a new fire engine. Manager Moosey asked to go out for a 30-day quote from the Council. The Council agreed.
- Review of the 2023 City of Palmer Budget Schedule.
- Transportation Fair table October 2, 3 pm – 7pm.
- Vagrancy forum at the Mat-Su School District Administrative Building on October 14.
- October 3 discussion with the Mat-Su Borough on stormwater.
- 2024 Winter Games update.

Mayor Carrington reported on the following:

- Early voting happening this week from 8am – 5pm.
- Polling place update for the upcoming October 4 election.
- Combine certification of election meeting and the regular meeting October 10.

City Clerk Acteson reported on the following:

- Provided an update on election numbers to date.

City Attorney Heath reported on the following:

- Overview of contractual relationship with the Museum of Palmer History of Art and City of Palmer.

## **G. AUDIENCE PARTICIPATION**

Jack Lua:

- Commented in opposition regarding the proposed bike path from Evergreen down to the Airport Road.

Ann Buzby:

- Commented in opposition regarding the proposed bike path.

Megan Lua:

- Commented in opposition regarding the proposed bike path.

Jackie Goforth:

- Commented regarding the City of Palmer poll watcher application.

Wesley Artz:

- Commented regarding paraphernalia found outside of Palmer businesses.
- Thanked the Palmer Police Department for their responsiveness.

Cindy Hudgins:

- Thanked the Manager and Council for support in the Police and Fire Departments.
- Recited rules from the State of Alaska poll watcher handbook.

Mike Chmielewski:

- Commented on voting today in the City election.
- Commented positively of the Palmer History of Museum and Art.
- Commented on the sidewalk availability in downtown Palmer.

Erik Anderson:

- Commented on the purchase of the proposed fire truck and police officer recruitment.

## **H. PUBLIC HEARINGS**

1. **Ordinance No. 22-007:** Amending the City of Palmer Municipal Code 3.12.032, Residential Real Property Exemption, To Increase the Assessed Value of a Single Parcel of Residential Real Property Owned and Occupied by the Owner of Record as the Owner's Permanent Place of Residence in the City from Sixty-Eight Thousand Dollars to One Hundred Twenty-Five Thousand Dollars

Manager Moosey provided a staff report.

Mayor Carrington opened the public hearing.

Jack Lua:

- Commented in support Ordinance No. 22-007.

Megan Lua:

- Commented in support of Ordinance No. 22-007.

Ann Buzby:

- Commented in support of Ordinance No. 22-007.

Mayor Carrington closed the Public Hearing.

Council Members engaged in discussion regarding Ordinance 22-007.

**Main Motion: To Adopt Ordinance No. 22-007, as amended**

Moved by:	Alcantra
Seconded by:	Ojala
Vote:	Approved
Action:	Motion Carried

**Primary #1: To Amend Ordinance No. 22-007 from \$125,000 to \$150,000**

Moved by:	Alcantra
Seconded by:	Tudor
Vote:	Approved
Action:	Motion Carried

2. **Resolution No. 22-027:** Authorizing the City Manager to include Additive Alternate 2 to the contract awarded to Ahtna Construction in the Amount of \$88,000.00 for install of head bolt heaters in Apron E, at the Warren "Bud" Woods Palmer Municipal Airport

Airport Superintendent Rosalie Kelly provided a staff report.

Mayor Carrington opened the public hearing.

Wes Artz:

- Questioned if this was profit for the City of Palmer.

Mike Chmielewski:

- Spoke in support of the Resolution No. 22-027.

Mayor Carrington closed the Public Hearing.

Council Members engaged in discussion regarding Resolution 22-027.



**Main Motion: To Adopt Resolution No. 22-027**

Moved by:	Best
Seconded by:	Alcantra
Vote:	Approved 6 Yes/1 No (Melin)
Action:	Motion Carried

3. **Resolution No. 22-028:** Amending the 2022 City of Palmer Budget for the Fiscal Year Ending December 31, 2022, by Appropriating \$161,184.00 from the General Fund Unassigned Fund Balance as a loan to the Water Sewer Fund for Additional City Funding for the Wastewater Treatment Plant Facility Phase 2 Clarifiers Project

Manager Moosey provided a staff report.

Mayor Carrington opened the public hearing.

Cindy Hudgins:

- Commented in support of the Resolution No. 22-028.

Mayor Carrington closed the Public Hearing.

Council Members engaged in discussion regarding Resolution 22-028.

**Main Motion: To Adopt Resolution No. 22-028**

Moved by:	Alcantra
Seconded by:	Tudor
Vote:	Approved
Action:	Motion Carried

4. **Resolution No. 22-029:** Encouraging the State of Alaska to Support the Designation of the MATSU Valley Planning for Transportation as the Metropolitan Planning Organization for the Matanuska-Susitna Borough Urbanized Area; And Allocate \$1 Million in State Funding for the Formation, Organization, and Operation of the MATSU Valley Planning for Transportation

Manager Moosey provided a staff report.

Mayor Carrington opened the public hearing.

Seeing no one come forward Mayor Carrington closed the Public Hearing.

Council Members engaged in discussion regarding Resolution 22-029.

**Main Motion: To Adopt Resolution No. 22-029**

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

**I. ACTION MEMORANDA**

**1. Action Memorandum No. 22-054: Authorizing Utility Connection for Quantum Laundry Lounge, Located at 2151 South Woodworth Loop, Palmer, Alaska (Postponed from the September 13, 2022 meeting)**

Manager Moosey gave a staff report.

Council engaged in discussion regarding Action Memorandum No. 22-054.

**Main Motion: To Approve Action Memorandum No. 22-054 (Postponed until 10/11 Regular Meeting)**

<b>Moved by:</b>	<b>N/A</b>
<b>Seconded by:</b>	<b>N/A</b>
<b>Vote:</b>	<b>N/A</b>
<b>Action:</b>	<b>Postponed to the October 11 Council Meeting</b>

**2. Action Memorandum No. 22-055: Authorize the City Manager to Initiate a Library Courtyard Improvement Concept Design and Implementation Process to Include Community Meetings, Fundraising and Project Costing.**

Community Development Director Hanson gave a staff report.

**Main Motion: To Approve Action Memorandum No. 22-055**

<b>Moved by:</b>	<b>Best</b>
<b>Seconded by:</b>	<b>Tudor</b>
<b>Vote:</b>	<b>Unanimous</b>
<b>Action:</b>	<b>Motion Carried</b>

**3. Action Memorandum No. 22-056: Authorizing Utility Connection for Mat-Su Performing Arts Center, Located at 14263 E Outer Springer Loop, Palmer, Alaska.**

Manager Moosey gave a staff report.

Council engaged in discussion regarding Action Memorandum No. 22-056.

**Main Motion: To Approve Action Memorandum No. 22-056**

<b>Moved by:</b>	<b>Best</b>
<b>Seconded by:</b>	<b>Alcantra</b>
<b>Vote:</b>	<b>Unanimous</b>
<b>Action:</b>	<b>Motion Carried</b>

**4. Action Memorandum No 22-057: Authorizing the City Manager to Execute a Contract with Eagle View Excavation in the Amount of not to exceed \$90.00 per hour per truck for City Snow Haul Services**

Manager Moosey gave a staff report.

Council engaged in discussion regarding the Action Memorandum No. 22-057.

**Main Motion: To Approve Action Memorandum No. 22-057**

<b>Moved by:</b>	<b>Best</b>
<b>Seconded by:</b>	<b>Melin</b>
<b>Vote:</b>	<b>Unanimous</b>
<b>Action:</b>	<b>Motion Carried</b>

**J. UNFINISHED BUSINESS**

**K. NEW BUSINESS**

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

Documents from Jackie Goforth and budget schedule from City Manager Moosey

**M. AUDIENCE PARTICIPATION**

Jack Lua:

- Asked Council to consider other paths for the new pathway.

Ann Buzby:

- Thanked the Council for listening to comments

Megan Lua:

- Asked Council to rethink the bike path route.

Jackie Goforth:

- Continuation of poll watcher comments.
- Discussion on pride displays.

Wes Artz:

- Commented regarding head bolt heaters
- Spoke regarding Council attendance at the Transportation and Planning Organization Meetings with the Mat-Su Borough.

**N. EXECUTIVE SESSION**

**O. COUNCIL COMMENTS**

Council Member Ojala:

- Commented on City of Palmer spending.

Council Member Tudor:

- Thanked the City Manager regarding transparency.
- Encouraged the City of Palmer residents to go vote.

Council Member Best:

- Agreed with fellow Council Members.
- Encouraged everyone to get out and vote.

Council Member Alcantra:

- Commented regarding City spending and projects.
- Thanked the citizens of Palmer for their comments.

Council Member Anzilotti:

- Encouraged the City of Palmer residents to get out and vote.
- Commented regarding the next steps of the sidewalk improvement project

Council Member Melin:

- Thanked everyone for coming to the meeting
- Thanked the Fire Chief and Police Chief for their attendance tonight.

Mayor Carrington:

- No comments.

## **P. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 8:11 p.m.

**Approved this 11<sup>th</sup> day of October, 2022.**

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Shelly M. Acteson, CMC, City Clerk

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Steve Carrington, Mayor

# 2023 CAPITAL PROJECTS

1	Replacement Fire Engine, Brush Truck, and Support Vehicle	\$1,060,000
2	Railroad Right of Way Downtown Palmer Enhancement	\$1,500,000
3	Library Courtyard Project	\$500,000
4	Bogard Road Water Main Extension-Pressure Booster Station "Shovel ready"	\$1,381,980
5	Water System Expansion and Looping	\$19,400,000
6	Gravel to Paved Road Surfacing- Multi-component "Shovel Ready"	\$400,000 to \$4,000,000
7	Downtown Road Improvements - Cobb Street "Shovel Ready"	\$1,875,000
8	Shane Woods Memorial Trail Phase 2	\$1,000,000
9	Safety Service Building	\$10,000,000
10	Rescue Support Vehicle	\$95,000
11	Water Connection Services, Palmer to Wasilla	\$10,000,000
12	Veterans Park Establishment	\$2,000,000
13	Historic Palmer Water Tower Purchase	\$100,000

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

**Subject:** Adopting a New Official Zoning Districts Map Superseding the Prior Map Adopted December 12, 2017, in accordance with Palmer Municipal Code 17.16.040 Map - Replacement

**Agenda of:** September 27, 2022 – Introduction

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

**Originator Information:**

**Originator:**    Brad Hanson, Community Development 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:    \$ \_\_\_\_\_

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:    *Shirley Durr*

**Approved for Presentation By:**

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

**Attachment(s):**

1. Ordinance No. 22-008
2. Planning and Zoning Commission Resolution No. 22-006
3. Planning and Zoning Minutes of September 15, 2022
4. Enlarged map of each area showing changes made to the zoning map
5. New Zoning Map

**Summary Statement/Background:**

The current official zoning map is dated December 2017. Since the production of the December 2017 zoning map, several zoning map amendments have been approved by Council. City staff has worked with the Borough's GIS Department to produce a new zoning map that accurately reflects zoning map amendments approved between November 2017 and August 2022, including the updated boundary for the Central Business District. The new zoning map also reflects the updated color of the city of Palmer boundaries and the updated color scheme for the boundaries of the Central Business District.

<b>Ordinance No.</b>	<b>Date</b>	<b>Legal Description</b>	<b>Action</b>
18-002-Z-1	02/27/2018	Palmer Municipal Airport – Area Between Lines: North Line-N89°58'56" W; South Line-N89°58'53" W; West Line-N00°11'27" W; East Line-N00°01'15" E, located within Section 4, Township 17 North, Range 2 East	A-I to A-M
20-006	06/23/2020	Tax Parcel Tract 5, Cedar Hills Subdivision, Unit 2, Phase 1	CL to P
21-001	02/23/2021	CBD Boundary Amendment	Passed
21-014	07/27/2021	Lot 200, Block 1, Felton Addition Subdivision	R-3 to R-4
21-016	09/28/2021	Lot 7, Block 6, Snodgrass-Newcomb No.2 Subdivision	R-4 to C-G
22-002	04/12/2022	Lot 100, Block 1, Felton Addition Subdivision	R-3 to R-4
22-005	08/23/2022	Tax Parcel C-21, Township 18 North, Range 2 East, Section 33	C-L to C-G

**Administration's Recommendation:**

Adopt Ordinance No. 22-008 adopting a New Official Zoning District Map.

**LEGISLATIVE HISTORY**

Introduced by: Manager Moosey  
Date: September 27, 2022  
Public Hearing: October 11, 2022  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Ordinance No. 22-008**

**An Ordinance of the Palmer City Council Adopting a New Official Zoning Districts Map, Superseding the Prior Map Adopted December 12, 2017, in accordance with Palmer Municipal Code 17.16.040 Map – Replacement**

WHEREAS, the Planning and Zoning Commission recommends official zoning map updates as necessary to ensure City development and land use are in conformance with the approved zoning districts and their respective standards; and

WHEREAS, Council has approved changes to zoning districts for six parcels or tracts of land and has approved an amendment to the Central Business District boundary since the adoption of the December 2017 city of Palmer Zoning Map; and

WHEREAS, the current Official Zoning Map, dated December 2017, does not reflect the aforementioned approved zoning amendments; and

WHEREAS, the Commission has determined there is a need to adopt a new Official Zoning Districts Map to show the currently approved zoning districts and boundaries; and

WHEREAS, pursuant to PMC 17.16.040, the Council may, by ordinance, upon taking into account the advice of the commission, adopt a new zoning map which shall supersede the prior zoning map

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. A new zoning map described as the Official Zoning Districts Map, dated August 2022, is hereby adopted in accordance with the requirements of PMC 17.16.040.A Map – Replacement.

Section 4. This zoning map supersedes and replaces the zoning map, adopted December 12, 2017, by Ordinance No. 17-015.

Section 5. Effective Date. Ordinance No. 22-008 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

PALMER PLANNING AND ZONING COMMISSION

RESOLUTION NO. 22-006

A RESOLUTION OF THE PALMER PLANNING AND ZONING COMMISSION RECOMMENDING CITY COUNCIL APPROVE THE AUGUST 2022 REVISIONS AND UPDATES TO THE DECEMBER 2017 OFFICIAL ZONING MAP

WHEREAS, the current Official Zoning Map for the city of Palmer was adopted in December of 2017; and

WHEREAS, City Council has approved changes to zoning districts for six parcels or tracts of land and an amendment to the Central Business District boundary since the adoption of the December 2017 city of Palmer Zoning Map; and

WHEREAS, the December 2017 Zoning Map does not reflect the aforementioned approved zoning amendments; and

WHEREAS, the August 2022 revised and updated zoning map includes all of the zoning amendments since the adoption of the December 2017 zoning map

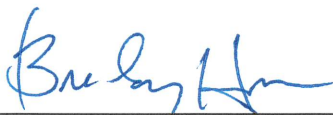
WHEREAS, the August 2022 Zoning Map includes all of the districts authorized by City Code; and

WHEREAS, the August 2022 zoning map reflects the updated colors for the boundaries of the city of Palmer and the Central Business District; and

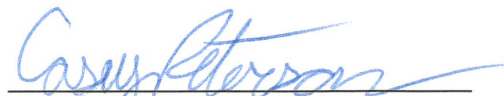
WHEREAS, pursuant to PMC 17.16.040, the Council may, by ordinance, upon taking into account the advice of the commission, adopt a new zoning map that shall supersede the prior zoning map.

NOW, THEREFORE, BE IT RESOLVED that the Palmer Planning and Zoning Commission does hereby recommend the City Council approve the August 2022 revisions and updates to the December 2017 Official Palmer Zoning Map.

Passed by the Planning and Zoning Commission of the City of Palmer, Alaska, this 15<sup>th</sup> day of September 2022.



Brad Hanson, Community Development Director

  
Casey Peterson, Chairman

**PLANNING & ZONING COMMISSION  
CITY OF PALMER, ALASKA**

**REGULAR MEETING  
THURSDAY, SEPTEMBER 15, 2022  
6:00 P.M. - COUNCIL CHAMBERS**

**A. CALL TO ORDER:**

The regular meeting of the Planning and Zoning Commission was called to order by Chair Peterson at 6:00 p.m.

**B. ROLL CALL:**

Constituting a quorum, present in person were Commissioners:

Casey Peterson, Chair  
Lisbeth Jackson, Vice Chair  
Linda Combs  
Penny McClain  
John Murphy

Present via Zoom video/teleconference were Commissioners:

Penny Mosher (excused late arrival at 6:43 p.m.)

Absence excused without objection:

Kristy Thom Bernier

Also present were:

Brad Hanson, Community Development Director  
Tyler Patterson, Community Development Specialist  
Pam Whitehead, Recording Secretary (via Zoom teleconference)

**C. PLEDGE OF ALLEGIANCE:** The Pledge was performed.

**D. APPROVAL OF AGENDA:**

The agenda was approved as presented by roll call vote of all members present.  
[Murphy, McClain, Combs, Jackson, Peterson; *Absent:* Thom Bernier, Mosher]

**E. MINUTES OF PREVIOUS MEETINGS:**

1. The minutes of the **August 18, 2022 Regular Meeting** were unanimously approved as presented by roll call vote of all members present.

[Murphy, McClain, Combs, Jackson, Peterson; *Absent:* Thom Bernier, Mosher]

**F. REPORTS:**

Director Hanson reported:

- City Council at its last meeting approved continuation of the library courtyard concept and adopted a plan for moving forward with regard to fundraising and public participation; expects a community meeting to be scheduled for November;
- Regarding the Railroad Right-of-Way Project, Stantech has been selected to assist and provide expertise with regard to planning, community meetings, online surveys, improved parking,

connectivity, potential parks, playgrounds, green space, improved branding and signage; described a similar project Stantech is about to complete in North Dakota (library expansion and park in a railroad corridor);

- MTA Events Center is now open and the City has a new Parks & Recreation Director;
- Reminded it is Budget time and encouraged the Commissioners to publicly testify to Council what they think is important; Commissioner Combs echoed Director Hanson on the importance of public testimony, particularly at budget hearings.
- Responded to questions concerning the railroad right-of-way and community meetings.

**G. AUDIENCE PARTICIPATION:** None.

**H. PUBLIC HEARINGS:**

1. **Resolution No. 22-005:** Consideration of a resolution to recommend City Council review the need for an update to the 2006 City of Palmer Comprehensive Plan.

Public Hearing: Chair Peterson opened and closed the public hearing at 6:15; there was no public testimony.

Director Hanson provided background information regarding the 2006 Comprehensive Plan and reminded there is a motion on the table for the Commission’s further consideration and review of proposed Resolution 22-005. Regarding update versus rewrite, he recommended if the broad visioning goals are still appropriate, the plan should be updated as opposed to rewritten.

At-length discussion took place regarding the goals of the comprehensive plan and visioning for the future. There was consensus to recommend an update versus rewrite. It was recommended that the Update include a section itemizing what has been accomplished since 2006.

[Chair Peterson called a brief recess at 6:58 p.m. to consider wording for an amendment to proposed Resolution No. 22-005; the meeting resumed at 7:05 p.m.]

Following discussion and suggested minor revision of wording, the Commission settled on:

**Amendment to Motion on the Table To amend proposed Resolution No. 22-005 to read as follows:**

**Motion on the Table:** NOW, THEREFORE, BE IT RESOLVED that the Palmer Planning and Zoning Commission does hereby recommend the City Council budget funds to facilitate an update to the 2006 City of Palmer Comprehensive Plan, ensuring continued success regarding the community’s vision that meets the City’s role in fundamental obligations.

Moved by:	Combs
Seconded by:	Mosher
Vote:	5 Yes (Peterson, Combs, McClain, Mosher, Murphy) 1 No (Jackson); Absent: Thom-Bernier
Action:	Motion Carried by roll call vote.

**Motion on the Table:**

**Main Motion: For Approval of Resolution No. 22-005, A Resolution to Review the Need for an Update to the 2006 City of Palmer Comprehensive Plan, As Amended.**

Moved by:	[Jackson]
Seconded by:	[Mosher]
Vote:	Unanimous (Peterson, Jackson, Combs, McClain, Mosher, Murphy); Absent: Thom-Bernier
Action:	Motion Carried by roll call vote.

2. **Resolution No. 22-006:** A Resolution of the Palmer Planning and Zoning Commission recommending City Council approve the August 2022 revisions and updates to the December 2017 Official Zoning Map.

Public Hearing: Chair Peterson opened and closed the public hearing at 7:15 p.m.; there was no public testimony.

Director Hanson provided background information and summarized the Resolution directing attention to packet for a listing of the proposed changes and responded to Commissioner questions.

There was discussion concerning road and traffic congestion within the city of Palmer, in particular Arctic Avenue, and what the Commission could provide in a resolution to the State DOT.

There being no further discussion, Chair Peterson called for the question.

**Main Motion: For approval of Resolution No. 22-006, A Resolution of the Palmer Planning and Zoning Commission recommending City Council approve the August 2022 revisions and updates to the December 2017 Official Zoning Map, and move forward to the City Council with a recommendation for adoption.**

Moved by:	Combs
Seconded by:	Jackson
Vote:	Unanimous (Peterson, Jackson, Combs, McClain, Mosher, Murphy); Absent: Thom-Bernier
Action:	Motion Carried by roll call vote.

- I. UNFINISHED BUSINESS:** None.
- J. NEW BUSINESS:** None.
- K. PLAT REVIEWS:** None.
- L. PUBLIC COMMENTS:** None.

**M. COMMISSIONER COMMENTS:**

**Chair Peterson:**

- Inquired if Director Hanson had the information from the Commission needed to draft a resolution to the State to help improve traffic congestion on Arctic Avenue.

Director Hanson informed he will contact the Regional Office of the State DOT to advise of a forthcoming Resolution and draft the Resolution; he will also inquire if there is a better mechanism to assure it is included in each of the updated plans as well.

**N. ADJOURNMENT:**

There being no further business, the meeting adjourned without objection at 7:38 p.m.

**APPROVED by the Planning and Zoning Commission this 20th day of October, 2022.**

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Casey Peterson, Chair

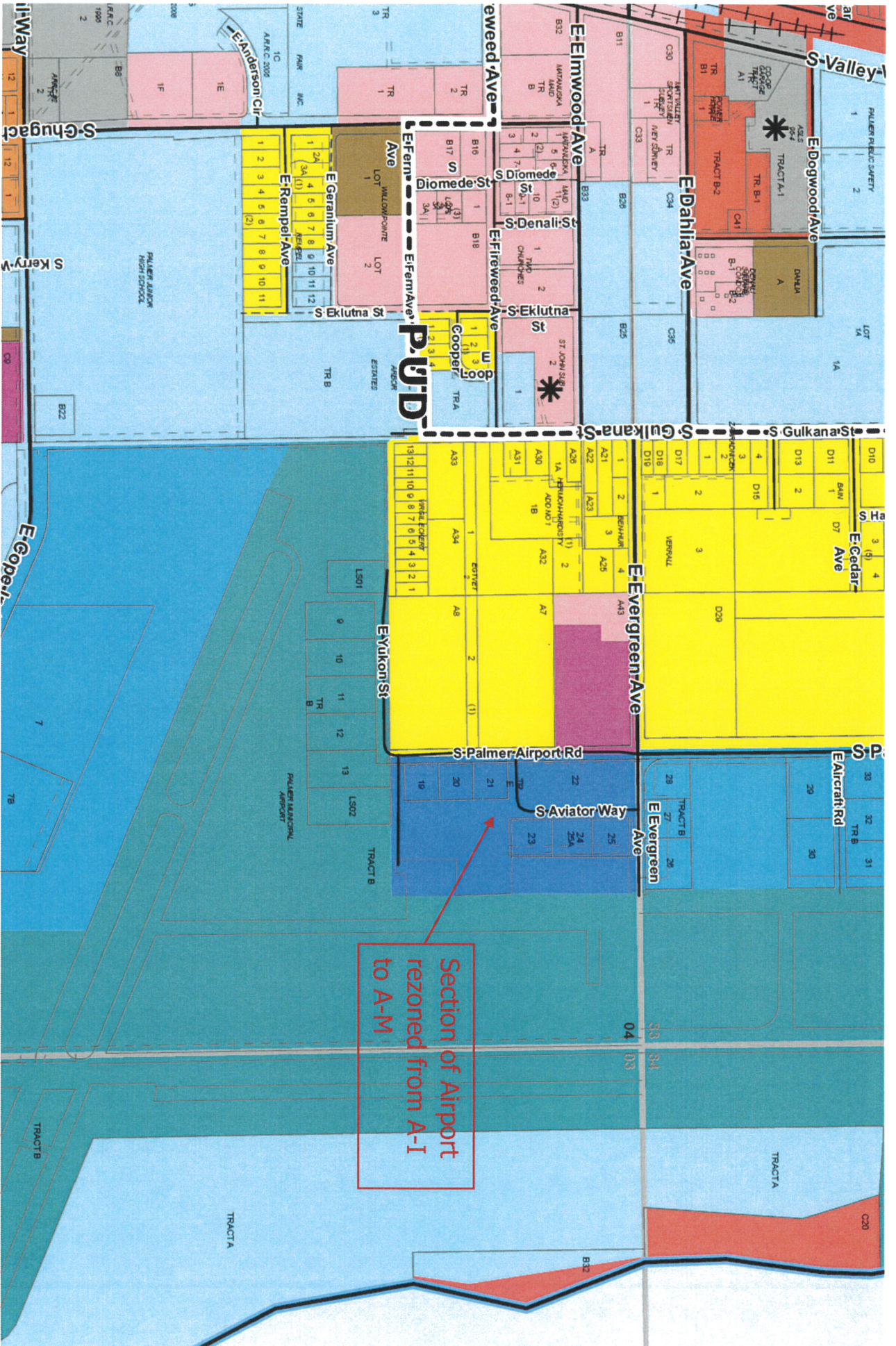
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Brad Hanson, Community Development Director

# ZONING MAP AMENDMENTS

No.	DATE	LEGAL DESCRIPTION	ACTION	SIGNATURE
18-002-Z-1	02/27/2018	Palmer Municipal Airport – Area Between Lines: North Line-N89°58'56"W; South Line-N89°58'53"W; West Line-N00°11'27"W; East Line-N00°01'15"E, located within Section 4, Township 17 North, Range 2 East	A-I to A-M	/S/
20-006	06/23/2020	Tax Parcel Tract 5, Cedar Hills Subdivision, Unit 2, Phase 1	CL to P	/S/
21-001	02/23/2021	CBD Boundary Amendment	Passed	/S/
21-014	07/27/2021	Lot 200, Block 1, Felton Addition Subdivision	R-3 to R-4	/S/
21-016	09/28/2021	Lot 7, Block 6, Snodgrass-Newcomb No.2 Subdivision	R-4 to C-G	/S/
22-002	04/12/2022	Lot 100, Block 1, Felton Addition Subdivision	R-3 to R-4	/S/
22-005	08/23/2022	Tax Parcel C-21, Township 18 North, Range 2 East, Section 33	C-L to C-G	/S/

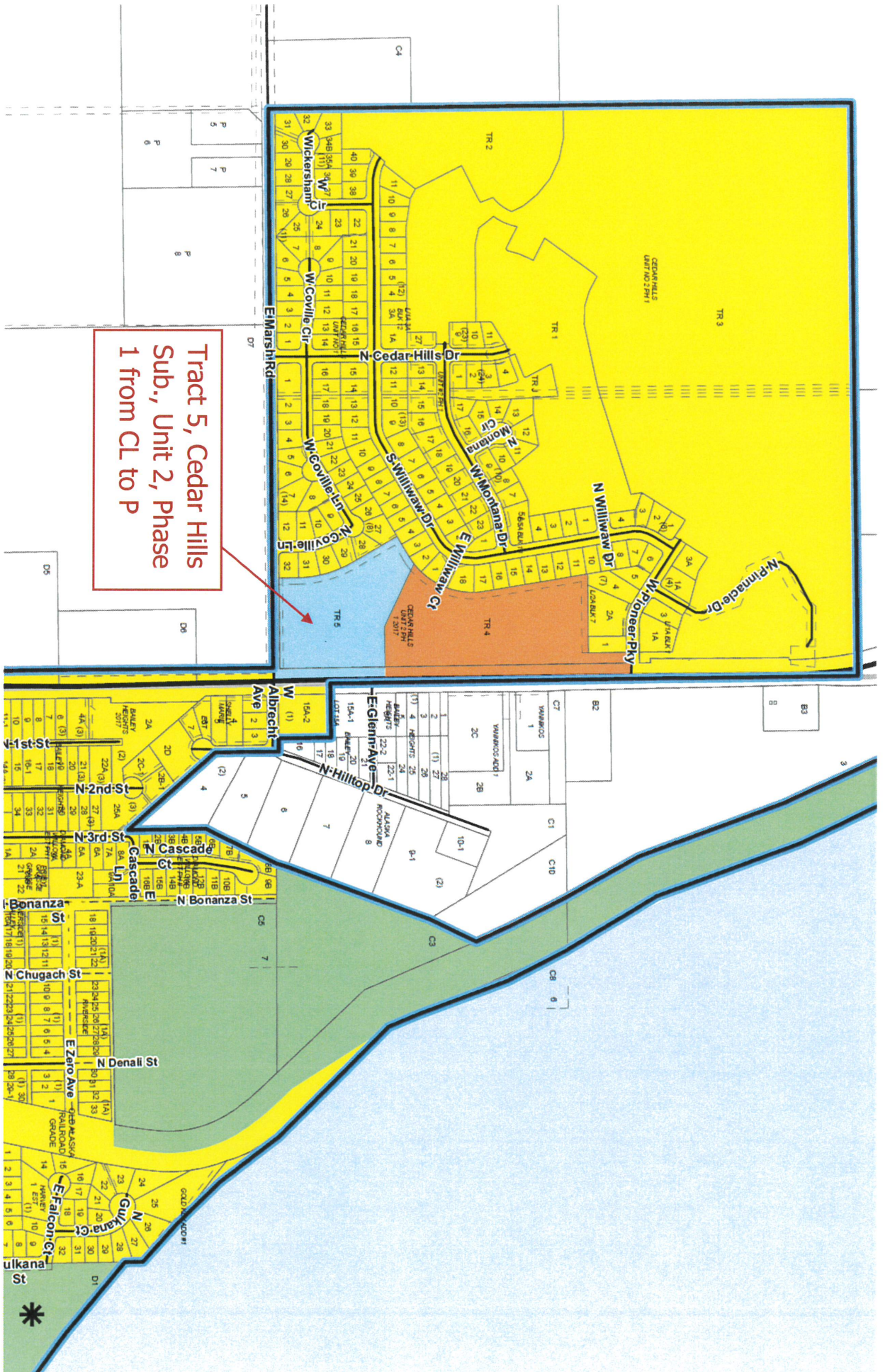




Section of Airport  
rezoned from A-I  
to A-M

Ordinance No. 18-002-Z-1 (02/27/2018)





Ordinance No. 20-006 (06/23/2020)













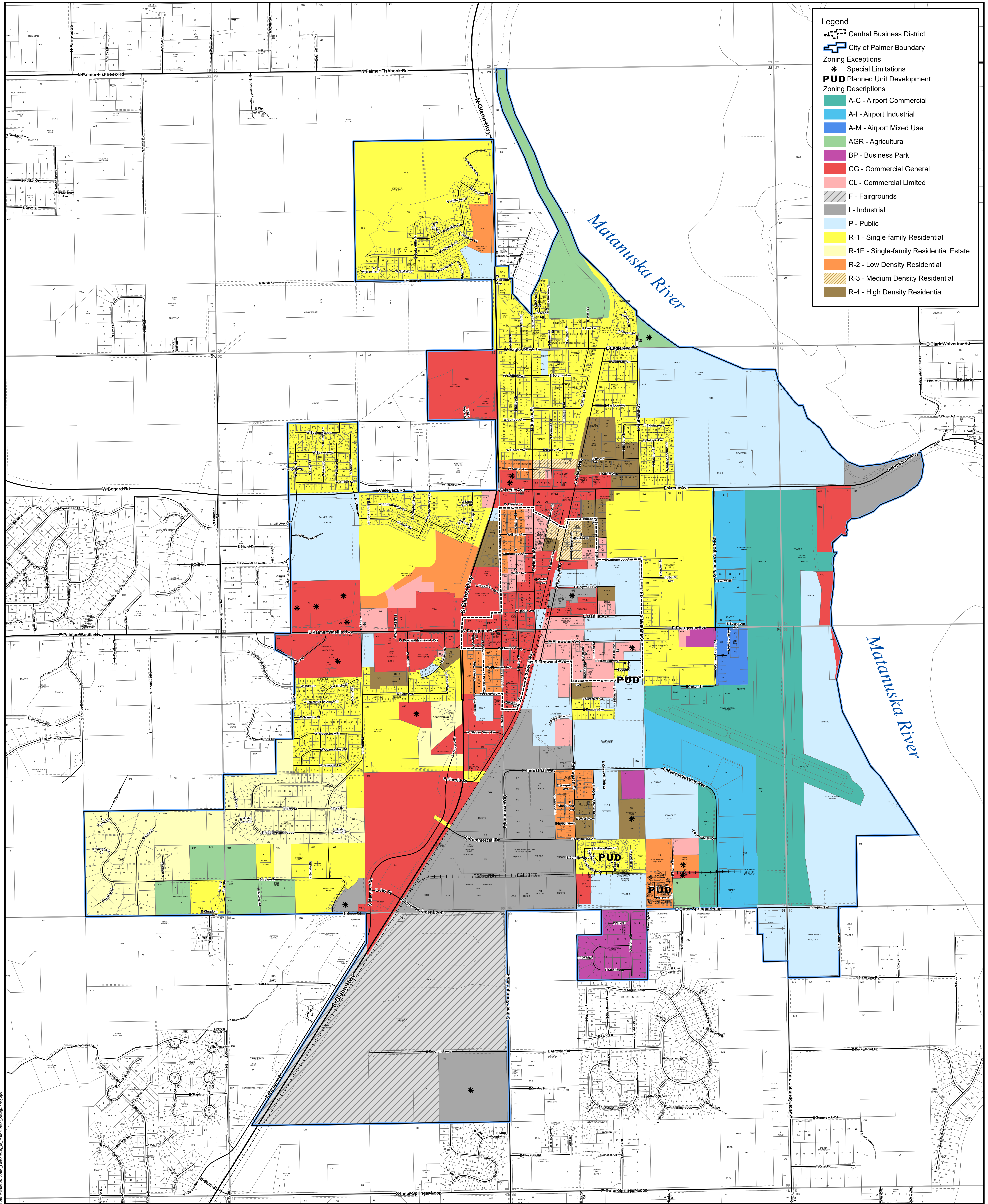




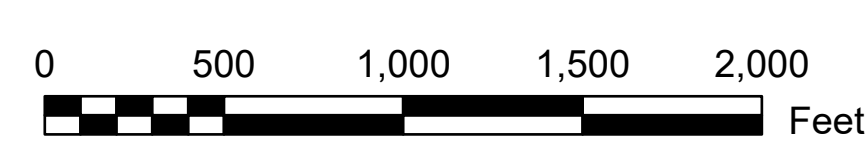
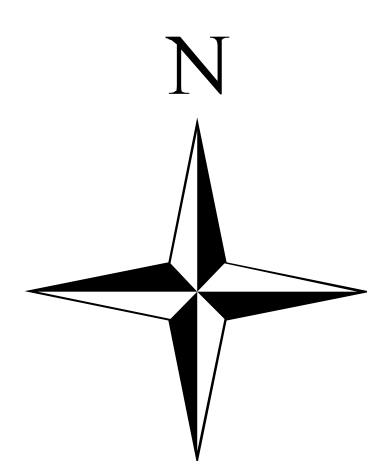








**City of Palmer**  
**Current Zoning Districts**  
**August 2022**



**DRAFT**

This is to certify that this zoning map supersedes and replaces the zoning map adopted December 12, 2017 as part of Ordinance 17-015 of the City of Palmer.

ATTEST:

Steve Carrington, Mayor City of Palmer      Shelly Acteson, City Clerk



**City of Palmer  
Resolution No. 22-031**

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

**Agenda of:** October 11, 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 (√):

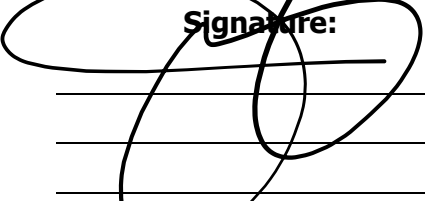
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ \_\_\_\_\_
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

**Approved for Presentation By:**

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



**Attachment(s):**

1. Resolution No. 22-031

**Summary Statement/Background:**

Every year as part of the City budget process the City Council identifies projects for State and Federal funding.

This resolution lists 13 projects that are a priority for external funding sources, primarily State and Federal agencies, but also for other parties (non-governmental) that may be interested or willing to participate in funding these projects for the betterment of the City.

**Administration's Recommendation:**

Approve Resolution No. 22-031

**LEGISLATIVE HISTORY**

Introduced by: John Moosey, City Manager

Date: October 11, 2022

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

**Resolution No. 22-031**

**A Resolution of the Palmer City Council Identifying the City of Palmer’s Capital Project Priorities for State, Federal, and Other Interested Parties Funding**

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

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

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

1	Replacement Fire Engine, Brush Truck, and Support Vehicle	\$1,060,000
2	Railroad Right of Way Downtown Palmer Enhancement	\$1,500,000
3	Library Courtyard Project	\$500,000
4	Bogard Road Water Main Extension-Pressure Booster Station "Shovel ready"	\$1,381,980
5	Water System Expansion and Looping	\$19,400,000
6	Gravel to Paved Road Surfacing- Multi-component "Shovel Ready"	\$400,000 to \$4,000,000
7	Downtown Road Improvements - Cobb Street "Shovel Ready"	\$1,875,000
8	Shane Woods Memorial Trail Phase 2	\$1,000,000
9	Safety Service Building	\$10,000,000
10	Rescue Support Vehicle	\$95,000
11	Water Connection Services, Palmer to Wasilla	\$10,000,000
12	Veterans Park Establishment	\$2,000,000
13	Historic Palmer Water Tower Purchase	\$100,000

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

---

Steven J. Carrington, Mayor

---

Shelly M. Acteson, CMC, City Clerk

**City of Palmer  
Action Memorandum No. 22-058**

**Subject:** Authorize the City Manager to Negotiate and Execute a Professional Services Agreement with HDL Engineering Consultants Construct Taxiway N, Improve Airport Drainage, & Construct Apron E project, and to update the Airport Layout Plan (ALP) and Obstacle Action Plan (OAP) following construction in the amount not to Exceed: \$886,605.00

**Agenda of:** October 11th, 2022

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

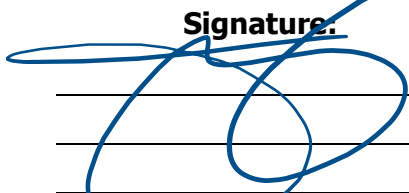
**Originator Information:**

**Originator:**    Rosalie Kelly, Airport Superintendent

**Department Review:**

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

**Approved for Presentation By:**

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

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **886,605**

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 886,605
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    30-03-10-7139 FAA Taxiway Nov Const Exp; 30-03-10-7140 FAA Apron E Const Exp; 30-30-10-6235 Apron E Matching
- Not budgeted

Director of Finance Signature: 

**Attachment(s):**

- HDL Construction Administration Services for Construct Taxiway N, Improve Airport Drainage, & Construct Apron E

**Summary Statement/Background:**

Description of Work: HDL will work closely with the City to provide CA services in accordance with FAA requirements, including construction monitoring, coordination, administration, inspection, testing, and record drawings.

HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City.

HDL will provide a Project Engineer to be the primary point of contact for the contractor during construction. The Project Engineer will keep the City informed of progress, field directives, and changes as they arise and will prepare weekly written status reports.

**Administration's Recommendation:**

To approve Action Memorandum No. 22-058

August 24, 2022

Rosalie Kelly  
Airport Superintendent  
Palmer Municipal Airport  
231 W. Evergreen Avenue  
Palmer, Alaska 99645

**Subject:** Amendment for Task 24 Construction Administration Services  
For Construct Taxiway N, Improve Airport Drainage, & Construct Apron E

Dear Ms. Kelly:

HDL Engineering Consultants, LLC, (HDL) proposes to provide construction administration, inspection, and testing (CA) services for the Construct Taxiway N, Improve Airport Drainage, & Construct Apron E project, and to update the Airport Layout Plan (ALP) and Obstacle Action Plan (OAP) following construction. HDL has provided environmental permitting and design services for these projects as part of the Professional Services Agreement for Engineering Services for Ongoing Planning & Capital Improvement Projects at the Palmer Municipal Airport.

## Scope of Work

### CA Services

HDL will work closely with the City to provide CA services in accordance with FAA requirements, including construction monitoring, coordination, administration, inspection, testing, and record drawings. We will amend our subcontract agreement with MBA Consulting Engineers, Inc. (MBA) for electrical components of the work. We anticipate the work will begin in October 2022 and will continue through July 2024, with the majority of field work occurring in May through October 2023.

HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City. David Lundin, P.E. will be the Project Manager. David will have overall responsibility and will coordinate and supervise staff, monitor schedule and budget, and provide quality control review of deliverables. HDL will provide a Project Engineer to be the primary point of contact for the contractor during construction. Our Project Engineer will keep the City informed of progress, field directives, and changes as they arise and will prepare weekly written status reports.

3335 Arctic Boulevard, Suite 100, Anchorage, Alaska 99503  
202 West Elmwood Avenue, Palmer, Alaska 99645

907.564.2120  
907.746.5230

- Civil Engineering
- Geotechnical Engineering
- Transportation Engineering
- Aviation Engineering
- W/WW Engineering
- Environmental Services
- Surveying & Mapping
- Construction Administration
- Material Testing

**Project Start-up / Review of Submittals & Shop Drawings.** HDL will conduct a pre-construction conference and will review material and equipment submittals, shop drawings, samples, and quality control submittals. MBA will provide submittal review of electrical components. We will submit FAA Form 7460-1 Notice of Proposed Construction or Alteration and FAA Form 6000-26 Airport Sponsor Strategic Event Submission Form, identifying the details of construction activities that impact operations at the airport.

**Project Administration.** HDL will review administrative submittals, schedules, and contract closeout submittals. We will prepare a Construction Management Program in accordance with FAA requirements. HDL will conduct formal weekly construction meetings during field work and will otherwise meet informally with the Contractor and City frequently to assist in coordinating the work. We will review and respond to Design Clarification/Variation Requests (DCVR) from the contractor. We will assist the City with change order negotiations for additional or unanticipated work and secure FAA approval before authorizing change order items on grant-eligible work. We will assist the City with FAA coordination and prepare weekly status reports. We will review pay requests, verify quantities, and make recommendations for payment to the City for payment. We will issue and cancel NOTAMs, as authorized by the Airport Superintendent.

**Construction Inspection & Quality Assurance Testing.** We anticipate the majority of the fieldwork will occur begin about May 1, 2023 and will continue in earnest until about October 15, 2023, two weeks after substantial completion (September 30, 2023). HDL will provide full-time construction inspection during this 24-week period. We will also provide periodic inspection for an additional four weeks during final completion of the work in 2024. For the primary work period, we will provide one fulltime inspector to observe, test, and document the construction on behalf of the City. We anticipate our inspector will work up to 60 hours per week; actual hours will depend upon the Contractor's schedule, the type of work being performed, and the level of inspection required. Documentation will include photographs and daily reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will provide copies of daily reports on a weekly basis, if requested. HDL will also conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items. MBA will provide progress and milestone inspections for the electrical work.

Based on our experience, an additional inspector may be needed during peak work activities, such as paving. We have included budget for an additional fulltime inspector for 7 weeks.

HDL will provide quality assurance material testing to ensure the adequacy of the contractor's quality control by performing testing at the schedule provided by the Material Sampling and Testing Frequency table in the project specifications. The Materials Technician will perform material sampling and onsite

*Amendment for Task 24 Construction Administration Services for Construct Taxiway N, Improve Airport Drainage, & Construct Apron E*

*August 24, 2022*

density testing, and may also provide inspection as needed. Laboratory testing of samples will be charged on a per-test basis (without additional charge for labor).

**Compass Calibration Pad.** HDL will provide surveying services in accordance with AC150/5300-13A, Appendix 6 to locate and orient the relocated compass calibration pad. HDL will subcontract the magnetic declination surveying to Compass Rose Surveying, Inc. of Idaho Falls, Colorado; a firm that specializes in the magnetic surveying necessary.

**Closeout.** For construction closeout, HDL and MBA will review the contractor's construction markups and will prepare electronic record drawings. We will submit record drawings to the City and FAA in Adobe PDF format. MBA will also review the contractor's O&M Manual and will update the master electrical drawing. We will request a release of liens and claims statement and a consent of surety to final payment from the contractor, and will distribute a project completion and acceptance certificate for execution. For grant closeout, HDL will provide a bound Project Closeout Report for the FAA grant in accordance with FAA requirements. We will update the 5010 Master Record and 5010 drawing to reflect the new taxiways and apron and removed taxiways.

**Airport Layout Plan & Obstacle Action Plan Update.** The project will remove obstructions, construct a new taxiway, modify and extend an existing taxiway, remove taxiways, construct a new apron, and relocate the compass calibration pad, all of which will need to be depicted on an updated ALP. HDL will prepare an "as-built ALP" to reflect the completed work. We will submit the ALP for City and FAA approval. The final deliverable will be an ALP approved by the City and FAA.

The tree clearing will remove obstacles shown on the OAP. The OAP be updated to reflect the new conditions and submitted to the FAA.

## **Cost Proposal**

We propose to provide the aforementioned services on a time and expenses basis using our published hourly labor rates and receiving reimbursement for project expenses at cost plus 10% for an amount not to exceed **\$886,605**. In accordance with the project funding, we anticipate the cost of the work associated with Taxiway N and drainage improvements will be separated from the costs associated with Apron E based on the proportional cost of construction.

The level of effort required for construction phase services is highly dependent on the cooperation and skill of the contractor; the methods and equipment the contractor employs; the weather; the amount of rejected workmanship that must be retested; and the schedule he decides to work. These conditions are not within the control of the Engineer. We have prepared this estimate taking an optimistic view of potential difficulties based on our current understanding of the project and have not included budget



*Amendment for Task 24 Construction Administration Services for Construct Taxiway N, Improve Airport Drainage, & Construct Apron E  
August 24, 2022*

for claim negotiation, protracted disputes, repeated retesting, or if the contractor's work extends beyond the contract construction period. Our CA Services fee is a budget level estimate based on the above-discussed services and schedule. Anything to the contrary may result in additional cost to our work.

We appreciate the opportunity to continue working with the City on this project. If you have any questions, please contact me.

Sincerely,

HDL Engineering Consultants, LLC



David Lundin, PE

Principal / Civil & Environmental Engineer

e: DLundin@HDLalaska.com | c: 907.244.7745

**Attach:** Budget Worksheet (dated 8/24/22)  
MBA Proposal for TW N (dated 8/23/22)  
MBA Proposal for Apron E (dated 8/23/22)  
Compass Rose Surveying Proposal (dated August 2022)

**COST ESTIMATE PER TASK**

<b>FIRM:</b> HDL Engineering Consultants				<b>PROJECT TITLE:</b> Construct Taxiway N, Improve Airport Drainage, & Construct Apron E										
<b>TASK NO:</b> 24		<b>TASK DESCRIPTION:</b> CA Services								<b>DATE:</b> 8/24/2022				
<b>GROUP:</b>		<b>METHOD OF PAYMENT:</b> FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>				<b>PREPARED BY:</b> David Lundin								
<b>SUB-TASK NO.</b>	<b>SUB-TASK DESCRIPTION</b>	<b>LABOR HOURS PER JOB CLASSIFICATION</b>												
		<b>Contract/ Project Mgr</b>	<b>Project Eng ST</b>	<b>Project Eng OT</b>	<b>Office Eng ST</b>	<b>Office Eng OT</b>	<b>Inspector ST</b>	<b>Inspector OT</b>	<b>Materials Tech ST</b>	<b>Materials Tech OT</b>	<b>Materials Engineer</b>	<b>Drafter</b>	<b>Clerical</b>	
<b>24.1</b>	<b>Construction Start-up</b>													
	Coordination and Management	16			16								2	
	Construction Management Plan	4	4		8									
	Pre-Construction Meeting	4	4		8									
	Contractor Submittals	4	40		20		40				4			
<b>24.2</b>	<b>Construction Administration, Inspection, Quality Assurance Testing (24-Weeks)</b>													
	Construction Administration	80	720	360	960									
	Field Inspection & Testing	40	240	120			1240	620	400	200	40		6	
<b>24.3</b>	<b>Compass Calibration Pad Surveying</b>													
	Coordination and Management	4	8		8									
<b>24.4</b>	<b>Project and Grant Closeout</b>													
	Construction Final Completion	24	120		120		160				4		4	
	Record Drawings	4	16				8					60		
	Closeout Report	4	16		40								4	
<b>24.5</b>	<b>ALP/OAP Update</b>													
	ALP Drawing Update	4	8									60		
	ALP Narrative Update	4	8											
	OAP Update	2	16											
<b>TOTAL LABOR HOURS</b>		194	1200	480	1180	0	1448	620	400	200	48	120	16	
<b>* LABOR RATES (\$/HR)</b>		\$195.00	\$130.00	\$175.00	\$125.00	\$170.00	\$110.00	\$145.00	\$95.00	\$125.00	\$135.00	\$120.00	\$100.00	
<b>LABOR COSTS (\$)</b>		\$37,830.00	\$156,000.00	\$84,000.00	\$147,500.00	\$0.00	\$159,280.00	\$89,900.00	\$38,000.00	\$25,000.00	\$6,480.00	\$14,400.00	\$1,600.00	
<b>EXPENSES</b>														
<b>SUB-TASK NO.</b>	<b>ITEM(S)</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>	<b>COMMENTS:</b> 24.2 includes: - Project Engineer and Inspector at 60 hours per week for 24 weeks - Office Engineer at 40 hours/week for 24 weeks; - Materials Technician for sampling and onsite density testing at 1/2-time-equivalent for 20 weeks; - Add'l Inspector for 60 hours per week for 7 weeks; - MBA to provide electrical progress and milestone inspections. 24.3 includes add'l 4 weeks in 2024 for project completion									
	Miscellaneous small items	1	\$1,000.00	\$1,000.00										
	Markup at 10%			\$100.00										
	Nuclear Densometer (day rate)	69	\$30.00	\$2,070.00										
	Laboratory Testing for Quality Assurance	1	\$42,565.00	\$42,565.00										
	Vehicle (day rate)	366	\$80.00	\$29,257.14										
	<b>TOTAL EXPENSES:</b>			<b>\$74,992</b>										
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>					<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b> <b>\$759,990</b>									
<b>FIRM:</b>	<b>MBA</b>	<b>CRS Inc</b>		<b>Subtotal</b>	<b>10% Markup</b>	<b>IF CPFF, TOTAL INDIRECT COST @</b> 0.00%							<b>\$0</b>	
<b>AMOUNT:</b>	\$37,180	\$9,750		\$46,930	\$4,693	<b>FIRM'S TOTAL EXPENSES</b>							<b>\$74,992</b>	
					<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>									<b>\$834,982</b>
					<b>TOTAL SUBCONTRACTOR PRICES:</b>									<b>\$51,623</b>
					<b>TOTAL COST + SUBCONTRACTOR PRICES:</b>									<b>\$886,605</b>

\* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

**COST ESTIMATE PER TASK**

<b>FIRM:</b> HDL Engineering Consultants			<b>PROJECT TITLE:</b> Construct Taxiway N, Improve Airport Drainage, & Construct Apron E								
<b>TASK NO:</b> 24Lab	<b>TASK DESCRIPTION:</b> Quality Assurance Material Testing					<b>DATE:</b> 8/24/2022					
<b>GROUP:</b>	<b>METHOD OF PAYMENT:</b> FP <input type="checkbox"/>		FPPE <input type="checkbox"/>	T&E <input checked="" type="checkbox"/>	CPFF <input type="checkbox"/>	<b>PREPARED BY:</b> David Lundin					
Item #	Plan QTY		LAB TEST	QA FREQ	# OF TESTS	COST PER TEST	SUBTOTAL				
<b>EXCAVATION</b>											
A-32	54,100	CY	Gradation	5,000 CY	19	\$ 150.00	\$ 2,850.00				
B-10	11,890	CY	PI & LL	5,000 CY	19	\$ 70.00	\$ 1,330.00				
C-11	28,400	CY	Moisture	5,000 CY	19	\$ 10.00	\$ 190.00				
	94,390	CY									
<b>EMBANKMENT</b>											
FromA-32	41,000	TN	Standard Density	As Req'd	10	\$ 270.00	\$ 2,700.00				
A-33	54,000	TN	Gradation	10,000 TN	13	\$ 150.00	\$ 1,950.00				
FromB-10	9,000	TN	PI & LL	10,000 TN	5	\$ 70.00	\$ 350.00				
C-12	21,900	TN	Deleterious	10,000 TN	13	\$ -					
	125,900	TN									
<b>STRUCTURE BACKFILL</b>											
A D7xx	3	EA	Standard Density	As Req'd	2	\$ 270.00	\$ 540.00				
A L1xx	1	EA	Gradation	1 /source	4	\$ 150.00	\$ 600.00				
	4	EA	PI & LL	1 /source	4	\$ 70.00	\$ 280.00				
			Deleterious	1 /source	4	\$ -					
<b>SUBBASE</b>											
A-34	10,400	TN	Standard Density	As Req'd	1	\$ 270.00	\$ 270.00				
B-5	28,698	TN	LA Wear	1 /source	1	\$ 320.00	\$ 320.00				
C-4	848	TN	Degradation	1 /source	1	\$ 300.00	\$ 300.00				
	39,946	TN	Gradation	5,000 TN	8	\$ 150.00	\$ 1,200.00				
			PI & LL	5,000 TN	5	\$ 70.00	\$ 350.00				
			Deleterious	5,000 TN	8	\$ -					
<b>CABC</b>											
A-37	7,150	TN	Standard Density	As Req'd	1	\$ 270.00	\$ 270.00				
B-5	28,698	TN	LA Wear	1 /source	1	\$ 320.00	\$ 320.00				
C-4	848	TN	Degradation	1 /source	1	\$ 300.00	\$ 300.00				
	36,696	TN	Sulfate Soundness	1 /source	1	\$ 350.00	\$ 350.00				
			Nordic Abrasion	1 /source	1	\$ 600.00	\$ 600.00				
			Gradation	800 TN	46	\$ 150.00	\$ 6,900.00				
			PI & LL	800 TN	5	\$ 70.00	\$ 350.00				
			Fracture Count	800 TN	46	\$ 70.00	\$ 3,220.00				
			Sand Equivalent	800 TN	5	\$ 100.00	\$ 500.00				
			Deleterious	800 TN	46	\$ -					
<b>HMA</b>											
A-38	3,500	TN	LA Wear	1 /source	1	\$ 320.00	\$ 320.00				
A-39	950	TN	Degradation	1 /source	1	\$ 300.00	\$ 300.00				
C-18	2,100	TN	Sulfate Soundness	1 /source	1	\$ 350.00	\$ 350.00				
D-10	590	TN	Nordic Abrasion	1 /source	1	\$ 600.00	\$ 600.00				
	7,140	TN	MSG	1 /lot	4	\$ 105.00	\$ 420.00				
			Mat Density + Thick	1 /sublot	14	\$ 110.00	\$ 1,540.00				
			Oil Content w/ Grade	1 /sublot	14	\$ 245.00	\$ 3,430.00				
			PI & LL	1 /sublot	10	\$ 70.00	\$ 700.00				
			Fracture Count	1 /sublot	20	\$ 70.00	\$ 1,400.00				
			Flat & Ellongated	1 /sublot	10	\$ 90.00	\$ 900.00				
			Sand Equivalent	1 /sublot	10	\$ 100.00	\$ 1,000.00				
			Deleterious	1 /sublot	14	\$ -					
			Joint Density + Thick	1 /sublot	14	\$ 110.00	\$ 1,540.00				
<b>ASPHALT BINDER</b>											
A-40	264	TN	Asphalt Binder	200 TN	2	\$ 500.00	\$ 1,000.00				
C-19	130	TN									
D-11	40	TN									
	434	TN									
<b>LIQUID ASPHALT</b>											
			CSS-1	200 TN	1	\$ 500.00	\$ 500.00				
			STE-1	200 TN	1	\$ 500.00	\$ 500.00				
<b>AGGREGATE FOR AST</b>											
			Gradation	500 TN	1	\$ 150.00	\$ 150.00				
			Fracture Count	500 TN	1	\$ 70.00	\$ 70.00				
			Flat & Ellongated	500 TN	1	\$ 90.00	\$ 90.00				
			Deleterious	500 TN	1	\$ -					
<b>TOPSOIL</b>											
A-51	81,236	SY	Organic Content	15,000 SY	7	\$ 70.00	\$ 490.00				
B-15	12,600	SY	Topsoil Gradation	15,000 SY	7	\$ 150.00	\$ 1,050.00				
C-31	4,600	SY	pH	15,000 SY	7	\$ 25.00	\$ 175.00				
	98,436	SY									
<b>SUBTOTAL</b>							\$ 42,565.00				
<b>EXPENSES</b>											
<b>SUB-TASK NO.</b>	<b>ITEM(S)</b>			<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>	<b>COMMENTS:</b>				
						\$0.00					
						\$0.00					
						\$0.00					
	Markup at 10%					\$0.00	<b>FIRM'S TOTAL COST OF TESTING (or Fixed Price):</b> \$42,565				
						\$0.00	<b>IF CPFF, TOTAL INDIRECT COST @ 0.00%</b> \$0				
<b>TOTAL EXPENSES:</b>							\$0	<b>FIRM'S TOTAL EXPENSES</b>			
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>							<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b> \$42,565				
<b>FIRM:</b>						Subtotal	10% Markup				
<b>AMOUNT:</b>						\$0	\$0	<b>TOTAL SUBCONTRACTOR PRICES:</b> \$0			

**COST ESTIMATE PER TASK**

<b>FIRM:</b> MBA Consulting Engineers				<b>PROJECT TITLE:</b> Construct Taxiway N, Improve Airport Drainage, & Construct Apron E										
<b>TASK NO:</b> 24A	<b>TASK DESCRIPTION:</b> Electrical: CA Services - TW N and Drainage									<b>DATE:</b> 8/23/2022				
<b>GROUP:</b>	<b>METHOD OF PAYMENT:</b> FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/>						<b>PREPARED BY:</b> ewc							
SUB-TASK NO.	SUB-TASK DESCRIPTION	LABOR HOURS PER JOB CLASSIFICATION												
		Lead Elec. Engineer	Sr Elec Engineer	Electrical Inspector	Airport Designer	Drafter	Clerical							
	Preconstruction Conf	2												
	Submittal Review	8			24									
	Resubmittal	4			12									
	RFI or RFP Review	8			16									
	Substantial Site Visit			8										
	Report	2		2			2							
	Coordination	2			2									
	O&M Manual Review	2			4									
	Record Drawings				4	16	2							
	Update Master Electrical Dwg	8				8								
	Initial Site Visit			8										
	Report	2		2			2							
	Final Site Visit			8										
	Report	2		2			2							
	Controls Site Visit			8										
	Report	2		2			2							
<b>TOTAL LABOR HOURS</b>		42	0	40	62	24	10	0	0	0	0	0	0	0
<b>* LABOR RATES (\$/HR)</b>		\$171.92	\$153.63	\$157.29	\$120.71	\$98.76	\$85.96							
<b>LABOR COSTS (\$)</b>		\$7,220.64	\$0.00	\$6,291.60	\$7,484.02	\$2,370.24	\$859.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>EXPENSES</b>												<b>COMMENTS:</b>		
SUB-TASK NO.	ITEM(S)	QUANTITY	UNIT PRICE	TOTAL PRICE										
	Travel	360	\$0.625	\$225.00										
	Perdiem	4	\$50.00	\$200.00										
				\$0.00										
				\$0.00										
				\$0.00										
				\$0.00										
				\$0.00										
				\$0.00										
<b>TOTAL EXPENSES:</b>				<b>\$425</b>										
<b>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</b>												<b>\$24,226</b>		
<b>IF CPFF, TOTAL INDIRECT COST @</b>												<b>0.00%</b>	<b>\$0</b>	
<b>FIRM'S TOTAL EXPENSES</b>												<b>\$425</b>		
<b>FIRM'S TOTAL COST (no Subcontracts or Fee)</b>												<b>\$24,651</b>		
<b>SUB-CONTRACTORS: Firm Initials and Price Per Task</b>														
<b>FIRM:</b>														
<b>AMOUNT:</b>													<b>TOTAL SUBCONTRACTOR PRICES:</b>	<b>\$0</b>

\* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)



August 23, 2022

HDL Engineering Consultants LLC  
202 West Elmwood Avenue  
Palmer, AK 99645

Attention: David Lundin

Re: Palmer Airport – Taxiway N Construction Support - Revised

Subject: Electrical Fee Proposal

Dear Dave:

MBA Consulting Engineers is pleased to provide the fee proposal for Taxiway N Construction Support at the Palmer Airport. From your email dated April 22, 2021 we understand the Electrical Scope to be:

**Extend and Realign Taxiway J, between Taxiways L and A:**

- Extend Taxiway J east by approximately 580 feet.
- Realign approximately 400 feet of Taxiways B and H.
- Install medium intensity taxiway edge lights, involving approximately 3,000 feet of trenching to connect to power.
- Install five illuminated signs.

**Remove Taxiway B:**

- Remove approximately 1,800 feet of existing Taxiway B including 63 taxiway edge lights, and approximately 4,000 feet of conduit and edge lighting power supply cables.

**Construct Taxiway N, south of Runway 10/28, between Runway 10 and Taxiway A:**

- Install medium intensity taxiway edge lights, including approximately 8,000 feet of trenching to extend power to the new lighting circuit.
- Upgrade pilot controls for airfield lighting circuits.
- Install eight illuminated signs.

Added time to update the master electrical drawings and added construction site visits.

Our proposal for the Construction Support for Taxiway N is \$24,651.

A detailed breakdown is attached. This is a time and materials proposal. Expenses are included in the proposal.

This Scope of Work does not include correction of any existing code violations other than those specifically related to the work included in this project.

Our proposal is based on a project schedule of construction the summer of 2023 and receiving submittals in the fall of 2022. Our understanding is there will be a single construction contract for the entire project.

Our service during construction include: Responding to contractor questions, review Material submittals and the resubmittal (additional submittal(s) will be on an hourly basis), an interim, substantial, and final site visit with a report recording our observations, an additional site visit to verify controls, Preparation of Record Drawings, Operation and Maintenance Manual Review

Palmer Airport – Taxiway N Construction Support  
August 23, 2022  
Page 2 of 2

Other services we can provide which are not included at this time are Warranty Inspections, etc. These services can be provided on an hourly basis. A copy of our standard hourly rates is indicated on our detailed fee sheets.

Thank you for inviting us to work with you on the project. Please call if there are any questions.

Sincerely,

MBA CONSULTING ENGINEERS, INC.

A handwritten signature in blue ink, appearing to read 'E. W. Carlson', with a long horizontal flourish extending to the right.

Edward W. Carlson, P.E.  
Senior Electrical Engineer

tah/attachment

August 23, 2022

HDL Engineering Consultants LLC  
202 West Elmwood Avenue  
Palmer, AK 99645

Attention: David Lundin

Re: Palmer Airport – Apron E Construction Support - Revised

Subject: Electrical Fee Proposal

Dear Dave:

MBA Consulting Engineers is pleased to provide the fee proposal for Apron E Construction Support at the Palmer Airport. From your email dated November 5, 2021 we understand the Electrical Scope to be:

Apron E is a 3.3-acre paved GA parking apron north of the west end of RW 10/28. We anticipate the Electrical scope to be:

- Provide apron lighting.
- Provide head bolt heater receptacles for the tie downs.
- Demolition of the “Old Woods Air” Hangar.

This is added scope to the existing TW N project. Revised to add a site visit.

Our Construction Support for the Apron E proposal is \$12,529.

A detailed breakdown is attached. This is a time and materials proposal. Expenses are included in the proposal.

This Scope of Work does not include correction of any existing code violations other than those specifically related to the work included in this project.

Our proposal is based on a project schedule of construction on the summer of 2023. Our understanding is there will be a single construction contract for the entire project.

Our service during construction include: Responding to contractor questions, review Material submittals and the resubmittal (additional submittal(s) will be on an hourly basis), a substantial and final site visit with a report recording our observations, Preparation of Record Drawings, Operation and Maintenance Manual Review



Palmer Airport – Apron E Construction Support  
August 23, 2022  
Page 2 of 2

Other services we can provide which are not included at this time are Warranty Inspections, etc. These services can be provided on an hourly basis. A copy of our standard hourly rates is indicated on our detailed fee sheets.

Thank you for inviting us to work with you on the project. Please call if there are any questions.

Sincerely,

MBA CONSULTING ENGINEERS, INC.

A handwritten signature in blue ink, appearing to read 'E. W. Carlson', with a long horizontal flourish extending to the right.

Edward W. Carlson, P.E.  
Senior Electrical Engineer

tah/attachment

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## Proposal

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### Magnetic Surveys For a new Compass Rose at Palmer Municipal Airport Palmer, Alaska August 2022

Compass Rose Surveying, Inc. proposes to make magnetic surveys at the Palmer Municipal Airport in Palmer, Alaska for HDL Alaska to move the existing compass rose to a new location approximately 100 feet south of the current compass rose. The work will be done to the specifications of the FAA AC 150/5300-13A, Appendix 6. The cost, not to exceed \$9750.00, includes the following services:

1. A preliminary (magnetic cleanliness) survey of the existing compass rose using a total field magnetometer to determine if the site will meet the FAA requirements in the FAA document cited above. Total field measurements will be taken every 3 feet from the center of the compass rose to 100 feet from the center and other areas where appropriate. The preliminary survey is a magnetic cleanliness survey described in suggested methods by the FAA to be sure there is no ferrous material in the compass rose area that would affect compass calibrations.
2. An absolute declination survey of the compass rose will be made to determine the average declination of the compass rose. Declination measurements are made in a grid pattern over the painted compass rose approximately every 20 feet. Declination measurements may also be made at various heights. A Declination Inclination Fluxgate magnetometer (DiFlux) will be used to measure the declination. All instruments used are calibrated to international standards. Magnetic declination values are presented as absolute values.
3. Mark where radials should be painted on the compass calibration pad and consult with contract painters to describe what is needed.

4. Determine the True azimuths to permanent structures. Set permanent 2” non-magnetic survey markers at the center of the compass rose and at true north and true south. Markers will be installed flush with the pavement and stamped appropriately. A calibrated theodolite will be used to determine true azimuths using solar observations.
5. Verbal and written reports detailing the findings of the magnetic surveys.
6. Follow-up consultation regarding the Compass Rose Survey.

### **Recommended Additional work**

1. Measure the magnetic heading of a runway. Used for airport planning. We can tell you approximately when the runway will need to be renamed. \$400 each.

### **Insurance**

Compass Rose Surveying, Inc. carries General Liability with \$1,000,000 per incident and \$2,000,000 aggregate liability limits and Errors and Omissions (Professional), Workers’ Comp and Automobile insurance with \$1,000,000 liability limits. Our normal insurance is included in our price. If HDL or the airport require more, submit the requirements and a quote will be provided.

### **Site Access**

HDL or the Airport will provide any needed escorts or equipment (strobe, radio, etc.) to access the compass rose.

### **Qualifications**

- Compass Rose Surveying, Inc. is the most qualified firm in the world providing compass rose consulting, certifications and re-certifications. The principal geophysicist for the firm has more than 40 years experience with compass rose surveys including 30 years working for the US Geological Survey (now retired) and 20 years as the principal at Compass Rose Surveying, Inc. We are the only firm in the United States doing exclusively compass rose related work. The principal geophysicist consulted with the FAA and the US Army Corps of Engineers regarding compass rose certifications and developed the methods and procedures used for certification. Therefore our knowledge of FAA and Military requirements, policies and procedures is unparalleled in the field.
- During the last five years we have done more than 40 compass rose related jobs.
- Our experience is unparalleled regarding compass rose consulting, certification and re-certifications.
- We have demonstrated our capability to do this work at large and small airports, aircraft manufacturers, US Military projects, and defense contractors. Regarding quality assurance, we calibrate our magnetometers at an International Workshop every 2 years (the world standard for magnetometer calibration); our measurements are thoroughly checked before a report is issued. Our movement and work on the airfield is coordinated with the on-site airport staff to ensure we comply with all airfield, Military and FAA rules.
- Our company is female (majority) owned.
- The price listed is the complete price. No change orders (unless requested).
- Our office is located in Colorado, but we work anywhere in the world.

**Terms**

The \$9750.00 fee is all-inclusive. An invoice will accompany the final written report and payment will be due within 30 days, assuming all obligations have been met.

This proposal is valid until June 2023.

Alan Berarducci, President  
Compass Rose Surveying, Inc.  
5080 Fall River Road  
Idaho Springs, CO 80452  
303.567.0447  
Mobile 303.550.7808  
Website: [www.compass-rose-surveying.com](http://www.compass-rose-surveying.com)

**City of Palmer  
Action Memorandum No. 22-059**

**Subject:** Authorizing the City Manager to Purchase Two New Patrol Vehicle and Equipment in the Amount of \$75,146.00 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

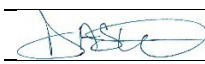
**Agenda of:** October 11, 2022

**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		September 19, 2022
_____	Public Works	_____	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **75,146.00**

This legislation (√):

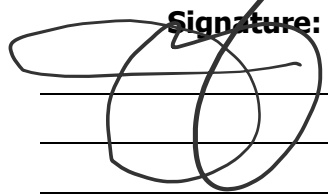
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 75,146.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): \_\_\_\_\_
- Not budgeted                      09-01-10-6048 (\$75,146.00)

Director of Finance Signature: 

**Approved for Presentation By:**

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

**Attachment(s):**

1. 2022 and 2023 State Contracts Pricing from Kendall, Ford

**Summary Statement/Background:**

In the 2022 City of Palmer Council approved budget, funds were budgeted for the purchase of two new police patrol vehicles, however, the City of Palmer has the opportunity to purchase two additional police patrol vehicles under the same contract pricing. Although the additional purchase of two police vehicles was not budgeted in the 2022 budget, by purchasing two additional police vehicles in 2022 the City of Palmer will not need to purchase any additional police vehicles in 2023 as planned. Prices have increased for the 2023 contract pricing by \$8,847.00 per vehicle. By purchasing under the 2022 contract pricing the city will be saving \$17,694.00.

This action memorandum authorizes the City Manager to purchase two new police vehicles from Kendall Ford at a cost of \$37,573.00 each using the current State of Alaska contract pricing. The total cost to purchase both vehicles is \$75,146.00. The vehicles are expected to be delivered towards the end of year 2022 (roughly October), the vehicles will be outfitted with equipment in 2023 utilizing the 2023 budget to fund the equipment. A separate Action Memorandum will be submitted in 2023 to authorize the emergency equipment purchase and installation.

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. 22-059.



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## **Description**

### **FORD EXPLORER, AWD, Police Interceptor MODEL K8A 2022**

Ford Explorer, 3.3L V6 White w/ Vinyl Wrapped Black Hood

### **Ford Explorer, 3.3L V6 Random Color - 17 Color Choices**

Engine 3.3L V6 Hybrid

Engine 3.0L V6 EcoBoost

Police Perimeter Alert

Rear Camera Activation on Demand

Flat Black Hood (Vinyl Wrapped)

Ballistic Door Panels, Driver Only

Ballistic Door Panels, Driver and Front Passenger

### **FORD EXPEDITION, 4x4, SPECIAL SERVICE PACKAGE MODEL U1G (POLICE) 2022**

Ford Expedition, 4x4, Special Service Package, White w/Black hood

Ford Expedition, 4x4, Special Service Package, Random Color

3rd Row Power Fold Seat

Running Boards

*\*\*Rear locks and windows disabled, deactivated interior lights and buzzers, dark car feature, dash pass through for aftermarket wiring, No Center Console\*\**

(Sync, Rearview Camera and Reverse Sensing and tow package included in base price)

### **FORD EXPEDITION EXTENDED LENGTH, 4x4, SPECIAL SERVICE PACKAGE MODEL K1G (POLICE) 2022**

Ford Expedition EL, 4x4, Special Service Package, White w/Black hood

Ford Expedition EL, 4x4, Special Service Package, Random Color

3rd Row Power Fold Seat

Daytime Running Lights

Running Boards

(Sync, Rearview Camera and Reverse Sensing and tow package included in base price)

### **FORD EXPEDITION, 4X4, MODEL U1G (XL TRIM) 2022**

Ford Expedition, 4x4, White w/ Vinyl Wrapped Black hood

Ford Expedition, 4x4, Random Color - 7 Color Choices

3rd Row Power Fold Seat

2nd Row 40/20/40 Cloth Seat

Running Boards

(Sync, Rearview Camera and Reverse Sensing and tow package included in base price) Full center console

### **FORD EXPEDITION EXTENDED LENGTH, 4x4, XL TRIM MODEL K1G (NON POLICE) 2022**

Ford Expedition EL, 4x4, XL TRIM, White w/Black hood

Ford Expedition EL, 4x4, XL TRIM, Random Color

3rd Row Power Fold Seat

Daytime Running Lights

Running Boards

(Sync, Rearview Camera and Reverse Sensing and tow package included in base price)

*\*Updated 11/25/2020 KLF\**

<u>Cost</u>	<u>PO TOTAL</u>
\$ 37,898.00	\$ -
<b>\$ 37,573.00</b>	\$ -
\$ 3,530.00	\$ -
\$ 4,320.00	\$ -
\$ 675.00	\$ -
\$ 230.00	\$ -
\$ 325.00	\$ -
\$ 1,585.00	\$ -
\$ 3,170.00	\$ -

\$ 42,439.00	\$ -
\$ 42,114.00	\$ -
\$ 815.00	\$ -
\$ 405.00	\$ -

\$ 45,497.00	\$ -
\$ 45,172.00	\$ -
\$ 815.00	\$ -
NC	\$ -
\$ 405.00	\$ -

<b>TOTAL</b>	<b>\$</b>	<b>-</b>
\$ 44,297.00	\$	-
\$ 43,972.00	\$	-
\$ 815.00	\$	-
\$ 110.00	\$	-
\$ 405.00	\$	-

\$ 48,389.00	\$	-
\$ 48,064.00	\$	-
\$ 815.00	\$	-
NC	\$	-
\$ 405.00	\$	-

<u>Description</u>	<u>Cost</u>
<b><u>FORD EXPLORER, AWD, Police Interceptor MODEL K8A 2023</u></b>	
0 Ford Explorer, 3.3L V6 White w/ Vinyl Wrapped Black Hood	\$ 46,820.00
0 Ford Explorer, 3.3L V6 Random Color - 17 Color Choices	\$ 46,420.00
0 Engine 3.3L V6 Hybrid	\$ 2,830.00
0 Engine 3.0L V6 EcoBoost	\$ 3,780.00
0 Police Perimeter Alert	\$ 675.00
0 Rear Camera Activation on Demand	\$ 230.00
0 Flat Black Hood (Vinyl Wrapped)	\$ 400.00
0 Ballistic Door Panels, Driver Only	\$ 1,585.00
0 Ballistic Door Panels, Driver and Front Passenger	\$ 3,170.00
<b><u>FORD EXPEDITION, 4x4, SPECIAL SERVICE PACKAGE MODEL U1G (POLICE) 2023</u></b>	
0 Ford Expedition, 4x4, Special Service Package, White w/Black hood	
0 Ford Expedition, 4x4, Special Service Package, Random Color	
0 3rd Row Power Fold Seat	
0 Running Boards	
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)	
<b><u>FORD EXPEDITION EXTENDED LENGTH, 4x4, SPECIAL SERVICE PACKAGE MODEL K1G (POLICE) 2023</u></b>	
0 Ford Expedition EL, 4x4, Special Service Package, White w/Black hood	
0 Ford Expedition EL, 4x4, Special Service Package, Random Color	
0 3rd Row Power Fold Seat	
0 Daytime Running Lights	
0 Running Boards	
(Sync, Rearview Camera and Reverse Sensing and tow package included in base price)	
<b>TOTAL</b>	
<b><u>FORD EXPEDITION, 4X4, MODEL U1G (XL TRIM) 2023</u></b>	
0 Ford Expedition, 4x4, White w/ Vinyl Wrapped Black hood	
0 Ford Expedition, 4x4, Random Color - 7 Color Choices	
0 3rd Row Power Fold Seat	

- 0 2nd Row 40/20/40 Cloth Seat
- 0 Running Boards  
(Sync, Rearview Camera and Reverse Sensing and tow package included in base price) Full center console

**FORD EXPEDITION EXTENDED LENGTH, 4x4, XL TRIM MODEL K1G (NON POLICE) 2023**

- 0 Ford Expedition EL, 4x4, XL TRIM, White w/Black hood
- 0 Ford Expedition EL, 4x4, XL TRIM, Random Color
- 0 3rd Row Power Fold Seat
- 0 Daytime Running Lights
- 0 Running Boards  
(Sync, Rearview Camera and Reverse Sensing and tow package included in base price)

*\*Updated 11/25/2020 KLF\**

**PO TOTAL**



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**City of Palmer  
Action Memorandum No. 22-054**

**Subject:** Authorizing Utility Connection for Quantum Laundry Lounge, Located at 2151 South Woodworth Loop, Palmer, Alaska.

**Agenda of:** September 13, 2022

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

**Originator Information:**

**Originator:**    John Moosey, City Manager

**Department Review:**

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

**Certification of Funds:**

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

This legislation (√):

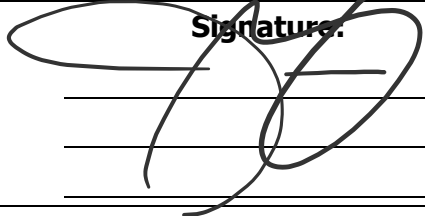
- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ \_\_\_\_\_
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

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

Director of Finance Signature: 

**Approved for Presentation By:**

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



**Attachment(s):**

1. Acculogic Laundry Break
2. Acculogic Laundry Color Safe Bleach
3. Acculogic Laundry Destainer
4. Acculogic Laundry Detergent
5. Acculogic Laundry Rust Removing Sour
6. Acculogic Laundry Softner SDS
7. Land Survey
8. Low Salt Sodium Hypochlorite 12.5% SDS
9. SDS-19270-Synergy-EN

**Summary Statement/Background:**

Quantum Laundry will be servicing large commercial operations throughout Mat-Su and reaching into the northern part of the Municipality of Anchorage. To provide this needed service, Quantum Laundry will need approval from the City Council to connect to our utilities per City Code. This customer will be a benefit to the City's water and wastewater enterprise operation. The Manager is recommending City Council approval.

**Administration's Recommendation:**

Approve Action Memorandum No. 22-054.