

Mayor Edna B. DeVries  
Deputy Mayor Pete LaFrance  
Council Member Julie Berberich  
Council Member Steve Carrington  
Council Member Linda Combs  
Council Member Sabrena Combs  
Council Member David Fuller

City Attorney Michael Gatti  
City Clerk Norma I. Alley, MMC  
City Manager Nathan Wallace

**City of Palmer, Alaska**  
**City Council Meeting**  
**March 12, 2019, at 7 PM**  
City Council Chambers  
231 W. Evergreen Avenue, Palmer  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

## AGENDA

### A. CALL TO ORDER

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

### D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
  - a. **Action Memorandum No. 19-030:** Authorizing the City Manager to Purchase New Self-Contained Breathing Apparatus to Include Tools and Associated Equipment in the Amount of \$238,021.00 from Alaska Safety, Inc. Under the Governmental and Proprietary Procurements Section of the Palmer Municipal Code 3.21.230 ..... Page 3
  - b. **Action Memorandum No. 19-031:** Accepting Board Member David Petty's Resignation from the Planning & Zoning Commission ..... Page 7
2. Approval of Minutes of Previous Meetings
  - a. February 12, 2019, Regular Meeting ..... Page 9

### E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation from Stantec Consulting Services, Inc. Planner Katrina Nygaard, AICP..... Page 15

### F. REPORTS

2. City Manager's Report ..... Page 23
3. City Clerk's Report ..... Page 25
4. Mayor's Report ..... Page 31
5. City Attorney's Report

### G. AUDIENCE PARTICIPATION

### H. PUBLIC HEARING

1. **Resolution No. 19-011:** Appropriating \$64,502.00 for Additional Engineering Services for the Wastewater Treatment Plant Upgrades and Authorizing the City Manager to Amend the Professional Services Agreement with HDR, Inc. .... Page 33

### I. NEW BUSINESS

1. **Action Memorandum No. 19-032:** Approving a Council Community Grant in the Amount of \$2,000.00 to Palmer Museum of History and Art for the 2019 Midsummer Garden and Art Faire ..... Page 43
2. **Action Memorandum No. 19-033:** Approving a Council Community Grant in the Amount of \$2,000.00 to MatSu Running Club to Support the 2019 Who Let the Runners Out 5K & 1K Run/Walk ..... Page 51

3. **Action Memorandum No. 19-034:** Directing the City Clerk to Notify the State of Alaska of the City Council’s Statement of Non-Objection to Liquor License No. 649 for Klondike Mike’s Saloon, Located at 820 S. Colony Way.....Page 59
4. **Action Memorandum No. 19-035:** Directing the City Clerk to Notify the State of Alaska of the City Council’s Statement of Non-Objection to Liquor License No. 39 for Alaska State Fair .....Page 65
5. **Action Memorandum No. 19-036:** Directing the City Clerk to Notify the State of Alaska of the City Council’s Statement of Non-Objection to Liquor License No. 5566 for Matanuska Brewing Company, Located at 513 S. Valley Way.....Page 71

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

**K. AUDIENCE PARTICIPATION**

**L. COUNCIL MEMBER COMMENTS**

**M. ADJOURNMENT**

**Tentative Future Palmer City Council Meetings**

Meeting Date	Meeting Type	Time	Notes
<b>March 26</b>	Regular	7 pm	
<b>April 9</b>	Regular	7 pm	
<b>April 16</b>	Joint	6 pm	PZC
<b>April 23</b>	Regular	7 pm	
<b>May 14</b>	Regular	7 pm	
<b>May 28</b>	Regular	7 pm	
<b>June 11</b>	Regular	7 pm	
<b>June 25</b>	Special	6 pm	Audit Presentation
<b>June 25</b>	Regular	7 pm	
<b>July 9</b>	Special	6 pm	Mid-Year Budget Review
<b>July 9</b>	Regular	7 pm	
<b>July 23</b>	Special	6 pm	2020 Budget Planning Priorities
<b>July 23</b>	Regular	7 pm	
<b>Aug 13</b>	Regular	7 pm	
<b>Aug 27</b>	Regular	7 pm	
<b>Sept 10</b>	Regular	7 pm	
<b>Sept 24</b>	Regular	7 pm	

**City of Palmer  
Action Memorandum No. 19-030**

**Subject:** Authorizing the City Manager to Purchase New Self-Contained Breathing Apparatus to Include Tools and Associated Equipment in the Amount of \$238,021.00 from Alaska Safety, Inc. Under the Governmental and Proprietary Procurements Section of the Palmer Municipal Code 3.21.230



**Agenda of:** March 12, 2019

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


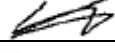

**Originator Information:**

**Originator:**    John McNutt, Fire Chief

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
✓	Finance		02/21/19
✓	Fire		2-21-19
_____	Police	_____	_____
_____	Public Works	_____	_____

**Approved for Presentation By:**

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

**Certification of Funds:**


Total amount of funds listed in this legislation:    \$ \$238,021.00

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 238,021.00
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s): 09-10-01-6253
- Not budgeted

Director of Finance Signature: 

**Attachment(s):**

- Quote from Alaska Safety Inc.

**Summary Statement/Background:**

Palmer Fire & Rescue is nearing completion of a project to convert from old, antiquated, Self-Contained Breathing Apparatus (SCBA) to modern SCBA that meets current NFPA standards for safety and operational requirements. Our current SCBA have met their 15-year life span and the hardware and pressurized bottles are aging out. The purchase of these SCBA and associated equipment will help round out the project for the fire department and bring all the SCBA equipment up to standards.

The SCBA replacement project started with the first round of SCBA purchased from Mine Safety Appliances (MSA) authorized by AM No. 18-033. For uniformity of equipment, training, repair and maintenance, MSA SCBA are quoted for this purchase.

This request authorizes to purchase new SCBA and related equipment under the governmental and proprietary procurements section of Palmer Municipal Code 3.21.230, by a determination of the purchasing officer that the City's requirements reasonably limit the source for these supplies. MSA SCBA are sold in our area by Alaska Safety Inc. and are an authorized vender for MSA. This procurement method is authorized under PMC 3.21.230 *Governmental and proprietary procurements*.

This purchase is funded by a state grant awarded in 2013 which is set to expire in 2020.

**Administration's Recommendation:**

To approve Action Memorandum No. 19-030 to purchase new Self-Contained Breathing Apparatus to finish the project to convert to current certified SCBA and associated equipment.

# Alaska Safety, Inc.

Alaska Safety, Inc.  
 4725 Gambell Street  
 Anchorage, AK 99503  
 Phone: (907) 561-5661 Fax: (907) 561-8484

**Quotation# 035375**

Account ID <b>00001845</b>	Contact <b>Rich Washer</b>	
Customer PO <b>None</b>	Telephone <b>(907) 745-3854</b>	Facsimilie <b>(907) 745-5443</b>

**Bill To:**

**Ship To:**

**Palmer Fire and Rescue**  
 Accounts Payable  
 231 W. Evergreen  
 Palmer, AK 99645

**Palmer Fire and Rescue**  
 645 East Cope Industrial Way  
 Palmer, AK 99645

Special Order  Drop Ship

Quote Date	Comments			Special Instructions			Terms
<b>02/19/2019</b>	<b>PALMER FIRE &amp; RESCUE</b>						<b>NET 30</b>
Ship Via <b>DELIVER</b>	Date Required <b>02/19/2019</b>	FOB <b>Anchorage</b>	Prepared By <b>WR</b>	Order#	Salesperson <b>Wilson Reece</b>		
Quantity	Item#	Description			Price	Total	
4 EACH	<b>MS10169711</b>	<b>G1 RIT System, 4500psi</b>			\$3,225.00	\$12,900.00	
40 EACH	<b>MS10175708</b>	<b>4500 PSI G1 RC Cylinder w/Valve, 66 CUFT</b>			\$845.00	\$33,800.00	
5 EACH	<b>MS10158385</b>	<b>G1 Charging Station, 6 Battery Unit</b>			\$415.00	\$2,075.00	
31 EACH	<b>MS10156459</b>	<b>MSA G1 Medium Face Piece</b> FM1M401			\$241.00	\$7,471.00	
30 EACH	<b>MS10148741SP</b>	<b>G1 Rechargeable Lithium Battery Pack</b>			\$225.00	\$6,750.00	
21 EACH	<b>NOTE</b>	<b>Extended Warranty</b>			\$800.00	\$16,800.00	
10 EACH	<b>MSAG1FS442MA1C2LCR</b>	<b>MSA G1 4500psi SCBA w/ Telem.Palmer Spec</b> w/ Accountability Telemetry			\$4,475.00	\$44,750.00	
21 EACH	<b>MSAG1FS442MA1C2LGR</b>	<b>MSA G1 4500psi SCBA w/ iTIC Palmer Spec</b> w/ Accountability Telemetry and iTIC			\$5,275.00	\$110,775.00	
75 EACH	<b>MS10144220SP</b>	<b>G1 Neck Strap for Face Piece</b>			\$36.00	\$2,700.00	

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

<b>Sub Total</b>	<b>\$238,021.00</b>
<b>EXMT 0% Tax</b>	<b>\$0.00</b>
<b>Freight</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$238,021.00</b>
<b>Deposit</b>	<b>\$0.00</b>
<b>Balance</b>	<b>\$238,021.00</b>

Approved By: \_\_\_\_\_ Date \_\_\_\_\_



**City of Palmer  
Action Memorandum No. 19-031**

**Subject:** Accepting Board Member David Petty's Resignation from the Planning & Zoning Commission

**Agenda of:** March 12, 2019

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

**Originator Information:**

**Originator:**    Mayor DeVries via 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	_____	_____

**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:    \$ **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: \_\_\_\_\_

**Attachment(s):**

- None

**Summary Statement/Background:**

Palmer Charter Chapter II Section 2.9 requires the City Council to approve resignations by members of boards and commissions.

David Petty has submitted his resignation effective February 25, 2019.

The Clerk's Office will begin the advertising process to fill the vacancy created by the resignation, will forward applications to the Mayor for nomination, and then to the council for confirmation.



## A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on February 12, 2019, at 7:00 p.m. in the Council Chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 7:00 p.m.

## B. ROLL CALL

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

Edna DeVries, Mayor	Sabrena Combs
Julie Berberich	David Fuller
Steve Carrington	Pete LaFrance, Deputy Mayor

Council Member Linda Combs was absent and excused.

Staff in attendance were the following:

Nathan Wallace, City Manager	Michael Gatti, City Attorney
Norma I. Alley, MMC, City Clerk	Angie Anderson, Deputy City Clerk

## C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

## D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
  - a. **Action Memorandum No. 19-011:** Authorizing the City Manager to Purchase One New Light Duty Pickup Truck in the Amount of \$31,654.00 for the Water/Wastewater Division
  - b. **Action Memorandum No. 19-012:** Authorizing the City Manager to Purchase One New Light Duty Pickup Truck in the Amount of \$42,673.00 for the Solid Waste/Parks Division
  - c. **Action Memorandum No. 19-013:** Authorizing the City Manager to Execute a Contract with Cree Lighting c/o Arctic Sales, Inc for 26 LED Street Light Luminaries for a Total Cost of \$15,170.00
  - d. **Action Memorandum No. 19-014:** Authorizing the City Manager to Execute a Contract with Sternberg Lighting c/o Arctic Sales, Inc for 22 LED Decorative Street Light Luminaries for a Total Cost of \$30,624.00
  - e. **Action Memorandum No. 19-015:** Authorizing the City Manager to Sign Amendment No. Four to the Contract for Visitors Information Services Awarded to the Palmer Museum of History and Art on March 10, 2015, to Reflect 2019 Payments
  - f. **Action Memorandum No. 19-016:** Authorizing the City Manager to Sign Amendment No. Seven to the Contract Awarded to the Palmer Museum of History and Art on February 14, 2012, for Curatorial, Archival, and Museum Services to Reflect 2019 Payments
  - g. **Action Memorandum No. 19-017:** Authorizing the City Manager to Purchase Golf Carts from the Anchorage Golf Course
  - h. **Action Memorandum No. 19-018:** Confirming the Mayor's Nomination of Marilyn Bennett to the Parks, Recreation and Cultural Resources Advisory Board with a Term Ending October 31, 2019

2. Approval of Minutes of Previous Meetings
  - a. January 8, 2019, Regular Meeting
  - b. January 15, 2019, Joint Meeting with Airport Advisory Commission

**Main Motion: To Approve Agenda, Consent Agenda, and Minutes Reflecting Changes to the Monetary Amount in the Titles for Action Memorandum 19-011 and Action Memorandum 19-012**

Moved by:	S. Combs
Seconded by:	Fuller
In favor:	Berberich, Carrington, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	L. Combs
Action:	Motion Carried

**E. REPORTS**

1. City Manager’s Report

City Manager Wallace handed out a written report (see official meeting packet for report), updated the Council on the state approval process for the Arctic Street crosswalk, and announced the city would be receiving \$200,000.00 from the MSB for road projects.

2. City Clerk’s Report

City Clerk Alley highlighted her written report and reminded Council of upcoming events.

3. Mayor’s Report

Mayor DeVries highlighted her written report and announced the Golden Heart Lifetime Achievement Award would be handed out at the Palmer Pride Picnic in July.

4. City Attorney’s Report

None.

**F. AUDIENCE PARTICIPATION**

Mr. Dennis Hamann, Palmer Cemetery Association President, announced the cemetery would be full in 10 years and only 700 plots are still available. He Hoped the Council would provide a plan for future cemetery space and maintenance of the current cemetery.

Mrs. Lee Henrikson asked if a current city owned four-wheeler could be used to remove snow. City Manager Wallace responded that it would not be feasible to use for snow removal, but was utilized for maintenance within the city.

Mr. Jeff Gail, The YAK Director, testified to the future of The Yak and asked the Council to approve his grant request.

## G. PUBLIC HEARING

1. **Resolution No. 18-001-B:** Amending the 2018 City of Palmer Budget for the Fiscal Year Ending December 31, 2018

Mayor DeVries opened the public hearing on Resolution No.18-001-B. Hearing no objection from the Council, Mayor DeVries closed the public hearing.

### Main Motion: To Approve Resolution No. 18-001-B

Moved by:	S. Combs
Seconded by:	Fuller
In favor:	Berberich, Carrington, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	L. Combs
Action:	Motion Carried

2. Joint Public Hearing for:
  - a) **Resolution No. 19-008:** Accepting and Appropriating the 2019 State of Alaska High Visibility Enforcement Overtime Grant 405d M5HVE-19-01-FA(A)-10 in the Amount of \$16,120.00 to be Used for High Visibility DUI Enforcement Activities by the Palmer Police Department
  - b) **Resolution No. 19-009:** Accepting and Appropriating the 2019 State of Alaska High Visibility Click It or Ticket Enforcement Grant 402PT-19-06-00 (A)-8 in the Amount of \$2,080.00 to be Used for High Visibility Seatbelt Enforcement Activities by the Palmer Police Department

Mayor DeVries opened the public hearing on Resolution No. 19-008 and Resolution No. 19-009. Hearing no objection from the Council, Mayor DeVries closed the public hearing.

### Main Motion: To Approve Resolution No. 19-008 and Resolution No. 19-009

Moved by:	Fuller
Seconded by:	Carrington
In favor:	Berberich, Carrington, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	L. Combs
Action:	Motion Carried

3. **Resolution No. 19-010:** Appropriating \$13,134.00 for the Purchase of a VENTRAC Sidewalk Snow Vehicle (SSV) and Attachments and Authorizing the City Manager to Purchase a VENTRAC SSV with Attachments in the Amount of \$27,966.85

City Manager Wallace reported the city does not have proper tools or equipment for removing snow from the sidewalks and this equipment would allow proper sidewalks clearing to meet community needs.

Mayor DeVries opened the public hearing on Resolution No. 19-010.

Mr. Herb Bischoff testified he supported the purchase of the snow removal equipment and requested a community education campaign for sidewalk responsibility and enforcement.

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

**Main Motion: To Approve Resolution No. 19-010**

Moved by:	S. Combs
Seconded by:	Fuller
In favor:	Berberich, Carrington, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	L. Combs
Action:	Motion Carried

**H. NEW BUSINESS**

1. **Action Memorandum No. 19-019:** Approving a Council Community Grant in the Amount of \$5,000.00 to the YAK for Renovations

**Main Motion: To Approve Action Memorandum No. 19-019**

Moved by:	Fuller
Seconded by:	Carrington
In favor:	Berberich, Carrington, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	L. Combs
Action:	Motion Carried

2. **Action Memorandum No. 19-020:** Authorizing the City Manager to Negotiate and Execute a Management Services Contract with Eagle Golf Course Management, LLC

**Main Motion: To Approve Action Memorandum No. 19-020**

Moved by:	S. Combs
Seconded by:	Fuller
In favor:	Berberich, Carrington, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	L. Combs
Action:	Motion Carried

3. **Action Memorandum No. 19-021:** Authorizing the City Manager to Contribute \$5,000.00 to the Alaska Municipal League (AML) to Support a Working Group Charged with Establishing a Centralized Sales Tax Administrator for Remote Sellers

**Main Motion: To Approve Action Memorandum No. 19-021**

Moved by:	S. Combs
Seconded by:	Carrington
In favor:	Berberich, Carrington, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	L. Combs
Action:	Motion Carried

4. **Action Memorandum No. 19-022:** Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License No. 2098 for Oaken Keg, Located at 644 W. Evergreen Avenue

**Main Motion: To Approve Action Memorandum No. 19-022**

Moved by:	Fuller
Seconded by:	Berberich
In favor:	Berberich, Carrington, S. Combs, DeVries, Fuller, LaFrance
Opposed:	None
Absent:	L. Combs
Action:	Motion Carried

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

City Clerk Alley reported the city manager's report was the Item Placed on the Table.

**J. AUDIENCE PARTICIPATION**

None.

**K. COUNCIL MEMBER COMMENTS**

Council Member S. Combs announced orange was worn to the meeting by herself and staff to support and bring awareness to ending teen violence, she was excited for the new snow removal equipment, and has enjoyed the livability challenge of walking and biking around town for a week.

Council Member Fuller recognized museum staff for the outstanding job on the membership drive.

Council Member Berberich stated Palmer was a wonderful city, she enjoyed walking and biking for the week, was excited about the snow removal equipment, and she appreciated public works' hard work.

Deputy Mayor LaFrance announced he enjoyed all the productive conversation at the meeting, was supportive of Palmer exploring more public transportation options, and expressed appreciation for the snow removal equipment purchase.

**L. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 8:13 p.m.

**Approved this \_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk

\_\_\_\_\_  
Edna B. DeVries, Mayor



# ABOUT THE PROJECT



## ABOUT BROWNFIELD AREAWIDE PLANNING

In 2016, the Mat-Su Borough was awarded a \$400,000 EPA Brownfield CWA Grant to inventory, prioritize, assess, and plan the cleanup/reuse of hazardous substance and petroleum brownfield sites throughout the Borough. An important part of the grant program is Areawide Planning (AWP). This AWP will focus on redevelopment in Downtown Palmer with a specific focus on the Mat-Maid Dairy Site. It will identify opportunities and strategies for redevelopment and connectivity that serve the entire community.

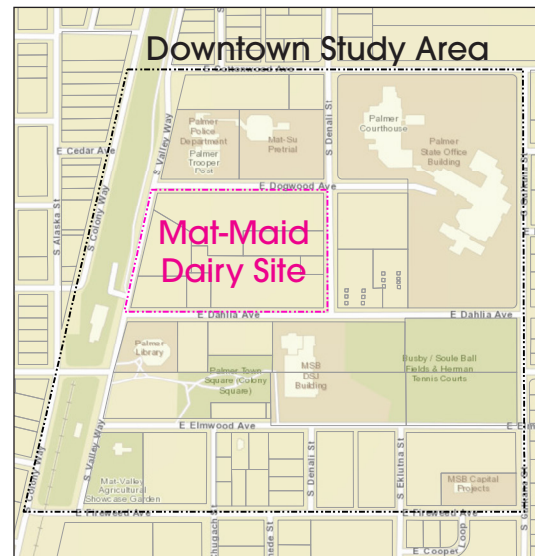
## WHY THIS PLAN?

The City of Palmer has initiated this areawide plan to support the redevelopment of the Mat-Maid Dairy Site and think pro-actively about the future of Downtown as the beating heart of the city. This area has great potential to serve as a downtown destination for residents and visitors.

This plan includes work to investigate brownfields and identify any sources of contamination that may be discouraging redevelopment of these properties. In addition, a market analysis will identify what kinds of redevelopment are feasible and realistic in the area.

Throughout the process, we will consult the community to develop a vision and implementation tools for the focus area. We will identify specific redevelopment opportunities within the Mat-Maid Dairy Site and illustrate how new uses and improved connections could create transformative opportunities for the rest of the Downtown Palmer.

## STUDY AREA



## LEARN MORE!

Learn more about the project online:  
[www.matsugov.us/brownfields](http://www.matsugov.us/brownfields)  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

### Questions or comments?

Brad Hanson, Community Development  
[bahanson@palmerak.org](mailto:bahanson@palmerak.org) | 907-761-1322

## PROJECT PROCESS





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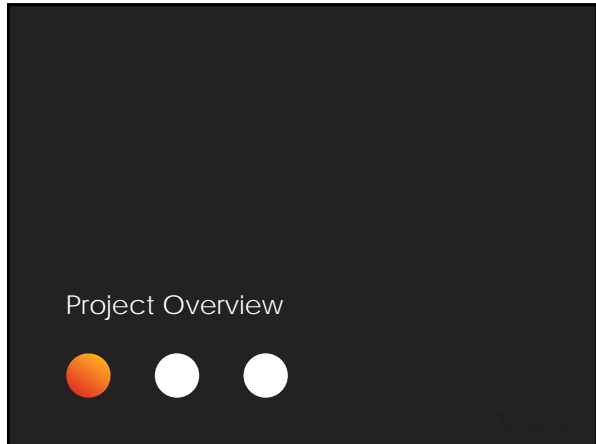
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### Site Reuse & Revitalization Program

**Background**

- \$400,000 EPA Brownfield Assessment Grant awarded in 2016
- Funds can be used for eligible **privately- and publicly-owned sites** with known or potential impacts from **petroleum or hazardous substances**
- Funds can be used for environmental site assessment and cleanup/reuse planning activities that support property sale or redevelopment activities

**Project Goals & Desired Outcomes**

- Focus on sites with greatest redevelopment potential
- Encourage site reuse projects (infill development)
- Transform underutilized properties into community assets
- Restore the environment and protect human health

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5



### Downtown Palmer Study Area

**Downtown Palmer Study Areas**

 City of Palmer, AK  
Brownfields Remediation Plan

**Project Focus Areas**

- Downtown Study Area
- Max-Med Clary Site
- Parcels

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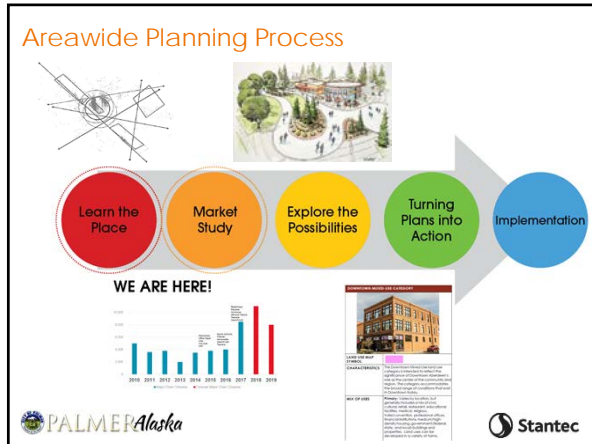
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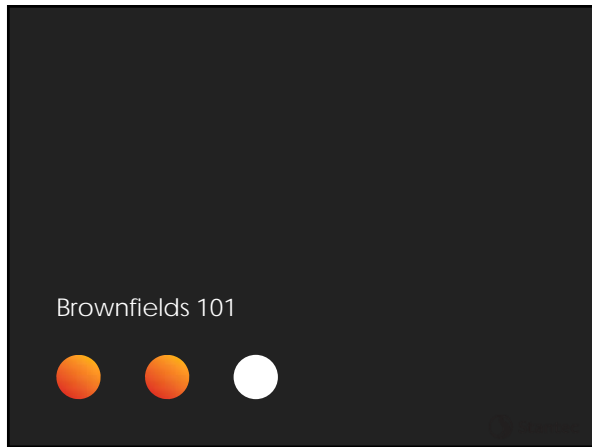
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### What is a brownfield?

**EPA definition:**  
 "Brownfields are real property, the expansion, redevelopment, or reuse of which may be complicated by the **presence** or **potential presence** of a hazardous substance, pollutant, or contaminant."  
 → Definition is very broad

**PALMER Alaska** **Stantec**

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What do "brownfields" look like?

Former Auto Repair Shop      Former Retail Store      Vacant Lot

Former Gas Station      Former Industrial Site      Former Dry Cleaners

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10

Inventory Overview

**Objective**  
Create a comprehensive list of potential brownfield and catalyst sites in the Downtown Palmer area.

**Goals**

- Baseline existing conditions
- Identify sites for Phase I and II ESAs
- Identify potential cleanup and redevelopment opportunities

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Key Issue Areas

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12


### Land Use + Zoning

**Objective**  
Understand existing land use and zoning as well as proposed redevelopment in the Downtown Area.

**Questions...**

- What should future land use look like in the Downtown Area/Mat-Maid Site?
- What types of redevelopment are most desirable?
- What regulations need to change to make this possible?

**PALMER Alaska** 

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13


### Transportation + Connectivity

**Objective**  
Identify transportation challenges and opportunities for all modes (car, bike, walk).

**Questions...**

- What are current transportation challenges (access, parking, safety etc.)?
- How can Downtown Palmer serve as a hub for regional trails?
- What changes to the transportation system need to be addressed for successful redevelopment?

**PALMER Alaska** 

Palmer Comprehensive Plan  
Figure 1  
Proposed Road Improvements  
Legend: Proposed Roads or Road Improvements (Contract Locations)  
0 0.5 1 1.5 Miles

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14

### Wayfinding + Open Space

**Objective**  
Identify opportunities for parks, open space, and beautification in the Downtown Area – especially incorporated into new development.

**Questions...**

- How can this plan support the 2017 Wayfinding study?
- What types of beautification and wayfinding should be prioritized?
- How should future development incorporate parks and open space?




**PALMER Alaska** 

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**Report to Council**  
 City Manager Nathan Wallace  
 March 12, 2019

**Staff Updates:**

Police:

- PPD conducted public appearances at Sherrod Elementary, the Palmer Senior Center, the Mat Su Borough School District, MTA, Alaska Family Services, St. Michaels Church, Radio Free Palmer, Mat Su Agency Partnership, the Tsunami Warning Center, and a Neighborhood Watch meeting at the Depot.
- PPD met with the FBI, the E-911 Board, the Crisis Intervention Team, the Alaska Court System, High Utilizers Mat Su, the Local Emergency Planning Commission, the Crimes Against Children Multidisciplinary Team, and the Sexual Assault Response Team.

Fire:

- Fire Training Coordinator went to Emmitsburg at the National Fire Academy to assist with Assistance to Firefighters Grant reviews.
- A member attended a confined space class in California. This will help both Public Works and the Fire Dept.
- Fire dept officers will be interviewing four people that are interested in joining the paid-on-call personnel. Interviews this Thursday.

Public Works:

- MBBR performance testing is currently underway. Currently the testing is going without issue and we expect we will be complete by early April.
- Completed the Public Safety Building upgrade project. This project fixed the sagging floor in the DOC Booking office, remediated mold in the crawl space area, and provided some much-needed updates to the DOC rented space.
- Roads crew has started clearing of trees that either block visibility on our roadways or may too close to the road and may soon cause damage. This work has been focused in the Valley Trails subdivision.

Finance:

- We have processed 1,322 annual 2019 business licenses and 51 biennial 2019-2020 business licenses through March 4, 2019.
- We are preparing for our annual financial audit which is taking place the weeks of March 18 and April 8.

Community Development:

**Building Department Report  
 FEBRUARY 2019**

<b>Permit Type</b>	<b>Count</b>	<b>Total Valuation</b>	<b>Permit Fees Collected</b>	<b>Plan Review Fees Collected</b>
Building Permit	5	\$4,096,000.00	\$19,889.00	\$12,461.50
Sign Permit	1	\$15,000.00	\$614.00	
Fence Permit	0	\$0.00	\$0.00	
<b>Totals</b>	<b>6</b>	<b>\$4,111,000.00</b>	<b>\$20,503.00</b>	<b>\$12,461.50</b>



**Report to Council**  
 City Manager Nathan Wallace  
 March 12, 2019

**TYPE OF PERMITS:**

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
North-Wend Foods, Inc.	\$15,000.00	Sign	\$614.00	
Passport LLC	\$35,000.00	COM Alteration	\$548.00	\$356.00
Alaskan Investments	\$10,000.00	COM Alteration	\$201.50	\$130.75
Logan, Michael & Darcy	\$1,000.00	Storage Shed	\$0.00	\$0.00
Prism Design & Const. LLC	\$4,000,000.00	COM New	\$18,422.75	\$11,974.75
Doney, Faunus	\$50,000.00	RES Alteration	\$716.75	

**YEAR TO DATE COMPARISON:**

Year	Building Permits	Sign Permits	Fence Permits	Year to Date Valuation	Year to Date Permit Fees	Year to Date Plan Review Fees
2009	4	2	0	\$149,024.00	\$1,818.75	
2010	11	0	0	\$251,895.00	\$2,986.25	
2011	13	3	0	\$466,465.00	\$5,539.25	
2012	12	4	1	\$1,879,929.00	\$15,983.50	
2013	4	2	0	\$418,920.00	\$3,547.50	
2014	8	2	0	\$4,403,410.00	\$22,331.50	
2015	12	3	0	\$1,297,159.00	\$11,363.50	
2016	4	5	0	\$171,868.00	\$3,233.50	
2017	10	1	0	\$2,144,447.00	\$15,813.00	\$8,614.50
2018	6	1	0	\$1,187,738.00	\$9,969.75	\$5,643.50
2019	9	2	0	\$4,153,072.00	\$21,377.25	\$12,904.00

Upcoming items of interest:

- Inside the City Radio Interviews: Public Works March 15, Mayor March 22, City Manager March 29
- City Manager Vacation: April 27- May 24 (Absent for May 12 meeting)





**Norma I. Alley, MMC**  
**City Clerk**

Phone: (907) 745-3271  
Direct: (907) 761-1321  
Fax: (907) 761-1340

231 W. Evergreen Ave.  
Palmer, Alaska 99645-6952  
www.cityofpalmer.org

**TO:** Palmer City Council  
**FROM:** Norma I. Alley, MMC  
**SUBJECT:** City Clerk's Report for the March 12, 2019, Council Meeting

1. Boards & Commissions Attendance Spreadsheets

The monthly attendance spreadsheets are attached for:

- a. AAC
- b. BED
- c. PRCRAB - cancelled
- d. P&ZC

2. Upcoming Events

Below is a list of upcoming events on the City Clerk's Office radar. Please let us know if you are or are not planning on attending one of the events below.

Name of Event	Date	Time	Location

Please don't forget to let us know of any other events you are aware of or will be attending.

3. Public Information Officer

Angie and I attending an excellent PIO training on February 26-28. It was facilitated by MSB PIO Stephanie Bishop and State HS&EM PIO Jeremy Zidek. The training was excellent and provided valuable knowledge, practice and networking. I look forward to the development of quarterly or semi-annual PIO meetings.

I will be attending a government social media conference the first week of April and looking forward to gleaning tremendous amounts of information from the experts in attendance, like staff at Facebook, Twitter, Instagram, and many more. Utilizing our Facebook and Twitter accounts has proven to be an affordable tool to reach our constituents, which is shown by the increased interest to our page the last two years. In March, 2017, we had 3,788 people like our page and as of March 4, 2018, we have 4,906. That's more than registered voters for our city. I saw a spike the weekend of November 30 and it keeps growing slowly as evident in the below chart.



4. Elections

Election season is bubbling in the Clerk’s Office with Absentee By-Mail Applications starting to trickle in (we have received nine in the last two weeks), vetting the applicant’s qualifications, recruitment for election workers for early voting and poll voting, updating webpages and calendars, inventory of supplies, coordinating with DOE and other cities ensuring consistent election processes, and development of forms, training materials, and tools which were previously handled by the MSB. This is the start of our slow season as we prepare for it to start hopping in May.

5. 2020 Sister City Visit

Saroma Kai Representatives Carla Swick and Heather Kelly met with Nate and me on March 4 to discuss the 2020 visit to Saroma. They have requested:

- City staff representative on the small planning team (I will be the participant).
- City pay for gift from City of Palmer to Saroma Town (budget \$1,000).
- City send delegates (budget \$2,000/person) and identify the number of delegates.
- City update City’s Sister City webpage content (Nate will take care of the continued city webpage maintenance).
- City continue supporting the student’s travel with the grant for 25% of their plane ticket (current budget is \$4,500 and expected same amount for next year).

There is a limit of 20 delegates to travel to Saroma Town. The tentative planned dates of travel will be around the second and third weeks of July, which should get the delegates back by Palmer Pride.

I am looking for direction on how many delegates the city would like to send. Once that is identified, I will let the planning team know the city’s number and they will let the rest of the interested parties know how many of the 20 seats are available.

6. Tentative Upcoming Meetings

All meetings are subject to change. Below is a quick few-months view. Please note the joint meeting dates and times with the Boards and Commissions.

Tentative Future Meeting Schedule			
Meeting Date	Meeting Type	Time	Notes
March 26	Regular	7 pm	
April 9	Regular	7 pm	
April 16	Joint	6 pm	PZC
April 23	Regular	7 pm	

# City of Palmer

## Airport Advisory Commission Members

PMC 2.25.020. There is created a city airport advisory commission which shall consist of seven members.

Seat	Board Member	Term Expires
A	Richard Best	Oct. 2019
B	Kenneth More	Oct. 2019
C	Jeff Helmericks	Oct. 2020
D	Andrew Weaver	Oct. 2021
E	Joyce Momarts	Oct. 2020
F	Shannon Jardine	Oct. 2019
G	Liz Swearingin	Oct. 2021

PMC 2.25.140.B. Cause for removal. In addition, a board member may be removed by the council if, during any 12-month period while in office: 1) The board member is absent from three regular meetings without excuse; or 2) The board member is absent from six regular meetings.

### 2019 Attendance Record

Board Member	Jan **	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Best	✓	✓										
More	✓	✓										
Helmericks	E	✓										
Weaver	✓	✓										
Momarts	✓	✓										
Jardine	✓	✓										
Swearingin	✓	✓										

### 2018 Attendance Record

Board Member	Jan *	Feb	Mar	Apr	May	June *	July	Aug	Sept	Oct	Nov	Dec *
Best											✓	
More		✓	✓	✓	✓		✓	E	✓	✓	✓	
Helmericks		✓	✓	✓	✓		✓	✓	✓	✓	✓	
Weaver		✓	✓	E	E		✓	E	E	U	✓	
Momarts		✓	✓	E	✓		✓	✓	✓	✓	✓	
Jardine		✓	✓	✓	✓		✓	E	✓	✓	✓	
Swearingin											✓	

\* Meeting Cancelled

\*\* Special Meeting

✓ - Present

E - Excused

U - Unexcused Absence

V - Vacant

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# City of Palmer

## Board of Economic Development Members

PMC 2.30.010.A. There is created a city board of economic development which shall consist of seven members.

Seat	Board Member	Term Expires
D	Christopher Chappel	Oct. 2021
B	Peter Christopher	Oct. 2019
A	Barbara Hunt	Oct. 2020
E	Janet Kincaid	Oct. 2019
C	Lorie Koppenberg	Oct. 2021
F	Kelly Turney	Oct. 2020
G	Dusty Silva	Oct. 2021
CC	David Fuller	Oct. 2019
PZC	Not Yet Appointed	Oct. 2019

PMC 2.30.140.B. Cause for removal. In addition, a board member may be removed by the council if, during any 12-month period while in office: 1) The board member is absent from three regular meetings without excuse; or 2) The board member is absent from six regular meetings.

### 2019 Attendance Record

Board Member	Jan	Feb	Mar	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Chappel	✓	E											
Christopher	✓	✓											
Hunt	✓	✓											
Kincaid	✓	✓											
Koppenberg	✓	✓											
Turney	E	✓											
Silva	✓	✓											
Fuller	✓	✓											

### 2018 Attendance Record

Board Member	Jan	Feb	Mar	Mar **	Apr *	May	June	July	Aug	Sept	Oct *	Nov	Dec
Chappel	✓	✓	U	E		✓	✓	✓	E	✓		U	✓
Christopher	✓	✓	U	✓		✓	E	✓	E	✓		✓	✓
Hunt	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓
Kincaid	✓	E	✓	✓		✓	✓	✓	✓	✓		✓	✓
Koppenberg	✓	✓	✓	✓		✓	✓	E	✓	✓		✓	E
Turney	E	✓	✓	✓		✓	✓	✓	✓	E		✓	✓
Silva	✓	✓	✓	✓		✓	✓	E	✓	✓		✓	✓
Fuller												✓	✓

\* Meeting Cancelled

\*\* Special Meeting

✓ – Present

E – Excused Absence

U – Unexcused Absence

V – Vacant

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# City of Palmer

## Planning & Zoning Advisory Commission Members

PMC 2.20.010.A. There is created a city planning and zoning commission which shall consist of seven members who shall be nominated by the mayor and confirmed by the city council. All members must be residents of the city.

Seat	Commission Member	Term Expires
A	Gena Ornquist	Oct. 2020
B	Richard Benedetto	Oct. 2019
C	Andrew Corbin	Oct. 2021
D	Kristy Thom Bernier	Oct. 2019
E	Dan Lucas	Oct. 2020
F	David Petty	Oct. 2021
G	Rhonda Wohlbach	Oct. 2021

PMC 2.20.321.C. Cause for removal. In addition, a commissioner may be removed by the council if, during any 12-month period while in office: 1) The commissioner is absent from three regular meetings without excuse; or 2) The commissioner is absent from six regular meetings.

### 2019 Attendance Record

Commissioner	Jan	Feb	Mar	Apr	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Benedetto	✓	✓											
Corbin	✓	✓											
Lucas	✓	✓											
Ornquist	✓	✓											
Petty	✓	✓											
Thom Bernier	E	E											
Wohlbach	E	✓											

### 2018 Attendance Record

Commissioner	Jan	Feb	Mar *	Apr **	Apr	May	Jun *	Jul	Aug	Sep	Oct	Nov	Dec
Benedetto	E	✓		✓	✓	✓		✓	✓	✓	E	✓	✓
Corbin								✓	✓	✓	✓	✓	E
Lucas	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓
Ornquist	✓	✓		E	E	✓		✓	E	✓	✓	✓	✓
Petty	✓	✓		✓	✓	✓		✓	✓	✓	✓	✓	✓
Thom Bernier	✓	✓		✓	✓	✓		✓	E	E	✓	✓	✓
Wohlbach								✓	✓	E	U	✓	✓

\* Meeting Cancelled  
 \*\* Special Meeting  
 ✓ – Present

E – Excused Absence  
 U – Unexcused Absence  
 V – Vacant



# **Mayor's Memo**

**Council Meeting report – March 12, 2019**

## **NOTES AND UP COMING EVENTS**

**Mayors/Manager Meeting – March 14**

**Agenda Setting Meeting – March 14, 28**

**Poppy Lane grand opening March 16**

**Mayor's Green Day Gallop – March 17**

**Job Corp Community Luncheon March 21**

**Choose Respect March – March 28**

**Wendy's grand opening celebration – March 30**

**Happy St. Patrick's Day**

**We want and value your input and participation.**

*Edna DeVries Mayor*

**907-355-9933    edevries@palmerak.org**





**City of Palmer  
Resolution No. 19-011**

**Subject:** Appropriating \$64,502.00 for Additional Engineering Services for the Wastewater Treatment Plant Upgrades and Authorizing the City Manager to Amend the Professional Services Agreement with HDR, Inc.

**Agenda of:** March 12, 2019

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

**Originator Information:**

**Originator:**    City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>  X  </u>	Finance	<u><i>[Signature]</i></u>	<u>02/20/19</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u>  X  </u>	Public Works	<u><i>[Signature]</i></u>	<u>2/19/19</u>

**Approved for Presentation By:**

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

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **64,502.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>64,502.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input type="checkbox"/>	Budgeted	Line item(s): <u>02-01-50-6028 Engineering</u>
<input checked="" type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: *[Signature]*

**Attachment(s):**

- Resolution No. 19-011
- HDR, Inc PSA Amendment 06 Fee Proposal

**Summary Statement/Background:**

This PSA Amendment with HDR, Inc will extend our contracted engineer support through Phase I project closeout.

As part of the Department of Justice Consent Decree, the new upgrades must undergo performance testing and evaluation. HDR will provide engineering oversight and coordination with Kruger/Veolia (upgrade manufacturer) engineers throughout this performance evaluation phase and work with them and City wastewater personnel to remedy any issues that may arise, as well as, identify areas for improved efficiencies and operating procedures.

HDR will also provide coordination and negotiations support with Alaska Department of Environmental Conservation, United States Environmental Protection Agency, and DOJ reference Phase of the project II (negotiation of installation of secondary clarifiers) and project management through close out of Phase I of the project.

**Administration's Recommendation:**

Approve Resolution No. 19-011 Appropriating \$64,502.00 for Additional Engineering Services for the Wastewater Treatment Plant Upgrades and Authorizing the City Manager to Amend the Professional Services Agreement (PSA) with HDR, Inc.

**LEGISLATIVE HISTORY**

Introduced by: City Manager  
Public Hearing: March 12, 2019  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 19-011**

**A Resolution of the Palmer City Council Appropriating \$64,502.00 for Additional Engineering Services for the Wastewater Treatment Plant Upgrades and Authorizing the City Manager to Amend the Professional Services Agreement with HDR, Inc.**

WHEREAS, the city of Palmer, Alaska ("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 matter set forth in this resolution is not prohibited by law or the Charter; and

WHEREAS, the city owns and maintains the wastewater treatment plant; and

WHEREAS, the design, engineering, and construction administration contract for the upgrades of the wastewater treatment plant was approved by the City Council on March 14, 2017, by Action Memorandum No. 2017-019; and

WHEREAS, the need for the wastewater treatment plant upgrades are a priority to maintain a safe and efficient system and compliance with federal and state mandates.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby to appropriate \$64,502.00 for Additional Engineering Services for the Wastewater Treatment Plant Upgrades and to Authorize the City Manager to Amend the Professional Services Agreement with HDR, Inc.

**Approved** by the Palmer City Council this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Edna B. DeVries, Mayor

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk

## AMENDMENT 06 - EXHIBIT A

### **City of Palmer Wastewater Treatment Plant – Design Scope of Services, Schedule, and Compensation**

#### **INTRODUCTION**

The Palmer Wastewater Treatment Plant (WWTP) operates under an existing APDES permit No. AK-002249-7. The permit was last renewed in 2007 and has been administratively extended since its expiration in 2011. The current APDES permit limits the peak daily flow capacity of the plant to 0.95 million gallons per day (MGD) and limits the loading of total suspended solids (TSS), biochemical oxygen demand (BOD), ammonia nitrogen, and fecal coliforms to the Matanuska River outfall. The 2007 permit introduced the current ammonia effluent limits (average monthly limits of 1.7 milligrams per liter (mg/L; July-August) and 8.7 mg/L (rest of the year)) due to the presence of spawning salmon in the side channel where treated effluent discharges.

After the completion of a Facility Plan Update and Design of improvements to the facility in 2016, the City of Palmer (COP) hired Roger Hickel Construction to construct a new Moving Bed Biofilm Reactor (MBBR) plant to bring the Palmer Wastewater Treatment Facility (WWTF) into compliance with its effluent discharge permit. The upgrades were constructed from 2017 to 2018; with a Substantial Completion date of July 27, 2018 and a Final Completion date set for May 31, 2019. The COP is required to verify the system performance of the new facility prior to the end of the ‘Performance Period’ as defined in the DOJ Consent Decree. In addition to the DOJ performance period testing, the MBBR system procurement contract requires a 60 day performance test. Satisfactory completion of this performance testing is a contractual requirement of Kruger, not the General Contractor. A process performance test will be performed to verify the ability of the MBBR system to achieve the process performance requirements. The Performance test will meet the requirements of the Kruger MBBR contract to demonstrate MBBR effluent quality performance.

We propose to perform engineering services during the DOJ and Kruger MBBR Performance Test period (February 4, 2019 to April 30, 2019) as an amendment to our Palmer Wastewater Treatment Plant Facility Plan Update contract. Our proposed Scope of Services, Schedule, and Budget tasks included in this proposal pertain to the Palmer WWTP Phase I Improvements only and include the following:

- Task 1 Engineering Services During MBBR Performance Test
- Task 2 DEC/EPA/DOJ Clarifier Negotiations
- Task 3 Project Management

Each of these tasks is described in more detail in the Scope of Services section below.

#### **BASIC SERVICES**

##### **Task 1 – Engineering Services During MBBR Performance Test**

HDR will furnish the following engineering support services in preparation for and during the 60-day MBBR Performance Period. The support services are estimated based upon the contract times set forth herein.

### 1.1 Pre-Performance Test Support Services

Prior to starting the 60-day Performance Test Period, HDR will coordinate with the City of Palmer and other stakeholders to prepare for the performance testing. Anticipated components of the test preparation are as follows:

- Work with Kruger and COP to finalize the testing protocol for the 60-day test including sampling locations, parameters to be tested, and sampling frequency.
- Assist the COP in coordinating with the third party lab on the requirements of the performance testing.
- WWTF Operational Troubleshooting - This coordination includes on-site meetings, phone/conference calls, email correspondence, and technical memorandums to answer questions from COP staff on the operation of the new MBBR facility.
- Coordinate the rental and installation of a temporary influent flow meter installed upstream of the Headworks to monitor influent flows during the performance test.
- Perform field measurement of height of flow over the MBBR influent weir gates to verify an even flow split between the MBBR trains.

#### **Assumptions**

- HDR will prepare and distribute review meeting minutes for Pre-Performance Test project meetings.
- HDR will prepare and distribute draft and final testing protocols based on coordination and review with Kruger and the COP.

#### **Deliverables**

- Review meeting agendas and notes (electronic file in .pdf format transmitted via e-mail)
- Draft and Final Testing Protocols to be incorporated into the Startup and Performance Testing Report (Task 1.4) (electronic file in .pdf format transmitted via e-mail)

### 1.2 Performance Test Weekly Reports

During the 60-day Performance Test Period, which will run from approximately January 28, 2019 through April 5, 2019, the COP, HDR, and Kruger shall jointly review the data and online monitoring weekly to verify performance of the system during the performance test. HDR will update the testing results weekly and provide an updated report to the City and Kruger for weekly review during the performance test. The report will summarize the data collected the week prior to the report development including; influent flow meter data, 24-hour SCADA trends sent out each week by COP, and sampling results reported from the third party lab.

The weekly reports will be used/included in the Startup and Performance Testing Report (Task 1.4).

#### **Assumptions**

- Assumes the development of ten (10) weekly reports during the Performance Test Period.

#### **Deliverables**

- Performance Test Weekly Reports (electronic file in .pdf format transmitted via e-mail)

### 1.3 Performance Test Weekly Conference Calls

During the 60-day Performance Test Period, which will run from approximately January 28, 2019 through April 5, 2019, the COP, HDR, and Kruger shall jointly review the data and online monitoring weekly to verify performance of the system during the performance test. The COP, HDR, and Kruger will hold a weekly conference call to discuss the results of the sampling, the weekly report provided by HDR (Task 1.2), and provide direction and assistance with operational changes and decisions to assist in the performance testing.

#### **Assumptions**

- Assumes up to ten (10), 1-hour conference calls will be held during the Performance Test Period.

#### **Deliverables**

- Notes from the conference calls will be incorporated into the following weekly report (Task 1.2) and the Startup and Performance Testing Report (Task 1.4)

### 1.4 Startup and Performance Testing Report

At the conclusion of the Performance Test, HDR will incorporate the results of the MBBR performance testing, along with the performance data collected by COP WWTF staff and present the findings in a Startup and Performance Testing Report. The report will be an evaluation of the project's performance based on the results of the testing and monitoring performed according to the approved performance evaluation standards. The COP will be able to submit the Startup and Performance Testing Report, along with Record Drawings, and other closeout paperwork to ADEC/EPA/DOJ for a final Certificate to Operate the upgraded Palmer WWTF.

It is anticipated that the Startup and Performance Testing Report will include:

- Executive Summary
- Introduction
- Summary of Plant Improvements
- Performance Evaluation Standards and Methods
  - o APDES
  - o Design Criteria
  - o Hydraulic Performance
  - o Documentation and Reporting
  - o Plant Equipment Operation and Testing
  - o Performance Data
- Startup and Training
- Summary

The report will be submitted electronically as a PDF for review and comment by the COP. This task includes one project review meeting with COP staff. It is assumed that the review meeting will be accomplished via

a conference call or Microsoft Live Meeting. Review comments will be accumulated and included into the final Startup and Performance Testing Report.

#### Deliverables

- Draft Startup and Performance Testing Report (electronic file in .pdf format transmitted via e-mail)
- Final Startup and Performance Testing Report (electronic file in .pdf format transmitted via e-mail)

### **Task 2 – ADEC/EPA/DOJ Coordination**

After completion of the Performance Test Period, HDR will assist the COP with discussions and decisions necessary to address the upgraded plant performance as part of the DOJ Consent Decree. HDR will assist the COP in negotiations with the ADEC, EPA, and DOJ related to requirements of the Consent Decree, the upgraded plant performance, and the requirement for secondary clarifiers.

HDR’s coordination may include meetings, phone/conference calls, email correspondence, technical memorandums, etc. to answer questions that the regulatory agencies may have on the plant performance and long-term operation of the facility. The agency negotiation services fee estimate is based on providing the services outlined in Task 2. The amount of time furnished and the cost of performing such services are estimates. The Engineer is not obligated to provide services beyond the amounts summarized in Exhibit B, nor is the City obligated to pay for such services unless such services are mutually agreed to by both parties in an amendment to this task order.

#### **Deliverables:**

- Meeting agendas and notes (electronic file in .pdf format transmitted via e-mail).

### **Task 3 – Project Management**

#### **Objective**

This subtask includes the management activities including submittal of status reports and invoices on a monthly basis, coordinating subconsultants, scheduling staff, coordinating the quality assurance effort, participation in project meetings, and preparation of contract amendments

#### **Approach**

- As often as up to once per month, conduct one hour conference calls with City’s project manager to review project status and action items.
- Monitor project progress including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion.
- Prepare and submit monthly invoice for the duration of the project.
- Institute and maintain a QA/QC program for the work performed on this project. To ensure objectivity, senior technical staff not specifically involved in the project will assist with the internal QA/QC review prior to submitting all deliverables to Palmer.
- Maintain detailed project schedule.

### **Assumptions**

- Project duration (Performance Period and Closeout) will be up to 6 months from the Notice to Proceed (NTP).
- Quality control reviews of work activities and project deliverables are included in each task.
- Budget may be transferred between tasks and from sub-consultant to Consultant without an amendment to the Agreement, unless such transfers also require a change in total fee.
- Consultant will proportionately adjust loaded labor rates to actual salary and wage increases for individuals.
- Invoice and progress report format will follow Consultant standard format.
- Direct expenses for travel, subsistence, printing, photocopying, and telephone conferences for all tasks will be billed to City.

### **Deliverables**

- Agenda and meeting notes for meetings (electronic file in .pdf format transmitted via e-mail).
- Monthly progress narrative and monthly invoices (electronic file in .pdf format transmitted via e-mail).

### **ADDITIONAL SERVICES**

HDR shall provide other services in response to a written request for services from the City of Palmer Project Manager. HDR is not authorized to complete work on any additional service task without authorization from Palmer. If the Owner determines that additional task items will be required, HDR shall provide a scope and fee proposal to Palmer to complete the requested work. These services may include but are not limited to:

#### **Task 4 – Additional Operations Specialist Services**

Additional on-site services from an operations specialist (Thompson Water or similar) are not included in this fee estimate. If additional services are requested the CA scope, level of effort, and fee will be determined when the performance period is complete and can be added as a contract amendment.

##### 4.1 Thompson Water On-site Training and Operations Assistance

This task would include additional on-site training and operations assistance from Scott Thompson (Thompson Water). The approximate cost to provide these services per trip is \$9,000. A trip includes one week of operations specialist time (approx. 50 hours) on site in Palmer plus travel expenses.

### **SCHEDULE**

The anticipated project schedule assumes the Notice to Proceed (NTP) will be issued in February, 2019 and end in May, 2019. If the NTP changes or COP involvement delays activities identified in this scope, the schedule will be moved by an equal number of days.



**COMPENSATION**

Consultant's total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses, and sub-consultant compensation shall not exceed \$64,502 without written authorization by the City. Fee estimate spreadsheet is included as Exhibit 2.

Consultant shall invoice City monthly for Consultant's services. Invoices shall itemize costs incurred for each task identified in the scope of work.

**City of Palmer WWTP Upgrade  
Engineering Services during Performance Testing**

	Role Name EBS Resource Code Rate						HDR Labor	Subconsultant Labo	Other Costs		Total Costs	Total Services
		PM	QAQC	Process Eng Sr	EIT Sanitary-3	Admin		Operations Specialist	Travel Expenses	Repro/ Misc Expenses		
		R. Moyers	J. Wodrich	B. Figdore	Moxness	Syren		Thompson Water				
		PJM200	EMP300	EMP200	EC100	FIN230						
		\$196.83	\$264.45	\$204.83	\$124.80	\$149.73	\$130.00					
<b>Basic Services</b>												
<b>1</b>	<b>Engineering Services During MBBR Performance Test</b>											
1.1	Pre-Performance Test Support Services	48	24	2	16		\$18,201			\$0	\$18,201	
1.2	Performance Test Weekly Reports (10 reports)	40	16				\$12,104			\$0	\$12,104	
1.3	Performance Test Weekly Conference Calls (10 calls)	16	10				\$5,794	\$1,430		\$1,430	\$7,224	
1.4	DRAFT Startup and Performance Testing Report	8	4	16	24		\$8,905			\$0	\$8,905	
1.5	FINAL Startup and Performance Testing Report	8	4	4	8		\$4,450			\$0	\$4,450	
	<b>Task 1 Total</b>	<b>120</b>	<b>58</b>	<b>22</b>	<b>48</b>	<b>0</b>	<b>\$49,455</b>	<b>\$1,430</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,430</b>	<b>\$50,885</b>
<b>2</b>	<b>DEC/EPA/DOJ Coordination</b>											
2.1	DEC/EPA/DOJ Correspondence and Conference Calls	24	16	2			\$9,365			\$0	\$9,365	
	<b>Task 2 Total</b>	<b>24</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>\$9,365</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,365</b>	
<b>5</b>	<b>Project Management</b>											
3.1	On-going Project Management	10				8	\$3,166			\$0	\$3,166	
3.2	Project Closeout	4				2	\$1,087			\$0	\$1,087	
	<b>Task 6 Total</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>\$4,253</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,253</b>	
	<b>Performance Period Support Basic Services Total</b>	<b>158</b>	<b>74</b>	<b>24</b>	<b>48</b>	<b>10</b>	<b>\$63,072</b>	<b>\$1,430</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,430</b>	<b>\$64,502</b>
<b>Additional Services may include:</b>												
4	<b>Additional Operations Specialist Services</b>											
4.1	Thompson Water On-site Training and Operations Assistance (approx. \$8,800/trip)							\$8,800		\$8,800	\$8,800	

\* - HDR shall provide a scope and fee proposal to COP to complete Additional Services in response to a written request for services from the COP Project Manager.

**City of Palmer  
Action Memorandum No. 19-032**

**Subject:** Approving a Council Community Grant in the Amount of \$2,000.00 to Palmer Museum of History and Art for the 2019 Midsummer Garden and Art Faire

**Agenda of:** March 12, 2019

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




**Originator Information:**

**Originator:**    City Manager

**Department Review:**

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

**Approved for Presentation By:**

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

**Certification of Funds:**


Total amount of funds listed in this legislation:    \$ 2,000.00

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>2,000.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>01-02-10-6068</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

**Attachment(s):**

- 2019 Grant Application
- 2019 Scoresheet

**Summary Statement/Background:**

The Palmer Midsummer Garden and Art Faire is an annual event that has grown over the years to an expected attendance in 2019 well over 2,500 visitors. The event takes place in the Palmer Historic District on the "Quad", the Pavilion, and at the Museum and Visitor Center.

The organization will conduct a physical count of attendees, have a virtual check-in through social media, and have a visitor stat form on the main green space to provide feedback afterwards.

This event has been sponsored in the past in amounts of \$750.00, \$1,500.00, \$2,000.00, \$2,000.00 and \$2,000.00. The expenditures are outlined in the request and the requested amount is a little over 10% of the total expected expenditures.

In February 2014, the City Council adopted Ordinance No. 14-043, which established the Council Community Grant program. The Council also approved \$15,000.00 in the Community Council Grants line item for 2019 that would finance approved Council grants.

Legislation #	Organization	Amount	Date Approved
AM 19-019	YAK renovations	\$5000	Feb 12
AM 19-027	Green Day Gallop Marathon	\$2000	Feb 26
Total 2019 Grants approved prior:		\$7,000	

**Administration's Recommendation:**

To approve Action Memorandum No. 19-032 for a Council Community Grant to the Palmer Museum of History and Art for the Midsummer Garden and Art Faire 2019



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

### **Council Community Grant Application**

Program, service, project or event title: Midsummer Garden and Art Faire  
Date(s) of program, service, project or event: July 13th, 2019

#### **Applicant Information**

Name: Sam Dinges  
Address: 723 S Valley Way  
City: Palmer State: AK Zip: 99645  
Phone: 9077467668 Email: director@palmermuseum.org

#### **Organization Information**

Name of organization/group: Palmer Museum of History and Art  
Type of organization:  Non-profit  Volunteer community group  Other

#### **Funding Request**

Amount of Request: \$ 2,000  
Matching funds provided by applicant: \$ 17,474

#### **Project Summary Information**

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

The Palmer Midsummer Garden and Art Faire is a summer faire held annually on the Palmer green and put on by the Palmer Museum of History and Art. Over 50 vendors, dozens of musicians across three stages, and multitudes of artists gather to sell their wares and showcase their talent. The purpose of the event is to celebrate summer and promote Palmer's emphasis on art and agriculture/gardening. In addition, the event provides an opportunity for local artists and entrepreneurs to reach a platform of thousands of attendees. Most of our budget goes to hiring local musical acts and advertising the event to maximize the reward to businesses.

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### **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).

We have a six person committee made up of museum staff and volunteers who are responsible for organizing and general promotion of the event. On the day of the fair, the entire seven person museum staff and eight person board, along with approximately six community volunteers all pitch in to set up stages, tents, parking, and decorations. The event takes place primarily on the town green between the library and the borough building, as well as on the museum grounds. Set up begins at 6a on the event day, Saturday July 13th, and clean up is completed by 10p the same evening.

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### **Eligibility**

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

All of our vendors, artists, presenters, and musicians are Alaskan, and we draw over half from Palmer and the Valley community alone. Further, the fair draws thousands of attendees, many from outside the Valley, who come spend money in Palmer on merchants in Palmer. This event is funded by the joint efforts of numerous partners, and the city sponsorship helps us invest further into the arts and presenter side of the project. This event provides free music, demonstrations, and fun to the public, is held in the historic city center, and has a ten year track record of successful promotion of Palmer entrepreneurs and artists.

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### **Matching Funding Source**

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

Most of our funding comes from sponsorship and booth fees. We have for several years running received an Alaska State Council on the Arts and funds from AARP and the Mat-SU Health Foundation to help pay for advertising and music. In addition, we receive between \$4,000 and \$6,000 in in-kind advertising funding, allowing the money we raise and spend on promoting the event to go even further.

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**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.

We estimate well over 2,500 people attended the fair last year, and based on the 250 survey results we gathered, attendees loved the vendors and local music the most! Bringing thousands of people together with local merchants not only is good for small, independent businesses, it is part of what makes Palmer an attractive community. An investment in this fair is a statement that we value the arts and promoting locals in our town. We estimate similar attendance rates, and will be collecting survey feedback once again this year.

**Detailed Budget**

**Revenue:**

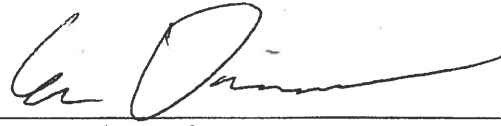
Source:	Cash	In-Kind	Total
Sponsorship	\$ 8,050	\$ 4424	\$ 12,474
Booth Rentals	\$ 5,000	\$	\$ 5,000
CoP Community Grant	\$ 2,000	\$	\$ 2,000
	\$	\$	\$
	\$	\$	\$
<b>Totals</b>	<b>\$ 15,050</b>	<b>\$ 4,424</b>	<b>\$ 19,474</b>

**Expenditures:**

Item/Service:	Cash	In-Kind	Total
Advertising	\$ 7,001	\$ 4,424	\$ 11,425
Performers	\$ 5,500	\$	\$ 5,500
Supplies/Equipment	\$ 2,400	\$	\$ 2,400
	\$	\$	\$
	\$	\$	\$
<b>Totals</b>	<b>\$ 14,901</b>	<b>\$ 4,424</b>	<b>\$ 19,325</b>

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

Applicant signature:



Date:

2/15/2019

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For Office Use Only

Date received by Manager's Office: \_\_\_\_\_

City Council agenda date: \_\_\_\_\_

Action Memorandum No.: \_\_\_\_\_

City Council:

Approved

Denied

Date Manager's Office notified applicant of request outcome: \_\_\_\_\_



Project Name: Palmer Midsummer Garden and Art Faire

Reviewer Name: Nathan Wallace

Date: 2/15/2019

## Qualification Pre-Check

All items listed below must be present before further review of application.

- X Event must be accessible to all members of the community.
- X Event must take place within Palmer city limits or within one mile of city limits.
- X Event has received funding from the City in the past. List the years funding was received: 2013-\$750 2014-\$1500 2016-\$2000 2017-\$2000, and 2018- \$2000
- ✘ If event was supported by a City grant in the past, the post event report from the previous event is complete.

		Application Elements	Expectations	Points Earned	
Page 49 of 75 Accessibility & Strategic Priorities		10 pts	7 pts.	3-0 pts	
		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.	7
		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.	7
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 has to 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 as a result 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 as a result 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 benefits as a result 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.	3
				<b>Total:</b>	<b>47/60</b>



**City of Palmer  
Action Memorandum No. 19-033**

**Subject:** Approving a Council Community Grant in the Amount of \$2,000.00 to MatSu Running Club to Support the 2019 Who Let the Runners Out 5K & 1K Run/Walk

**Agenda of:** March 12, 2019

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




**Originator Information:**

**Originator:**    City Manager

**Department Review:**

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

**Approved for Presentation By:**

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

**Certification of Funds:**


Total amount of funds listed in this legislation:    \$ 2,000.00

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>2,000.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

<input checked="" type="checkbox"/>	Budgeted	Line item(s): <u>01-02-10-6068</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

**Attachment(s):**

- 2019 Grant Application
- 2019 Scoresheet

**Summary Statement/Background:**

MatSu Running Club is requesting a \$2,000 grant to help finance a foot race that begins and ends in Palmer. The race includes a 1K youth run, and 5K run/walk. The event is planned to start and finish at the Palmer Depot, with awards after the race.

The event is expected to bring in 300 runners from around the state that would bring spectators and runners together in and around Palmer. The event is scheduled to take place Friday April 26<sup>th</sup>, 2019 beginning at 6:00 pm.

The group collects race fees to assist in the cost of the race.

This is the second year for this organization to request a council community grant, last year they were awarded \$1,000.

In February 2014, the City Council adopted Ordinance No. 14-043, which established the Council Community Grant program. The Council also approved \$15,000.00 in the Community Council Grants line item for 2019 that would finance approved Council grants.

Legislation #	Organization	Amount	Date Approved
AM 19-019	YAK renovations	\$5000	Feb 12
AM 19-027	Green Day Gallop Marathon	\$2000	Feb 26
AM 19-032	PMHA Midsummer Garden & Art Faire	TBD	Mar 12
Total 2019 Grants approved prior:		\$7,000	

**Administration’s Recommendation:**

To approve Action Memorandum No. 19-033 for a Council Community Grant to the MatSu Running Club to support the Who Let the Runners Out 5K & 1K Run/Walk 2019



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

## Council Community Grant Application

Program, service, project or event title: Who Let The Runners Out 5K & 1K Run/Walk  
Date(s) of program, service, project or event: April 26, 2019

### Applicant Information

Name: MatSu Running Club  
Address: P.O. Box 1824  
City: Palmer State: AK Zip: 99645  
Phone: (907)841-8769 Email: staceym65@outlook.com

### Organization Information

Name of organization/group: MatSu Running Club  
Type of organization:  Non-profit  Volunteer community group  Other

### Funding Request

Amount of Request: \$ 2,000  
Matching funds provided by applicant: \$ 2,000

### Project Summary Information

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

Valley Women's Running Team (VWRT) was formed in 1998 as a group to help its members reach personal goals while increasing the joy and satisfaction of running. In 2013 we hosted the first 5k run/walk for Who Let the Girls Out (WLTGO), a fun filled weekend event in Palmer. In 2015, to accomodate a co-ed membership, VWRT changed its name to MatSu Running Club (MSRC.) As of 2017, men were welcomed at the WLTGO run/walk. In addition, in 2018, MSRC added a 1k fun run/walk for children under 10 years old. In the past, up to 300 participants have registered for the race, bringing people to Palmer to eat and shop.

### **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).

On January 24, 2019, the WLTGO race committee for MSRC met to start planning this event. Additional meetings are planned and we have a group Facebook page where we share ideas. The 2019 run/walk will take place on Friday, April 26th at 6:00 p.m. The start and end of the run/walk will be at the Palmer Train Depot this year. An awards ceremony with light refreshments and water for all participants will start soon after the run/walk concludes. The race committee, members of the MSRC and volunteers will set up, conduct the event and clean up after it is done.

### **Eligibility**

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

1. The community benefits when race participants spend money at local merchants.
2. For the past 6 years up to 300 participants have come to Palmer to run. Many of these people stay afterward to shop and eat.
3. The VVRT/MSRC was established in 1998 and this will be their sixth year of hosting this event. In the past, MSRC has relied on its savings account to fund the event.
4. This run/walk event benefits Palmer in economic ways as well as in a broader community sense by encouraging people to get outside and get moving.

All principles in criteria #5 have been met.

### **Matching Funding Source**

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

The MSRC race savings account will be the source for matching funds for this event.

We have requested grant funds once again this year because we invested \$1,793.98 last year to purchase a finish line arch with a MSRC logo. This arch will be used at all events hosted by MSRC, including the WLTGO race, as well as other events as needed.

The grant will allow us to both host this community enrichment event as well as to help pay for the arch for all future events.

### 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.

This year, MSRC plans to use RunSignUp, a web-based sign up that allows participants to register online as well as view their results on the website. We will continue to utilize "chips" as our timing system, which allow us to track exactly how many participants actually cross the finish line. As many as 300 participants have signed up in the past. While it is impossible to calculate exactly how many of those who participate in the race will spend further time in Palmer, one can assume that many people will stay to eat and shop in the area. We hope to draw people from the Anchorage area by putting up flyers at JBER and offering a 10% military discount for online registration.

### Detailed Budget

#### Revenue:

Source:	Cash	In-Kind	Total
Dividend	\$ 9.05	\$	\$ 9.05
Grant	\$ 1,000.00	\$	\$ 1,000.00
Membership Dues	\$ 14,292.40	\$	\$ 14,292.40
Race Sign Up	\$ 6,435.00	\$	\$ 6,435.00
	\$	\$	\$
Totals	\$ 21,736.45	\$	\$ 21,736.45

#### Expenditures:

Item/Service:	Cash	In-Kind	Total
Coaching Contracts	\$ 13,575.00	\$	\$ 13,575.00
Kids Don't Float Donation	\$ 94.00	\$	\$ 94.00
Operations (see attached)	\$ 4,825.31	\$	\$ 4,825.31
WLTGO Race	\$ 3,415.09	\$	\$ 3,415.09
	\$	\$	\$
Totals	\$ 21,909.40	\$	\$ 21,909.40

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

Applicant signature:

Stacey Moran

Date:

2-18-19

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For Office Use Only

Date received by Manager's Office: \_\_\_\_\_

City Council agenda date: \_\_\_\_\_

Action Memorandum No.: \_\_\_\_\_

City Council:

Approved

Denied

Date Manager's Office notified applicant of request outcome: \_\_\_\_\_



**MatSu Running Club**  
**Statement of Activities**  
 January through December 2018

Jan-Dec 2018

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Dividend	\$9.05
Grant	\$1,000.00
<b>Program Income</b>	
Membership Dues	\$14,292.40
Race Sign Up	\$6,435.00
<b>Total Program Income</b>	<u>\$20,727.40</u>
<b>Total Income</b>	\$21,736.45
<b>Expense</b>	
<b>Contract Services</b>	
Coaching	\$13,575.00
<b>Total Contract Services</b>	<u>\$13,575.00</u>
Kids Don't Float Donation	\$94.00
<b>Operations</b>	
Arch	\$1,793.98
Club Fees	\$1,051.70
End of Season Celebration	\$354.84
Generator	\$36.40
License expense	\$25.00
Postage, Mailing Service	\$166.00
Race Calendar	\$172.50
Supplies	\$43.27
T-shirts	\$530.60
Website	\$651.02
<b>Total Operations</b>	<u>\$4,825.31</u>
Who Let the Girls Out Race	\$3,415.09
<b>Total Expense</b>	<u>\$21,909.40</u>
<b>Net Ordinary Income</b>	<u>-\$172.95</u>
<b>Surplus/(Deficit)</b>	<u><u>-\$172.95</u></u>

Project Name: Who Let the Runners Out Walk/Run 2019

Reviewer Name: Nathan Wallace

Date: 2/20/2019

## Qualification Pre-Check

All items listed below must be present before further review of application.

- X Event must be accessible to all members of the community.
- X Event must take place within Palmer city limits or within one mile of city limits.

Event has received funding from the City in the past. List the years funding was received: 2018-\$1,000

If event was supported by a City grant in the past, the post event report from the previous event is complete.

97-fo-89-86-9 Accessibility & Strategic Priorities	Application Elements		Expectations		Points Earned
	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.		7
	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.		7
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 has to 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 as a result 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 as a result 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 benefits as a result 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.		3
				<b>Total:</b>	<b>47/60</b>

**City of Palmer  
Action Memorandum No. 19-034**

**Subject:** Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License No. 649 for Klondike Mike's Saloon, Located at 820 S. Colony Way

**Agenda of:** March 12, 2019

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

**Originator Information:**

**Originator:**    Norma Alley, City Clerk

**Department Review:**

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

**Approved for Presentation By:**

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

**Certification of Funds:**

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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature:

**Attachment(s):**

- Notice for License No. 649
- Review Form

**Summary Statement/Background:**

Klondike Mike's Saloon has applied for renewal of their liquor license. State law requires local governing bodies (per AS 04.21.080, this is defined as the City Council) to review requests pertaining to liquor licenses within their municipalities. The City may voice a non-objection or may file a protest to a request.

As of the date of packet publication, the City Clerk's Office had not received any written comments or phone calls from the public expressing concern or support for this application.

**Administration's Recommendation:**

To approve Action Memorandum No. 19-034 directing the City Clerk to notify the State of Alaska of the City Council's statement of non-objection to Liquor License No. 649 for Klondike Mike's Saloon, Located at 820 S. Colony Way.

# City of Palmer • Liquor License Review Form

**BUSINESS NAME:** Klondike Mike's Saloon

**OWNER:** U-Line Beverage Company, Inc.

**LICENSE TYPE:** Beverage Dispensary

**LOCATION:** 820 S. Colony Way

*Route to: Department of Finance*

### Department of Finance

Sales Tax Current: ✓  Yes  No

If no, explain: Two months behind and does not have a 2019 business license.

Utilities Current: ✓  Yes  No

If no, explain: \_\_\_\_\_

Special Assessments Current: ✓  Yes  No

If no, explain: \_\_\_\_\_

Other Comments:

I spoke with the owner and she plans to be caught up before March 12.

*Spive Davis*

Finance Director

February 27, 2019

Date

*Route to: Department of Community Development*

### Department of Community Development

Code Compliant: ✓  Yes  No

If no, explain: \_\_\_\_\_

Fire Compliant (Plans Review): ✓  Yes  No

If no, explain: \_\_\_\_\_

Other Comments:

*Brian H...*

Community Development Director

February 27, 2019

Date

**Route to: Police Department**

**Police Department**

Code Compliant:  Yes  No

If no, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_



Chief of Police

3-1-19  
Date

**Route to: City Manager's Office**

**City Manager's Office**

Citizen Comments:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_



City Manager

3/1/19  
Date

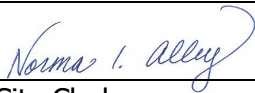
**Route to: City Clerk's Office**

**City Clerk's Office**

Citizen Comments:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_



City Clerk

March 1, 2019  
Date

**FORWARD TO COUNCIL FOR AGENDA OF: March 12, 2019**



February 26, 2019

City of Palmer  
Attn: City Clerk  
Via Email: [cityclerk@palmerak.org](mailto:cityclerk@palmerak.org)  
Cc: [adam.bradway@matsugov.us](mailto:adam.bradway@matsugov.us)

**Re: Notice of 2019/2020 Liquor License Renewal Application**

<b>License Type:</b>	Beverage Dispensary	<b>License Number:</b>	649
<b>Licensee:</b>	U-Line Beverage Company, Inc.		
<b>Doing Business As:</b>	Klondike Mike's 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,

Erika McConnell, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)





**City of Palmer  
Action Memorandum No. 19-035**

**Subject:** Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License No. 39 for Alaska State Fair

**Agenda of:** March 12, 2019

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




**Originator Information:**

**Originator:**    Norma Alley, 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	_____	_____

**Approved for Presentation By:**

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

**Certification of Funds:**


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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

**Attachment(s):**

- Notice for License No. 39
- Review Form

**Summary Statement/Background:**

Alaska State Fair has applied for renewal of their liquor license. State law requires local governing bodies (per AS 04.21.080, this is defined as the City Council) to review requests pertaining to liquor licenses within their municipalities. The City may voice a non-objection or may file a protest to a request.

As of the date of packet publication, the City Clerk's Office had not received any written comments or phone calls from the public expressing concern or support for this application.

**Administration's Recommendation:**

To approve Action Memorandum No. 19-035 directing the City Clerk to notify the State of Alaska of the City Council's statement of non-objection to Liquor License No. 39 for Alaska State Fair

# City of Palmer • Liquor License Review Form

**BUSINESS NAME:** Alaska State Fair

**OWNER:** Alaska State Fair, Inc.

**LICENSE TYPE:** Recreational Site

**LOCATION:** 1 Mile South of Palmer/2075 Glenn Highway

*Route to: Department of Finance*

### Department of Finance

Sales Tax Current: ✓  Yes  No

If no, explain: \_\_\_\_\_

Utilities Current: ✓  Yes  No

If no, explain: \_\_\_\_\_

Special Assessments Current: ✓  Yes  No

If no, explain: \_\_\_\_\_

Other Comments: \_\_\_\_\_



Finance Director

03/01/2019

Date

*Route to: Department of Community Development*

### Department of Community Development

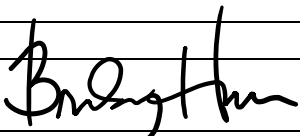
Code Compliant: ✓  Yes  No

If no, explain: \_\_\_\_\_

Fire Compliant (Plans Review): ✓  Yes  No

If no, explain: \_\_\_\_\_

Other Comments: \_\_\_\_\_



Community Development Director

03/01/2019

Date

**Route to: Police Department**

**Police Department**

Code Compliant:  Yes  No

If no, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_



Chief of Police

3-1-19  
Date

**Route to: City Manager's Office**

**City Manager's Office**

Citizen Comments:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_



City Manager

3/1/19  
Date

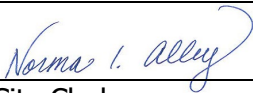
**Route to: City Clerk's Office**

**City Clerk's Office**

Citizen Comments:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_



City Clerk

March 1, 2019  
Date

**FORWARD TO COUNCIL FOR AGENDA OF: March 12, 2019**



February 27, 2019

City of Palmer  
Attn: City Clerk  
Via Email: [cityclerk@palmerak.org](mailto:cityclerk@palmerak.org)  
Cc: [adam.bradway@matsugov.us](mailto:adam.bradway@matsugov.us)

**Re: Notice of 2019/2020 Liquor License Renewal Application**

<b>License Type:</b>	Recreation Site	<b>License Number:</b>	39
<b>Licensee:</b>	Alaska State Fair, Inc		
<b>Doing Business As:</b>	Alaska State Fair		

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,

Erika McConnell, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



**City of Palmer  
Action Memorandum No. 19-036**

**Subject:** Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License No. 5566 for Matanuska Brewing Company, 513 S. Valley Way

**Agenda of:** March 12, 2019

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




**Originator Information:**

**Originator:**    Norma Alley, 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	_____	_____

**Approved for Presentation By:**

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

**Certification of Funds:**


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

This legislation (√):

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

Funds are (√):

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

Director of Finance Signature: 

**Attachment(s):**

- Notice
- Review Form

**Summary Statement/Background:**

Matanuska Brewing Company has applied for renewal of their liquor license. State law requires local governing bodies (per AS 04.21.080, this is defined as the City Council) to review requests pertaining to liquor licenses within their municipalities. The City may voice a non-objection or may file a protest to a request.

As of the date of packet publication, the City Clerk's Office had not received any written comments or phone calls from the public expressing concern or support for this application.

**Administration's Recommendation:**

To approve Action Memorandum No. 19-036 directing the City Clerk to notify the State of Alaska of the City Council's statement of non-objection





March 1, 2019

City of Palmer  
Attn: Norma Alley  
Via Email: [nalley@palmerak.org](mailto:nalley@palmerak.org)  
[cityclerk@palmerak.org](mailto:cityclerk@palmerak.org)  
[permitcenter@matsugov.us](mailto:permitcenter@matsugov.us)

**Re: Notice of 2019/2020 Liquor License Renewal Application**

<b>License Type:</b>	Brewery	<b>License Number:</b>	5566
<b>Licensee:</b>	Matanuska Brewing Company, LLC		
<b>Doing Business As:</b>	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,

Erika McConnell, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

# City of Palmer • Liquor License Review Form

**BUSINESS NAME:** Matanuska Brewing Co.

**OWNER:** Matanuska Brewing Co.

**LICENSE TYPE:** Brewery

**LOCATION:** 513 S. Valley Way

*Route to: Department of Finance*

### Department of Finance

Sales Tax Current: ✓  Yes  No

If no, explain: \_\_\_\_\_

Utilities Current: ✓  Yes  No

If no, explain: \_\_\_\_\_

Special Assessments Current: ✓  Yes  No

If no, explain: \_\_\_\_\_

Other Comments: \_\_\_\_\_



Finance Director

03/01/2019

Date

*Route to: Department of Community Development*

### Department of Community Development

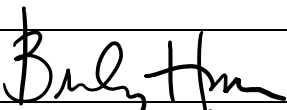
Code Compliant: ✓  Yes  No

If no, explain: \_\_\_\_\_

Fire Compliant (Plans Review): ✓  Yes  No

If no, explain: \_\_\_\_\_

Other Comments: \_\_\_\_\_



Community Development Director

03/01/2019

Date

**Route to: Police Department**

**Police Department**

Code Compliant:  Yes  No

If no, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
Chief of Police 3-1-19  
Date


**Route to: City Manager's Office**

**City Manager's Office**

Citizen Comments:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
City Manager 3/1/19  
Date

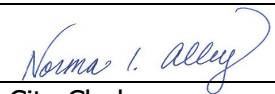
**Route to: City Clerk's Office**

**City Clerk's Office**

Citizen Comments:  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Other Comments: \_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
City Clerk March 1, 2019  
Date

**FORWARD TO COUNCIL FOR AGENDA OF: March 12, 2019**