

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**  
**April 9, 2019, at 7:00 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. Introduction of **Ordinance No. 19-004**: Amending Palmer Municipal Code Chapter 5.28 Pertaining to Roving Vendors and Retitling it to Itinerant Vendors ..... Page 3
  - b. **Action Memorandum No. 19-041**: Confirming the Mayor's Nomination of Casey Peterson to the Planning and Zoning Commission with a Term Ending October 31, 2021 ..... Page 11
2. Approval of Minutes of Previous Meetings
  - a. March 12, 2019, Regular Meeting ..... Page 13
  - b. March 26, 2019, Regular Meeting ..... Page 17

### E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation of a Proclamation to the Palmer High School eSports Team for their Achievement in Competing in the 2018 Fall Overwatch National Championships Invitational..... Page 21
2. Presentation of a Proclamation Recognizing Education and Sharing Day ..... Page 23

### F. REPORTS

3. City Manager's Report ..... Page 25
4. City Clerk's Report ..... Page 27
5. Mayor's Report ..... Page 33
6. City Attorney's Report

### G. AUDIENCE PARTICIPATION

### H. PUBLIC HEARING

1. **Ordinance No. 19-003**: Amending Palmer Municipal Code Section 17.89.060(E) and Section 17.89.070(F) Relating to Short Term Rentals ..... Page 35
2. **Resolution No. 19-012**: Accepting and Appropriating the 2019 Volunteer Fire Assistance Grant From the State of Alaska, Department of Natural Resources, Division of Forestry in the Amount of \$3,641.06 for the Purchase of Wildland Firefighting Equipment..... Page 41

### I. NEW BUSINESS

1. **Action Memorandum No. 19-042**: Approving a Council Community Grant in the Amount of \$1,000.00 to the Palmer Spring Classic Organizers to Support the Palmer Spring Classic 2019 Bike Event..... Page 47

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

**K. AUDIENCE PARTICIPATION**

**L. COUNCIL MEMBER COMMENTS**

**M. ADJOURNMENT**

**Tentative Future Palmer City Council Meetings**

<b>Meeting Date</b>	<b>Meeting Type</b>	<b>Time</b>	<b>Notes</b>
<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  
Ordinance No. 19-004**

**Subject:** Amending Palmer Municipal Code Chapter 5.28 Pertaining to Roving Vendors and Retitling it to Itinerant Vendors

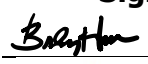

**Agenda of:** April 9, 2019 – Introduction  
April 23, 2019 – Public Hearing

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




**Originator Information:**

**Originator:**    City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development		March 20, 2019
_____	Finance		3/20/2019
_____	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:    \$ \_\_\_\_\_

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):**

- Ordinance No. 19-004

**Summary Statement/Background:**

The text amendment will update and amend Chapter 5.28 Roving Vendors to include a new purpose, revised definitions, updated insurance requirements, text amendments and standards of operation.

The Roving Vendor Chapter has not been updated since 2012. During several Board of Economic Development meetings, the roving vendor chapter underwent a comprehensive review and recommended changes to meet the current needs of the community.

After review and discussion with the Community Development and Finance Directors, staff drafted proposed amendments to PMC Chapter 5.28 for review and recommendation.

**Administration's Recommendation:**

Adopt Ordinance No. 19-004 amending portions of Chapter 5.28 Roving Vendors of the Palmer Municipal Code.

**LEGISLATIVE HISTORY**

Introduced by: City Manager  
Date: April 9, 2019  
Public Hearing: April 23, 2019  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Ordinance No. 19-004**

**Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 5.28 Pertaining to Roving Vendors and Retitling it to Itinerant Vendors**

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 ordinance is not prohibited by law or the Charter; and

WHEREAS, the Board of Economic Development reviews and advises as necessary Palmer Municipal Code to ensure that the regulations and standards are applicable to the current needs of the community; and

WHEREAS, the Board of Economic Development and the administration has reviewed and found areas of Chapter 5.28 Roving Vendors that need modification to meet the needs of our community.

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

Section 3. Palmer Municipal Code is hereby amended to read as follows (new language is underlined and deleted language is stricken):

Chapter 5.28  
~~Roving~~ Itinerant Vendors

- 5.28.010 Definitions.
- 5.28.015 Purpose
- 5.28.020 ~~License Permit~~ required.
- 5.28.025 ~~License Permit~~ duration.
- 5.28.030 *Repealed.*
- 5.28.040 ~~License Permit~~ applications.

- 5.28.050 License Permit revocation and appeal procedures.
- 5.28.060 *Repealed.*
- ~~5.28.070 Equipment. *Repealed.*~~
- 5.28.080 Types of goods and services that may be offered by a roving vendor.
- 5.28.090 *Repealed.*
- 5.28.091 Standards of operation for mobile itinerant vendors
- 5.28.092 Standards for operation of stationary itinerant vendor
- 5.28.100 Required insurance.
- 5.28.110 Prohibited acts.

### **5.28.010 Definitions.**

As used in this chapter:

~~A. "Cart" means a nonmotorized wagon, cart, or device, whether stationary or mobile, from or at which goods or services are offered by a vendor.~~

~~B. "Roving vendor" means a person who offers food, goods or services to the public, using a motor vehicle, from one or more locations on public property or without a fixed location.~~

~~C. "Vehicle" means a motor vehicle or trailer licensed as such by the state of Alaska. (Ord. ~~12-011~~ § 3, 2012; Ord. 447 § 3, 1992)~~

A. "Itinerant vendor" means any person, firm, corporation or association, whether as owner, agent, consignee or employee, whether a resident of the city or not, who engages in a business of selling and delivery of goods, wares, food or merchandise of any kind or description, who conducts such a business outside of a permanent structure affixed to real property. A person, firm, corporation or association so engaged shall not be relieved from complying with the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such temporary business in connection with, as part of, or in the name of any local dealer, trader, merchant or auctioneer.

B. "Mobile itinerant vendor" means an itinerant vendor who conducts business from a motorized vehicle or non-motorized trailer licensed by the state of Alaska, such as an ice cream truck, upon public streets, sidewalks, parking lot or other public ways of the city. Or, a non-motorized cart, wagon or devise who conducts business from a public parking lot or sidewalk.

C. "Stationary itinerant vendor" means an itinerant vendor who conducts business from a State of Alaska licensed vehicle or other conveyance including a tent, table or trailer, upon privately or publicly owned property, but not on a public street, sidewalk, alley or public way located within the city.

D. "Special Event" means activities or any kind of public celebration or event designated by the city manager such as Colony Days, Alaska State Fair parade, Friday Flings, events as street fairs, and large public gatherings as may be organized by the Palmer Economic Development Authority, Palmer Chamber of Commerce or the Palmer Museum of History and Art, a city department, or other similar organizations and officially authorized by the city manager.

### **5.28.015 Purpose:**

A. Maintain the aesthetic attractiveness of city rights-of-way and other city property.

B. Promote public safety and orderly movement of pedestrians and, where designated, drivers who use city rights-of-way and/or city property;

C. Protect the city's business community by eliminating the inequity faced by stationary businesses that compete with itinerant businesses, and undermine the strength of its commercial life;

D. Promote compliance with relevant building, land use regulatory requirements, fire, health and safety codes.

**5.28.020 License Permit required.**

A. It is unlawful for any person to engage in the business of a ~~roving~~ an itinerant vendor unless that person has first obtained a license permit from the director of finance community development as provided in this chapter.

B. It is unlawful for any person to engage in the business of a ~~roving~~ an itinerant vendor in a manner that is inconsistent with the terms of a license permit issued pursuant to this chapter. (Ord. 12-011 § 3, 2012; Ord. 447 § 3, 1992)

**5.28.025 License Permit duration.**

~~A roving~~ An itinerant vendor permit is issued on or after January 1 of a calendar year and expires on December 31st of the same calendar year. (Ord. 12-011 § 3, 2012)

**5.28.035 Exemptions.**

A. An itinerant vendor solely located at the Alaska State Fairgrounds, however the itinerant vendor must obtain a Alaska State Fair or Special Event Business License as applicable and remit sales tax due to the City of Palmer finance department.

B. An itinerant vendor that meets the criteria and has obtained a Special Event Business License and remit sales tax due to the City of Palmer finance department.

C. An itinerant vendor that is solely located within a community hall, gymnasium, ice rink, library, church or similar facility, and is required to obtain a business license from the city of Palmer for the current calendar year.

**5.28.040 License Permit applications and display.**

A. An application for a ~~roving~~ an itinerant vendor license permit shall be made to the director of finance community development on a form approved by the director of finance community development and shall be accompanied by the following:

1. An application fee as required in the current, adopted fee schedule;
2. Proof of insurance as required by PMC 5.28.100;
3. The business address and telephone number to be used by the applicant for the business to be operated pursuant to the license permit;
4. A complete description of the equipment to be used for display, storage or other purposes related to the business to be conducted pursuant to the license permit and including all distinctive markings and signs;
5. Proof that the applicant has obtained the following licenses:
  - a. Health permits required for the preparation and sale of food or beverages;
  - b. City business license; and
  - c. ~~State business license; and~~
  - c. Any other license required by the state or city;
6. A complete description of the type(s) of goods and services that shall be offered under the license permit;
7. Proof that the person or entity to whom the license permit is to be issued shall have an active management or operations role in the business to be conducted pursuant to the license permit;
8. Description of every vehicle to be used in the business operated pursuant to the license permit.

9. During all hours of operation, an itinerant vendor shall post the applicable itinerant vendor permit in a conspicuous location within the vehicle from which the business is conducted pursuant to that permit. (Ord. 12-011 § 3, 2012; Ord. 07-029 § 18, 2007; Ord. 447 § 3, 1992)

**5.28.050 License Permit revocation and appeal procedures.**

The director of ~~finance~~ community development may revoke a an itinerant vendor license permit for any of the reasons stated in PMC 5.28.110. (Ord. 12-011 § 3, 2012; Ord. 447 § 3, 1992)

**5.28.070 Equipment.**

~~A. During all hours of operation, a vendor shall post the applicable vendor license in a conspicuous location in the vehicle from which the business is conducted pursuant to that license.~~

~~B. A vendor shall maintain the following documents, as applicable, in the vehicle from which the business is conducted pursuant to his or her license and shall display them to any person upon request:~~

- ~~1. Current state business license for the business operated pursuant to the license;~~
- ~~2. All government permits relating to the service of food or beverages offered by the vendor;~~
- ~~3. A certificate of the insurance required by PMC 5.28.100; and~~
- ~~4. All government permits relating to the provision of transportation services offered by the vendor.~~

~~C. Only the following equipment may be brought to a vendor site for use in connection with the business operated there:~~

- ~~1. A cart which:
 
  - ~~a. Is no longer than three feet wide, six feet long and seven and one-half feet tall, including all appurtenances and merchandise on display, except for a litter receptacle, stool and ice chest to be provided by the vendor;~~
  - ~~b. Includes interior space for concealed storage of all inventory, supplies, equipment and other materials brought to the vendor site in connection with the business conducted there;~~~~
- ~~2. An umbrella used in connection with a cart which does not exceed six feet in diameter, when opened;~~
- ~~3. One table no longer than four feet and no wider than three feet, covered with a clean material which extends to the ground on all sides so as to conceal the table legs; and~~
- ~~4. Easels and other items reasonably necessary to the display or creation of art at the vendor site no longer than three feet wide and four feet high, limited to two each.~~

~~D. All persons vending from a vehicle or cart on a street shall ensure that persons waiting to make purchases at the cart or vehicle queue up in single file on the side away from the traveled portion of the street and in such a manner as to create the least obstruction to pedestrian traffic. (Ord. 12-011 § 3, 2012; Ord. 447 § 3, 1992)~~

**5.28.080 Types of goods and services that may be offered by an itinerant vendor.**

~~A roving An itinerant vendor may only offer, for the exchange of money, the following types of goods and services:~~

- ~~A. Food and/or beverages;~~
- ~~B. Handicrafts, artwork, jewelry, fur and leather goods;~~
- ~~C. Goods bearing an Alaskan theme in some form;~~
- ~~D. Tourist services;~~
- ~~E. Shoeshine services; and~~
- ~~F. Flowers; and~~
- ~~G. Goods, wares, merchandise or services substantially similar to those permitted above. (Ord. 12-011 § 3, 2012; Ord. 447 § 3, 1992)~~

**5.28.091 Standards of operation for mobile itinerant vendors.**

~~A. Only the following equipment may be brought to a mobile itinerant vendor site for use in connection with the business operated there:~~

- ~~1. A cart which:~~



a. Is no longer than three feet wide, six feet long and seven and one-half feet tall, including all appurtenances and merchandise on display, except for a garbage receptacle, stool and ice chest to be provided by the vendor;

b. Includes interior space for concealed storage of all inventory, supplies, equipment and other materials brought to the vendor site in connection with the business conducted there;

2. An umbrella used in connection with a cart which does not exceed six feet in diameter, when opened;

3. One table no longer than four feet and no wider than three feet; and

4. Easels and other items reasonably necessary to the display or creation of art at the vendor site no longer than three feet wide and six feet high, limited to two each.

B. No signs or signage shall be permitted other than that which can be contained on and attached to the vehicle or conveyance utilized by the stationary vendor;

C. No mobile itinerant vendor shall conduct business so as to violate the traffic and sidewalk ordinances of the city as the same are now in effect or may hereafter be amended.

D. No mobile itinerant vendor shall obstruct or cause to be obstructed the passage of any sidewalk, street, avenue, alley or any other public place, by causing people to congregate at or near the place where goods are being sold or offered for sale by the mobile itinerant vendor.

E. No customer shall be served on the street side of the mobile unit. All service must be on the curb side when the mobile unit is parked in a legal parking space upon a public street.

F. No mobile itinerant vendor shall locate his or her vehicle or other conveyance in such a manner as to cause a hazard to the vehicle-operating traveling public.

G. The mobile itinerant vendor shall ensure that the area around any place it parks is maintained in a clean and orderly manner. At the conclusion of business activities at a given location, the mobile itinerant vendor shall clean all the public way surrounding the vehicle or conveyance of all debris, trash, and litter generated by the vendor's business activities.

H. Geographical Restrictions. No mobile itinerant vendor shall sell or vend from his or her vehicle or conveyance:

1. any food or goods from his vehicle or conveyance if the conveyance is within 100 feet of the entrance of any business establishment which is open for business and offers for sale similar food or goods, unless they are a part of a recognized special event.

2. itinerant vending shall not be permitted in the public rights of way on Colony and Alaska Street South of Cottonwood during recognized special events, unless they a part of the recognized special event for which a public assembly permit or road closure permit has been issued.

I. Mobile food vendors operating on private property must also provide a site plan depicting the following:

1. Ingress and egress.

2. Location of the vending unit.

3. Location of at least three spaces for customer parking and one space for employee parking.

### **5.28.092 Standards for operation of stationary itinerant vendor**

A. All stationary itinerant vendors shall provide adequate garbage receptacles and remove receptacles upon departure from the location.

- B. No stationary itinerant place of operation shall be located within 10 feet to any building or structure on the licensee lot or upon adjoining lot.
- C. Stationary itinerant vendors shall not be located within any required setback that would be applicable to a permanent structure located on the same lot.
- D. The stationary itinerant vendor place of operation shall be maintained in a clean and orderly manner at all times.
- E. Stationary itinerant vendors operating on private property must also provide a site plan depicting the following:
  - 1. Ingress and egress.
  - 2. Location of the vending unit.
  - 3. Location of at least three spaces for customer parking and one space for employee parking.

**5.28.100 Required insurance.**

A. Before any ~~license permit~~ is issued for a ~~reviving an itinerant vendor~~ that will operate on public property, the applicant shall furnish one or more policies or certificates of liability insurance issued by an insurance company authorized to do business in the state and reflecting the applicable coverage:

- 1. A vendor of food or beverages, goods or services shall have general liability including products liability insurance in the amount of ~~\$500,000~~ \$1,000,000 combined single limit (CSL); ~~bodily injury and property damage per occurrence and \$2,000,000 aggregate.~~

B. No policy of insurance offered pursuant to this section shall be acceptable unless it is issued by an insurance company authorized to do business in Alaska or by an insurance company rated "A" or "B" by A.M. Best and Co. In addition, the policy must be approved by the municipal risk manager or the city's insurance broker as to matters of form.

C. Every insurance policy shall contain a clause obligating the insurer to give the director of finance written notice no less than 30 days before the cancellation, expiration, nonrenewal, lapse or other termination or alteration of such insurance. A lapse, cancellation, expiration, nonrenewal or other termination or alteration of such insurance shall cause the license to which it pertains to be automatically suspended for so long as the insurance required by this section is not in place. (Ord. 12-011 § 3, 2012; Ord. 447 § 3, 1992)

**5.28.110 Prohibited acts.**

A. ~~It shall be unlawful for any nonfood vendor to engage in the business of a vendor from a motor vehicle:~~

- 1. ~~On a public right-of-way;~~
- 2. ~~In a publicly owned or operated parking facility, unless expressly permitted; or~~
- 3. ~~Within a vehicle parking space designated by a sign or a striped parking site.~~

~~AB. It shall be unlawful for any vendor to attract customers by hawking or physically accosting persons.~~

~~BC. It shall be unlawful for any vendor to engage in door-to-door sales.~~

~~CD. A vendor license permit is nontransferable. (Ord. 12-011 § 3, 2012; Ord. 447 § 3, 1992)~~

Section 4. Effective Date. Ordinance No. 19-004 shall take effect upon adoption by the City of Palmer City Council.

**Passed and approved** this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

**City of Palmer  
Action Memorandum No. 19-041**

**Subject:** Confirming the Mayor's Nomination of Casey Peterson to the Planning and Zoning Commission with a Term Ending October 31, 2021


**Agenda of:** April 9, 2019

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




**Originator Information:**

**Originator:**    Mayor DeVries via City Clerk

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		4-5-19
_____	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:    \$ **600.00**

This legislation (√):

- Creates revenue in the amount of:                      \$ \_\_\_\_\_
- Creates expenditure in the amount of:                      \$ 600.00/year
- Creates a saving in the amount of:                      \$ \_\_\_\_\_
- Has no fiscal impact

Funds are (√):

- Budgeted                      Line item(s):    01-01-12-6059
- Not budgeted

Director of Finance Signature:    

**Attachment(s):**

- None

**Summary Statement/Background:**

The Planning and Zoning Commission (PZC) is a seven-member board. PZC Member David Petty resigned, which was accepted by the City Council with approval of AM No. 19-013 on March 12, 2019.

Upon acceptance of Mr. Petty's resignation, the City Clerk's Office began the recruitment process. Public notice of this recruitment was posted on the City's website; published in *The Frontiersman* on 3/17, 3/22, 3/24; posted on the City Hall bulletin board; posted on the City of Palmer Facebook page; and advertised in the Chamber's weekly e-newsletter.

As noted below, two applications were received, which were received prior to the final deadline of 4:30 p.m., Wednesday, March 27, 2019. As advertised, the Mayor reserved the right to extend deadlines and accept late applications.

Applicants were:

1. Casey Peterson
2. Lee Henrickson

The applicants met code requirements and were considered. After review, Casey Peterson was nominated to fill the seat.

Original applications are retained in the City Clerk's Office. Please call (907) 761-1301 to request a copy.

**Mayor's Recommendation:**

To approve Action Memorandum No. 19-041.

**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on March 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  
Julie Berberich  
Steve Carrington  
Linda Combs

Sabrena Combs (participated telephonically)  
David Fuller  
Pete LaFrance, Deputy Mayor

Staff in attendance were the following:

Nathan Wallace, City Manager  
Norma I. Alley, MMC, City Clerk

Michael Gatti, City Attorney  
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. 19-030:** 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
  - b. **Action Memorandum No. 19-031:** Accepting Board Member David Petty’s Resignation from the Planning & Zoning Commission
2. Approval of Minutes of Previous Meetings
  - a. February 12, 2019, Regular Meeting

**Main Motion: To Approve Agenda, Consent Agenda, and Minutes**

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

**E. COMMUNICATIONS AND APPEARANCE REQUESTS**

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

Ms. Katrina Nygaard and Ms. Wendy Vandyne presented an overview of the Brownfields Projects in Palmer and announced the Mat-Su Borough had won a grant to cover the cost of the research.

## F. REPORTS

### 1. City Manager's Report

City Manager Wallace highlighted his written report.

### 2. City Clerk's Report

City Clerk Alley gave a records destruction update to say that over 100 boxes were to be destroyed at the end of the month and thanked staff for all their help in the process, discussion ensued on the Saroma Sister City 40<sup>th</sup> anniversary trip and the Council agreed to budget for three council members to attend and reserve six delegate spots for the trip.

### 3. Mayor's Report

Mayor DeVries announced she planned to attend the Airport Open House, Brownfields Open House, and Green Day Gallop. She stated she encouraged Senator Hughs to remember local control regarding sales tax.

### 4. City Attorney's Report

Mr. Gatti reported on statewide sales tax efforts and history.

## G. AUDIENCE PARTICIPATION

Mr. Mike Chmielewski encouraged the Council to go and enjoy the wonderful hospitality of the Japanese that he had experienced in a previous trip.

Mrs. Brooke Hepenstall, Palmer Museum of History & Art Board Member, asked for Council's support for the Palmer Garden and art Faire and thanked the Council for their previous support.

Mr. Sam Dinges, Palmer Museum of History & Art Executive Director, asked for Council's support for the Palmer Garden and Art Faire grant application.

Mr. Stuart Graham, Alaska Municipal League First Vice President, encouraged the Council to get involved in the current sales tax discussions.

## 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.

Mayor DeVries opened the public hearing on Ordinance No. 19-011. Seeing no one come forward to speak and hearing no objection from the Council, the public hearing was closed.

City Manager Wallace reported there would be no rate increase implemented; rather, this resolution simply extends the contract.

### **Main Motion: To Approve Resolution No. 19-011**

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

**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

**Main Motion: To Approve Action Memorandum No. 19-032**

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

- 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

**Main Motion: To Approve Action Memorandum No. 19-033**

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

- 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
- 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
- 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

**Main Motion: To Approve Action Memorandum No. 19-034, Action Memorandum No. 19-035, and Action Memorandum No. 19-036**

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

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

None

**K. AUDIENCE PARTICIPATION**

Mr. Sam Dinges and Mrs. Brooke Hepenstall thanked the Council for approving the grant and encouraged everyone to attend the Garden and Art Faire.

**L. COUNCIL MEMBER COMMENTS**

Council Member L. Combs stated she felt seniors could not afford additional sales tax and announced she received the Pioneer Award from the Palmer Chamber of Commerce.

Deputy Mayor LaFrance reported citizens had expressed their gratitude for a wonderful children's library program here in Palmer.

**M. ADJOURNMENT**

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

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

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Norma I. Alley, MMC, City Clerk

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Edna B. DeVries, Mayor



**A. CALL TO ORDER**

A regular meeting of the Palmer City Council was held on March 26, 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
Linda Combs	

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. Approving Consent Agenda
  - a. Introduction of **Ordinance No. 19-003**: Amending Palmer Municipal Code Section 17.89.060(E) and Section 17.89.070(F) Relating to Short Term Rentals
  - b. **Action Memorandum No. 19-037**: Authorizing the City Manager to Execute Change Order #2 with North Star Excavation and Asphalt, Inc. for Execution of Additive Alternate #1, City Hall North Parking Lot Improvements in an Amount Not to Exceed \$35,400.00
  - c. **Action Memorandum No. 19-038**: Authorizing the City Manager to Negotiate and Execute a New Lease Agreement with Alaska Tactical Aviation, LLC for a Lease on Lot 10, Block 3, Palmer Municipal Airport for the Purpose of Establishing a Commercial Business Use Aircraft Hangar
  - d. **Action Memorandum No. 19-039**: Approving the Termination of the Agreement Between Landowner Regarding Off-Site Parking Spaces for Lots 10, 11 & 12 (11-1), Block 3, Bailey Heights Subdivision
  - e. **Action Memorandum No. 19-040**: Confirming the Mayor's Nomination of George Hoden to the Parks, Recreation and Cultural Resources Advisory Board with a Term Ending October 31, 2020
2. Approving Minutes of Previous Meetings
  - a. February 5, 2019, Joint City Council and Board of Economic Development Meeting
  - b. February 26, 2019, Regular Meeting

**Main Motion: To Approve Agenda, Consent Agenda, and Minutes**

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

## **E. COMMUNICATIONS AND APPEARANCE REQUESTS**

1. Presentation of a Proclamation to the Palmer High School eSports Team for their Achievement in Competing in the 2018 Fall Overwatch National Championships Invitational

Mayor DeVries pulled this item off the agenda at the request of the eSports Team to schedule it for a future meeting.

2. Presentation of a Proclamation Declaring April 2, 2019, as National Service Recognition Day

Mayor DeVries announced she did a proclamation honoring National Service Recognition Day.

3. Presentation from Mat+Sar Search & Rescue Mark Stigar

Mr. Mark Stigar highlighted his written report and gave an overview of search and rescue in Alaska.

## **F. REPORTS**

1. City Manager's Report

City Manager Wallace reported the following to the Council:

- A short-term contract was in the works for hiring extra grounds crew to clean up from winter;
- Most of the snow is gone from the Palmer golf course and the Pro Shop would open soon;
- Spring Cleanup Days were scheduled for May 6-11;
- The Brownfields study was well underway;
- The auditors were at City Hall last week and will return in April to complete their report for June;
- He would be out of the office from April 27 to May 24 missing the May 12 meeting; and
- He would be speaking on the local radio this week.

2. City Clerk's Report

City Clerk Alley reported she had a Sister City meeting on Friday, March 29; of upcoming events; and she would be out of the office from April 1 to April 5.

3. Mayor's Report

Mayor DeVries announced upcoming events she planned on attending.

4. City Attorney's Report - None.

## **G. AUDIENCE PARTICIPATION**

Mr. Doug Bartko encouraged the Council to pursue expanding the Palmer Depot and looking into systems to bring tourists to Palmer.

Mr. Mike Chmielewski asked that the Palmer Municipal Code language on Accessory Dwelling Units be looked at to make it clear and consistent.

Mr. Stuart Graham asked all to attend the Governor's budget talk on April 1 at Everett's in Wasilla.

Mr. Todd Smolden, Governor Dunleavy's Mat-Su Office Director, introduced himself; invited all to attend the Governor's budget event on April 1; and offered to answer questions on the Governor's behalf.

## **H. NEW BUSINESS** - None.

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

City Clerk Alley reported there were no Items Placed on the Table.

**J. AUDIENCE PARTICIPATION - None.**

**K. COUNCIL MEMBER COMMENTS**

Council Member Fuller announced the Alaska Bible College would be expanding, bringing growth to Palmer.

Deputy Mayor LaFrance welcomed Mr. George Hoden to the Parks, Recreation, Cultural Resource Advisory Board; thanked MAT-SAR for their presentation; and stated he was looking forward to spring cleanup days.

Council Member Carrington requested the city manager have city trash cans out soon.

The Council took a recess from 7:58 p.m. to 8:14 p.m.

**L. EXECUTIVE SESSION**

- 1. Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Clerk Evaluation  
(Note: action may be taken following the executive session)

**Main Motion: To Enter into Executive Session to Discuss Subjects that Tend to Prejudice the Reputation and Character of Any Person – City Clerk**

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

The Council entered into Executive Session at 8:14 p.m. and exited at 8:50 p.m.

Upon exiting the Executive Session, the following motion was made:

**Main Motion: To Approve a 5 % Increase in Pay for the City Clerk effective April 22, 2019**

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

**M. ADJOURNMENT**

With no further business before the Council, the meeting adjourned at 8:51 p.m.

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

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

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





## PROCLAMATION

### RECOGNIZING THE PALMER HIGH SCHOOL eSPORTS TEAM

**WHEREAS**, many of our children participate in worthwhile extracurricular activities while attending schools in the Matanuska-Susitna School District; and

**WHEREAS**, the Palmer High School eSports Team Overlords-Overwatch has persevered to reach and compete in the Electronic Gaming Federation High School 2018 Fall Overwatch National Championships a single elimination tournament with only four invited teams; and

**WHEREAS**, Coaches Sarah Kitzan and Nichelle Henry, the parents, administration, and educators at Palmer High School express the highest academic and athletic expectations from students; and

**WHEREAS**, the Palmer High School eSports Team Overlords-Overwatch concentrates on the joy, camaraderie, and skill of the game, with all team members contributing to the team's success, especially in its first year.

**NOW, THEREFORE, IT IS PROCLAIMED** by the Mayor and City Council of the City of Palmer, Alaska, do hereby express our pride and congratulations to the entire Palmer High School eSports Team. We call upon all citizens of Palmer to join in this special recognition of some of our fine youth in our community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 12<sup>th</sup> day of March, 2019.

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

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





## PROCLAMATION

### A PROCLAMATION HONORING EDUCATION AND SHARING DAY 2019

**WHEREAS**, excellence in education is vital to the success of our nation and our city; and in the great city of Palmer we seek the betterment of our citizens, and look to instill each child and adolescent with a good education; and

**WHEREAS**, one shining example for all people of what education ought to be was provided by the Rebbe, Rabbi Menachem Schneerson, a global spiritual leader who dedicated his life to the betterment of mankind. A tireless advocate for youth around the world, the Rebbe emphasized the importance of education and good character, and instilled the hope for a brighter future into the lives of countless people in America and across the globe; and

**WHEREAS**, the Rebbe taught that education, in general, should not be limited to the acquisition of knowledge and preparation for a career, or, in common parlance, “to make a better living,” and we must think in terms of a “better life” for society as a whole; and

**WHEREAS**, the educational system must also focus on building character by emphasizing the cultivation of universal moral and ethical values that are the bedrock of society from the dawn of civilization, when they were known as the Seven Noahide Codes, which have often been cited as a guarantee of fundamental human rights; and

**WHEREAS**, the character of our young people is strengthened by serving a cause greater than self and by the anchor of virtues, including courage and compassion. By instilling a spirit of service in our children, we create a more optimistic future for them and our city.

**NOW, THEREFORE, IT IS PROCLAIMED** by the Mayor and City Council of the City of Palmer, Alaska, do hereby proclaim Tuesday, April 16, 2019, as EDUCATION AND SHARING DAY in the city of Palmer and call upon government officials, educators, volunteers, and citizens to reach out to young people and work to create a better, brighter, and more hopeful future for all.

**IN WITNESS WHEREOF**, I have hereunto set my hand and cause the seal of the city of Palmer to be affixed on this 9<sup>th</sup> day of April, 2019.

This is the space needed for the seal. Ensure there is proper space for the seal.

**Remove this text box prior to printing**

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

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







# Report to Council

City Manager Nathan Wallace  
April 9, 2019

## Staff Updates:

### Police:

- Represented at the following meetings: Career Day at a local elementary school, The Criminal Justice Advisory Board, Job Corps Community Relations Lunch, Mat Su Borough Police Powers Task Force, Crisis Intervention Team Meeting, A neighborhood Watch Meeting/Training at MEA
- Foot patrol has resumed in the city

### Public Works:

- Stormwater system thawing/ Pothole filling (road grading later this month once ground is softer)
- Brushing/clearing of sidewalks and walking paths
- Getting annual projects ready to go (eg., crack sealing, parking lot, airport, roads)
- RR out of service signs re-installed
- Building more bike racks
- Cutting trees from Right of Way

### Finance:

Revenues (March is still processing and receiving sales tax until end of April)

	2019			2018		
	January	February	March	January	February	March
<b>Revenue</b>						
Target Revenue	\$ 1,141,674.40	\$ 717,207.15	\$ 1,020,845.21	\$ 1,117,842.40	\$ 702,235.74	\$ 999,535.47
Aggregate	\$ 1,141,674.40	\$ 1,858,881.55	\$ 2,879,726.76	\$ 1,117,842.40	\$ 1,820,078.14	\$ 2,819,613.61
Target	10%	16%	25%	10%	16%	25%
Actual Monthly Total	\$ 810,804.62	\$ 688,103.18	\$ 1,188,361.26	\$ 898,917.00	\$ 714,706.00	\$ 1,106,315.00
Actual Aggregate	\$ 810,804.62	\$ 1,498,907.80	\$ 2,687,269.06	\$ 898,917.00	\$ 1,613,623.00	\$ 2,719,938.00
Difference	\$ (330,869.78)	\$ (359,973.75)	\$ (192,457.70)	\$ (218,925.40)	\$ (206,455.14)	\$ (99,675.61)
<b>Sales Tax Revenue</b>						
2019	\$ 773,619	\$ 462,165	\$ 449,103	2018	699,081.00	503,904.00
Target	9.28%	6.44%	6.93%	Target	9.23%	6.38%
Target amount	\$ 688,140	\$ 477,864	\$ 513,875	Target amount	\$ 664,654.90	\$ 459,505.48
Difference-Monthly	\$ 85,479	\$ (15,699)	\$ (64,773)	Difference-Monthly	\$ 34,426.10	\$ 44,398.52
Aggregate Actual	773,619.11	1,235,783.76	1,684,886.60	Aggregate Actual	699,081.00	1,202,985.00
Aggregate Forecast	\$ 688,140.43	\$ 1,166,004.12	\$ 1,679,879.55	Aggregate Forecast	\$ 664,654.90	\$ 1,124,160.37
Difference	\$ 85,478.68	\$ 69,779.64	\$ 5,007.05	Difference	\$ 34,426.10	\$ 78,824.63

### Community Development:

- Airframes AK began work on their consolidation and relocation to Palmer project. They have demolished and removed an addition, where their new home office will go.
- Issued \$1.2 Million valuation in building permits for airport hangers at Warren "Bud" Woods Palmer Municipal Airport
- Conducted stakeholder meetings for Area Wide Planning for Downtown Palmer.
- Began work on PMC Title 17 on text amendments for Airport Commercial / Non-aeronautical zoning.
- Palmer Golf Course opened on March 29 to 12 holes. Course is drying out and will be open for full play soon. Removal of old deck has begun and working on price quotes for materials.

### Upcoming items of interest:

- Inside the City Radio Interviews: Library April 12, Police Dept April 19, City Manager April 26



**Report to Council**  
City Manager Nathan Wallace  
April 9, 2019

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- City Manager Vacation: April 27- May 24 (Absent for May 12 meeting)



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

Phone: (907) 761-1301  
Direct: (907) 761-1321  
Fax: (907) 761-1340

231 W. Evergreen Ave.  
Palmer, Alaska 99645-6952  
[www.cityofpalmer.org](http://www.cityofpalmer.org)

**TO:** Palmer City Council  
**FROM:** Norma I. Alley, MMC *Norma I. Alley*  
**SUBJECT:** City Clerk's Report for the April 9, 2019, Council Meeting

1. Boards & Commissions Attendance Spreadsheets

The monthly attendance spreadsheets are attached for:

- a. AAC
- b. BED
- c. PRCRAB
- 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
<b>Wendy's Art Reveill and Grand Opening</b>	4/27	10a	
<b>Arbor Day Celebration</b>	5/20	11a	

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

3. October 1, 2019, Regular City Election Update

**Important Election Dates:**

- **Candidate Filing:** Candidate filing period begins July 15 at 8:00 a.m. and closes at 4:00 p.m. on July 26. Packets will be available on the city's website or at the City Clerk's Office starting Friday, July 12.
- **Last Day to Adopt Propositions:** July 23 is the last regularly scheduled Council meeting to adopt legislation placing propositions and questions on the ballot. August 9 is the last day to call a special meeting to adopt legislation.
- **Voter Registration:** Last day to register to vote or update your voter registration information is Sunday, September 1. Registration can be done online at <http://www.elections.alaska.gov/>.
- **Early Voting:** September 16 – September 30
  - MSB: M-F from 8:00 a.m. – 5:00 p.m.
- **Last Day to Request an Absentee Ballot:** September 25
- **Canvass Board:** October 5 at 2:00 p.m. in City Hall Council Chambers
- **Certification of Election:** October 8 at 6:00 p.m. at City Hall

4. 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
<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	
<b>Oct 7</b>	Special	6 pm	Election Certification
<b>Oct 8</b>	Regular	7 pm	
<b>Oct 15</b>	Special	6 pm	1 <sup>st</sup> Budget Public Hearing

# 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	✓	✓	E									
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	✓	✓	E										
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 Parks, Recreation and Cultural Resources Advisory Board Members

PMC 2.22.010.A. There is created a city board for parks, recreation and cultural resources which shall consist of seven members.

Seat	Board Member	Term Expires
A	Stephanie Allen	Oct. 2020
B	Jo Ehmann	Oct. 2021
C	Heather Kelley	Oct. 2020
D	Shannon Connelly	Oct. 2019
E		
F	Wesley Rath	Oct. 2021
G	Marilyn Bennet	Oct. 2019

PMC 2.22.140.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.

## 2018 Attendance Record

Board Member	Jan *	Feb *	Mar *	Mar **	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Allen				✓									
Connelly				✓									
Ehmann				✓									
Kelley				✓									
Rath				✓									
Bennet				E									

\* 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		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	✓	✓	✓										
Thom Bernier	E	E	✓										
Wohlbach	E	✓	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 – April 9, 2019**

## **NOTES AND UP COMING EVENTS**

**Mayors/Manager Meeting – April 17 in Wasilla**

**Agenda Setting Meeting – April 25**

**Census Meeting – April 10 at Mat Su Borough Building**

**Wendy's Grand Opening April 27**

**Palmer High School Graduation May 14**

**Palmer Clean Up May 6 to 11 –**

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

*Edna DeVries Mayor*

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



**City of Palmer  
Ordinance No. 19-003**

**Subject:** Amending Palmer Municipal Code Section 17.89.060(E) and Section 17.89.070(F) Relating to Short Term Rentals

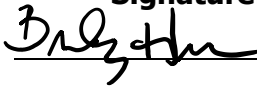
**Agenda of:** March 26, 2019 – Introduction  
April 9, 2019 – Public Hearing

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




**Originator Information:**

**Originator:**    City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
✓	Community Development		February 25, 2019
_____	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:    \$ \_\_\_\_\_

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):**

- Ordinance No. 19-003
- Planning and Zoning Minutes of February 21, 2019 (draft copy)

**Summary Statement/Background:**

This text amendment will amend the short-term rental ordinance to allow Type-1 STRs by a conditional use permit in the R-1, Single-family Residential District as requested by City Council.

While preparing the amendment to the STR ordinance, staff realized a possible conflict in the STR matrix located under PMC 17.89.070(F). Due to the single-family residential restriction of the R-1E district, a Type-3 short-term rental of a multi-family residential property is not applicable and should be appropriately marked as N, not permitted.

At the February 21, 2019 Planning and Zoning meeting, the Commission discussed and reviewed the changes to the STR ordinance and voted unanimously to move the draft ordinance forward to City Council with a recommendation for adoption.

**Administration's Recommendation:**

Adopt Ordinance No. 19-003 amending the Palmer Municipal Code Sections 17.89.060(E) and 17.89.070(F).

**LEGISLATIVE HISTORY**

Introduced by: City Manager  
Date: March 26, 2019  
Public Hearing: April 9, 2019  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Ordinance No. 19-003**

**An Ordinance of the Palmer City Council Amending Palmer Municipal Code Section 17.89.060(E) and Section 17.89.070(F) Relating to Short Term Rentals**

WHEREAS, the planning and zoning commission drafted and approved a short-term rental ordinance to address the current residential housing demands of the community; and

WHEREAS, the short-term rental ordinance was adopted by City Council on September 24, 2018, and amended on January 22, 2019, to correct identified errors for codification purposes; and

WHEREAS, upon additional review by the city council, it was recommended to amend the ordinance with the applicable changes.

THE CITY OF PALMER, ALASKA, ORDAINS:

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

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

Section 3. Palmer Municipal Code Section 17.89.060(E) is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**17.89.060 General provisions.**

E. Additional Notice Requirements. For registrations and registration renewals of Type-1, Type-2 or Type-4 short-term rentals as defined in PMC 17.89.030 in R-1, R-1E and R-2 residential zoning districts, the applicant must give notice on a form provided by the city to each residence adjacent, including those residences adjacent across a public right-of-way and properties connected to the applicant’s property by property corners. The notice must include a description of the proposed use and the name, address, telephone number and email address (if any) of the responsible person.

Section 4. Palmer Municipal Code Section 17.89.070(F) is hereby amended to read as follows (new language is underlined and deleted language is stricken):

**17.89.070 Standards.**

F. The operation of a short-term rental is permitted as indicated in the following districts:

	Type 1	Type 2	Type 3	Type 4 (Bed and Breakfast Homestay)	Type 5 (Bed and Breakfast Inn)
R-1	<del>N</del> <u>CUP</u>	N	N	N	N
R-1E	CUP	CUP	<del>CUP</del> <u>N</u>	CUP	CUP
R-2	P	P	N	P	CUP
R-3	P	P	P	P	CUP
R-4	P	P	P	P	P
Agri	P	P	P	P	P
C-L	P	P	P	P	P
C-G	P	P	P	P	P

Key:

P = Permitted

N = Not permitted

CUP = Conditional Use Permit

Section 5. Effective Date. Ordinance No. 19-003 shall take effect upon adoption by the City of Palmer City Council.

**Passed and approved** this \_\_\_\_ day of \_\_\_\_\_, 2019.

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

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

H. UNFINISHED BUSINESS:

1. Committee of the Whole to Continue Discussion of IM 19-004 Regarding PMC 17.28 CL-Limited Commercial District and PMC 17.32 CG-General Commercial District (note: action may be taken by the Commission following the committee of the whole).

Director Hanson explained the updated Land Use Matrix and Commercial Zoning District revisions from the last meeting (see IM 19-004 in the packet (p. 11)). There needs to be more work done concerning residential use within commercial and industrial districts. The Commission was asked to continue its discussion of Title 17 and make recommendations.

**Main Motion: To Enter Committee of the Whole for open and ease of discussion of IM 19-004, PMC 17.28 CL and 17.32 CG.**

Moved by:	Petty
Seconded by:	Wohlbach
In favor:	Corbin, Wohlbach, Ornquist, Benedetto, Petty, Lucas
Opposed:	None
Absent:	Thom-Bernier
Action:	Carried Unanimously by all persons present.

[The Commission entered Committee of the Whole at 7:04 p.m.; exited at 8:47 p.m.]

Committee of the Whole points of discussion included:

- Review and discussion regarding mixed use, open space requirements/considerations, setbacks, compatibility of uses;
- Intent language-Large Retail Establishments, consideration of performance-based standards for landscaping and screening;
- Review of language -- Industrial and Business Park Districts;
- Review of highlighted updates to the Land Use Matrix.

Staff will update and bring back additional information and/or corrections to a future meeting.

[The commission exited Committee of the Whole, without objection, at 8:47 p.m.]

I. NEW BUSINESS:

- 
1. **IM 19-005:** Consideration of text amendment to Palmer Municipal Code Chapter 17.89 Short-Term Rentals.

Director Hanson reported the City Council has requested that the Commission review and amend PMC 17.89 Short Term Rentals to allow a Type-1 STR to be permitted by a Conditional Use Permit in the R-1, Single-family Residential District.

Following review and discussion,

**Main Motion: To recommend approval of PMC Ordinance No. 19-00X, An Ordinance of the Palmer City Council Amending Palmer Municipal**



**Code Section 17.89.060(E) and Section 17.89.070(F) Relating to Short Term Rentals and move forward to City Council for adoption.**

Moved by:	Benedetto
Seconded by:	Corbin
In favor:	Corbin, Wohlbach, Ornquist, Benedetto, Petty, Lucas
Opposed:	None
Absent:	Thom-Bernier
Action:	Carried Unanimously by all persons present.

2. Committee of the Whole to Review and Discuss Palmer Municipal Code Chapter 17.27 R-4 High Density Residential District (note: action may be taken by the Commission following the committee of the whole).

Director Hanson introduced the R-4 High Density Residential District (packet pp. 57-60) for discussion. If anyone has questions, staff will research and bring back for further discussion at a future meeting.

It was the consensus of the Commission, without objection, that the item be placed on a future agenda to allow time for a more in-depth discussion.

J. PLAT REVIEWS:

1. **IM 19-003:** Abbreviated Plat Review – To adjust the common lot lines between Lots 2, 3 & 4, Homesite Tract No. 100 to create three new lots to be known as Homesite T/100 Lots 2A-4A, located outside Palmer city limits.

Director Hanson provided a staff report referring to written memo in the packet (p. 65) containing City Department comments regarding this 2<sup>nd</sup> review of the subject project. The lots are located outside Palmer city limits but would meet the minimums if they were located inside city limits. It was also noted these lots are located within the designated Airport Influence Area and a plat note should be added to the new plat reflecting this information.

The Commission had no additional comments.

K. PUBLIC COMMENTS: None.

L. STAFF REPORT:

Director Hanson:

- Offered to provide a current copy of Title 17 to those Commissioners who require one; staff will bring to the next meeting;
- Upcoming important dates to remember:  
**03/14/2019** -- Stantec public presentation on area-wide planning; cautioned only 3 Commissioners can attend per Open Meetings Act;  
**03/21/2019** -- Regular P&Z Meeting-Stantec telephonic presentation to the Commission;  
**04/16/2019**--6 pm, P&Z/City Council Joint Meeting.



**City of Palmer  
Resolution No. 19-012**

**Subject:** Accepting and Appropriating the 2019 Volunteer Fire Assistance Grant from the State of Alaska, Department of Natural Resources, Division of Forestry in the Amount of \$3,641.06 for the Purchase of Wildland Firefighting Equipment

**Agenda of:** April 9, 2019

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

**Originator Information:**

**Originator:**    City Manager

**Department Review:**

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>  √  </u>	Finance	<u><i>Shirley Dawn</i></u>	<u>03/20/2019</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

**Approved for Presentation By:**

	Signature:	Remarks:
City Manager	<u><i>TK Galka</i></u>	_____
City Attorney	<u><i>[Signature]</i></u>	_____
City Clerk	<u><i>Norma L. Alley</i></u>	_____

**Certification of Funds:**

Total amount of funds listed in this legislation:    \$ **3,641.06**

This legislation (√):

<input checked="" type="checkbox"/>	Creates revenue in the amount of:	\$ <u>3,641.06</u>
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>3,641.06</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>01-00-00-3344 VFA Fire Grant Revenue</u>
<input checked="" type="checkbox"/>	Not budgeted	<u>01-13-10-6046 Small Tools &amp; Equipment</u>

Director of Finance Signature: *Shirley Dawn*

**Attachment(s):**

- Resolution No. 19-012
- Grant Award Letter

**Summary Statement/Background:**

The City of Palmer has been granted a State of Alaska, Department of Natural Resources, Division of Forestry, Volunteer Fire Assistance Grant in the amount of \$3,641.06 to purchase wildland firefighting equipment for Palmer Fire and Rescue. Palmer Fire and Rescue applied for this grant in January 2019. This grant is used to assist in the purchase of wildland fire protection equipment for departments across Alaska. In March 2019 an interagency committee met to allocate the funds to area fire departments, and Palmer Fire and Rescue was chosen to receive \$3,641.06. This grant will be matched by Palmer Fire and Rescue budgeted funds in the amount of \$364.00.

The firefighting equipment that will be purchased is forestry firefighting safety packs. These safety packs will allow firefighters to stay efficient and effective, but most importantly safe, by allowing responders to carry the necessary safety shelters along with drinking water and other safety equipment when working for extended time periods on a wildland fire incident. Also purchased will be firefighting hose, nozzles and assorted hose fittings. These pieces of equipment allow for better operational activities and integration with State of Alaska, Forestry Firefighting units.

**Administration's Recommendation:**

Approve Resolution No. 19-012 to accept and appropriate the 2019 Volunteer Fire Assistance Grant from the State of Alaska, Department of Natural Resources, Division of Forestry for the purchase of wildland firefighting equipment and fire safety shelters.

**LEGISLATIVE HISTORY**

Introduced by: City Manager  
Public Hearing Date: April 9, 2019  
Action:  
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

**Resolution No. 19-012**

**A Resolution of the Palmer City Council Authorizing the City Manager to Accept and Appropriate the 2019 Volunteer Fire Assistance Grant and Authorizing the City Manager to Purchase Wildland Firefighting Equipment**

WHEREAS, the City of Palmer Fire & Rescue provides fire protection and response to calls for service for the citizens of Palmer; and

WHEREAS, the City of Palmer Fire & Rescue needs dependable wildland firefighting equipment for the suppression of wildland fire emergencies; and

WHEREAS, the City of Palmer Fire & Rescue has been awarded \$3,641.06 from the State of Alaska, Department of Natural Resources, Volunteer Fire Assistance Grant for the purchase of wildland firefighting equipment and fire safety shelters.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council hereby accepts and appropriates \$3,641.06 from the Volunteer Fire Assistance Grant into the General Fund and authorizes the City Manager to purchase wildland firefighting equipment and fire safety shelters.

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

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

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



March 15, 2019

Dear Volunteer Fire Department,

Thank you for applying for the 2019 Volunteer Fire Assistance (VFA) grants. Forty-three fire departments applied for a VFA grant requesting a total of \$282,603.54 in assistance. Forty-one of the 43 VFDs will receive some level of funding. A total of \$224,999.19 was awarded. This letter is the official notification.

The enclosed spreadsheet lists all applicants and amount requested. If a fire department was awarded a grant, the amount awarded will be listed in the column titled "Amount Awarded". Some VFDs will not receive an award this year and some will receive a partial award. If a VFD did not receive any funding or will be receiving a partial award, please contact your respective DOF Fire Management Officer for specifics.

Successful applicants for VFA grants will soon receive their check from their local Forestry office.

- Checks must be cashed within 90 days of issuance. It strongly advised that checks be cashed upon receipt.
- To be eligible for a 2020 VFA grant, compliance documentation, such as copies of receipts for 2019 grant expenditures, must be submitted to your nearest Forestry office at the time of, or prior to, submitting a 2020 application.
- Volunteer Fire Assistance is an award of Federal Financial Assistance with funding from the USDA Forest Service. Prime and sub recipients to this award are subject to OMB guidance in sub parts A through F of 2 CFR Part 200 as adapted and supplemented by the USDA in 2 CFR Part 400. Adaption by USDS of the OMB guidance in 2 CFR 400 gives regulatory effect to OMB guidance in 2 CFR 200 where full text may be found.
- The OMB Circulars are available on the internet at [www.ecfr.gov](http://www.ecfr.gov). If you are unable to retrieve these regulations electronically, please contact Arlene Weber-Sword at (907)269-8471

If an application was not fully successful do not be discouraged and continue to apply every year by submitting a complete online application package by the deadline.

The local Division of Forestry offices will be sending out VFA award checks with a letter outlining compliance requirements sometime in the next few weeks.

Sincerely,

A handwritten signature in blue ink that reads "Arlene W. Sword".

Arlene Weber Sword

Fire Staff Officer

## 2019 VFA Grant Awards

Fire Department	Amount Requested	Amount Awarded	Division of Forestry Office
Rural Deltana VFD	\$7,500.00	\$0.00	Delta Area Office
Chena-Goldstream Fire & Rescue	\$7,300.29	\$7,300.29	Fairbanks Area Office
City of Anderson	\$6,781.10	\$6,781.10	Fairbanks Area Office
Ester VFD	\$3,555.00	\$3,555.00	Fairbanks Area Office
McKinley VFD	\$2,815.90	\$2,815.90	Fairbanks Area Office
North Star VFD	\$5,688.00	\$5,688.00	Fairbanks Area Office
Panguingue VFD	\$854.50	\$854.50	Fairbanks Area Office
Steese Area VFD	\$7,398.00	\$7,398.00	Fairbanks Area Office
Tri-Valley VFD	\$6,630.00	\$3,130.00	Fairbanks Area Office
Anchor Point Fire & Emergency Medical Service Area	\$7,500.00	\$7,500.00	Kenai Kodiak Area Office
Bear Creek Fire/EMS Department	\$5,799.36	\$2,899.68	Kenai Kodiak Area Office
Cooper Landing VFD	\$6,747.46	\$6,747.46	Kenai Kodiak Area Office
Fire Protection Area No. 1 (Bayside Fire Station)	\$5,063.40	\$5,063.40	Kenai Kodiak Area Office
Homer VFD	\$7,497.00	\$7,497.00	Kenai Kodiak Area Office
Kachemak Emerg. Services	\$6,664.72	\$6,664.72	Kenai Kodiak Area Office
Kenai FD	\$7,467.97	\$7,467.97	Kenai Kodiak Area Office
Lowell Point VFD	\$7,500.00	\$7,500.00	Kenai Kodiak Area Office
Nikiski FD	\$6,466.49	\$6,466.49	Kenai Kodiak Area Office
Ninilchik Emergency Services	\$7,470.45	\$7,470.45	Kenai Kodiak Area Office
Seldovia Volunteer Fire & Rescue	\$6,533.54	\$6,533.54	Kenai Kodiak Area Office
Seward FD	\$7,335.00	\$2,667.50	Kenai Kodiak Area Office
Butte FD	\$7,498.35	\$7,498.35	Mat Su Area
Caswell Lakes FSA #135	\$6,589.72	\$6,589.72	Mat Su Area
Houston FD	\$7,463.70	\$7,463.70	Mat Su Area
Palmer Fire and Rescue	\$7,282.12	\$3,641.06	Mat Su Area
Talkeetna VFD	\$7,500.00	\$7,500.00	Mat Su Area
West Lakes FD	\$7,500.00	\$3,750.00	Mat Su Area
Willow VFD	\$7,272.00	\$7,272.00	Mat Su Area
Craig VFD	\$7,267.50	\$3,633.75	Southeast Alaska
Gustavus VFD	\$7,470.00	\$3,735.00	Southeast Alaska
Haines VFD	\$7,149.60	\$3,574.80	Southeast Alaska
Sitka FD	\$6,570.00	\$3,285.00	Southeast Alaska
Skagway VFD	\$5,624.50	\$5,624.50	Southeast Alaska
Whale Pass VFD	\$7,112.35	\$7,112.35	Southeast Alaska
Bethel FD	\$7,450.11	\$3,725.55	Southwest District
Iliamna VFD	\$7,497.02	\$7,497.02	Southwest District
Nondalton VFD	\$5,616.20	\$5,616.20	Southwest District
Northway VFD	\$6,949.00	\$4,123.00	Tok Area Office
Tetlin VFD	\$6,750.00	\$0.00	Tok Area Office
Tok VFD	\$3,756.75	\$3,756.75	Tok Area Office
Gakona VFD	\$7,470.00	\$7,470.00	Valdez-Copper River Area Office
Kennicott/McCarthy VFD	\$7,496.44	\$7,496.44	Valdez-Copper River Area Office
Valdez FD	\$6,750.00	\$2,633.00	Valdez-Copper River Area Office

<b>GRAND TOTAL</b>	<b>\$282,603.54</b>	<b>\$224,999.19</b>	
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**City of Palmer  
Action Memorandum No. 19-042**

**Subject:** Approving a Council Community Grant in the Amount of \$1,000.00 to the Palmer Spring Classic Organizers to Support the Palmer Spring Classic 2019 Bike Event

**Agenda of:** April 9, 2019

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



**Originator Information:**

**Originator:**    City Manager

**Department Review:**

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

**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:    \$ **1,000.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>1,000.00</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 Spring Classic organizers (a nine member volunteer committee) are requesting a \$1,000 grant to help promote a bicycle event that begins and ends in Palmer. The ride offers 3 distances where riders of all levels can participate. The event is planned to start at Vagabond Blues and finish at the Palmer Alehouse, with prizes after the ride.

The event is expected to bring in 130-150 riders from around the state that would bring spectators and cyclists together in and around Palmer. The event is scheduled to take place Saturday May 18, 2019 with check in beginning at 7:30 am.

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

This is the first year for this organization to request a council community grant. This is the 7<sup>th</sup> year for the event which has grown since inception and is moving to the downtown area for its finish.

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	\$2000	Mar 12
AM 19-033	Mat Su Runners WLTRO	\$2000	Mar 12
Total 2019 Grants approved prior:		\$11,000	

**Administration’s Recommendation:**

To approve Action Memorandum No. 19-042 for a Council Community Grant to the Palmer Spring Classic Organizers to support the Palmer Spring Classic 2019 Bike event





## 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

The City of Palmer recognizes the valued contributions being provided through the volunteer efforts of community organizations, agencies, and individuals on behalf of its citizens. Community grant funding demonstrates Council's commitment to programs, services, projects and events that are benefits to the community while at the same time recognizing the financial constraints impacting the City's ability to provide funding.

#### The objectives of the City of Palmer Council Community Grant are:

- to provide modest levels of support and assistance to help foster and develop community programs, services, projects, and events that enhance the greater Palmer community's cultural and economic environment; and
- to treat all organizations fairly and consistently while creating a minimal administrative process.

#### Applicant eligibility

Preference will be given to organizations and groups that demonstrate Palmer community support and that propose a program, service, project or event (event) having the potential for positive economic and cultural impacts and that show evidence of efficient use of resources, sound business practices/accountability, and describe the organization's or group's knowledge, skills and self-reliance.

An applicant organization must meet the following general criteria in order to be considered for a Council Community grant:

1. Program, service, project or event must primarily benefit the community and residents of Palmer.
2. Program, service, project or event has City wide significance and is expected to bring economic and/or public relations benefit to the City.
3. Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of the program, service, project or event. The City grant should not be considered as the primary source of funding for the organization.
4. Funding requests can be defined as programs, services, projects and events that economically benefit Palmer by supporting, sustaining, promoting, informing, educating, celebrating, preserving and/or providing access to the arts, culture, environment, heritage, recreation and/or health activities.
5. To qualify for funding, the group must demonstrate its commitment to all of the following principles:
  - a. Program, service, project or event is open – accessible – to all members of the community;
  - b. Program, service, project or event must take place within the Palmer city limits or within one mile of the city limits;
  - c. Program, service, project or event is effective in providing an economic benefit to Palmer;
  - d. applicant is accountable through sound management and financial practices;
  - e. Individuals are not eligible.



**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: Palmer Spring Classic  
Date(s) of program, service, project or event: May 18, 2019

### Applicant Information

Name: Jill Valerius  
Address: 382 N. Bailey St.  
City: Palmer State: AK Zip: 99645  
Phone: 907-746-5018 Email: jill\_valerius@hotmail.com

### Organization Information

Name of organization/group: Backcountry Bike and Ski  
Type of organization:  Non-profit  Volunteer community group  Other

### Funding Request

Amount of Request: \$ 1000.00  
Matching funds provided by applicant: \$ 4000.00

### 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 Spring Classic is an annual bicycling event put on by Backcountry Bike and Ski. The ride offers three distances where riders of all levels and abilities can venture out on their own or with a group, be speedy or take their time and enjoy the scenery. The route is clearly marked, with aid stations, and will give the riders a great view of the Palmer side of the Valley. The PSC has historically attracted 130-150 riders in addition to family and volunteers. This year, the 7th annual, the event will be on Saturday May 18. The purpose of the event is to celebrate spring, promote cycling in Palmer and encourage the patronage of several local establishments both before and after the ride.

**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).

The PSC has a 9 member organizing committee tasked with pre-event coordination of registration, securing donations, setting up the volunteer committee (approximately 20-25 people to assist in morning of check in and registration, man aid stations, and act as course marshals), securing insurance and communication with Palmer PD and AST, and advertisement. The registration/check in takes place at Vagabond Blues from 7:30-8:30. Volunteers there are tasked with clean up. The finish this year will be at the Palmer Alehouse.

**Eligibility**

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

This event is open to all members of the public, it is not timed and is non-competitive. The PSC attracts participants not only from Palmer and Wasilla but also Anchorage, Big Lake, Eagle River, Kenai, and Talkeetna. Local businesses are featured to encourage spending money both before and after at these establishments as it starts and ends in downtown Palmer. By it's nature, the entire event cannot take place within the city limits, but we feel it supports our belief that Palmer is a outdoor recreation destination and the routes chosen highlight and enhance this.

**Matching Funding Source**

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

Most of the funding will come directly from registration fees which will cover insurance, food, water and aid station supplies, advertising, sign-age and course marking. We have secured in kind donations from Vagabond Blues(registration area), Mantanuska Brewery, 203 Kombucha, and Turkey Red so far. Our largest expense is the branded event give away as we do not make any money on this event - only wish to highlight Palmer as a bicycle friendly community!

## 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.

Cycling, especially long distance cycling, is hard work leaving participants hungry and thirsty. We have typically attracted 130-150 participants. This year, with cooperation from Palmer Alehouse, we anticipate more registrants due to the more festive finish line event. Our registration software allows us to run many reports, including where each participant is from. We do not have hard data on the economic benefit of hosting the the pre-ride check-in but we have no doubt Vagabond Blues will attest to a spike in revenue for that day. In 2018 over 60 participants were from outside of Palmer and Wasilla and it is doubtful any of them left without at least spending money before or after in Palmer.

### Detailed Budget

#### Revenue:

Source:	Cash	In-Kind	Total
Registration Fees	\$ 3900	\$	\$ 3900
203 Kombucha	\$	\$ 80	\$ 80
Matanuska Brewery	\$	\$ 120	\$ 120
Turkey Red	\$	\$ 50	\$ 50
	\$	\$	\$
Totals	\$ 3900	\$ 250	\$ 4150

#### Expenditures:

Item/Service:	Cash	In-Kind	Total
Event Insurance	\$ 480	\$	\$ 480
Advertising/Race bibs	\$ 300	\$	\$ 300
Rent-a-Can	\$ 300	\$	\$ 300
Aid Station Food	\$ 1000	\$	\$ 1000
2019 Event Give Away	\$ 2700	\$	\$ 2700
Totals	\$ 4780	\$	\$ 4780

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:

John Valentin

Date:

3-19-19

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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:

\_\_\_\_\_

Project Name: Palmer Spring Classic 2019

Reviewer Name: Nathan Wallace

Date: 3/20/2019

## 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: NONE

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

Page 54 of 54 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>