

Mayor Edna B. DeVries
Deputy Mayor Steve Carrington
Council Member Julie Berberich
Council Member Imran Chaudhry
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
September 24, 2019, at 7:00 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.palmerak.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. **Action Memorandum No. 19-066:** Authorizing the City Manager to Negotiate and Execute a Sole Source Professional Services Agreement with HDL Engineer Consultants for Construction Administration and Inspection Services for the 2020 ADA Sidewalk Improvements Project in the Amount not to Exceed \$41,850.00 from the 2019 Budget Page 3
 - b. **Action Memorandum No. 19-067:** Accepting Board Member Wesley Rath's Resignation from the Parks, Recreation and Cultural Resources Advisory Board..... Page 9
 - c. **Action Memorandum No. 19-068:** Accepting Commission Member Liz Swearingin's Resignation from the Airport Advisory Commission Page 11
2. Approval of Minutes of Previous Meetings
 - a. August 27, 2019, Regular Meeting Page 13

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Proclamation Recognizing September 22-28, 2019, as Employ Older Workers Week Page 17

F. REPORTS

1. City Manager's Report Page 19
2. City Clerk's Report
3. Mayor's Report Page 21
4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARINGS

1. **Ordinances No. 19-017:** Amending Palmer Municipal Code Chapter 2.25 Pertaining to Airport Advisory Commission Page 23
2. **Ordinances No. 19-018:** Amending Palmer Municipal Code Chapter 2.22 Pertaining to Parks, Recreation and Cultural Resources Advisory Board..... Page 31
3. **Ordinances No. 19-019:** Amending Palmer Municipal Code Chapter 2.20 Pertaining to Planning and Zoning Commission Page 39
4. **Resolution No. 19-017:** Accepting and Appropriating the 2020 Alaska Transportation Alternatives Program Grant from the State of Alaska, Department of Transportation and Public Facilities, Small Federal Programs in the Amount of \$561,000.00 for the Installation of American's with Disabilities Act (ADA) Compliant Sidewalks, Driveways and Curb Ramps, in accordance with the City of Palmer 2006 Comprehensive Plan Page 49

I. NEW BUSINESS

J. RECORD OF ITEMS PLACED ON THE TABLE

K. AUDIENCE PARTICIPATION

L. COUNCIL MEMBER COMMENTS

M. ADJOURNMENT

Meeting Date	Meeting Type	Time	Notes
Oct 7	Special	6 pm	Election Certification
Oct 8	Regular	7 pm	
Oct 22	Special	6 pm	Budget (1 st Public Hearing)
Oct 22	Regular	7 pm	
Oct 29	Special	6 pm	Budget
Nov 5	Special	6 pm	Budget
Nov 12	Special	6 pm	Budget
Nov 12	Regular	7 pm	
Nov 26	Special	6 pm	Budget
Nov 26	Regular	7 pm	
Dec 10	Regular	7 pm	Budget Adoption (Public Hearing)
Dec 24	Regular	7 pm	
Jan 14, '20	Regular	7 pm	

**City of Palmer
Action Memorandum No. 19-066**

Subject: Authorizing the City Manager to Negotiate and Execute a Sole Source Professional Services Agreement with HDL Engineer Consultants for Construction Administration and Inspection Services for the 2020 ADA Sidewalk Improvements Project in the Amount not to Exceed \$41,850.00 from the 2019 Budget

Agenda of: September 24, 2019

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

Originator Information:

Originator: Chris Nall, Director of Public Works

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance	<u><i>[Signature]</i></u>	<u>08/29/2019</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u> √ </u>	Public Works	<u><i>[Signature]</i></u>	<u>08/29/19</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: \$ **41,850.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>41,850.00</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>AKDOT ATAP Grant 19-20 08-40-04-6226</u>
<input type="checkbox"/>	Not budgeted	<u>City Match 08-01-10-7172</u>

Director of Finance Signature: *[Signature]*

Attachment(s):

- HDL Fee Proposal

Summary Statement/Background:

We request approval of a Sole Source PSA with HDL Engineering because HDL has conducted most of the ADA Sidewalk Improvement Plan sidewalk inventories, sidewalk, driveway and ramp improvement design work, as well as provided contract administration service for previous phases of the ADA Sidewalk Improvement Plan. HDL provided this phase design work and is well acquainted with the project. It is determined to be in the best interest of the city to not expend additional funding to repeat engineering work already completed to support this project.

Approval of this Action Memorandum will authorize the city manager to negotiate and execute a Sole Source PSA with HDL Engineering Consultants, in an amount not to exceed \$41,850.00, for Construction Administration and Inspection Services of the 2020 ADA Sidewalk Construction Project, which will be expensed in the 2019 budget.

Administration's Recommendation:

To approve Action Memorandum No. 19-066 authorizing the City Manager to negotiate execute a PSA with HDL Engineering Consultants.

November 7, 2018

Chris Nall, Public Works Director
 City of Palmer
 231 West Evergreen Avenue
 Palmer, AK 99645

RE: Fee Proposal for Construction Administration & Inspection Services
 2019 ADA Sidewalk Improvements – City of Palmer

Dear Mr. Nall:

HDL Engineering Consultants, LLC (HDL) is pleased to present this amendment proposal to assist the City of Palmer with the 2019 ADA Sidewalk Improvements project by providing construction administration (CA) and inspection services. The City of Palmer has been actively upgrading pedestrian facilities to meet Americans with Disabilities Act (ADA) requirements since 2009. This project is a continuation of that effort and will improve accessibility and repair sidewalks in the government offices area.

SCOPE OF SERVICES

We propose to provide professional services required for CA and inspection of the project. Our scope of services will be as follows:

Task 4 – Construction Administration & Inspection

HDL will provide CA and periodic inspection services during a 10-week construction period during Summer 2019. HDL will work closely with Public Works staff and will be the contractor’s primary point of contact for verbal and written communication. Our scope of work will include construction monitoring, coordination, administration, inspection, material testing, and record drawings.

HDL will coordinate and monitor the day-to-day activities of the project on behalf of the City. David Lundin, P.E. will be the Project Manager and Matthew Coburn, P.E. will be the Project Engineer. Under David’s close supervision, Matt will be the primary point of contact and will keep the City informed of progress, field directives, and changes as they arise and will prepare weekly written status reports.

- a. Construction Administration. HDL will conduct a pre-construction conference to review the contractor’s schedule, establish procedures for submittals and shop drawings, and to establish a working understanding between the contractor, HDL, and the City. At start-up, we will review material and equipment submittals, shop drawings, samples, and quality control submittals.

During construction, HDL will review administrative submittals and schedules. HDL will review and respond to Requests for Information (RFIs) from the contractor. We

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

REAL ESTATE
SERVICES

will review traffic control plans (TCPs) and verify implementation of approved TCPs during construction. We will conduct construction meetings as needed, review the contractor's pay requests, verify completed pay item quantities, and provide recommendations for payment.

The project plans identify the general work locations. However, without survey mapping of the existing conditions, the exact details of the layout are not provided. We will work closely with the Contractor to layout the work and adjust the standard details to fit the actual conditions.

For construction closeout, we will request a release of liens and claims statement from the contractor and will distribute a project completion and acceptance certificate for execution.

- b. Construction Inspection & Quality Assurance Testing. HDL will provide part-time inspection to observe, test, and document the construction on behalf of the City. Documentation will include photographs and daily construction reports detailing the equipment, labor, inspections, testing, and activities occurring each day. We will provide copies of daily reports to the City on a weekly basis. Our Inspector will work up to 24 hours per week over a 6-week period from June to mid-July 2019. However, actual inspection hours will depend upon the Contractor's schedule and type of work being performed. HDL will conduct formal substantial and final completion inspections jointly with the City and prepare a substantial completion inspection report and list of deficient items.

HDL will provide quality assurance material testing to check the adequacy of the Contractor's quality control program by performing the following independent tests:

- ✓ Approximately 6 field density tests.
- ✓ Approximately 3 laboratory moisture-density tests (Proctors) including soil gradations.
- ✓ Approximately 6 sets of concrete tests including slump, unit weight, air, and compressive strength.

BASIC ASSUMPTIONS

The following basic assumptions were used to prepare this estimate:

1. The area disturbed by the project is less than one-acre and no Storm Water Pollution Prevention Plan is required.
2. Preparation of Requests for Proposal (RFPs) for additional and/or unanticipated work, review of proposals and preparation of Change Orders are not included in our proposal and may require a budget amendment, depending on the extent.
3. HDL will review the Contractor's construction markups and will prepare electronic record drawings. We will submit half-size record drawings in Adobe PDF format, as well as final AutoCAD files, on CD for your records.

SCHEDULE

We anticipate a 10-week construction period with six weeks from start of field work to substantial completion. If the Contractor's work extends beyond the contract construction period, there may be additional cost to our work.

FEE

We propose to provide aforementioned services on a time and expenses basis at our published hourly labor rates and a standard 10% mark-up of reimbursable expenses for a fee not to exceed \$41,850 as detailed on the attached fee worksheet.

The level of effort required for CA and inspection services is highly dependent on the cooperation and skill of the contractor; the methods and equipment the contractor employs; the weather; the amount of rejected workmanship that must be retested; and the schedule the contractor decides to work. None of these conditions is within HDL's control. We have prepared this estimate taking an optimistic view of potential difficulties based on our current understanding of the project and have not included budget for claim negotiation, protracted disputes, repeated retesting, or if the contractor's work extends beyond the contract construction period. Our fee is a budget-level estimate based on the above-described services and schedule. Anything to the contrary may result in additional cost to our work.

We appreciate the opportunity to provide this proposal and look forward to assisting the City with this project. If you have any questions, you can contact me at 746-5230.

Sincerely,

HDL ENGINEERING CONSULTANTS, LLC



David Lundin
Principal Civil & Environmental Engineer

attach: Fee Worksheet (1 page)

FEE PROPOSAL WORKSHEET
Construction Phase Services
2019 Sidewalk Improvements

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>HDL LABOR & DIRECT EXPENSES</u>	<u>REIMBURSABLE EXPENSES</u>	<u>SUB-CONTRACTS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
4.0	Construction Phase Services.....							\$41,850
4.1	<u>Construction Administration - Office (10 weeks)</u>							\$14,450
	Project Manager (2 hrs/wk)	20 hrs	@ \$180	\$3,600				
	Project Engineer (8 hrs/wk)	80 hrs	@ \$125	\$10,000				
	Clerical (1 hr/wk)	10 hrs	@ \$85	\$850				
4.2	<u>Inspection Services (6 weeks)</u>							\$19,090
	Project Engineer (4 hrs/week)	24 hrs	@ \$125	\$3,000				
	Inspector ST (20 hrs/wk)	120 hrs	@ \$95	\$11,400				
	Inspector OT (4 hrs/wk)	24 hrs	@ \$125	\$3,000				
	Vehicle (half day rate)	36 days	@ \$40	\$1,440				
	Miscellaneous Reimbursables	1 Allowance	@ \$250		\$250			
4.3	<u>Quality Assurance Material Testing</u>							\$3,105
	Materials Engineer	4 hrs	@ \$120	\$480				
	Field Materials Tech.		Included w/ inspection					
	Nuclear Densometer	6 days	@ \$35	\$210				
	Lab. Moisture-Density Test	3 ea	@ \$270	\$810				
	Concrete Testing	6 ea	@ \$225	\$1,350				
	Clerical	3 hrs	@ \$85	\$255				
4.4	<u>Record Drawings and Closeout</u>							\$5,180
	Project Manager	6 hrs	@ \$180	\$1,080				
	Project Engineer	12 hrs	@ \$125	\$1,500				
	Inspector	8 hrs	@ \$95	\$760				
	Drafter	16 hrs	@ \$115	\$1,840				
Subtotal Task 4				\$41,575	\$250	\$0		\$41,825
Markup*					\$25	\$0		\$25
Total Task 4				\$41,575	\$275	\$0		\$41,850
*10% for subcontracts, 10% for reimbursable expenses								

**City of Palmer
Action Memorandum No. 19-067**

Subject: Accepting Board Member Wesley Rath's Resignation from the Parks, Recreation and Cultural Resources Advisory Board

Agenda of: September 24, 2019

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

Originator Information:

Originator: Mayor DeVries via 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	_____	_____
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.

Wesley Rath submitted his resignation effective September 11, 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.

**City of Palmer
Action Memorandum No. 19-068**

Subject: Accepting Commission Member Liz Swearingin's Resignation from the Airport Advisory Commission

Agenda of: September 24, 2019

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

Originator Information:

Originator: Mayor DeVries via 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	_____	_____
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.

Liz Swearingin submitted his resignation effective September 15, 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 August 27, 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	Linda Combs
Julie Berberich	Sabrina Combs
Steve Carrington, Deputy Mayor	David Fuller
Imran Chaudhry	

City Clerk Alley announced Council Member Chaudhry’s Oath of Office was administered in her office on August 14 in order to meet Code requirements and that tonight’s administering was for public ceremony.

Staff in attendance were the following:

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

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

Main Motion: To Approve the Agenda

Moved by:	S. Combs
Seconded by:	Fuller
Vote:	Unanimous
Action:	Motion Carried

E. OATH OF OFFICE

City Clerk Alley administrated the Oath of Office to Mr. Imran Chaudhry.

F. APPROVAL OF CONSENT AGENDA

1. Approval of Consent Agenda
 - a. Introduction to **Ordinances No. 19-015:** Amending Palmer Municipal Code Chapter 17.08 Definitions to Add Microbrewery and Amending Chapter 17.32.020 Permitted Uses to Allow Microbreweries as a Permitted Use in the CG – General Commercial District.
 - b. Introduction to **Ordinances No. 19-016:** Enacting Palmer Municipal Code Chapter 9.39 Regarding Excessive Police Response.
 - c. **Action Memorandum No. 19- 063:** Authorizing the City Manager to Negotiate and Execute an Assignment and Consent to Assignment of Lease Agreement with Dayton J. and Elizabeth A. Madison (Assignor) and Lazy Mountain Hangar, LLC (Assignee) for PMA Lease No. 19-004 on

Lease Lot 20, Block 3, Palmer Municipal Airport for the Purpose of Transferring the Lease to a Newly Formed Real Estate LLC.

- d. **Action Memorandum No. 19-064:** Authorizing the City Manager to Extend the Contract for Legal Services with Jermain, Dunnagan & Owens, P.C. for One Additional Year to Expire December 31, 2020.
2. Approval of Minutes of Previous Meetings
 - a. August 6, 2019, Special Meeting

Main Motion: To Approve the Consent Agenda and Minutes

Moved by:	Fuller
Seconded by:	L. Combs
Vote:	Unanimous
Action:	Motion Carried

G. REPORTS

1. City Manager’s Report

City Manager Wallace highlighted his written report and asked City Council for direction on the Arctic Avenue Crosswalk Project. Discussion ensued regarding funding options.

Main Motion: To Continue Discussion on the Arctic Avenue Crosswalk Project During the 2020 Budget Meetings

Moved by:	L. Combs
Seconded by:	Fuller
Vote:	Unanimous
Action:	Motion Carried

2. City Clerk’s Report

None.

3. Mayor’s Report

Mayor DeVries highlighted her written report.

4. City Attorney’s Report

None.

H. AUDIENCE PARTICIPATION

Ms. Stephanie Nowers introduced herself and stated she was running for the Assembly District 2 seat.

I. PUBLIC HEARINGS

1. **Resolution No. 19-005-A:** Amending the 2019 City of Palmer Budget for the Fiscal Year Ending December 31, 2019.

City Manager Wallace summarized the staff report.

Mayor DeVries opened the public hearing on Resolution No. 19-005-A. Seeing no one come forward to speak and hearing no objection from the Council, the public hearing was closed.

Main Motion: To Approve Resolution No. 19-005-A

Moved by:	S. Combs
Seconded by:	Fuller
Vote:	Unanimous
Action:	Motion Carried

J. UNFINISHED BUSINESS

1. **Ordinance No. 19-007:** Enacting Palmer Municipal Code Chapter 9.39 Regarding Excessive Police Responses (Pending Motion).

Council Member S. Combs stated it was the wish of the sponsors to table indefinitely due to staff’s rewrite, which was introduced under the Consent Agenda.

Main Motion: To Table Ordinance No. 19-007 Indefinitely

Moved by:	S. Combs
Seconded by:	Fuller
Vote:	Unanimous
Action:	Motion Carried

K. NEW BUSINESS

None.

L. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Alley reported the design picture of the Arctic Avenue Crosswalk Project and Fall Festival Senior Dance Flyer were Items Placed on the Table.

M. AUDIENCE PARTICIPATION

None.

N. COUNCIL MEMBER COMMENTS

No direction was given to staff for legislation to be placed on a future agenda.

O. EXECUTIVE SESSION

1. Subjects That Tend to Prejudice the Reputation and Character of Any Person – City Manager 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 Manager Evaluation

Moved by:	Fuller
Seconded by:	S. Combs
Vote:	Unanimous
Action:	Motion Carried

Mayor Devries called a recess at 7:47 p.m. The meeting reconvened at 8:00 p.m. Council entered into Executive Session at 8:00 p.m. and exited at 9:25 p.m. to reconvene the Regular Meeting.

Upon exiting the Executive Session and reconvening the Regular Meeting, the following motion was made:

Main Motion: To Show a Vote of Confidence in the City Manager and Award a Longevity Bonus

Moved by:	Fuller
Seconded by:	L. Combs
Vote:	Unanimous
Action:	Motion Carried

P. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:26 p.m.

Approved this ____ day of _____, 2019.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



PROCLAMATION

PROCLAIMING RECOGNIZING EMPLOY OLDER WORKERS WEEK AS SEPTEMBER 22-28, 2019

WHEREAS, seniors represent a growing percentage of the Alaskan and City of Palmer population with many working past retirement age, and are thus becoming an increasingly important segment of the state's workforce; and

WHEREAS, Alaskans age 55 and older represent 22% of the workforce, up 4% from the 2010 Census; and

WHEREAS, many seniors find value through work and bring assets to the workplace such as a strong work ethic, resourcefulness, a lifetime of valuable career skills and technical knowledge, as well as maturity that assists in mentoring new employees, promoting resiliency, and reducing turnover; and

WHEREAS, older workers diversify the workplace by adding depth in perspective, social networks, and talent; and

WHEREAS, the Alaska Department of Labor and Workforce Development, in partnership with the Alaska Commission on Aging, are working together to launch the "Strengthen Alaska's Workforce by Employing the Older Worker" to raise awareness about the value of this labor segment and to develop innovative strategies that assist older workers obtain employable skills and find appropriate work in today's job market.

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, do hereby recognize September 22-28, 2019, as Employ Older Workers Week, and encourage residents to recognize the contributions that older workers make to our community and the economy, and to urge those who are engaged in job placement or hiring services to assist our Alaskan seniors find suitable jobs 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 24th day of September, 2019.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk



Report to Council
 City Manager Nathan Wallace
 September 24, 2019

Staff Updates:

Building Department Report
AUGUST 2019

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	11	\$4,736,734.00	\$27,814.50	\$13,831.50
Sign Permit	10	\$93,500.00	\$3,045.00	
Fence Permit	2	\$3,500.00	\$52.00	
Totals	23	\$4,833,734.00	\$30,911.50	\$13,831.50

TYPE OF PERMITS:

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Aguilar, Amanda	\$500.00	RES Alteration	\$26.00	
Lewis, Sandra	\$4,000.00	RES Alteration	\$108.00	
BrewHaHa LLC	\$2,000.00	Sign	\$272.00	
Triverus LLC	\$2,500.00	COM Alteration	\$92.50	\$60.00
Kozlowski, Robert	\$2,500.00	Fence	\$26.00	
Albert-Knoecky, Lisa	\$0.00	Temporary Sign	\$0.00	
Sudzy Salmon Carwash	\$90,000.00	Sign	\$2,642.00	
Campfield, Heather	\$1,000.00	Fence	\$26.00	
Kiefer, Steven	\$4,000.00	Storage Shed	\$0.00	
MAE LLC	\$699,000.00	COM New	\$4,653.25	\$3,024.50
Spinell Homes, Inc.	\$370,668.00	RES Single Family	\$2,795.50	
Amerco Real Estate Co.	\$2,932,159.00	COM Alteration	\$14,087.25	\$9,156.50
WM Construction LLC	\$183,136.00	RES Single Family	\$1,630.75	
Valerius, Jill	\$0.00	Temporary Sign	\$0.00	
Fischer, Bill	\$2,300.00	COM Alteration	\$92.50	\$60.00
DeVries, Edna	\$0.00	Temporary Sign	\$0.00	
Best, Richard W.	\$0.00	Temporary Sign	\$0.00	
Brinke, Hans	\$1,500.00	Sign	\$131.00	
Carrington, Steve	\$0.00	Temporary Sign	\$0.00	
WM Construction LLC	\$238,471.00	RES Single Family	\$1,974.00	
Mat Valley Federal Credit Union	\$0.00	Temporary Sign	\$0.00	
Matanuska Telephone Assoc.	\$300,000.00	COM Alteration	\$2,354.75	\$1,530.50



Building Department Report
 AUGUST 2019

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
2010	74	31	13	\$18,878,147.00	\$102,152.50	
2011	86	21	20	\$6,753,408.00	\$54,885.00	
2012	71	24	9	\$17,928,752.00	\$109,447.50	
2013	55	17	14	\$10,565,944.00	\$73,244.50	
2014	73	27	9	\$13,692,121.00	\$94,858.25	
2015	78	18	12	\$9,122,698.00	\$77,309.75	
2016	65	30	14	\$34,054,062.00	\$174,599.50	\$25,111.00
2017	65	15	15	\$4,494,100.00	\$42,541.60	\$14,706.00
2018	70	23	10	\$13,251,758.00	\$95,087.75	\$39,650.75
2019	86	20	18	\$27,469,994.00	\$157,652.25	\$82,958.75

Radio Free Palmer Inside the City schedule: Museum Director Sep 27, City Manager Oct 4, Library Director Oct 11, Palmer Fire Chief Oct 18

Mayor's Memo

Council Meeting report for council Meeting

on September 24, 2019

AGENDA SETTING MEETING – Sept 21, 26

FAREWELL – SAROMA TEEN – SEPT 23

SENATOR HUGHES 1 PM VAGBOOND SEPT. 28

CITY OF PALMER ELECTION, OCTOBER 1ST

MAT SU BOROUGH ELECTION NOVEMBER 5

PALMER-WASILLA FOOTBALL GAME OCTOBER 4

We want and value your input and participation.

Edna DeVries Mayor

907-355-9933 edevries@palmerak.org

**City of Palmer
Ordinance No. 19-017**

Subject: Amending Palmer Municipal Code Chapter 2.25 Pertaining to Airport Advisory Commission

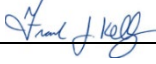
Agenda of: September 10, 2019 – Introduction
September 24, 2019 – Public Hearing

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




Originator Information:

Originator: Norma I. Alley, City Clerk

Department Review:

Route to:	Department Director:	Signature:	Date:
<u> X </u>	Airport Superintendent		<u>9/3/19</u>
_____	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: \$ 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):

- Ordinance No. 19-017

Summary Statement/Background:

The City Council requested the Palmer Municipal Code (PMC) be reviewed regarding the boards and commissions for potential revisions. On August 8, 2017, the city clerk brought forward Information Memorandum No. 17-016 to the City Council for discussion on potential PMC amendments regarding all the boards and commissions. The City Council convened a Committee of the Whole and provided valuable direction for amendments and requested each of the boards and commissions be presented with the potential amendments for an opportunity to provide their input.

The city clerk drafted potential amendments and presented them to the respective boards and commissions as noted below:

1. Airport Advisory Commission (AAC): 8/24/2017
2. Board of Economic Development (BED): 9/5/2017
3. Parks, Recreation and Cultural Advisory Board (PRCRAB): 9/7/2017
4. Planning and Zoning Commission (PZC): 8/17/2017

At each board and commission meeting, the general comments were positive to the direction the amendments were heading and additional suggestions were provided.

The attached ordinance reflects all changes to PMC Chapter 2.25 AAC as provided at the above mentioned meetings.

Administration's Recommendation:

Adopt Ordinance No. 19-017 Amending Palmer Municipal Code Chapter 2.25 Pertaining to Airport Advisory Commission

LEGISLATIVE HISTORY

Introduced by: Mayor via City Clerk
Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 19-017

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 2.25 Pertaining to Airport Advisory Commission

WHEREAS, the City Council adopted Ordinance No. 08-003, which enacted the Airport Advisory Commission (AAC); and

WHEREAS, the City Council recognizes the continued value the AAC brings to the Palmer community and wishes to provide clear guidance to the AAC through the Palmer Municipal Code (PMC); and

WHEREAS, the City Council periodically considers code amendments to assist in providing clear guidance; and

WHEREAS, the City Council adopted code amendments to Chapter 2.25 through Ordinance Numbers 14-005, 14-015, and 15-019.

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 Chapter 2.25 is hereby amended to read as follows (new language is underlined, and deleted language is ~~stricken~~):

**Chapter 2.25
Airport Advisory Commission**

Sections:

- 2.25.010 Purpose and duties.
- 2.25.020 Creation.
- 2.25.040 Compensation.
- 2.25.050 Staff assistance to commission.
- 2.25.060 Quorum.

- 2.25.070 Commission chair.
- 2.25.080 Meetings.
- 2.25.090 Public meeting notification.
- 2.25.100 Meetings—~~R~~ rules of proceedings.
- 2.25.110 Audience participation.
- 2.25.120 Agenda and agenda packets.
- 2.25.125 Order of business.
- 2.25.130 Voting.
- 2.25.140 Cause for removal.
- 2.25.150 Conflict of interest.

2.25.010 Purpose and duties.

The purpose of the commission includes the following:

- A. To assist in the development of plans for the airport;
- B. To recommend methods and means to implement airport plans;
- C. To assist in the promulgation of airport regulations;
- D. To work with and support city staff in the implementation of airport regulations; and
- E. To advance, promote and improve aviation development and opportunities.

2.25.020 Creation.

- A. There is created a city airport advisory commission which shall consist of seven members.
- B. Commission Organizational Structure. The commission shall be structured as follows:
 - 1. At least two members shall reside within city limits~~be city residents~~; and
 - 2. At least three, but no more than four, shall have interests in the city municipal airport.
- C. A person who leases real property (to include a tie-down space) at the airport or who uses the airport for any aircraft-related purpose is considered to be a person who has an interest in the airport.

2.25.040 Compensation.

- A. Each ~~board~~commission member shall receive \$50.00 per regular and special meeting attended in person or by teleconference.
- B. A commission member may decline compensation by completing the form required as provided by the city clerk~~to decline compensation~~.

2.25.050 Staff assistance to commission.

- ~~A. The city manager or designee shall serve as staff to the commission.~~
- ~~B. The manager or designee will be the regular technical adviser of the commission and may also be designated its executive secretary, but the manager or designee shall not have the power to vote.~~
- A. The city manager, or designee, shall assist the commission and will be the regular technical advisor of the commission, but shall not have the power to vote.
- B. City staff shall provide a recording clerk to the commission. The recording clerk shall keep a record of commission proceedings.

2.25.060 Quorum.

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date.

2.25.070 Commission chair.

- A. The chair shall preside at all commission meetings, ~~and~~ may participate in the debate, and vote on any matter of the commission.

B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair.

2.25.080 Meetings.

A. Public Participation. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.

B. Regular Meetings. Regular commission meetings shall be held at least quarterly on the fourth Thursday of each ~~the~~ month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the commission.

C. Special Meetings. A special commission meeting may be held at the call of the chair, any two members of the commission, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

~~D. Attendance and participation at meetings by commission members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.~~

D. Teleconferencing.

1. A commission member who will be absent from a meeting may participate in and vote at the meeting by teleconference under the following circumstances:

a. Reasonable technical capabilities are available at the meeting location to allow the member to participate by teleconference, to include being able to hear and engage in discussion, and being audible to all persons participating in the meeting;

b. Prior to the meeting reasonable efforts are made to ensure that the member participating by teleconference is provided with the meeting agenda and other pertinent documents to be discussed and/or acted upon. Access to the agenda and documents from the city's website will be considered sufficient access; and

c. All votes taken at the meeting are by roll call.

2. Commission members may not use teleconferencing as a regular form of participating in meetings.

3. Commission members shall provide the chair and commission's technical advisor with at least twenty-four (24) hours' notice of their intent to participate in a meeting via teleconference and provide sufficient contact information for purposes of setting up the teleconference; unless another length of time for notice is agreed upon by the commission's technical advisor.

4. Commission members are responsible for any charges incurred due to their participation in a meeting via teleconference.

5. The chair may participate in meetings by teleconference but shall not act as presiding officer of the meeting.

E. Adjournment. The commission shall adjourn not later than ~~11~~10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes. Minutes shall be kept of the commission's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person. Minutes shall be kept in accordance with best practices to ensure permanent retention of the record of proceedings and maintained in accordance with applicable local and state laws.

G. Report to the Council. The commission shall report ~~at least~~ biannually to the city council on commission objectives and performance.

2.25.090 Public meeting notification.

A. All public notices must include the date, time and place of a meeting, ~~and if the meeting is by teleconference, the location of the teleconferencing facilities that will be used.~~

B. Regular Meeting. Public meeting notification shall be by means of ~~posting~~ publishing the agenda on the city’s website ~~and by publishing the agenda for a regular meeting five days prior to the a regular meeting.~~

C. Special Meeting. Public meeting notification shall be by means of ~~posting~~ publishing the agenda on the city’s website ~~and by publishing the agenda for a regular meeting three days prior to the a special meeting.~~

2.25.100 Meetings—R rules of proceedings.

Meetings shall be conducted under the current edition of Robert’s Rules of Order, Newly Revised Edition.

2.25.110 Audience participation.

All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits.

2.25.120 Agenda and agenda packets.

A. The agenda for each meeting shall be prepared by the city manager, or designee, after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two commission members. The request shall be made to allow the timeframes of PMC 2.25.090.

B. The city manager, or designee, shall attempt to notify each commission member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet.

2.25.125 Order of business.

At every regular meeting, the order of business shall be as follows:

- A. Call to order;
- B. Roll call;
- C. Pledge of allegiance;
- D. Approval of agenda;
- E. Approval of ~~the~~ minutes of previous meetings;
- F. Reports:
 - ~~1. Airport manager’s report;~~
- G. Audience participation;
- H. Unfinished business;
- I. New business;
- J. Commission member comments;
- K. Adjournment.

2.25.130 Voting.

A. The chair shall declare all votes, ~~but if~~ any member doubts a vote, the chair, ~~without further debate upon the question,~~ shall request a roll call vote and ~~the chair shall declare the result without further debate upon the question.~~

B. The vote upon all matters considered by the commission shall be taken by yes/yea or no/nay votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the member is recused due to a declaration of conflict of interest as stated in section 2.25.150 ~~chair excuses the member because of substantial financial interest and the commission does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.~~

D. The affirmative or negative vote of at least four members shall be required for official action of the commission.

2.25.140 Cause for removal.

A. A commission seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the commission member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a commission member;
5. Conviction of a felony involving moral turpitude ~~or an offense involving a violation of an oath of office;~~
6. Judicial determination that the commission member is of unsound mind;
7. ~~A decision of a competent tribunal declaring the appointment of the commission member void;~~
8. ~~Failure to take an oath of office within 30 days of appointment to office or with such shorter time between appointment and the date of the commission member's first commission meeting; and~~
97. ~~No longer physically resides in the city if it was a requirement of a member's appointment; and~~
108. ~~Other just cause for removal, as determined by a majority vote of the city council.~~

B. In addition, a commission member may be removed by the council if, during any 12-month period while in office:

1. The commission member is absent from three ~~regular~~ meetings without excuse; or
2. The commission member is absent from six ~~regular~~ meetings.
3. Absence from a meeting for good and sufficient cause shall be provided to the chair and commission's technical advisor prior to the meeting. The commission will determine if the good or sufficient absence is considered excused or unexcused by means of consent of the commission. The absence will be presumed unexcused if notification of the absence is not received prior to the meeting.

2.25.150 Conflict of interest.

A. A commission member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

~~AB.~~ The chair shall rule on the request to be excused from discussion and vote; ~~2.~~

~~BC.~~ The decision of the chair on the request may be overridden by a majority vote of the commission and shall be decided without debate.

Section 4. Effective Date. Ordinance No. 19-017 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this ____ day of September, 2019.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Ordinance No. 19-018**

Subject: Amending Palmer Municipal Code Chapter 2.22 Pertaining to Parks, Recreation and Cultural Resources Advisory Board

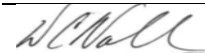
Agenda of: September 10, 2019 – Introduction
September 24, 2019 – Public Hearing

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




Originator Information:

Originator: Norma I. Alley, City Clerk

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	_____	_____
_____	Fire	_____	_____
_____	Police	_____	_____
X	Public Works		9/4/19

Approved for Presentation By:

	Signature:	Remarks:
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):

- Ordinance No. 19-018

Summary Statement/Background:

The City Council requested the Palmer Municipal Code (PMC) be reviewed regarding the boards and commissions for potential revisions. On August 8, 2017, the city clerk brought forward Information Memorandum No. 17-016 to the City Council for discussion on potential PMC amendments regarding all the boards and commissions. The City Council convened a Committee of the Whole and provided valuable direction for amendments and requested each of the boards and commissions be presented with the potential amendments for an opportunity to provide their input.

The city clerk drafted potential amendments and presented them to the respective boards and commissions as noted below:

1. Airport Advisory Commission (AAC): 8/24/2017
2. Board of Economic Development (BED): 9/5/2017
3. Parks, Recreation and Cultural Advisory Board (PRCRAB): 9/7/2017
4. Planning and Zoning Commission (PZC): 8/17/2017

At each board and commission meeting, the general comments were positive to the direction the amendments were heading and additional suggestions were provided.

The attached ordinance reflects all changes to PMC Chapter 2.22 PRCRAB as provided at the above mentioned meetings.

Administration's Recommendation:

Adopt Ordinance No. 19-018 Amending Palmer Municipal Code Chapter 2.22 Pertaining to Parks, Recreation, and Cultural Resources Advisory Board

LEGISLATIVE HISTORY

Introduced by: Mayor via City Clerk
Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 19-018

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 2.22 Pertaining to Parks, Recreation, and Cultural Resources Advisory Board

WHEREAS, the City Council adopted Ordinance No. 15-005, which enacted the Parks, Recreation, and Cultural Resources Advisory Board (PRCRAB); and

WHEREAS, the City Council recognizes the continued value the PRCRAB brings to the Palmer community and wishes to provide clear guidance to the PRCRAB through the Palmer Municipal Code (PMC); and

WHEREAS, the City Council periodically considers code amendments to assist in providing clear guidance; and

WHEREAS, the City Council adopted code amendments to Chapter 2.22 through Ordinance Number 15-019.

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 Chapter 2.22 is hereby amended to read as follows (new language is underlined, and deleted language is ~~stricken~~):

**Chapter 2.22
Parks, and Recreation, ~~and Cultural Resources~~ Advisory Board**

Sections:

- 2.22.005 Purpose.
- 2.22.010 Creation.
- 2.22.020 Duties ~~and responsibilities~~.
- 2.22.040 Compensation.
- 2.22.050 Staff assistance to board.

- 2.22.060 Quorum.
- 2.22.070 Board chair.
- 2.22.080 Meetings.
- 2.22.090 Public meeting notification.
- 2.22.100 Meetings— Rules of proceedings.
- 2.22.110 Audience participation.
- 2.22.120 Agenda and agenda packets.
- 2.22.130 Voting.
- 2.22.140 Cause for removal.
- 2.22.150 Conflict of interest.

2.22.005 Purpose.

- A. The purpose of the city of Palmer parks, ~~and~~ recreation ~~and cultural resources~~ advisory board is to develop, support, and advise the city council on all matters pertaining to city parks, recreation and cultural programs and projects.
- B. The board shall provide input and recommendations on issues relating to placement of memorials and plaques on city property and on the annual budget for city parks, recreation and cultural programs and projects.

2.22.010 Creation.

- A. There is created a city board for parks, ~~and~~ recreation ~~and cultural resources~~ which shall consist of seven members.
- B. Membership should include a varied representation ~~ves~~ from the community with interests in parks, recreation, trails, playgrounds, bikeways, the arts and the general public interest.
- C. The majority of the membership shall reside within city limits ~~be residents of the city of Palmer~~.

2.22.020 Duties and responsibilities.

The parks, ~~and~~ recreation, ~~and cultural resources~~ advisory board shall ~~have the following duties and responsibilities:~~

- A. ~~To~~ Offer recommendations on the management, marketing, operations and maintenance of all city parks and recreation facilities, including the golf course;
- B. Support and guide acquisition and development of future parks, trails and recreational amenities;
- C. Receive public comment and input related to parks, recreation and cultural resources;
- D. Recommend relevant policy changes or enhancements to council;
- E. Advise staff and council on capital projects relating to parks, recreational and cultural ~~resources amenities capital projects~~;
- F. Periodically review the parks, trails and recreational facilities plan and recommend changes necessary in keeping with community needs and future growth;
- G. Promote art activities and the role of art in economic development and in reinforcing civic pride through arts and culture; and
- H. Recommend any necessary changes to the established fees for use of facilities and properties.

2.22.040 Compensation.

- A. Each board member shall receive \$50.00 per regular and special meeting attended in person or by teleconference.
- B. A ~~commission~~ board member may decline compensation by completing the form required as provided by the city clerk ~~to decline compensation~~.

2.22.050 Staff assistance to board.

The city manager or designee shall serve as staff to the board. The city manager or designee shall be the regular technical adviser of the board and may also be designated its executive secretary, but shall not have the power to vote.

A. The city manager, or designee, shall assist the board and will be the regular technical advisor of the board, but shall not have the power to vote.

B. City staff shall provide a recording clerk to the board. The recording clerk shall keep a record of board proceedings.

2.22.060 Quorum.

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date.

2.22.070 Board chair.

A. The chair shall preside at all board meetings, ~~and~~ may participate in the debate, and vote on any matter of the board.

B. In the ~~temporary absence or disability~~ of the chair, the vice chair shall exercise all the powers of chair ~~during the temporary absence or disability of the chair.~~

2.22.080 Meetings.

A. Public Participation. All meetings are open to the public and ~~shall be electronically recorded.~~ ~~T~~ the public shall have the reasonable opportunity to be heard.

B. Regular Meetings. Regular board meetings shall be held at least quarterly on the first Thursday of ~~each the~~ month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the board.

C. Special Meetings. A special board meeting may be held at the call of the chair, any two members of the board, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

~~D. Attendance and participation at meetings by board members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.~~

D. Teleconferencing.

1. A board member who will be absent from a meeting may participate in and vote at the meeting by teleconference under the following circumstances:

a. Reasonable technical capabilities are available at the meeting location to allow the member to participate by teleconference, to include being able to hear and engage in discussion, and being audible to all persons participating in the meeting;

b. Prior to the meeting reasonable efforts are made to ensure that the member participating by teleconference is provided with the meeting agenda and other pertinent documents to be discussed and/or acted upon. Access to the agenda and documents from the city's website will be considered sufficient access; and

c. All votes taken at the meeting are by roll call.

2. Board members may not use teleconferencing as a regular form of participating in meetings.

3. Board members shall provide the chair and board's technical advisor with at least twenty-four (24) hours' notice of their intent to participate in a meeting via teleconference and provide sufficient contact information for purposes of setting up the teleconference; unless another length of time for notice is agreed upon by the board's technical advisor.

4. Board members are responsible for any charges incurred due to their participation in a meeting via teleconference.

5. The chair may participate in meetings by teleconference but shall not act as presiding officer of the meeting.

E. Adjournment. The board shall adjourn not later than 10:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the board the meeting may be extended for up to one hour, at which time adjournment is mandatory.

F. Minutes. Minutes shall be kept of the board's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person. Minutes shall be kept in accordance with best practices to ensure permanent retention of the record of proceedings and maintained in accordance with applicable local and state laws.

G. Report to the Council. The board shall report ~~quarterly~~ at least biannually to the city council on board objectives and performance.

2.22.090 Public meeting notification.

A. All public notices must include the date, time and place of a meeting, ~~and if the meeting is by teleconference, the location of the teleconferencing facilities that will be used.~~

B. Regular Meeting. Public meeting notification shall be by means of ~~posting~~ publishing the agenda on the city's website ~~and by publishing the agenda for a regular meeting five days prior to the a regular meeting.~~

C. Special Meeting. Public meeting notification shall be by means of ~~posting~~ publishing the agenda on the city's website ~~and by publishing the agenda for a regular meeting three days prior to the a special meeting.~~

2.22.100 Meetings— Rules of proceedings.

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition.

2.22.110 Audience participation.

All presentations to the board shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits.

2.22.120 Agenda and agenda packets.

A. The agenda for each meeting shall be prepared by the city manager, or designee, after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two board members. The request shall be made to allow the timeframes of PMC 2.22.090.

B. The city manager, or designee, shall attempt to notify each board member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet.

2.22.125 Order of business.

At every regular meeting, the order of business shall be as follows:

A. Call to order

B. Roll call

C. Pledge of allegiance

D. Approval of agenda

E. Approval of minutes of previous meetings

F. Reports

G. Audience participation

- H. Unfinished business
- I. New business
- J. Board member comments
- K. Adjournment

2.22.130 Voting.

- A. The chair shall declare all votes. ~~but if any member doubts a vote, the chair, without further debate upon the question, shall request a roll call vote and the chair shall declare the result without further debate upon the question.~~
- B. The vote upon all matters considered by the board shall be taken by yes/yea or no/nay votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.
- C. Every member present shall vote, unless the member is recused due to a declaration of conflict of interest as stated in section 2.22.150. ~~chair excuses the member because of substantial financial interest and the board does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.~~
- D. The affirmative or negative vote of at least four members shall be required for official action of the board.

2.22.140 Cause for removal.

- A. A board seat shall become vacant upon the occurrence of any of the following:
 - 1. Expiration of the term of office;
 - 2. Death of the board member;
 - 3. Resignation approved by the council;
 - 4. Ceasing to possess the required eligibility qualifications to be a board member;
 - 5. Conviction of a felony involving moral turpitude ~~or an offense involving a violation of an oath of office;~~
 - 6. Judicial determination that the board member is of unsound mind;
 - 7. ~~Failure to take an oath of office within 30 days of appointment to office or with such shorter time between appointment and the date of the board member's first board meeting; and~~
 - 7. No longer physically resides in the city if it was a requirement of a member's appointment;
 - or
 - 8. Other just cause for removal, as determined by a majority vote of the city council.
- B. 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.
 - 3. Absence from a meeting for good and sufficient cause shall be provided to the chair and board's technical advisor prior to the meeting. The board will determine if the good or sufficient absence is considered excused or unexcused by means of consent of the board. The absence will be presumed unexcused if notification of the absence is not received prior to the meeting.

2.22.150 Conflict of interest.

- A. A board member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.
- ~~AB.~~ The chair shall rule on the request to be excused from discussion and vote.
- ~~BC.~~ The decision of the chair on the request may be overridden by a majority vote of the board and shall be decided without debate.

Section 4. Effective Date. Ordinance No. 19-018 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this ____ day of September, 2019.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Ordinance No. 19-019**

Subject: Amending Palmer Municipal Code Chapter 2.20 Pertaining to Planning and Zoning Commission


Agenda of: September 10, 2019 – Introduction
September 24, 2019 – Public Hearing

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




Originator Information:

Originator: Norma I. Alley, City Clerk

Department Review:

Route to:	Department Director:	Signature:	Date:
<u>X</u>	Community Development	<u></u>	<u>9/4/19</u>
_____	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: \$ 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):

- Ordinance No. 19-019

Summary Statement/Background:

The City Council requested the Palmer Municipal Code (PMC) be reviewed regarding the boards and commissions for potential revisions. On August 8, 2017, the city clerk brought forward Information Memorandum No. 17-016 to the City Council for discussion on potential PMC amendments regarding all the boards and commissions. The City Council convened a Committee of the Whole and provided valuable direction for amendments and requested each of the boards and commissions be presented with the potential amendments for an opportunity to provide their input.

The city clerk drafted potential amendments and presented them to the respective boards and commissions as noted below:

1. Airport Advisory Commission (AAC): 8/24/2017
2. Board of Economic Development (BED): 9/5/2017
3. Parks, Recreation and Cultural Advisory Board (PRCRAB): 9/7/2017
4. Planning and Zoning Commission (PZC): 8/17/2017

At each board and commission meeting, the general comments were positive to the direction the amendments were heading and additional suggestions were provided.

The attached ordinance reflects all changes to PMC Chapter 2.20 PZC as provided at the above mentioned meetings.

Administration's Recommendation:

Adopt Ordinance No. 19-019 Amending Palmer Municipal Code Chapter 2.20 Pertaining to Planning and Zoning Commission

LEGISLATIVE HISTORY

Introduced by: Mayor via City Clerk
Date: September 10, 2019
Public Hearing: September 24, 2019
Action:
Vote:

Yes:	No:

CITY OF PALMER, ALASKA

Ordinance No. 19-019

An Ordinance of the Palmer City Council Amending Palmer Municipal Code Chapter 2.20 Pertaining to Planning and Zoning Commission

WHEREAS, the City Council adopted Ordinance No. 605, which enacted the Planning and Zoning Commission (PZC); and

WHEREAS, the City Council recognizes the continued value the PZC brings to the Palmer community and wishes to provide clear guidance to the PZC through the Palmer Municipal Code (PMC); and

WHEREAS, the City Council periodically considers code amendments to assist in providing clear guidance; and

WHEREAS, the City Council adopted code amendments to Chapter 2.20 through Ordinance Numbers 05-013, 06-022, 07-020, 14-004, 14-014, and 15-019.

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 Chapter 2.20 is hereby amended to read as follows (new language is underlined, and deleted language is ~~stricken~~):

**Chapter 2.20
Planning and Zoning Commission**

Sections:

- 2.20.010 Creation.
- 2.20.020 Incorporation of state law by reference.
- 2.20.030 Powers and duties.
- 2.20.040 Compensation.
- 2.20.050 Staff assistance to commission.

- 2.20.060 Quorum.
- 2.20.070 Commission chair.
- 2.20.080 Meetings.
- 2.20.090 Public meeting notification.
- 2.20.100 Meeting rules of proceedings.
- 2.20.110 Audience participation.
- 2.20.115 Commission initiated legislation requests.
- 2.20.120 Agenda and agenda packets.
- 2.20.125 Order of business.
- 2.20.130 Voting.
- 2.20.140 Cause for removal.
- 2.20.150 Conflict of interest.
- ~~2.20.010 Creation—Officers—Membership.~~
- ~~2.20.025 Compensation.~~
- ~~2.20.030 Incorporation of state law by reference.~~
- ~~2.20.040 Powers and duties.~~
- ~~2.20.050 Staff assistance to commission.~~
- ~~2.20.055 Quorum.~~
- ~~2.20.060 Commission chair.~~
- ~~2.20.061 Meetings.~~
- ~~2.20.070 Public meeting notification.~~
- ~~2.20.115 Commission initiated legislation requests.~~
- ~~2.20.122 Agenda and agenda packets.~~
- ~~2.20.131 Order of business.~~
- ~~2.20.135 Meetings—Rules of proceedings.~~
- ~~2.20.137 Audience participation.~~
- ~~2.20.281 Voting.~~
- ~~2.20.321 Cause for removal.~~
- ~~2.20.331 Conflict of interest.~~

2.20.010 Creation—Officers—Membership.

- A. There is created a city planning and zoning commission which shall consist of seven members.
- B. All members shall reside in the city. ~~must be residents of the city.~~

~~2.20.025 Compensation.~~

- A. Each commission member shall receive \$50.00 per regular and special.
- B. ~~A commission member may decline compensation by completing the form to decline compensation.~~

2.20.0230 Incorporation of state law by reference.

To the extent applicable, the laws of the state dealing with planning and zoning commissions, present and future, and all amendments thereto, are incorporated into this chapter and expressly included herein.

2.20.0340 Powers and duties.

The commission shall be required to do the following:

- A. Comprehensive Plan. From time to time, develop, adopt, alter or revise, ~~subject to approval and amendment by the city council,~~ a comprehensive plan for the physical development of the city, subject to approval and amendment by the city council. Such comprehensive plan, with accompanying maps, plats, charts, descriptive and explanatory matter, shall show the

commission's recommendations for the development of the city territory and may include, among other things:

1. A statement of policies, goals, and standards;
 2. A land use plan;
 3. A community facilities plan;
 4. A transportation plan; and
 5. Recommendations for implementation of the comprehensive plan;
- B. Make Recommendations. Make recommendations to the borough platting board regarding platting and subdividing of lots, blocks or lands, roads, water and sewer, within the city limits and, to the extent allowed by the borough platting board, regarding water and sewer within the city's water and sewer district outside the city limits;
- C. Ordinances and Policies Concerning Subdivision of Land.
1. In exercising the powers granted it by this section, the commission may prepare and recommend for city council adoption ordinances and policies governing the subdivision of land within the city limits. Such ordinances and policies may provide for the harmonious development of the city and its environs; for the coordination of streets and other ways within the subdivided land with other existing or planned streets and ways and for conformance to the comprehensive plan or official map; for adequate open spaces; for spaces for traffic, utilities, recreation, light and air; and for the avoidance of congestion of population;
 2. Subdividing, for the purposes of this section, shall be deemed to include the division of any lot, tract, or parcel of land into two or more lots, sites or other divisions of land for the purpose, whether immediate or future, of sale or building development;
- D. Perform duties as set out in PMC Title 17, Zoning; and
- E. Perform those duties established by the council from time to time.

2.20.040 Compensation.

- A. Each commission member shall receive \$50.00 per regular and special meeting attended in person or by teleconference.
- B. A commission member may decline compensation by completing the form required as provided by the city clerk.

2.20.050 Staff assistance to commission.

- A. The city manager, or designee, shall assist the commission and shall be qualified by special training and experience in the field of city planning.
- B. The city manager, or designee, will be the regular technical adviser of the commission, ~~and may also be designated its executive secretary, but the city manager or designee shall not have the power to vote but shall not have the power to vote.~~
- C. City staff shall provide a recording clerk to the commission. The recording clerk shall keep a record of commission proceedings.

2.20.06055 Quorum.

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date.

2.20.0760 Commission chair.

- A. The chair shall preside at all commission meetings, may participate in the debate, and vote on any matter of the commission.
- B. In the ~~temporary absence or disability~~ of the chair, the vice chair shall exercise all the powers of chair ~~during such temporary absence or disability of the chair and may also vote.~~

2.20.08061 Meetings.

A. Public Participation. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.

B. Regular Meetings.

1. Regular meetings of the commission shall be held on the third Thursday of each month beginning at 7:00 p.m. in the city council chambers, unless otherwise designated by the commission.

2. In order to give the public a greater opportunity to attend and participate in the commission meetings, the commission may hold a regular meeting in public locations throughout the city other than the usual meeting place. When the commission designates an alternate location, the public must be notified as required in PMC 2.20.0970.

C. Special Meetings. A special commission meeting may be held at the call of the chair, any two commission members, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.

~~1. A special commission meeting may be held at the call of the chair, any two commission members, or the city manager.~~

~~2. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.~~

~~D. Teleconferencing.~~ Teleconferencing may be used for all lawful activities of the city and, if all voting individuals have an opportunity to evaluate all testimony and evidence, to vote on actions.

D. Teleconferencing.

1. A commission member who will be absent from a meeting may participate in and vote at the meeting by teleconference under the following circumstances:

a. Reasonable technical capabilities are available at the meeting location to allow the member to participate by teleconference, to include being able to hear and engage in discussion, and being audible to all persons participating in the meeting;

b. Prior to the meeting reasonable efforts are made to ensure that the member participating by teleconference is provided with the meeting agenda and other pertinent documents to be discussed and/or acted upon. Access to the agenda and documents from the city's website will be considered sufficient access; and

c. All votes taken at the meeting are by roll call.

2. Commission members may not use teleconferencing as a regular form of participating in meetings.

3. Commission members shall provide the chair and commission's technical advisor with at least twenty-four (24) hours' notice of their intent to participate in a meeting via teleconference and provide sufficient contact information for purposes of setting up the teleconference; unless another length of time for notice is agreed upon by the commission's technical advisor.

4. Commission members are responsible for any charges incurred due to their participation in a meeting via teleconference.

5. The chair may participate in meetings by teleconference but shall not act as presiding officer of the meeting.

E. Adjournment. The commission shall adjourn not later than 11:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.

~~1. The commission shall adjourn not later than 11:00 p.m. and may not reconvene any earlier than 9:00 a.m. the next day.~~

~~2. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.~~

F. Unsuitable Location. If, after having been lawfully assembled in a location properly designated, the commission determines that a condition exists which renders such location

unsuitable, it may recess the meeting and reconvene at a different location suitable to the needs of the commission. The location to which the meeting shall be reconvened shall be made known publicly prior to recess and notices shall be posted at the place originally designated; provided, that failure to post shall not affect the jurisdiction of the meeting.

~~1. If, after having been lawfully assembled in a location properly designated, the commission determines that a condition exists which renders such location unsuitable, it may recess the meeting and reconvene at a different location suitable to the needs of the commission.~~

~~2. The location to which the meeting shall be reconvened shall be made known publicly prior to recess and notices shall be posted at the place originally designated by the clerk or designee; provided, that failure to post shall not affect the jurisdiction of the meeting.~~

G. Minutes. Minutes shall be kept of the commission's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person. Minutes shall be kept in accordance with best practices to ensure permanent retention of the record of proceedings and maintained in accordance with applicable local and state laws.

~~1. Minutes shall be kept of the commission's proceedings, and such minutes shall record the vote of each member upon every question.~~

~~2. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person.~~

H. Report to the Council. The commission shall report at least biannually to the city council on commission objectives and performance.

2.20.0970 Public meeting notification.

~~A. All public notices must include the date, time and place of a meeting, and if the meeting is by teleconference, the location of the teleconferencing facilities that will be used.~~

~~B. Regular Meeting. Public meeting notification shall be by means of posting publishing the agenda on the city's website and by publishing the agenda for a regular meeting five days prior to the a regular meeting.~~

~~C. Special Meeting. Public meeting notification shall be by means of posting publishing the agenda on the city's website and by publishing the agenda for a regular meeting three days prior to the a special meeting.~~

2.20.100 Meeting rules of proceedings.

Meetings shall be conducted under the current edition of Robert's Rules of Order, Newly Revised Edition.

2.20.110 Audience participation.

All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits.

2.20.115 Commission-- initiated legislation requests.

At a regular meeting, two commission members may direct the city manager, or designee, to prepare legislation pertaining to PMC Title 17 for action at a subsequent meeting; provided, however, the majority of the commission may vote to override the direction. The direction and motion to override may occur even though neither is on the agenda.

2.20.1202 Agenda and agenda packets.

A. The agenda for each meeting shall be prepared by the city manager, or designee, after consultation with the chair. The agenda shall include any discussion item requested in writing and

signed by the chair or two commission members. The request shall be made to allow the timeframes of PMC 2.20.0970.

B. The city manager, or designee, shall attempt to notify each commission member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet.

2.20.12531 Order of business.

At every regular meeting of the commission, the order of business shall be as follows:

- A. Call to order
- B. Roll call
- C. Pledge of allegiance
- D. Approval of agenda
- E. Approval of minutes of previous meetings
- F. Reports
- G. Audience participation
- H. Public hearings
- I. Unfinished business
- J. New business
- K. Plat reviews
- L. Public comments
- M. Commission member comments
- N. Adjournment

- ~~A. Call to order;~~
- ~~B. Roll call;~~
- ~~C. Pledge of allegiance;~~
- ~~D. Approval of agenda;~~
- ~~E. Minutes of previous meetings;~~
- ~~F. Persons to be heard;~~
- ~~G. Public hearings;~~
- ~~H. Unfinished business;~~
- ~~I. New business;~~
- ~~J. Plat reviews;~~
- ~~K. Public comments;~~
- ~~L. Staff report;~~
- ~~M. Commission member comments;~~
- ~~N. Adjournment; provided, however, the agenda can be changed by the majority vote of the commission if such change would serve the public interest or expedite business.~~

~~2.20.135 Meetings—Rules of proceedings.~~

~~Meetings shall be conducted under the current edition of Robert’s Rules of Order, Newly Revised Edition.~~

~~2.20.137 Audience participation.~~

~~All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits.~~

2.20.28130 Voting.

A. The chair shall declare all votes; ~~but if~~ any member doubts a vote, the chair, ~~without further debate upon the question,~~ shall request a roll call vote and ~~the chair shall declare the result without further debate upon the question.~~

B. The vote upon all matters considered by the commission shall be taken by yes/yea or no/nay votes which shall be entered upon the record, except that when the vote is unanimous, it shall be necessary only to so state.

C. Every member present shall vote, unless the member is recused due to a declaration of conflict of interest as stated in section 2.20.150 ~~chair excuses the member because of substantial financial interest and the commission does not override the chair's action. Declarations to be excused must be made before the vote, and shall be decided without debate.~~

D. The affirmative or negative vote of at least four members shall be required for official action of the commission.

2.20.32140 Cause for removal.

A. A commission seat shall become vacant upon the occurrence of any of the following:

1. Expiration of the term of office;
2. Death of the commission member;
3. Resignation approved by the council;
4. Ceasing to possess the required eligibility qualifications to be a commission member;
5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
6. Judicial determination that the commission member is of unsound mind;
- ~~7. A decision of a competent tribunal declaring the appointment of the commission member void;~~
- ~~8.~~ Failure to take an oath of office within 30 days of appointment to office ~~or with such shorter time between appointment and the date of the commission member's first commission meeting;~~
- ~~9.~~ No longer physically resides in the city; ~~and/or~~
- ~~10.~~ Other just cause for removal, as determined by a majority vote of the city council.

B. In addition, a commission member may be removed by the council if, during any 12-month period while in office:

1. The commission member is absent from three ~~regular~~ meetings without excuse; or
2. The commission member is absent from six ~~regular~~ meetings.
3. Absence from a meeting for good and sufficient cause shall be provided to the chair and commission's technical advisor prior to the meeting. The commission will determine if the good or sufficient absence is considered excused or unexcused by means of consent of the commission. The absence will be presumed unexcused if notification of the absence is not received prior to the meeting.

2.20.33150 Conflict of interest.

A. A commission member shall declare a substantial financial interest the member has in an official action prior to discussion and vote on the matter.

AB. The chair shall rule on the request to be excused from discussion and vote; ~~;~~

BC. The decision of the chair on the request may be overridden by a majority vote of the commission and shall be decided without debate.

Section 4. Effective Date. Ordinance No. 19-019 shall take effect upon adoption by the city of Palmer City Council.

Passed and approved this ____ day of September, 2019.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

**City of Palmer
Resolution No. 19-017**

Subject: Accepting and Appropriating the 2020 Alaska Transportation Alternatives Program Grant from the State of Alaska, Department of Transportation and Public Facilities, Small Federal Programs in the Amount of \$561,000.00 for the Installation of American's with Disabilities Act (ADA) Compliant Sidewalks, Driveways and Curb Ramps, in accordance with the City of Palmer 2006 Comprehensive Plan



Agenda of: September 24, 2018

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


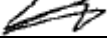

Originator Information:

Originator: Public Works Director Chris Nall

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____ <input checked="" type="checkbox"/>	Finance		08/29/19
_____	Fire	_____	_____
_____	Police	_____	_____
_____ <input checked="" type="checkbox"/>	Public Works		08/29/19

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 561,000.00

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ <u>499,290.00</u>
<input type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>61,710.00</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):	_____
<input type="checkbox"/>	Not budgeted	08-40-04-6226 \$561,000.00	08-01-10-7172 \$61,710.00
<input checked="" type="checkbox"/>		08-00-00-3164 \$561,000.00	01-01-70-6078 \$61,710.00
		08-00-00-3673 Transfer In \$61,710.00	_____

Director of Finance Signature: 

Attachment(s):

- Resolution No. 19-017
- Grant award email

Summary Statement/Background:

The City of Palmer has been granted a State of Alaska, Department of Transportation and Public Facilities, Small Federal Programs in the Amount of \$561,000.00 for the installation of American's with Disabilities Act (ADA) Compliant Sidewalks, Driveways and Curb Ramps, in accordance with the City of Palmer 2006 Comprehensive Plan. This is a Federal match program with Federal funds in the amount of \$499,290.00 and a City match amount of \$61,710.00.

The City Match of \$61,710.00 will need to come from the General Fund unassigned fund balance, which has a current balance of \$3,606,062.00 or be allocated into the 2020 Budget.

The purpose of this project is to update and bring additional Palmer sidewalks, driveways, and curb ramps into ADA compliance. The scope and area for the project are currently in development with the Public Works Department, but will follow guidance and guidelines as set forth in the City of Palmer 2006 Comprehensive Plan. This is a continuation of work on ADA compliant curbs and ramps the City has conducted in the past and will continue as funds are available in the future.

Administration's Recommendation:

Approve Resolution No. 19-017 accepting the AKDOT grant funds and allocating City matching funds.

LEGISLATIVE HISTORY

Introduced by: City Manager Wallace

Public Hearing: September 24, 2019

Action:

Vote:

Yes:

No:

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CITY OF PALMER, ALASKA

Resolution No. 19-017

A Resolution of the Palmer City Council Accepting and Appropriating the 2020 Alaska Transportation Alternatives Program Grant from the State of Alaska, Department of Transportation and Public Facilities, Small Federal Programs in the Amount of \$561,000.00 for the Installation of American’s with Disabilities Act (ADA) Compliant Sidewalks, Driveways and Curb Ramps, in accordance with the City of Palmer 2006 Comprehensive Plan

WHEREAS, the city of Palmer needs monies to bring city sidewalks, driveways, and curb ramps into ADA compliance; and

WHEREAS, the State of Alaska Department of Transportation & Public Facilities has awarded an Alaska Transportation Alternatives Program Grant in the amount of \$561,000.00.

NOW, THEREFORE, BE IT RESOLVED the Palmer City Council hereby accepts the State of Alaska Department of Transportation & Public Facilities Alaska Transportation Alternatives Grant in the amount of \$561,000.00 for upgrading city of Palmer sidewalks, driveways, and curb ramps.

Approved by the Palmer City Council this ____ day of _____, 2019.

Edna B. DeVries, Mayor

Norma I. Alley, MMC, City Clerk

Dear Chris Nall,
Director of Public Works
REVISED: 8-6-19, CORRECTED MATCH AMOUNT

Congratulations!

On behalf of The Department of Transportation and Public Facilities (DOT&PF) and the Transportation Alternatives Project Evaluation Board, I am pleased to inform you that your project nomination has been accepted for award.

Project title: Palmer ADA Sidewalks

Continue updating the City of Palmer sidewalks, driveways and curb ramps into ADA compliance.

Federal Award:	\$ 499,290.00
Committed Match	\$ 61,710.00
Your total project cost:	<u>\$ 561,000.00</u>

Next steps:

- Prepare the Project Memorandum of Agreement detailing match and maintenance commitments. This agreement will need to be signed and match funds provided (by phase) before the project can begin.

Please expect to hear from Allen Kemplen, your Regional Planner to complete the Project Agreement within the next few weeks.

Your DOT&PF lead contact for this project will be:

Allen Kemplen, Central Region Planner
907-269-0513
allen.kemplen@alaska.gov

Sincerely,
Marcheta Moulton
Small Federal Programs Manager
DOT&PF, Program Development
907-465-8769

August 13, 2019

Chris Nall, Director of Public Works
City of Palmer
231 West Evergreen Avenue
Palmer, AK 99645

RE: Fee Proposal for Engineering Services
2020 ADA Sidewalk Improvements – City of Palmer

Dear Mr. Nall:

The City of Palmer (City) has identified a need to upgrade additional existing pedestrian facilities in the downtown Palmer area. HDL Engineering Consultants, LLC (HDL) is pleased to present this fee proposal for engineering services for the 2020 ADA Sidewalk Improvements project. We understand the goal of the project is to cost effectively improve accessibility, repair sidewalks, and ensure compliance with the Americans with Disabilities Act (ADA). The priority for the 2020 project is to complete improvements in the government offices area of Palmer.

BACKGROUND

HDL has been assisting the City with planning, design, and construction of sidewalk improvements for ADA compliance since 2009. In 2009, HDL evaluated the existing sidewalks and prepared an inventory for the downtown area. This inventory was updated and expanded in 2017 to include the government offices area. Improvements to locations identified and prioritized in the inventory were constructed in 2010, 2012, 2015, 2017, and 2019.

We understand that the proposed project will be similar to the previous projects including:

- ◆ Replacing existing non-compliant curb ramps with ADA-compliant curb ramps.
- ◆ Installing ADA-compliant curb ramps in locations that do not have curb ramps.
- ◆ Replacing sections of damaged sidewalk.
- ◆ Replacing sections of sidewalk that do not meet ADA requirements including driveway crossings.

We understand that approximately \$560,000 is available in funding for design and construction of this project.

Task 1 – Surveying and Mapping

Survey is required to relocate an existing luminaire in conflict with the sidewalk at the NW corner of Denali Street and Dahlia Avenue. HDL’s survey staff will gather recorded plats, survey control records, and any relevant existing information needed to perform the survey. Sufficient monumentation will be searched for and tied to establish property lines adjacent to

CIVIL
ENGINEERING

GEOTECHNICAL
ENGINEERING

TRANSPORTATION
ENGINEERING

ENVIRONMENTAL
SERVICES

PLANNING

SURVEYING
& MAPPING

CONSTRUCTION
ADMINISTRATION

MATERIAL
TESTING

REAL ESTATE
SERVICES

the project. A topographic survey will be performed locating existing features, improvements and utilities. A survey base map will be prepared for the design layout of the curb ramp and sidewalk with a surface generating to 1-foot contour intervals. The property lines will be shown in the base map.

Task 2 - Design

- a. Update Construction Plans and Specifications. For the previous projects, we prepared a plan set that utilized several typical details to define the work. We will re-use and update these plans for this project. As was successful in the previous projects, exact layout information will not be provided in the plans; rather, our on-site inspector will work with the construction contractor to layout the work in the field. As an exception, we will provide detailed design for the relocation of a luminaire at the NW corner of the Denali Street and Dahlia Avenue. We anticipate providing the following sheets:

Cover/Drawing Index	1	Ramp Details	2
Notes, Abbreviations and Legend	1	Sidewalk & Curb and Gutter Details	1
Project Layout Plan	6	Electrical Plan and Details	2
Typical Work Items	1	Total	14

We will update the construction specifications and prepare a bid schedule with a base bid and two additive alternates. The bid schedule will include “per each” items to for all work associated with a particular item. For example, the bid item for “replace curb ramp” will include all demolition and replacement of the ramp, adjacent sidewalk, curb and gutter, pavement, and landscaping.

- b. Construction Cost Estimate. We will prepare a construction cost estimate using current unit bid prices from the previous projects, adjusted for the 2020 bidding climate and differences in the project scope, to provide an accurate estimate for bid comparison.
- c. Quality Assurance (QA) Program. An internal, independent QA review will be performed prior to bidding.
- d. Deliverables. The deliverables for this task will be bid-ready plans, stamped and signed by a professional engineer registered in the State of Alaska, bid-ready specifications with bidding and contract documents and special provisions, and the engineer’s construction cost estimate. We will provide deliverables in hardcopy and on CD in Adobe PDF format ready for uploading to the internet for web-based bid document distribution.

Task 3 - Bidding Assistance

HDL will assist the City with bidding the project. We will attend a pre-bid conference, respond to bidders’ questions, prepare addenda as necessary, and prepare a bid tabulation and recommendation of award.

Task 4 – Easement Acquisition

- a. Easement Acquisition. If additional Right-of-Way is needed to construct the improvements to the curb ramp and relocate the luminaire located at the NW corner of Denali Street and Dahlia Avenue, HDL will prepare the easement documents and work with the property owner to acquire the easement on behalf of the City of Palmer.
- b. Deliverables. The deliverables for this task will be the recorded easement documents. We will provide deliverables in hardcopy and on CD in Adobe PDF format.

Task 5 – Inventory Update

- a. Update of the 2009/2017 Inventory. Additional improvements have been completed since the inventory performed in 2009 and 2017. We will update the maps and the database to show locations where work has been completed and a dozen additional locations that the City desires.
- b. Deliverables. The deliverables for this task will be updated maps and inventory database. We will provide deliverables in hardcopy and on CD in Adobe PDF format.

BASIC ASSUMPTIONS

The following basic assumptions were used to prepare this estimate:

1. The improvements will be designed in one package and bid one time for the 2020 construction season.
2. No geotechnical investigation will be performed.
3. Surveying will only be performed for the NW corner of Denali Street and Dahlia Avenue and be done in summer-fall conditions.
4. Utility companies will respond to our request in a timely manner.
5. Locations identified for the 2020 improvements will be from the existing inventory.
6. Right-of-way and property lines will not be located, except near the NW corner of Denali Street and Dahlia Avenue. Any necessary verification of authority to install the improvements will be the City's responsibility. At a minimum, we recommend that the City obtain Right of Entry from adjacent landowners where necessary to accommodate construction.
7. A title report will not be ordered for this project.
8. Prolonged negotiations for the easement acquisition will not be required.
9. There will be no landscape design component to the project.
10. Design, coordination, and construction of natural gas, power, telephone and cable television utility relocations, if necessary, are not included and will be provided by the utility companies.

11. One luminaire will be relocated at the NW corner of Denali Street and Dahlia Avenue. The new location will still be in the NW corner of Denali Street and Dahlia Avenue.
12. Construction Administration services are not included but may be added upon request.
13. Preparation of Traffic Control Plans (TCPs) is not included in our scope of services, but will be required of the construction contractor.
14. The area disturbed by the project will be less than one-acre and no Storm Water Pollution Prevention Plan is required.

SCHEDULE

Upon notice to proceed, we will have bid-ready documents prepared in twelve weeks.

FEE

We propose to provide the aforementioned services on a time and expenses basis at our published hourly labor rates and standard 10% mark-up of reimbursable expenses for a fee not to exceed **\$41,310** as detailed on the attached fee worksheet.

We appreciate the opportunity to provide this proposal and look forward to assisting the City with this project. If you have any questions, you can contact me at 746-5230.

Sincerely,

HDL ENGINEERING CONSULTANTS, LLC



David Lundin, PE
Principal Civil/Environmental Engineer

attach: Fee Proposal Worksheet (3 pages)

FEE PROPOSAL WORKSHEET
Survey, Design, and Bidding Assistance Services
2020 ADA Sidewalk Improvements

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>HDL LABOR & DIRECT EXPENSES</u>	<u>REIMBURSABLE EXPENSES</u>	<u>SUB- CONTRACTS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
1.0	Surveying & Mapping.....							\$5,450
1.1	<u>Field Survey & Base Map Drawing</u>						\$3,650	
	Project Manager	2 hrs	@ \$145	\$290				
	Sr. Land Surveyor	8 hrs	@ \$170	\$1,360				
	Land Surveyor	16 hrs	@ \$125	\$2,000				
	1 Man Crew	12 hrs	@ \$150	\$1,800				
Subtotal Task 1				\$5,450	\$0	\$0		\$5,450
Markup*					\$0	\$0		\$0
Total Task 1				\$5,450	\$0	\$0		\$5,450
2.0	Design.....							\$27,190
2.1	<u>Plans</u>						\$14,960	
	Principal Engineer	5 hrs	@ \$180	\$900				
	Project Manager	8 hrs	@ \$145	\$1,160				
	Project Engineer	40 hrs	@ \$120	\$4,800				
	Engineering Assistant	100 hrs	@ \$90	\$9,000				
	Electrical Engineer	1 allow				\$2,500		
2.2	<u>Specifications, Bidding Documents & Estimate</u>						\$6,390	
	Principal Engineer	3 hrs	@ \$180	\$540				
	Project Manager	6 hrs	@ \$145	\$870				
	Project Engineer	16 hrs	@ \$120	\$1,920				
	Engineering Assistant	40 hrs	@ \$90	\$3,600				
	Electrical Engineer	1 allow				\$1,500		
Subtotal Task 2				\$22,790	\$0	\$4,000		\$26,790
Markup*					\$0	\$400		\$400
Total Task 2				\$22,790	\$0	\$4,400		\$27,190

FEE PROPOSAL WORKSHEET
Survey, Design, and Bidding Assistance Services
2020 ADA Sidewalk Improvements

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>HDL LABOR & DIRECT EXPENSES</u>	<u>REIMBURSABLE EXPENSES</u>	<u>SUB- CONTRACTS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
3.0	Bidding Assistance							\$1,490
3.1	<u>Bidding Assistance</u>						\$1,490	
	Project Manager	2 hrs	@ \$145	\$290				
	Project Engineer	4 hrs	@ \$120	\$480				
	Engineering Assistant	8 hrs	@ \$90	\$720				
Subtotal Task 3				\$1,490	\$0	\$0		\$1,490
Markup*					\$0	\$0		\$0
Total Task 3				\$1,490	\$0	\$0		\$1,490
4.0	Easement Acquisition							\$5,690
4.1	<u>Easement Acquisition</u>						\$5,660	
	Project Manager	4 hrs	@ \$145	\$580				
	Sr. Land Surveyor	8 hrs	@ \$170	\$1,360				
	Land Surveyor	12 hrs	@ \$125	\$1,500				
	ROW Agent	16 hrs	@ \$120	\$1,920				
	Title Report	1 allow	@ \$300		\$300			
Subtotal Task 4				\$5,360	\$300	\$0		\$5,660
Markup*					\$30	\$0		\$30
Total Task 4				\$5,360	\$330	\$0		\$5,690

FEE PROPOSAL WORKSHEET
Survey, Design, and Bidding Assistance Services
2020 ADA Sidewalk Improvements

<u>TASK</u>	<u>ACTIVITY</u>	<u>QTY</u>	<u>RATE</u>	<u>HDL LABOR & DIRECT EXPENSES</u>	<u>REIMBURSABLE EXPENSES</u>	<u>SUB- CONTRACTS</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
5.0	Inventory Update							\$1,490
5.1	<u>Inventory Update</u>						\$1,490	
	Project Manager	2 hrs	@ \$145	\$290				
	Project Engineer	4 hrs	@ \$120	\$480				
	Engineering Assistant	8 hrs	@ \$90	\$720				
Subtotal Task 5				\$1,490	\$0	\$0		\$1,490
Markup*					\$0	\$0		\$0
Total Task 5				\$1,490	\$0	\$0		\$1,490

SUMMARY

Subtotal all tasks				\$36,580	\$300	\$4,000		\$40,880
Markup*					\$30	\$400		\$430
Total (Not-to-exceed) Fee				\$36,580	\$330	\$4,400		\$41,310

*10% for subcontracts, 10% for reimbursable expenses

Name: (Please Print)	Item Being Addressed	Mailing Address	Contact Info (Phone and/or E-Mail)
Susan Douglas	Palmer Library		232.4836