

Mayor Edna B. DeVries
Deputy Mayor Linda Combs
Council Member Julie Berberich
Council Member Richard W. Best
Council Member Steve Carrington
Council Member Sabrena Combs
Council Member Jill Valerius

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

City of Palmer, Alaska
City Council Meeting
October 22, 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. 19-073:** Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with HDL Engineer Consultants for Engineering Services for the 2020 ADA Sidewalk Improvements Project in an Amount not to Exceed \$41,310.00... Page 3
 - b. **Action Memorandum No. 19-074:** Authorizing the City Manager to Award and Execute a Contract with Eagle View Excavation in an Amount not to Exceed \$75.00 per Hour for City Snow Haul Services Page 13
2. Approval of Minutes of Previous Meetings
 - a. September 24, 2019, Regular Meeting Page 17

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation from Golf Course Manager George Collum Regarding the Palmer Golf Course Page 21

F. AUDIENCE PARTICIPATION

G. REPORTS

1. City Manager’s Report..... Page 25
2. City Clerk’s Report
3. Mayor’s Report Page 27
4. City Attorney’s Report

H. NEW BUSINESS

1. Committee of the Whole: Presentation on the Brownfields Project from Stantec Consulting Services, Inc. Associate Wendy Van Duyne, PLA (note: action may be taken by the council following the committee of the whole) Page 29
2. **Action Memorandum No. 19-075:** Approving a Council Community Grant in the Amount of \$400.00 to the Palmer High School to Support Alaska Association Student Government Conference Field Trip to Palmer November 2, 2019..... Page 67
3. **Action Memorandum No. 19-076:** Approving a Council Community Grant in the Amount of \$225.00 to the Alaska Farmland Trust to Support the Fall Harvest Festival at the Palmer Depot on November 3, 2019 Page 75

I. RECORD OF ITEMS PLACED ON THE TABLE

J. AUDIENCE PARTICIPATION

K. COUNCIL MEMBER COMMENTS

L. ADJOURNMENT

Tentative Future Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
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. 19-073**

Subject: Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with HDL Engineer Consultants for Engineering Services for the 2020 ADA Sidewalk Improvements Project in an Amount not to Exceed \$41,310.00


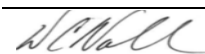
Agenda of: October 22, 2019

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




Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
✓	Finance		09/30/19
_____	Fire	_____	_____
_____	Police	_____	_____
✓	Public Works		09/30/19

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **41,310.00**

This legislation (✓):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
✓	Creates expenditure in the amount of:	\$ <u>41,310.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (✓):

✓	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: 

Attachment(s):

- HDL Engineering Services Fee Proposal

Summary Statement/Background:

This Action Memorandum supersedes AM 19-066 which incorrectly stated work as Construction Administration and Inspection Services. The work that is required at this phase of the 2020 ADA Sidewalk Project should be Engineering (Design). In previous years, the design work had been completed before approval and award of grant funding. In this case the design work has not been completed prior to grant funding award.

The HDL proposal was correct in services provided for this phase. The administration erroneously titled AM 19-066 in requesting council approval for a future phase in with this project.

We request approval of a PSA with HDL Engineering for Engineering Services, to include Survey and Mapping, Design, Inventory Update, and Bidding Assistance for the 2020 ADA Sidewalk Project. We request a Sole Source PSA with HDL because they have executed these services for the City on previous phases of ADA Sidewalk Improvement Project, will not require work completed to be regenerated that has already been done on previous phases of the sidewalk improvement program, and are well acquainted with the project and the City's sidewalk plans. This is in accordance with PMC 3.21.230 A. 3.

Approval of this Action Memorandum will authorize the City Manager to negotiate and execute a PSA with HDL Engineering Consultants, in an amount not to exceed \$41,310.00, for Engineering Services of the 2020 ADA Sidewalk Construction Project.

Administration's Recommendation:

To approve Action Memorandum No. 19-073 authorizing the City Manager to negotiate and execute a PSA with HDL Engineering Consultants.

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

**City of Palmer
Action Memorandum No. 19-074**

Subject: Authorizing the City Manager to Award and Execute a Contract with Eagle View Excavation in an Amount not to Exceed \$75.00 per Hour for City Snow Haul Services



Agenda of: October 22, 2019

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


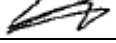

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance		<u>10/07/19</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u> √ </u>	Public Works		<u>10/07/19</u>

Approved for Presentation By:

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

Certification of Funds:


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

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): 01-17-40-6030 (\$23,156)
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- Bid Tabulations

Summary Statement/Background:

Snow Haul Services for the City is an annual contract the City awards. The Contractor will be used on an "on-call" basis for snow hauling during Public Works snow removal events.

An invitation to bid was posted and two bids were received and reviewed by City staff. Eagle View Excavation had the lowest bid price, at \$75.00 per hour. Eagle View Excavation has had the Snow Haul contract in the past.

The Public Works Maintenance Superintendent will be responsible for overseeing the contractor's work.

Administration's Recommendation:

To approve Action Memorandum No. 19-074.

BID TABULATIONS

	Bidder 1	Bidder 2	Bidder 3	Bidder 4
	Dirtworks, Inc	Eagle View Excavation		
BID PROPOSAL	Bid Amount	Bid Amount	Bid Amount	Bid Amount
Acknowledged Addenda 1 (Y/N)	NA	NA	NA	NA
Signed Proposal (Y/N)	Yes	Yes		
Bid Security (Bond) (Y/N)	NA	NA		
Total Per Hour Bid	\$ 100.00	\$ 75.00		

Per PMC 3.21.200 the City Manager is waiving an irregularity of an unsealed bid

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on September 24, 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	

Staff in attendance were the following:

Nathan Wallace, City Manager	Michael Gatti, City Attorney (participated telephonically)
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

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
 - b. **Action Memorandum No. 19-067:** Accepting Board Member Wesley Rath’s Resignation from the Parks, Recreation and Cultural Resources Advisory Board
 - c. **Action Memorandum No. 19-068:** Accepting Commission Member Liz Swearingin’s Resignation from the Airport Advisory Commission
2. Approval of Minutes of Previous Meetings
 - a. August 27, 2019, Regular Meeting

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

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

E. COMMUNICATION AND APPEARANCE REQUESTS

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

Mayor DeVries read and presented a proclamation to the Palmer Senior Center in recognition of Employ Older Workers Week.

F. REPORTS

1. City Manager's Report

City Manager Wallace highlighted his written report and went over the update quote for Action Memorandum No. 19-066.

2. City Clerk's Report

City Clerk Alley announced upcoming events with date and times, which are the Fall AML Conference, Early Voting, Election Day, and Canvass Board.

3. Mayor's Report

Mayor DeVries highlighted her written report.

4. City Attorney's Report

None.

G. AUDIENCE PARTICIPATION

Mrs. Susan Pougher, Matanuska-Susitna Borough Library Board, spoke that she will be representing the Library for the City of Palmer.

H. PUBLIC HEARINGS

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

Mayor DeVries opened the public hearing on Ordinance No. 19-017. Seeing no one come forward to speak and hearing no objection from the Council, the public hearing was closed.

Main Motion: To Adopt Ordinance No. 19-017

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

2. **Ordinance No. 19-018:** Amending Palmer Municipal Code Chapter 2.22 Pertaining to Parks, Recreation and Cultural Resources Advisory Board
3. **Ordinance No. 19-019:** Amending Palmer Municipal Code Chapter 2.20 Pertaining to Planning and Zoning Commission

Mayor DeVries requested to combine the vote for practicality for Ordinance No. 19-018 and Ordinance No. 19-019. Hearing no objection from the Council, Mayor DeVries opened the public hearing on Ordinance No. 19-018 and Ordinance No. 19-019. Seeing no one come forward to speak and hearing no objection from the Council, the public hearing was closed by Mayor DeVries.

Main Motion: To Adopt Ordinance No. 19-018 and Ordinance No. 19-019

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

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

Mayor DeVries opened the public hearing on Resolution No. 19-017. Seeing no one come forward to speak and hearing no objection from the Council, the public hearing was closed.

Main Motion: To Adopt Resolution No. 19-017

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

I. NEW BUSINESS

None.

J. RECORDS OF ITEMS PLACED ON THE TABLE

City Clerk Alley reported an updated quote for Action Memorandum No. 19-066 was the Item Placed on the Table.

K. AUDIENCE PARTICIPATION

None.

L. COUNCIL MEMBER COMMENTS

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

M. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 7:42 p.m.

Approved this ____ day of _____, 2019.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



P. O. Box 4773 ♦ Palmer, Alaska 99645 ♦ (907) 745-GOLF ♦ Fax (907) 746-4830

Month of September 2019

The weather for this month was less than ideal. We had to close the course one day due to rain and had several days with hardly any golfers. We hosted the following events: Charity Tournament benefitting Battle Dawgs, Palmer Golf Hall of Fame and Birdie Juice. The last tournament of the season is Oktoberfest on October 5th and it is sold out. Our maintenance crew has started preparing the course for winter.

SUMMARY:

Operational Days:	30
Number of Rounds:	1,469
Green Fees:	\$26,720.00
Cart Rental:	\$11,153.00
Club Rental:	\$410.00
Driving Range:	\$3,507.00
Merchandise Sales:	\$18,204.55
Snack Bar:	\$7,692.25
Beer & Wine:	\$4,552.25

“BEST IN STATE!” by Golf Digest 2003-2005









**Building Department Report
 SEPTEMBER 2019**

Permit Type	Count	Total Valuation	Permit Fees Collected	Plan Review Fees Collected
Building Permit	9	\$979,975.00	\$6,932.00	\$4,344.50
Sign Permit	5	\$11,500.00	\$324.00	
Fence Permit	0	\$0.00	\$0.00	
Totals	14	\$991,475.00	\$7,256.00	\$4,344.50

TYPE OF PERMITS:

Applicant	Valuation	Type of Work	Permit Fee	Plan Review Fee
Glacier Medical Group LLC	\$6,575.00	COM Alteration	\$154.75	
Johnson, Jeff	\$25,000.00	COM Alteration	\$435.50	\$283.00
Habitat for Humanity	\$70,000.00	RES Alteration	\$0.00	
Nowers, Stephanie	\$0.00	Temporary Signs	\$0.00	
Kitzman, Jamie	\$500.00	Storage Shed	\$0.00	
U-Haul Co. of Alaska	\$30,000.00	COM Alteration	\$491.75	\$319.50
Howard, Robert	\$2,400.00	RES Alteration	\$92.50	
Kost, Danny	\$500.00	Storage Shed	\$0.00	
Aurora Sky LLC	\$815,000.00	COM New	\$5,265.75	\$3,422.50
Revive Aesthetics & Spa	\$10,000.00	Sign	\$137.00	
Hale, Timothy	\$0.00	Temporary Signs	\$0.00	
Anderson, LaMarr	\$0.00	Temporary Signs	\$0.00	
Amerco Real Estate Co.	\$1,500.00	Sign	\$187.00	
U-Haul International	\$30,000.00	COM Alteration	\$491.75	\$319.50

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	90	44	13	\$20,828,687.00	\$109,997.50	
2011	95	24	21	\$6,991,854.00	\$58,471.25	
2012	77	27	11	\$18,088,739.00	\$110,917.00	
2013	72	23	16	\$12,065,947.00	\$87,249.50	
2014	84	30	11	\$14,980,560.00	\$106,460.50	
2015	89	21	12	\$10,612,333.00	\$90,851.75	
2016	75	33	18	\$37,322,662.00	\$193,669.50	\$36,175.50
2017	72	18	16	\$5,403,152.00	\$49,942.10	\$18,025.00
2018	84	29	11	\$15,243,599.00	\$112,463.25	\$42,157.25
2019	95	21	18	\$28,461,469.00	\$164,908.25	\$87,303.25

Radio Free Palmer Inside the City schedule: Palmer Police Chief Oct 25, City Manager Nov 1, Public Works Nov 15, Palmer Fire Chief Nov 22

Mayor's Memo

Council Meeting report for council Meeting

on October 22, 2019

AGENDA SETTING MEETING – Oct 24

SANTEC REPORT – DEPOT OCTOBER 23

SENIOR CENTER STYLE SHOW OCTOBER 25

MAT SU BOROUGH ELECTION NOVEMBER 5

WORK SUMMIT LUNCHEON JOB CORP NOVEMBER 7

VETERANS DAY NOVEMBER 11

AML MAYOR'S MTG – NOVEMBER 19

MAYOR/MANAGER NOVEMBER 14

We want and value your input and participation.

Edna DeVries Mayor

907-355-9933 edevries@palmerak.org



PALMER

Palmer, AK
October 22, 2019

Downtown Palmer

AREAWIDE PLAN



Introductions

Stantec Consulting Services Inc.

- Wendy Van Duyne, Landscape Architect + Planner



Agenda

1. Project Overview & Community Feedback
2. Demographic and Market Impacts
3. Final Recommendations
4. Project Wrap-Up



Project Overview & Community Feedback



Site Reuse & Revitalization Program

Background



- \$550,000 **EPA Brownfield Assessment Grant** awarded in 2016
- Funds can be used for eligible **privately- and publicly-owned sites** with known or potential impacts from **petroleum or hazardous substances**
- Funds can be used for environmental site assessment and cleanup/reuse planning activities that support property sale or redevelopment activities
- Areawide Planning is an approved activity of the grant



Project Goals & Desired Outcomes



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



Downtown Palmer Study Area

Downtown Palmer Study Areas



City of Palmer, AK
Brownfields Areawide Plan

Project Focus Areas

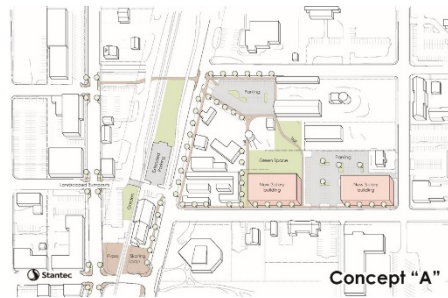
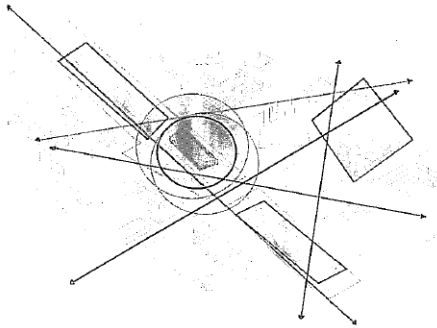
-  Downtown Study Area
-  Mat-Maid Dairy Site
-  Parcels



Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC, © OpenStreetMap contributors, and the GIS User Community



Areawide Planning Process

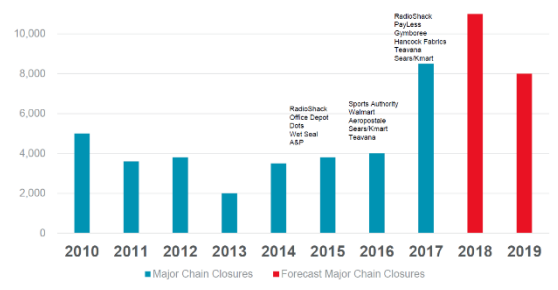


DOWNTOWN MIXED-USE CATEGORY	
LAND USE MAP SYMBOL	
CHARACTERISTICS	The Downtown Mixed-Use land use category is intended to reflect the significance of Downtown Aberdeen's role as the center of the community and region. The category accommodates the broad range of conditions that exist in Downtown today.
MIX OF USES	<i>Primary:</i> Varies by location, but generally includes a mix of civic, cultural, retail, restaurant, educational facilities, medical, religious, hotel/convention, professional offices, financial institutions, medium/high-density housing, government (federal, state, and local) buildings and properties. Land uses can be developed in a variety of forms.

Page 35 of 82



We are here!



Planning Priorities

Land Use and Zoning

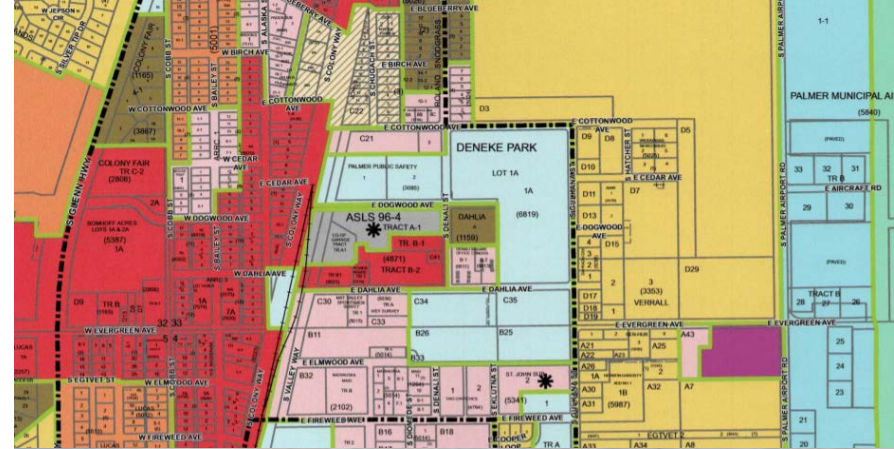
Understand existing land use and zoning as well as proposed redevelopment in the Downtown Area.

Transportation + Connectivity

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

Wayfinding + Open Space

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

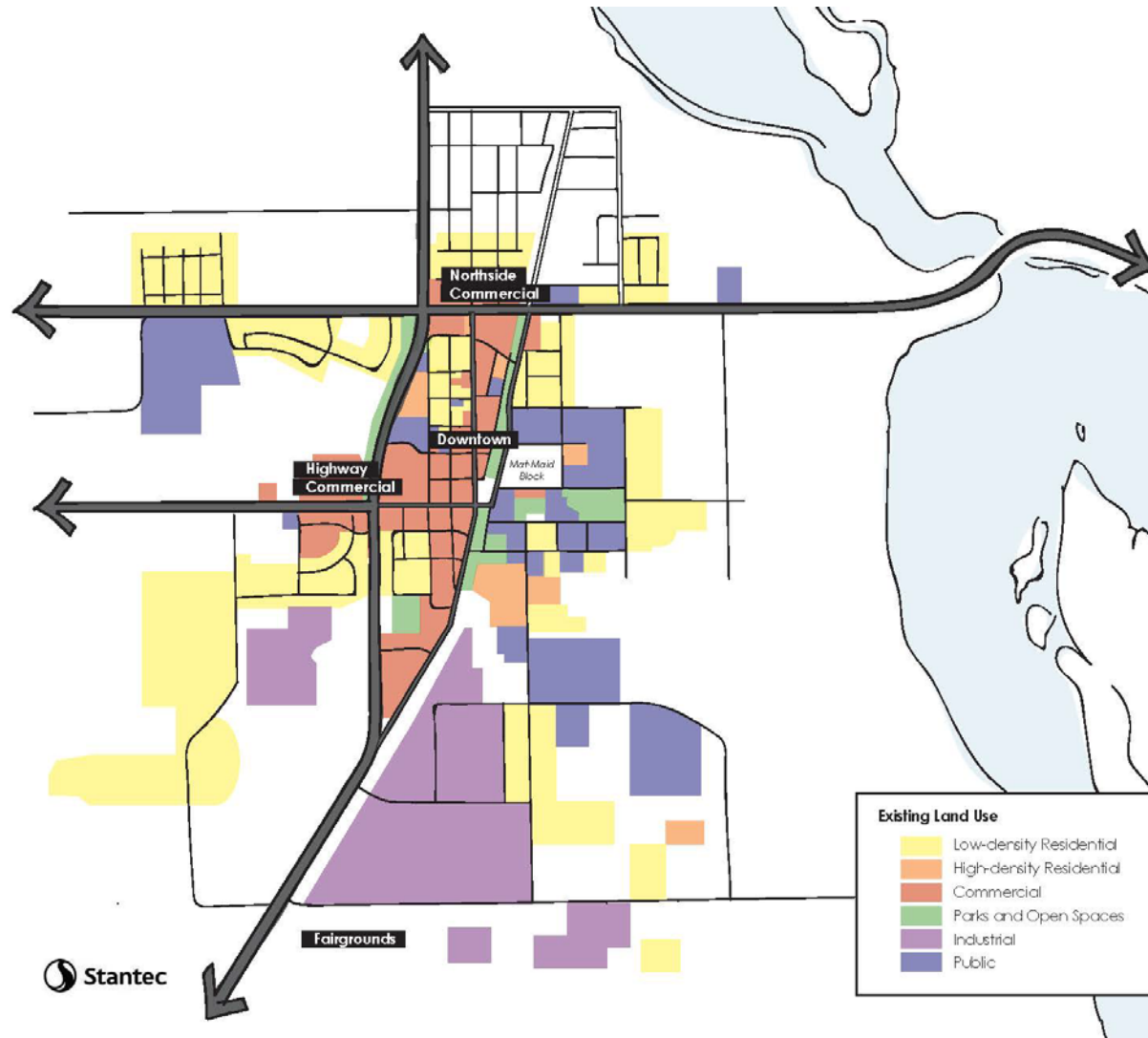


Design Process

Mapping Existing Conditions

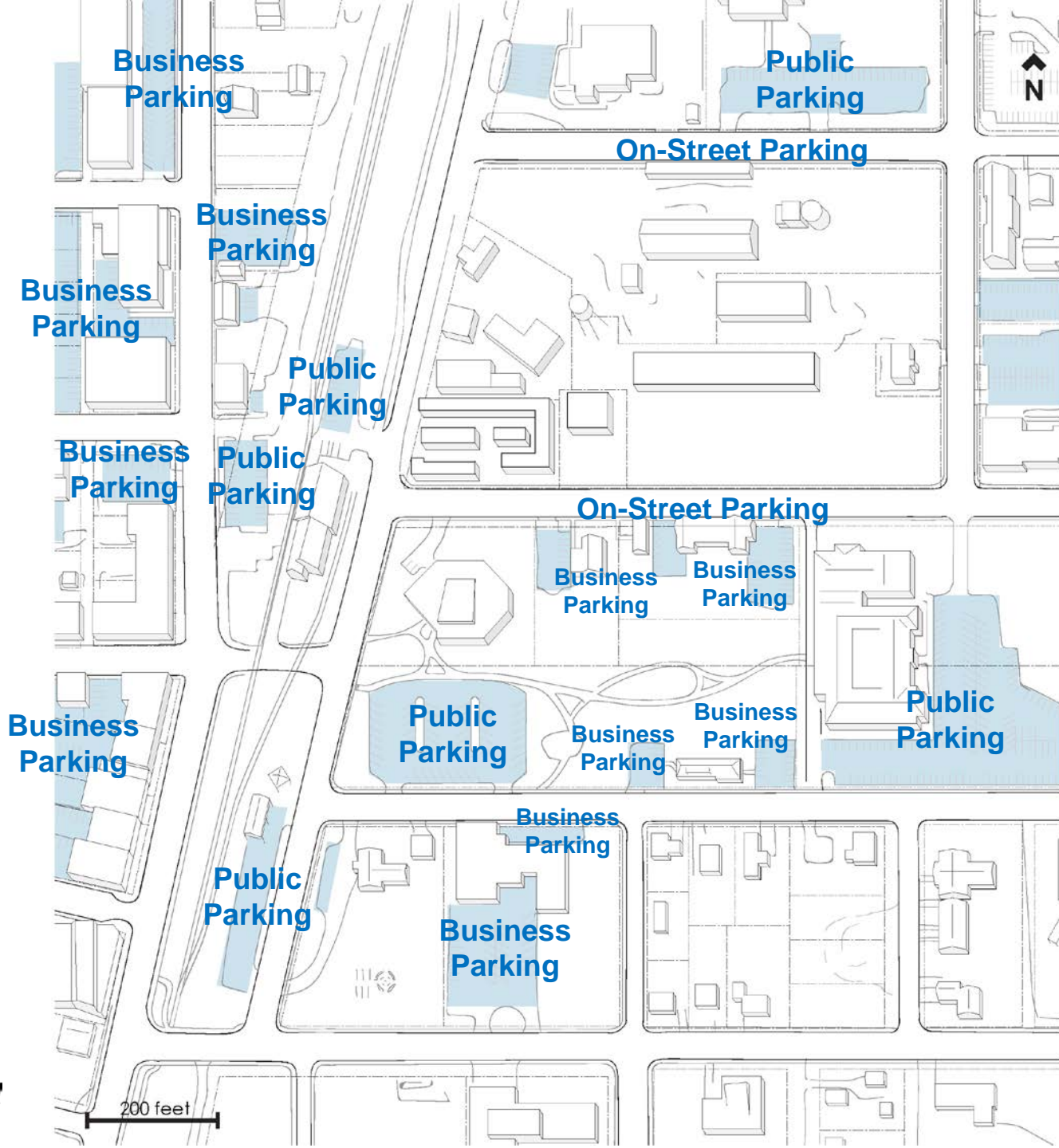
Existing Land Use

- Palmer has approximately 6 Land-Use Categories:
 - 1. Low-Density Residential**
 - Located around perimeter areas of the community. Single-family developments.
 - 2. High-Density Residential**
 - Interspersed in pockets throughout the community.
 - 3. Commercial**
 - Concentrated within the Downtown District and along primary vehicular corridors
 - 4. Parks and Open Spaces**
 - Centrally-located and along RR corridors
 - 5. Industrial**
 - Concentrated on southern edges of the community
 - 6. Public**
 - Centrally-located along the eastern fringes of the community



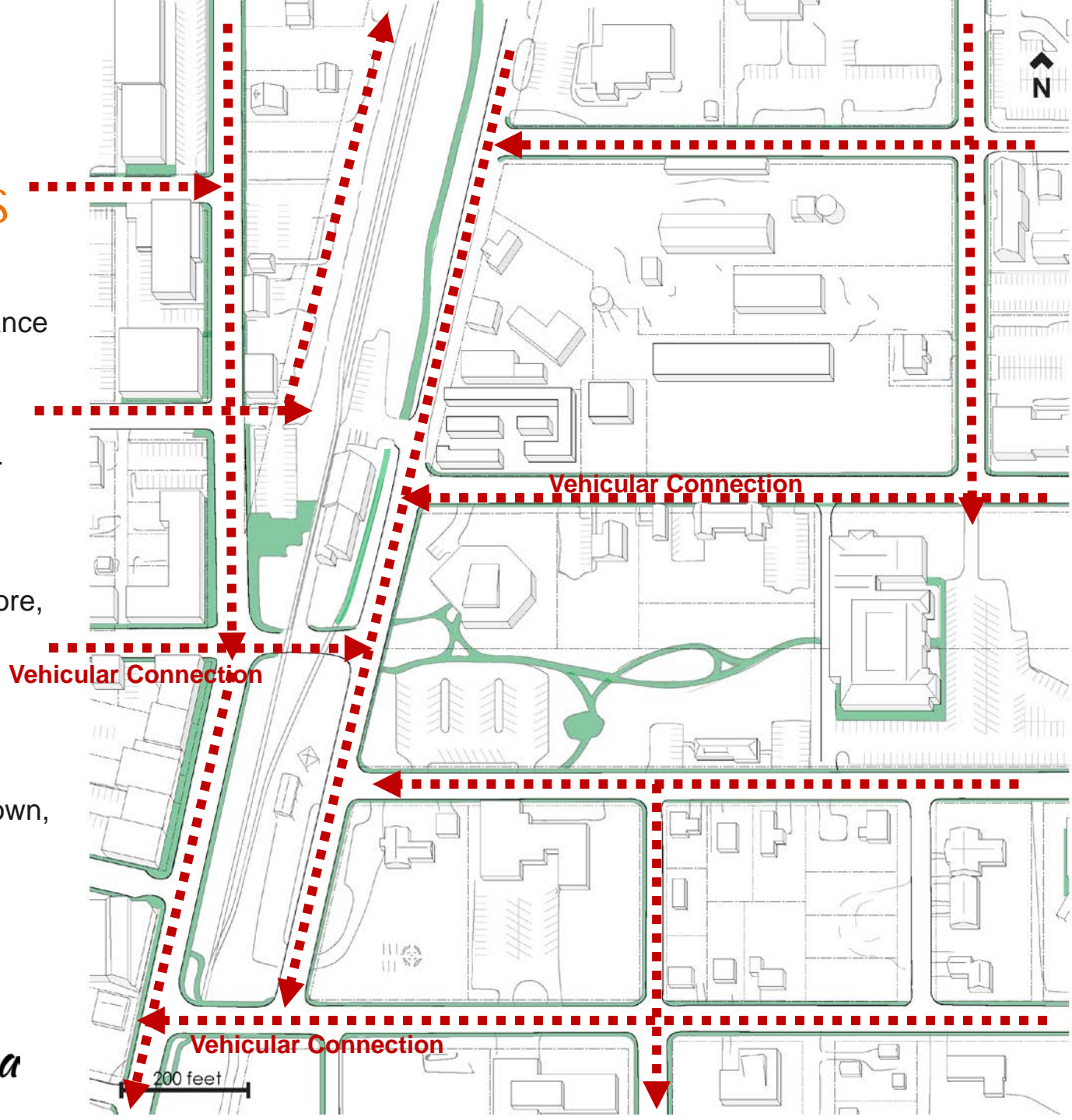
Existing Parking

- Off-street surface parking lots are evenly dispersed within downtown
- The ratio of parking to building footprints is nearly balanced
- On-street parking is available around the perimeter of the site, and is widely used by area businesses
- Surface parking lots, serving institutional and government offices, are open to the public



Existing Connections

- Trails and sidewalks (illustrated in green) enhance walkability for downtown
- Trails should be further developed within the Mat-Maid site
- Vehicular connectivity is strong in the downtown core, but is underserved to the Mat-Maid site
- Additional vehicular connectivity, between the Mat-Maid site and downtown, should be considered to support long-term growth



Design Process

Identifying Design Inspiration

Local Design Inspiration

Local History



Regional Influences



Color & Texture



Possible Future Development



PALMER Alaska



June 2019

Schematic Concepts

Concept A

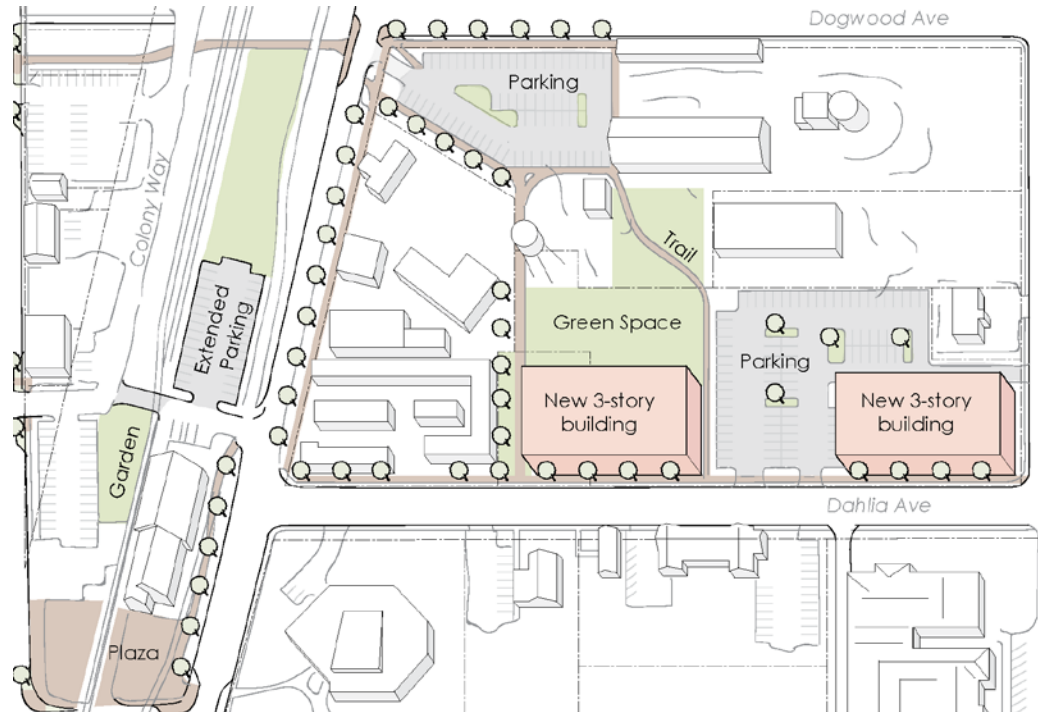
Incrementally develop the site with the least amount of improvement to existing infrastructure.

Site-Specific Uses

- Develop two 3-story, mixed-use structures with either commercial on lower level and upper housing units (vertical) or a mix of uses across buildings (horizontal)
- Provide surface parking for patrons, residents and community activities in green space
- Establish green space with playgrounds, trail connectivity and community gardens

Community Connectivity

- Provide pedestrian trail connection across railroad corridor into downtown
- Provide trail linkages and pedestrian trails along the perimeter of the site



Concept B

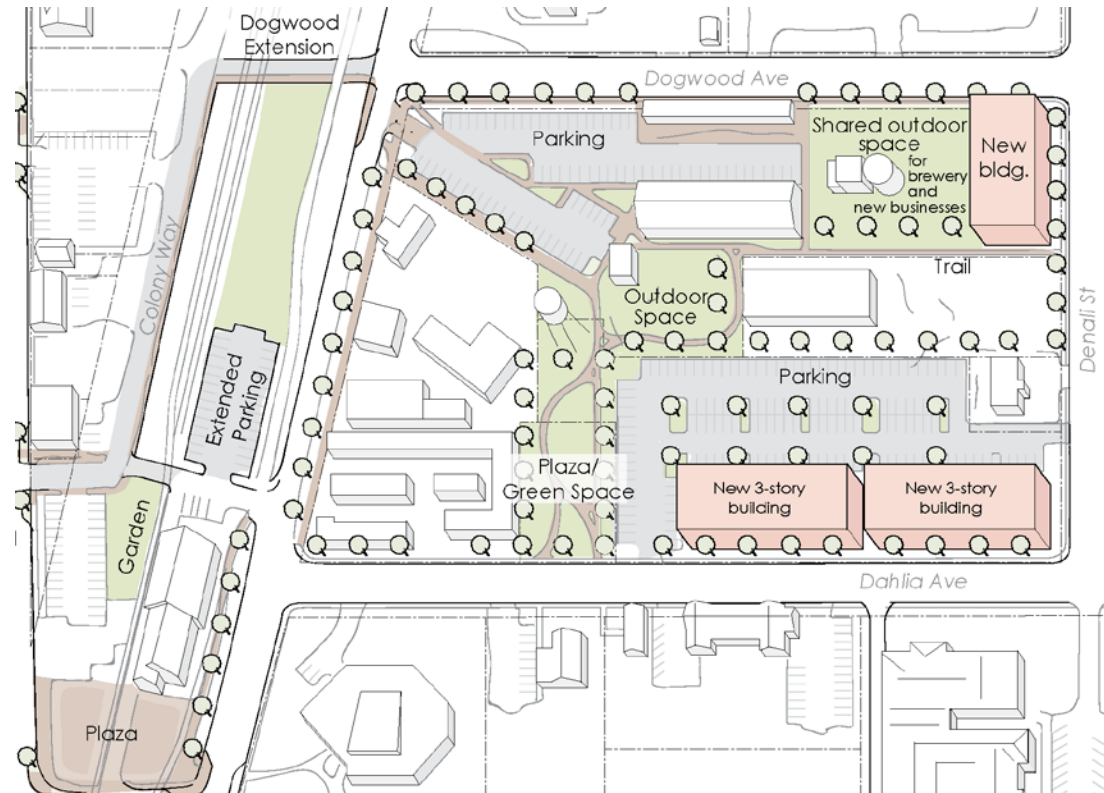
Take a more active role in developing the site with a few improvements to surrounding community infrastructure.

Site Specific Uses

- Develop three 3-story, mixed-use structures with commercial on lower level and upper housing units
- Provide surface parking for patrons, residents and community activities in green space
- Establish green space with playgrounds, trail connectivity and community gardens

Community Connectivity

- Abandon RR corridor and develop cohesive plaza space near Depot
- Add roadway segments from site, into downtown, to improve vehicular connectivity



Concept C

Maximize site redevelopment opportunities with most changes to existing community infrastructure.

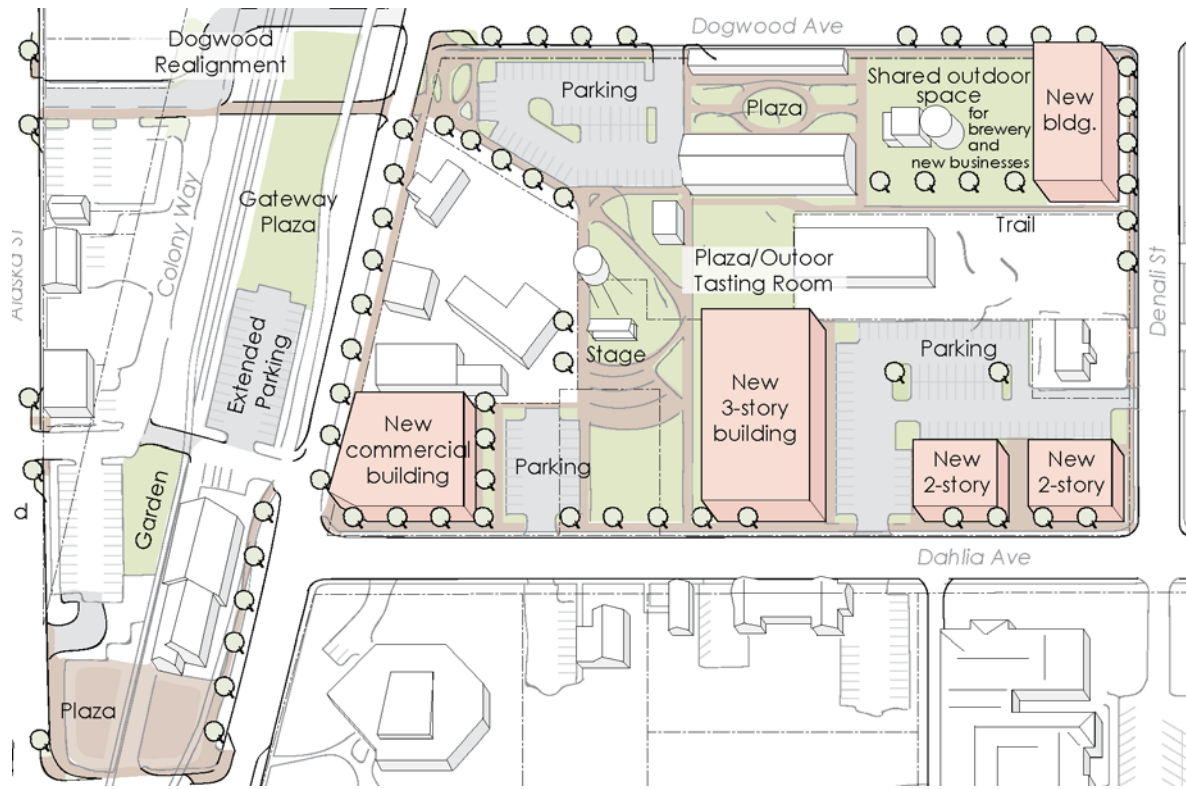
Site Specific Uses

- Develop five 3-story, mixed-use structures with commercial on lower level and upper housing units
- Provide surface parking for patrons, residents and community activities in green space
- Establish green space with playgrounds, trail connectivity and community gardens

Community Connectivity

Abandon RR corridor and develop cohesive plaza space near Depot

- Add roadway segments from site, into downtown, to improve vehicular connectivity



June 2019

Community Feedback

Community Feedback:

- Preference for Concepts B & C– greater development density
- Support for additional pedestrian connectivity
- Support for increased vehicular activity– with no net loss of parking
- Preference for mixed-use development, two-story to maintain views of mountains
 - More downtown residential options
- Continue to support the Depot as a community meeting space
 - Could support some occasional railroad use, but concerns about amount of investment for use a few times a year
- Preference for outdoor spaces to support community activities including:
 - Gathering Areas
 - Farmer’s Markets
 - Performance Areas
 - Outdoor gathering “rooms”
 - Activities for all ages and all seasons



Demographic and Market Impacts





The Value of U.S. Downtowns and Center Cities

Downtowns deliver 13-64% of citywide tax revenue



Downtowns are demographically diverse with large portions of a city's foreign-born, non-white, and middle-income populations



Downtowns are inherently better able to rebound from economic, social, and environmental shocks and stresses.



Downtowns provide a high quality of life that attracts employers, investment, visitors, and residents.



Downtowns support a variety of retail, infrastructure, and institutions

MISSION

Grow downtown as a...
Economic engine—jobs
Fiscal engine—tax base
Amenity engine—
housing
Civic heart—common
ground
Cultural celebration—
arts “infrastructure”



Walkable



South Bay
Retrofit, Boston

Connected



Brooklyn Village
Redevelopment,
Center City
Charlotte

Diverse



Downtown
Brockton (MA)

Green



Calgary
Downtown
Riverfront

Authentic



Water Street,
Downtown
Tampa

Market Information: Population

- The City of Palmer is increasing at a steady rate and is projected to nearly double in population between 2000-2023.
- The Borough is also projected to grow significantly, seeing nearly an 83% increase in population by 2045. This outpaces the growth of the state, which is only projected to grow by 22% by 2045.
- The City is experiencing a slight increase in their population above age 65, matching the general national trend of an aging population.
- The median age in 2018 was 33.5
- The median household income is projected to increase from \$76,638 in 2018 to \$93,399 in 2023

Population

	2000	2010	2018	2023
City of Palmer	4,216	5,937	7,392	8,154

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018 and 2023 Esri converted Census 2000 data into 2010 geography.

Projected State of Alaska and Matanuska-Susitna Borough Populations, 2015-2045

	2015	2020	2025	2030	2035	2040	2045	2015-2045 Growth
State of Alaska	737,625	771,529	802,352	829,620	854,104	877,134	899,825	162,200
Population Growth Rate		4.6%	4.0%	3.4%	3.0%	2.7%	2.6%	22%
Matanuska-Susitna Borough	100,178	113,415	124,144	141,247	155,442	169,418	182,836	82,658
Population Growth Rate		13.2%	12.1%	11.1%	10.0%	9.0%	7.9%	83%

Source: Northern Economics - ADOLWD 2016

Age	2010	2018	2023
0-14	23.8%	22.3%	22.5%
15-64	66.6%	66.7%	64.8%
65+	9.6%	11%	12.6%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018 and 2023 Esri converted Census 2000 data into 2010 geography.

Market Information: Housing

- The number of households is expected to nearly double between 2000-2023, this is to be expected given the growth in population
- The data suggests an undersupply of housing units.
- A vacancy rate of 1% in 2018 and a projected vacancy rate of 1% in 2023 also suggests that housing supply is not meeting demand.
- The average household size is roughly 2.8, however data suggests that over half the population is living in 1-2 person households. This could indicate a potential demand for smaller (1-2 bedroom) housing units.
- While the majority of the population lives in owner occupied housing units, the percentage of rental units is projected to increase from 25.8% in 2000 to 34.5% in 2023.

Housing

	2000	2010	2018	2023
<i>Total Housing Units</i>	1,511	2,281	2,522	2,820
<i>Owner Occupied Housing Units</i>	67.6%	54.5%	63.1%	64.5%
<i>Renter Occupied Housing Units</i>	26.8%	38.1%	35.9%	34.5%
<i>Vacant Housing Units</i>	5.6%	7.4%	1%	1%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018 and 2023 Esri converted Census 2000 data into 2010 geography.

	2000	2010	2018	2023
<i>Number of Households</i>	1,427	2,113	2,527	2,793
<i>Average Household Size</i>	2.83	2.61	2.79	2.80

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2018 and 2023 Esri converted Census 2000 data into 2010 geography.

Market Information: Retail Leakage

- Retail leakage occurs when local people spend a larger amount of money on goods than local businesses report in sales

People leave Palmer for:

Big Box Shopping



- Electronics & Appliance Stores
- Clothing & Clothing Accessories Stores
- Motor Vehicle & Parts Dealer
- Furniture & Home Furnishings Stores
- Bldg. Materials, Garden Eqpt & Supply Stores
- Sporting Goods,
- Hobby, Book & Music Stores
- Health and Personal Care Stores

People Come to Palmer for:

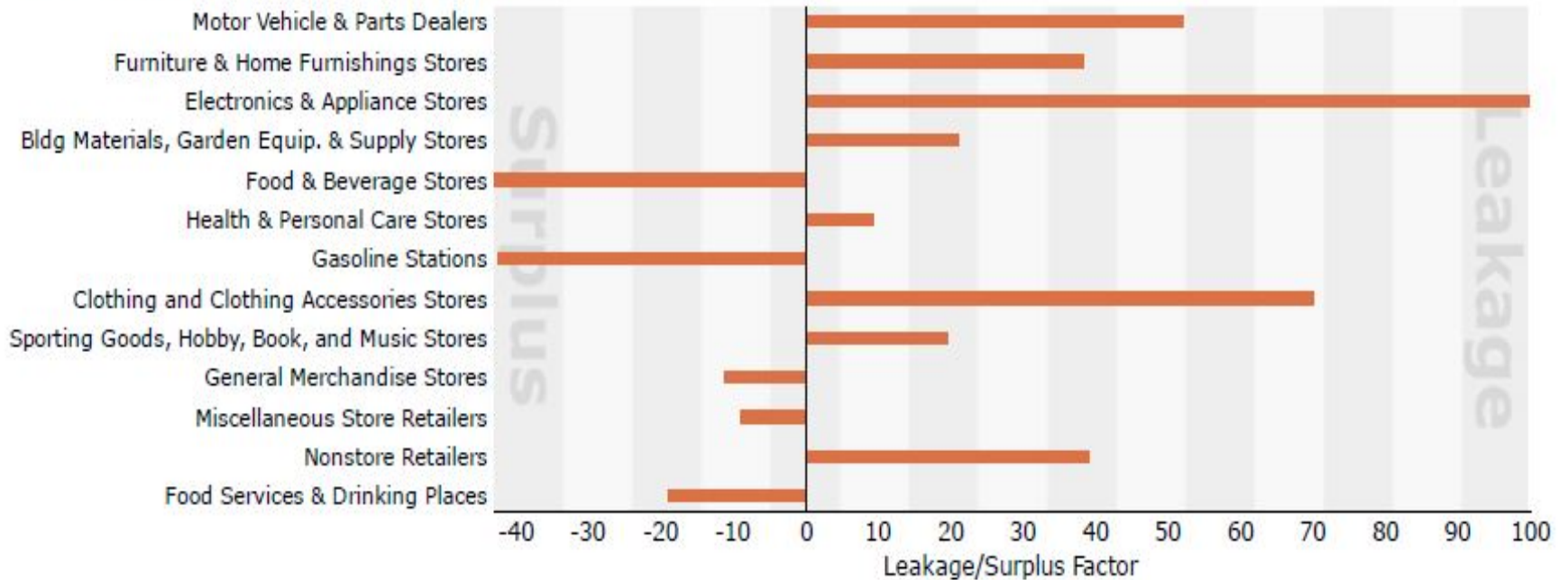
Dining and Specialty Retail



- Food and Beverages Stores (grocery, liquor etc.)
- Gasoline Stations
- Food Services & Drinking Places (restaurants, bars etc.)
- General Merchandise Stores
- Miscellaneous Retail Stores

Market Information: Retail Leakage

2017 Leakage/Surplus Factor by Industry Subsector



Final Recommendations



Revised Concept

Maximize site redevelopment opportunities with options to improve community infrastructure and maintain existing parking.

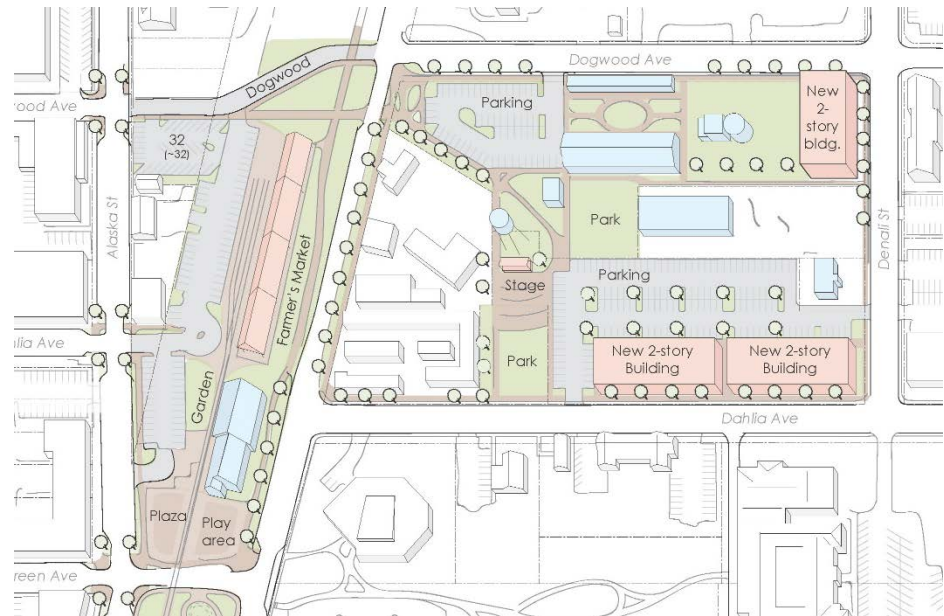
Site Specific Uses

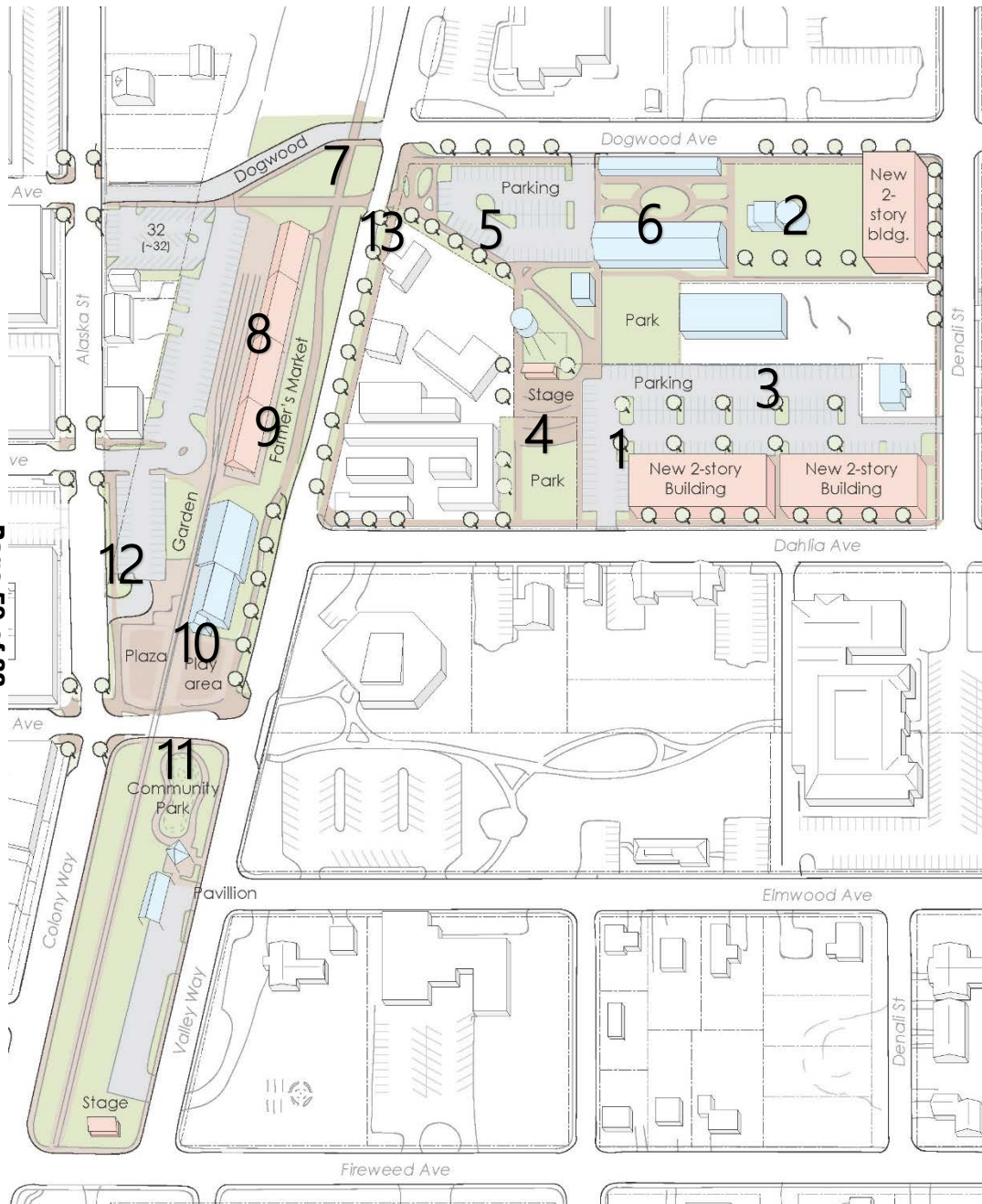
- Develop three 2-story, mixed-use structures with commercial on lower level and upper housing units
- Provide surface parking for patrons, residents and community activities in green space
- Establish green space with gathering areas, trail connectivity and community gardens

Community Connectivity

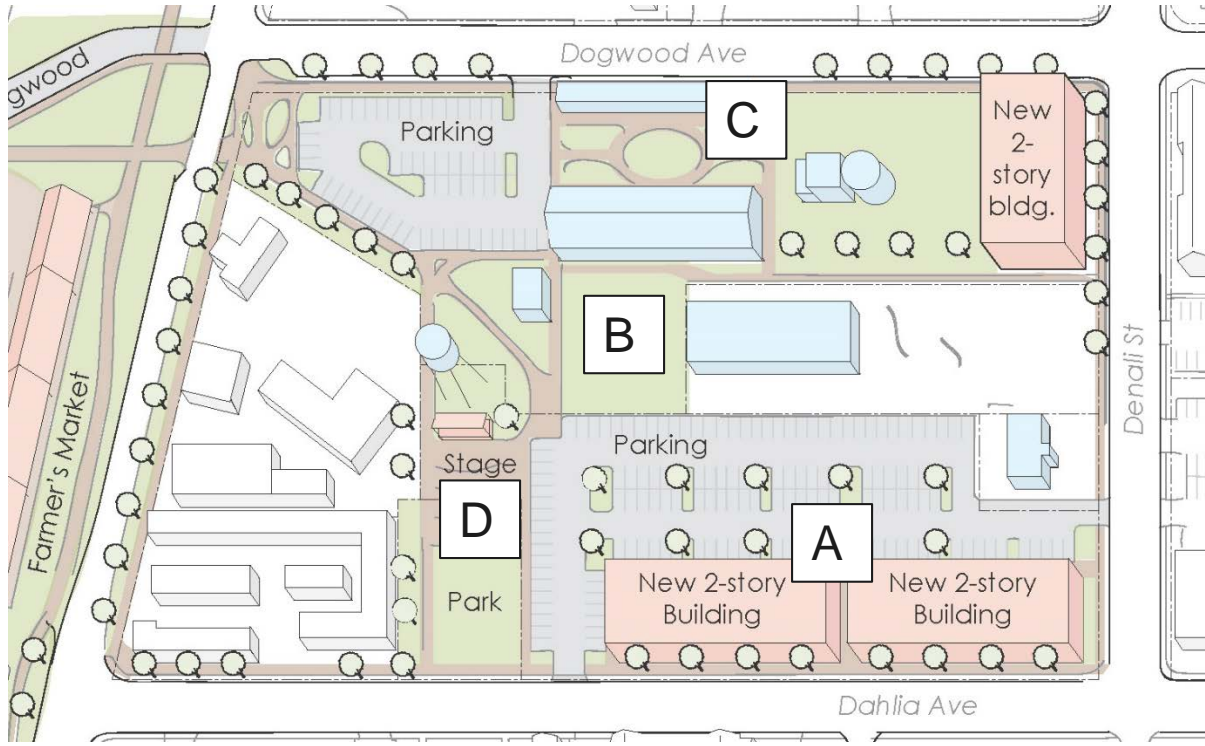
Keep RR tracks up to the depot. Near-term priorities should address improvements to community spaces around the depot.

- Design near-term improvements with flexibility to support long-term revitalization of the RR tracks.
- Consider adding roadway segments from the site, into downtown, to improve vehicular connectivity. Design to maintain existing number of off-street parking spaces available in adjacent parking lots





		Description
1	Mixed-Use Development	Development of two new 2-story mixed-use structures with commercial zoning on lower levels and residential units on upper story. New structures will be oriented as closely as possible to the ROW to reinforce pedestrian streetscape experience and define the neighborhood corridor. Buildings are recommended to be constructed of materials and colors which reflect the unique character and heritage of the Palmer community.
2	Mixed-Use Development	Option to develop a third 2-story mixed-use structure at the corner of Dogwood Avenue and Denali St., which would provide greater intensity of use for the existing parcel and may be developed with compatible uses to complement the Matanuska Brewing Company, which currently occupies industrial structures within this block.
3	Off-Street Parking (A)	Provide additional off-street parking lots within the interior portions of the site for greater accessibility to community green spaces as well as to commercial and residential units within newly developed structures.
4	Community Green Space	Construct community green space areas and park lands in central portions of the site to support neighborhood activities and community festivals. Orient performance venues and gathering spaces near the iconic Palmer water tower and provide pedestrian connections to link other adjacent sites to the Mat-Maid block.
5	Off-Street Parking (B)	Expand off-street parking areas at the Matanuska Brewing Company to support expanded business operations. Develop higher-visibility pedestrian trailhead at the corner of Dogwood Avenue and Valley Way to serve as a pedestrian hub for the downtown region.
6	Outdoor Gathering Spaces	Provide opportunities for outdoor eating areas, tasting rooms and complementary green spaces that can be utilized year-round, by patrons of the Mat-Maid site and the Matanuska Brewing Company.
7	Dogwood Ave. Extension	Extend Dogwood Avenue westward into Downtown Palmer and expand existing Valley Inn parking area to maintain the current number of off-street parking stalls provided to patrons within the downtown district.
8	Alaska Railroad Tracks	Maintain Alaska Railroad tracks north of the depot to facilitate occasional use but terminate tracks south of proposed Dogwood Avenue extension to maintain north/south pedestrian trail use.
9	Farmer's Market	Expand and develop a formal covered farmer's market pavilion north of the depot and expand vehicular parking and circulation within the site.
10	Depot Plaza and Playground	Develop a cohesive joint plaza and railroad-themed play area south of the depot to support seasonal festivals and year-round use and interest by residents. Develop this space to merge activities and aesthetics of west downtown Palmer with east downtown Palmer.
11	Maintain Existing Park	Maintain existing community park amenities south of Evergreen Avenue and the Depot and expand community park opportunities to provide increased continuity with other outdoor amenities within the downtown district.
12	Downtown Streetscaping	Improve downtown streetscaping with improved landscaping, art installations, tree plantings and planters on Colony Way and Alaska St.
13	Pedestrian Trails	Develop pedestrian trails and connections around the perimeter of the Mat-Maid block, through the Mat-Maid block and into downtown to support pedestrian and bicycle safety for all residents and visitors.



Two-Story, Mixed-Use Development



Passive Outdoor Community Spaces



Community Performance Venues



Amenities for All Seasons

Pedestrian Connectivity

Pedestrian Corridors should be developed within the Mat-Maid block and connections to existing pedestrian trail networks should be prioritized as development occurs



The Depot as a Community Center

Continue to support the Palmer Depot's use as a community center and focus improvements on supporting existing activities such as Farmer's Markets, festivals and Downtown Gatherings.



file 63 of 82

Project Wrap-Up



Final Steps



- ✓ Complete Stakeholder Meetings & Community Engagement
- ✓ Finalize Study Document
- ✓ Final QA/QC

Questions?

Page 66 of 83



PALMER *Alaska*



**City of Palmer
Action Memorandum No. 19-075**

Subject: Approving a Council Community Grant in the Amount of \$400.00 to the Palmer High School to Support Alaska Association Student Government Conference Field Trip to Palmer November 2, 2019


Agenda of: October 22, 2019

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




Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>9/27/19</u>
_____	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: \$ **400.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>400.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- 2019 Grant Application
- 2019 Scoresheet

Summary Statement/Background:

The Palmer High School is requesting a \$400.00 to support the annual Alaska Association of Student Governments Conference, specifically the field trip on November 2nd, which includes a tour of the community.

The event is expected to attract up to 500 students and advisors from around the state. The event is scheduled to take place November 1-3, 2019.

This is the first year for the high school to request a council community grant for this event. This is the 2nd year for the event at Palmer High School since it began in 1993. Previous events were hosted at PHS in 2008.

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

Legislation #	Organization	Amount	Date Approved
AM 19-019	YAK renovations	\$5000	Feb 12
AM 19-027	Green Day Gallop Marathon	\$2000	Feb 26
AM 19-032	PMHA Midsummer Garden & Art Faire	\$2000	Mar 12
AM 19-033	Mat Su Runners WLTRO	\$2000	Mar 12
AM 19-042	Spring Classic 2019	\$1000	Apr 9
AM 19-046	Tractor to Work Breakfast	\$475	Apr 23
Total 2019 Grants approved prior:		\$12,475	

Administration’s Recommendation:

To approve Action Memorandum No. 19-075 for a Council Community Grant to Palmer Highs School to support the Alaska Association of Student Governments 2019 Conference



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



Council Community Grant

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

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

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

Applicant eligibility

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

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

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



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

Council Community Grant Application

Program, service, project or event title: Alaska Association Student Government
 Date(s) of program, service, project or event: November 2, 2019 Field trip

Applicant Information

Name: Palmer High School
 Address: 1170 W. Bogard Rd
 City: Palmer State: AK Zip: 99645
 Phone: 746-8408 Email: Kimberly.akers@matsuk12.us

Organization Information

Name of organization/group: Matsuk Borough School District
 Type of organization: Non-profit Volunteer community group Other

Funding Request

Amount of Request: \$ 400⁰⁰
 Matching funds provided by applicant: \$ _____

Project Summary Information

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

Palmer High School is hosting this years Alaska Association Student Government Conference. It brings 500 students from all over Alaska to discuss and find solutions for the problems our schools face while learning about the host community. We will highlight Palmers history. Students will have the opportunity to explore the community and its businesses.

Project Scope of Work

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

The Conference will be held at Palmer High School and as part of it students will take part in workshops and explorations to intergrate themselves in the community. As one of the explorations we hope to have students skate at the MTA Events center who haven't had the opportunity before.

Eligibility

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

Every delagate will be helping to contribute to the city's economy through spending money at local businesses throughout the weekend. As well as share our community with peers from around the state, while educating them of the compelling history of Palmer.

Matching Funding Source

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

None Avalible

Community Benefit

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

Having so many students attracted to the event through prior attending of the conference will provide an outlook to compare our community to others in the state. Students and advisors will register prior to attending and our projected audience is between 500-600 students and advisors.

Detailed Budget

NA


Revenue:

Source:	Cash	In-Kind	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

Expenditures:

Item/Service:	Cash	In-Kind	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

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

Applicant signature: 
Date: 9-26-19

For Office Use Only

Date received by Manager's Office: _____

City Council agenda date: _____

Action Memorandum No.: _____

City Council: Approved Denied

Date Manager's Office notified applicant of request outcome: _____

Project Name: PHS Alaska Association of Student Governments

Reviewer Name: Nathan Wallace

Date: 9/27/2019

Qualification Pre-Check

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

Event must be accessible to all members of the community.

X Event must take place within Palmer city limits or within one mile of city limits.

Event has received funding from the City in the past. List the years funding was received: NONE

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

	Application Elements	Expectations	Points Earned	
Accessibility & Strategic Priorities	10 pts	7 pts.	3-0 pts	
	The application clearly states the economic benefits and the reader/evaluator easily understands the benefits to the community and residents of the City.	The application states the benefits, however it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the City.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the City.	7
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	3
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or has to use reason to understand the overall budget for the project.	The application does not include a project budget or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	3
Benefit	The application clearly states how the community will benefit as a result of the event.	The application states the degree of benefits; however, it is not clear and the reviewer/evaluator must assume or use reason to determine the how the community will benefit as a result of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefits as a result of this grant.	10
Reporting	The application clearly states how and when the City will receive a post event report on this project.	The application attempts to address how a post event report will be given to the City; however it is unclear and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the City or the reviewer/evaluator cannot determine how the report will be presented.	3
			Total:	36/60

**City of Palmer
Action Memorandum No. 19-076**

Subject: Approving a Council Community Grant in the Amount of \$225.00 to the Alaska Farmland Trust to Support the Fall Harvest Festival at the Palmer Depot on November 3, 2019


Agenda of: October 22, 2019

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




Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
X	Finance		9/30/19
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ **225.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
X	Creates expenditure in the amount of:	\$ <u>225.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

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

Director of Finance Signature: 

Attachment(s):

- 2019 Grant Application
- 2019 Scoresheet
- Letter from Alaska Farmland Trust

Summary Statement/Background:

The Alaska Farmland Trust in collaboration with the UAF Experiment Farm and Extension Center, Grow Palmer, MatSu Chapter of the Alaska Farm Bureau, and the Palmer Museum of History and Art is requesting an in-kind donation of the depot rental (\$225.00) to support the Fall Harvest Festival. The event is to “Celebrate the Harvest” and will include a showing of the film “The Biggest Little Farm”, a full Alaska Grown meal, and a discussion of Palmer’s food future following the meal and film.

The event is expected to attract up to 200 participants from around the community. The event is scheduled to take place November 3, 2019.

This is the first year for the group to request a council community grant for this event.

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

Legislation #	Organization	Amount	Date Approved
AM 19-019	YAK renovations	\$5000	Feb 12
AM 19-027	Green Day Gallop Marathon	\$2000	Feb 26
AM 19-032	PMHA Midsummer Garden & Art Faire	\$2000	Mar 12
AM 19-033	Mat Su Runners WLTRO	\$2000	Mar 12
AM 19-042	Spring Classic 2019	\$1000	Apr 9
AM 19-046	Tractor to Work Breakfast	\$475	Apr 23
AM 19-0XX	Palmer High Student Gov't		
Total 2019 Grants approved prior:		\$12,475	

Administration’s Recommendation:

To approve Action Memorandum No. 19-076 for a Council Community Grant to Alaska Farmland Trust to support the Fall Harvest Festival 2019



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

Council Community Grant Application

Program, service, project or event title: FALL HARVEST FESTIVAL
 Date(s) of program, service, project or event: 11/3/19

Applicant Information

Name: ALASKA FARMLAND TRUST
 Address: 248 E DAHLIA
 City: PALMER State: AK Zip: 99645
 Phone: 355 2706 Email: AMY.PETTIT@AKFARMLAND.COM

Organization Information

Name of organization/group: ALASKA FARMLAND TRUST
 Type of organization: Non-profit Volunteer community group Other

Funding Request

Amount of Request: \$ DEPOT RENTAL FOR EVENT
 Matching funds provided by applicant: \$ 1000

Project Summary Information

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

On Sunday 11/3/19 Alaskans will gather at The Depot to "Celebrate The Harvest" by enjoying a full Alaska grown meal and watching the award-winning indie film "The Biggest Little Farm." A discussion of Palmer's food future will follow the film & meal.

Project Scope of Work

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

Alaska Farmland Trust, UAF Experiment Farm & Extension Center, Grow Palmer, Mat Su Chapter of the Alaska Farm Bureau, and The Palmer Museum of History & Art are collaborating to make this afternoon a success.

Eligibility

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

Alaska Farmland Trust has a reputation for Palmer community support & promotion of our agricultural industry. The other partnering organizations add service & value, sustainability & education.

Matching Funding Source

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

Alaska Farmland Trust is seeking sponsorship \$ to cover additional costs besides The Depot rental, including: fee for movie showing, food & permit costs, promotion & advertising of the event.

Community Benefit

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

We anticipate 200 valley residents will join in this afternoon of "Celebrate the Harvest." They will be reminded of the importance of our agricultural industry & encouraged to find ways to continue to eat local all winter long.

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Totals	\$	\$	\$

Expenditures:

Item/Service:	Cash	In-Kind	Total
Depot Rental	\$ 225	\$	\$ 225
Monie Fee	\$ 195	\$	\$ 195
Food Costs	\$ 500	\$	\$ 500
Permit	\$ 50	\$	\$ 50
	\$	\$	\$
Totals	\$ 970	\$	\$ 970

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

Applicant signature:

Amy Pettit

Date:

9/30/19

For Office Use Only

Date received by Manager's Office: _____

City Council agenda date: _____

Action Memorandum No.: _____

City Council:

Approved

Denied

Date Manager's Office notified applicant of request outcome: _____

Qualification Pre-Check

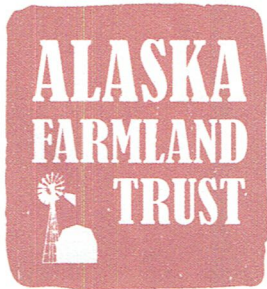
All items listed below must be present before further review of application.

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

Event has received funding from the City in the past. List the years funding was received: NONE

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

	Application Elements	Expectations	Points Earned	
Accessibility & Strategic Priorities	10 pts	7 pts.	3-0 pts	
	The application clearly states the economic benefits and the reader/evaluator easily understands the benefits to the community and residents of the City.	The application states the benefits, however it is not clear and/or the reviewer/evaluator must assume or use reason to determine the benefits to the community and residents of the City.	The application does not clearly demonstrate the benefits and/or the reader/evaluator cannot determine through reasoning the benefits to the community or residents of the City.	7
	The application clearly addresses how the project meets one or more of the City's Economic Development Strategic Priorities.	The application attempts to address how the project meets one or more of the City's Economic Development Strategic Priorities; however, the reviewer/evaluator must assume or use reason to determine how the project is addressing a strategic priority(s).	The application does not clearly demonstrate how the project is addressing a strategic priority and/or the reader/evaluator cannot determine through reasoning how the project is addressing a strategic priority.	7
Fiscal	The application clearly states how much financial or in-kind services are being requested for the project.	The application contains information regarding financial and/or in-kind services as part of the project; however, it is not clear and the reviewer/evaluator must assume or use reason to determine what is being requested.	The application does not clearly state what is being requested and/or the reviewer/evaluator cannot determine through reasoning.	10
	The application includes a project budget which demonstrates sound fiscal practices and reviewer/evaluator can easily understand.	The application includes a project budget; however, the reviewer/evaluator has questions or has to use reason to understand the overall budget for the project.	The application does not include a project budget or the reviewer/evaluator cannot understand and/or has significant concerns about the budget as presented.	10
Benefit	The application clearly states how the community will benefit as a result of the event.	The application states the degree of benefits; however, it is not clear and the reviewer/evaluator must assume or use reason to determine the how the community will benefit as a result of this grant.	The application does not clearly demonstrate the degree of benefits and/or the reviewer/evaluator cannot determine the how the community will benefits as a result of this grant.	10
Reporting	The application clearly states how and when the City will receive a post event report on this project.	The application attempts to address how a post event report will be given to the City; however it is unclear and the reviewer/evaluator must assume or use reason to determine how and when the report will be presented.	The application does not attempt to address how a post event report will be given to the City or the reviewer/evaluator cannot determine how the report will be presented.	3
			Total:	47/60



Preserving farmland for future generations

9/27/19

City of Palmer
City Managers Office
Council Community Grant Application
231 W Evergreen Ave
Palmer, AK 99645

SUBJECT: *Celebrate the Harvest!*

In a continuing effort to raise awareness of and appreciation for the agriculture industry of Alaska, we are hosting a Fall Harvest Festival in Palmer. The event will consist of local dignitaries, farmers and Palmer residents gathering at The Palmer Depot to enjoy an exclusive viewing of the indie award winning film "The Biggest Little Farm", followed by a conversation about Palmers' food future while enjoying a local food feast of Alaska Grown bratwurst, potato salad and other sides. Alaska Farmland Trust, UAF Matanuska Experiment Farm & Extension Center, Palmer Grow Palmer, the Palmer Museum of History and Art, and the Mat Su Chapter of the Alaska Farm Bureau are working together to make this event a success.

Alaska Farmland Trust is seeking financial support to cover the cost of food, permits, outreach materials and advertising of the event because we would like to offer the event at no cost to attendees. *Celebrate the Harvest* will be a success if Mat Su Valley residents join us to view the movie and continue the conversation about where their food comes from and how vital farmers are to our community. If attendees are inspired to continue to source Alaska Grown foods throughout the winter, our entire community benefits.

Alaskan's are excited about supporting their farmers and we want to encourage that. We are seeking a sponsorship in the amount of \$225 to cover the cost of The Depot rental on 11/3/19 through our attached Council Community Grant Application. If you choose to become a sponsor, we will include your logo in our outreach efforts and thank your business at the event.

Should you have any questions, please do not hesitate to contact Amy Pettit at (907) 355-2706 or amypettit@akfarmland.com

Sincerely,

Amy Pettit
Executive Director