

Mayor Edna B. DeVries
Deputy Mayor Richard W. Best
Council Member Steve Carrington
Council Member Sabrena Combs
Council Member David Fuller
Council Member Brad Hanson
Council Member Pete LaFrance

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

City of Palmer, Alaska
Regular City Council Meeting
March 13, 2018, at 7 PM
City Council Chambers
231 W. Evergreen Avenue, Palmer
www.cityofpalmer.org

AGENDA

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. **Action Memorandum No. 18-030:** Authorizing the City Manager to Negotiate and Execute a Contract with Greene Garden Services for Seasonal Gardening/Horticultural Services in an Amount Not to Exceed \$52,000.00 Page 3
 - b. **Action Memorandum No. 18-031:** Authorizing the City Manager to Negotiate and Execute a Five-Year Agreement with the State of Alaska to Provide Fire Suppression Response and Assistance to the Division of Forestry with Regards to Wildland Firefighting Emergencies Page 7
 - c. **Action Memorandum No. 18-032:** Authorizing the City Manager to Negotiate and Execute a Contract with Statewide Door & Glass for Procurement and Installation of a New Glass Door Front Entry Way at the Palmer Library in an Amount Not to Exceed \$20,700.00 Page 17
 - d. **Action Memorandum No. 18-033:** Authorizing the City Manager to Purchase New Self Contained Breathing Apparatus and Related Equipment for the Aerial Platform Fire Apparatus in an Amount of \$33,615.00 from Alaska Safety, Inc. under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230..... Page 21
 - e. **Action Memorandum No. 18-034:** Accepting Board Member Wesley Rath's Resignation from the Parks, Recreation and Cultural Resources Advisory Board..... Page 25
2. Approval of Minutes of Previous Meetings
 - a. January 9, 2018, Regular Meeting..... Page 27

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Presentation of a Proclamation Honoring Education and Sharing Day Page 33
2. Presentation from Mat-Su Borough Planning Director Eileen Probasco Regarding Borough Municipal Code Title 17: Zoning Code Update Page 35

F. REPORTS

1. City Manager's Report Page 49
2. City Clerk's Report Page 73
3. Mayor's Report Page 79
4. City Attorney's Report

G. AUDIENCE PARTICIPATION

H. PUBLIC HEARING

1. **Action Memorandum No. 18-035:** Directing the City Clerk to Notify the State of Alaska of the City Council’s Statement of Non-Objection to Liquor License #3058, for The Moosehead Saloon, Located at 810 S. Colony Way..... Page 81
2. **Action Memorandum No. 18-036:** Directing the City Clerk to Notify the State of Alaska of the City Council’s Statement of Non-Objection to Liquor License #1195, for Iron Horse Liquor, Located at 606 S.Alaska Street Page 87

I. ACTION MEMORANDA

1. **Action Memorandum No. 18-037:** Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with PND Engineers, Inc. for the Public Safety Building Repair Design and Construction Administration in an Amount Not to Exceed \$44,852.00..... Page 93
2. **Action Memorandum No. 18-038:** Approving a Council Community Grant in the Amount of \$3,000.00 to the Palmer Museum of History and Art for the Garden and Art Faire to be held on July 14, 2018 Page 99

J. RECORD OF ITEMS PLACED ON THE TABLE

K. AUDIENCE PARTICIPATION

L. COUNCIL MEMBER COMMENTS

M. ADJOURNMENT

Tentative 2018 Palmer City Council Meetings

Meeting Date	Meeting Type	Time	Notes
March 27	Regular	7 pm	
April 10	Regular	7 pm	
April 17	Joint	7 pm	PZC
April 24	Regular	7 pm	
May 8	Regular	7 pm	
May 22	Regular	7 pm	
June 12	Regular	7 pm	
June 26	Special	6 pm	Audit Presentation
June 26	Regular	7 pm	

**City of Palmer
Action Memorandum No. 18-030**

Subject: Authorizing the City Manager to Negotiate and Execute a Contract with Greene Garden Services for Seasonal Gardening/Horticultural Services in an Amount Not to Exceed \$52,000.00

Agenda of: March 13, 2018

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


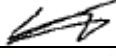

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance		<u>2/13/2018</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u>X</u>	Public Works		<u>2/12/2018</u>

Approved for Presentation By:

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

Certification of Funds:


Total amount of funds listed in this legislation: \$ 52,000.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 52,000.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-01-20-6030
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- RFP Point Ranking

Summary Statement/Background:

This AM authorizes the City Manager to negotiate and sign an agreement with Greene Garden Services, an independent contractor, to provide seasonal gardening and horticultural services in 2018 in an amount not to exceed \$52,000.

The gardens at the Visitor's Information Center/Palmer Museum, the hanging baskets, and other floral displays located at various City properties have been designed and tended by seasonal contractors since the mid 1990's.

The City posted an RFP on the City website on January 23, 2018. Two proposals were received; one from American Landscaping, the other from Greene Garden Services. The proposals were reviewed by three people and upon point tallying, it was determined that Greene Garden Services had the most responsible and responsive proposal.

Year	Garden Contract History	Fees	AM #
2017	Greene Garden Services - Amend. 3	\$ 52,715.00	17-009
2016	Greene Garden Services - Amend. 2	\$ 48,300.00	16-013
2015	Greene Garden Services - Amend. 1	\$ 48,300.00	15-008
2014	Greene Garden Services	\$ 46,000.00	14-006
2013	Carling - Amendment 2	\$ 46,000.00	13-012
2012	Carling - Amendment 1	\$ 45,660.00	12-050
2011	Carling - New Contract	\$ 42,725.00	11-020
2010	Carling - Amendment 3 (includes landscaping for new public restroom)	\$ 52,250.00	Res. 09-035
2009	Carling - Amendment 2	\$ 40,250.00	09-023
2008	Carling - Amendment 1	\$ 40,250.00	
2007	Carling - New Contract	\$ 35,100.00	07-024
2006	Carling - New Contract	\$ 34,100.00	06-035
2005	Carling - New Contract	\$ 21,000.00	
2004	Wendy Anderson	\$ 21,000.00	

Administration's Recommendation:

To approve Action Memorandum No. 18-030 Authorizing the City Manager to Negotiate and Execute a Contract with Greene Garden Services for Seasonal Gardening/Horticultural Services



**Gardening/Horticultural Services RFP
RFP Point Spread**

Company Name

Reviewers	Greene	American
	Points	Points
Reviewer 1 - Public Works	80	36
Reviewer 2 - Public Works	81	76
Reviewer 3 - Public Works	90	50
Totals	251	162

Greene Gardening Services	Pts Possible	Score	Comments
Relevant Experience	0-40	35	
Project Approach	0-30	25	
Other Factors	0-20	15	
Proposed Fee	0-10	5	
		80	Total of out 100 points possible

American Landscaping	Pts Possible	Score	Comments
Relevant Experience	0-40	25	
Project Approach	0-30	5	
Other Factors	0-20	5	
Proposed Fee	0-10	1	
		36	Total of out 100 points possible

Greene Gardening Services	Pts Possible	Score	Comments
Relevant Experience	0-40	35	
Project Approach	0-30	30	
Other Factors	0-20	11	
Proposed Fee	0-10	5	
		81	Total of out 100 points possible

American Landscaping	Pts Possible	Score	Comments
Relevant Experience	0-40	35	
Project Approach	0-30	30	
Other Factors	0-20	9	
Proposed Fee	0-10	2	
		76	Total of out 100 points possible

Greene Gardening Services	Pts Possible	Score	Comments
Relevant Experience	0-40	35	
Project Approach	0-30	25	
Other Factors	0-20	20	Local knowledge of project
Proposed Fee	0-10	10	
		90	Total of out 100 points possible

American Landscaping	Pts Possible	Score	Comments
Relevant Experience	0-40	20	No contacts for reference
Project Approach	0-30	15	No approach given
Other Factors	0-20	10	No history
Proposed Fee	0-10	5	
		50	Total of out 100 points possible

**City of Palmer
Action Memorandum No. 18-031**

Subject: Authorizing the City Manager to Negotiate and Execute a Five-Year Agreement with the State of Alaska to Provide Fire Suppression Response and Assistance to the Division of Forestry with Regards to Wildland Firefighting Emergencies

Agenda of: March 13, 2018

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


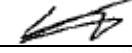
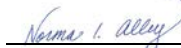
Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance		<u>2/22/2018</u>
<u> X </u>	Fire		<u>2/21/18</u>
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:


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

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted _____

Director of Finance Signature: 

Attachment(s):

- Cooperative Fire Protection Agreement

Summary Statement/Background:

Alaska Statute 41.15.010 states the State of Alaska Division of Forestry (Forestry) will provide protection from wildland fire and other destructive agents, commensurate with the values at risk, on land that is owned privately, by the state, or by a municipality. Palmer Fire & Rescue also has an obligation to provide protection to the City of Palmer and The Greater Palmer Fire Service Area, through contract, for life and property from wildland fires within their area, subject to available resources, funding, and personnel. It is to the mutual advantage of Palmer Fire & Rescue and Forestry to enter into an agreement for the operation and reimbursement of Palmer Fire & Rescue from Forestry in the event of a major wildland fire incident.

Should the request from Forestry for assistance with a wildland fire response occur, whether an extended response within Palmer Fire & Rescue boundaries or an area outside these boundaries, the Cooperative Fire Protection Agreement and the Annual Operating Plan will detail the policy and procedures for activation, response and reimbursement of this assistance.

Administration's Recommendation:

To approve Action Memorandum No. 18-031 to enter into a Five-Year Agreement, with the Option to Extend Five Years, with the State of Alaska, Department of Natural Resources, Division of Forestry to Provide Fire Suppression Response and Assistance to the Division of Forestry with Regards to Wildland Firefighting Emergencies.

**Cooperative Fire Protection Agreement
State of Alaska Division of Forestry
City of Palmer Fire Department**

This Agreement is dated the day _____, and is between the City of Palmer (Cooperator) with an address of 231 W. Evergreen Ave. Palmer AK 99645 and the State of Alaska, Department of Natural Resources, Division of Forestry (“State”) with an address of _____

Components

- 1. Recitals**
- 2. Definitions**
- 3. Command of Incident**
- 4. Reimbursement and Status of Employees and Apparatus**
- 5. Worker’s Compensation**
- 6. Liability Insurance**
- 7. Fire Equipment Use**
- 8. Training and Prevention**
- 9. Investigation**
- 10. Annual Operating Plan**
- 11. Notification**
- 12. Parties responsible for their own Acts**
- 13. Permits and Laws**
- 14. Non Waiver**
- 15. Review and Modifications**
- 16. Fair Intent**
- 17. Agreement Effective Date and Termination**

1. Recitals

It is the intent of AS 41.15.010 that the State provide protection from wildland fire and other destructive agents, commensurate with the values at risk, on land that is own privately, by the state, or by a municipality. It is also recognized by the Cooperator that an obligation exists to provide protection to life and property from wildland fires within their area of responsibility, subject to available resources, funding, and personnel. Therefore, it is to the mutual advantage of the Cooperator and the State to coordinate efforts in the prevention, detection, and suppression of wildland fires. It is in the best interest of both the Cooperator and the State that wildland fires be suppressed quickly and efficiently to minimize the destruction of natural resources and the threat to life, property, and communities.

2. Definitions

Annual Operating Plan (AOP): Negotiated annually between the Cooperator and the State to define operational details.

Back Fill: When the Cooperator is required to supply a firefighter at their station due to a documented

Fire Department policy, municipal ordinance and or union contract. the State only pays for the difference in the overtime above what the regular salary would be for the backfilling employee.

Discretionary Response: A response outside of the Fire Response Area within which the Cooperator may choose to respond, or assist the State, to suppress a wildland fire. Discretionary response may also be a request to respond to a wildland fire “out-of-area (outside the local dispatch zone).

EERA Equipment: Emergency Equipment Rental Agreement Equipment includes equipment rented to the State that is not fire apparatus as defined below. The EERA equipment is registered in OLAS using established rates.

Extended Attack: When wildland fire suppression activity goes beyond the first shift. The fire may be within Division of Forestry and Cooperator’s agreed fire response area or may be considered “out-of-area” (outside the local dispatch zone).

Fire Apparatus: Fire engine, pumper, tender, tanker, brush rig, fire command vehicle, maintenance truck or such other rolling stock as is typically used by fire departments for fire suppression purposes.

Fire Response Area/ Mutual Aid/ Automatic Aid: An area which may include the Cooperator Service Area and areas of mutual aid response, within which the Cooperator agrees, within its ability, to promptly respond and act to suppress any wildland fire.

- Fire Response /Service Area: Geographic designated area where the Cooperator has fire responsibility. The Fire Response Area may or may not include all of the Service Area.
- Mutual Aid: An agreement where the Fire Department(s) has agreed to assist another department when requested
- Automatic Aid: An agreement for assistance. Assistance is dispatched automatically by contractual agreement between two fire departments, communities, or fire district.

Fire Stores: Items as needed to complete required minimum equipment inventory as specified in State’s Cooperator Conditions of Hire, Chapter 7 of the Alaska Incident Business Management handbook (AIBMH).

Incident Command System: An emergency response management system defined by the National Incident Management System (NIMS), and endorsed by the Governor of Alaska via administrative Order 170.

OLAS: On-line Application System is used to register, hire, and track Cooperator Fire Apparatus and EERA Equipment. OLAS will be used in the future for the entering and tracking the Cooperative Agreements and AOPs submitted by Cooperators.

Rehab/ Refurb: Fire department is allowed up to 4 hours with Fire Manager Officer’s approval for refurbishing and rehab of their equipment only for extended attack and or discretionary response wildland

fires.

Shift: Note this definition is a change from last year's definition. When responding to an initial attack wildland fire, the first shift for the fire department is shift after the first calendar day unless mutually decided by the State and fire department. One decision is when there is a break from unified command and the State has single command and the State is fiscally responsible. When requested by the State for a discretionary response outside of the fire departments service area or requested for an extended attack fire, the first shift begins at notification and or determined time. (If the State requests the fire department for the next day, the first shift starts the following day).

- Single shift: is when the apparatus has only one operator or crew members that work between 12 and 16 hours as noted in the Incident Action Plan.
- Double shift: Double Shift needs to be approved by the State of Alaska Fire Management Officer; the fire department supplies an apparatus with two separate operators or crew.

Unified Command: a method for all agencies or individuals who have jurisdictional responsibility and in some cases those who have functional responsibility at an incident to contribute to:

- Determining overall objectives for the incident
- Selection of a strategy to achieve the objectives
- Joint command of the incident for the first shift during initial attack

Wildland Fire: The uncontrolled burning of grass, brush, timber and other natural vegetative material.

3. Command of Incident

There is a presumption of Unified Command, by mutual consent pursuant to this Agreement for the first shift during initial attack, for the management of wildland fire incidents. The first responder on-scene shall assume functional command of the incident until the arrival of the other responder, after which a Unified Command will normally be established.

The Cooperator or State may, by mutual agreement, solely assume command of the incident, and shall be in command of personnel, fire apparatus and all other aspects of the fire suppression effort for the duration of the incident or until such resources are released.

4. Reimbursement and Status of Employees and Apparatus

The Cooperator may be reimbursed for performance under this Cooperative Fire Protection Agreement. The methods of reimbursement are:

- Cooperator Reimbursement: where actual costs of personnel and apparatus are reimbursed to the Cooperator.
- Combined Personnel and Apparatus Reimbursement (Lump Sum): where combined rate per daily and or double crew daily rate includes the established rate for both the personnel and apparatus.
- Direct Payment: where Cooperator personnel, as mutually agreed to by both the Cooperator and the State, are hired as Emergency Firefighters (EFF) by the State and paid directly; and apparatus is rented and paid directly to the Cooperator.

- All Cooperator apparatus and Emergency Equipment Rental Agreement (EERA) equipment must be registered in the Online Application System (OLAS) using established rates listed in OLAS, and the appropriate Conditions of Hire. Rates and Conditions of Hire forms are also included in the Alaska Incident Business Management Handbook.

In order to use the Cooperator Reimbursement method the Cooperator is responsible to payroll their personnel and provide Worker's Compensation insurance as defined below. The pay scale of each of their employees along with the billing addresses and contacts must be provided in in the AOP.

In the event an AOP has not been signed by the State, rates paid for apparatus will not exceed the latest version of the rates listed in the Online Application System (OLAS) (See Cooperator Conditions of Hire for Wildland Fire Suppression Activities). For other Fire Department equipment not listed under Chapter 7 of the Alaska Incident Business Management Handbook see Chapter 6 Emergency Equipment Hiring. This equipment should be listed in OLAS.

State Division of Forestry employees remain employees of the State whether they work under the Cooperator or State command. Cooperator personnel may remain the responsibility of the Cooperator, or may become employees of the State through the Emergency Firefighter program, with the attendant pay and benefits, depending on which payment methods the Cooperator chooses.

A. Cooperator Reimbursement and Combined Reimbursement:

1. Cooperator Reimbursement: The Cooperator shall be responsible for payment of salary to Cooperator's personnel, including all lawful deductions, taxes, and insurance. The incident will post all equipment time on Emergency Equipment Use Invoices and personnel time on OF-288s that will be used as backup for the Cooperator invoice presented to the State for reimbursement. The cooperator shall be responsible for payment of all expenses related to operation of the apparatus. Upon receipt of an itemized bill the State shall reimburse the Cooperator, within 30 days, for actual costs of personnel, apparatus, and other reasonable and necessary expenses as allowed that are directly related to wildland fire suppression. Rates of reimbursement for personnel shall be documented by the Cooperator as an addendum to the AOP and/or itemized on invoices submitted to the State. Cooperator apparatus and EERA equipment reimbursement rates shall not exceed the rates listed in OLAS. Forestry will not pay administrative fees for personnel in excess of **13.5 %** nor pay for backfill positions unless required by municipal ordinance, union contract, and/or written department policy. These costs will be billed as outlined above, and segregated from the deployed personnel. The Cooperator's request for reimbursement for each employee assigned to the deployment, the reimbursement request shall include:

- i. The request is on Cooperator's letterhead
- ii. Tax identification number.
- iii. The request should include the Cooperator's Benefits by percentages i.e. PERS, workers compensation, health insurance, etc. The Cooperator may waive some of the benefits associated costs if desired.

1. The name, rank and applicable pay rate
2. The number of base hours and overtime worked.
3. Employer's costs and benefits paid on base wages
4. The total charges to reimbursement.

Backfill reimbursement (see definition): The incident will reimburse all backfill overtime costs. The State only pays for the difference in the overtime above what the regular salary would be for the backfilling employee associated with the deployed employee(s). A requirement by municipal ordinance, union contract and or written department policy, the backfilled person is needed to maintain adequate staffing for the department.

5. These costs will be billed as outlined above, and segregated from the deployed personnel.
6. Rates should be attached as an addendum to this document.

2. Combined Reimbursement: The Cooperator submits an invoice. This invoice lists one cost. This cost is for the pre-established combined apparatus and the personnel hourly, daily or double crewed rate. (This is similar to Contractor/ Vendor billing). As of January 2016, the State has not established a combined rate for Fire Departments.

B. Direct Payment: The State shall be responsible for payment of salary directly to Cooperator's personnel hired as qualified EFF, including all lawful deduction, taxes, and insurance. Rates of pay and levels of classification shall be documented in the AOP. The State shall be responsible for payment to the Cooperator for apparatus and EERA equipment rental. Cooperator apparatus and EERA equipment reimbursement rates shall not exceed the rates listed in OLAS. Notice of employment as EFF, and hiring of apparatus and equipment will be affected by completion of appropriate hiring documents, or, if the emergency situation demands, notification of the responsible State Dispatch office that Cooperator employment and / or hiring has occurred. In the latter case, official documentation will be completed as soon as practical.

C. Travel, Meals, and Lodging: Travel time between the duty station, or fire station, and the incident is also reimbursable. Meals and lodging will be provided by the State for employees on assignment away from their Area.

- Refurb/Rehab: Fire department is allowed up to 4 hours with the Fire Management Officer's approval for refurbishing and rehab of their equipment only for extended attack and or discretionary response wildland fires. No other travel costs will be reimbursed.

5. Worker's Compensation

The Cooperator and the State are responsible for their own personnel Worker's Compensation. EFF are considered State employees.

6. Liability Insurance

The State is responsible for its own liability insurance and coverage.

The Cooperator is responsible for its own liability insurance and coverage, for work performed under this Agreement, and for work performed when no reimbursement or payment by the State under this Agreement is applicable.

State apparatus, including FEPP, loaned to a Contractor is covered by State liability insurance and coverage, regardless of whether or not the operator is State employee, provided the apparatus is utilized in the scope of permissive use. Permissive use is described as response to and operation on a wildland fire.

Liability is not covered for non-wildland fire use.

7. Fire Equipment Use

Upon discretionary assignment outside the Fire Response Area, the State will issue to the Cooperator fire stores as needed to complete the required minimum equipment inventory as specified in Cooperator Conditions of Hire: The Cooperator will maintain the fire equipment issued under this Agreement in an operable conditions. Issued equipment will be returned to the issuing Forestry Office upon completion of the assignment. The State will not hold the Cooperator accountable for consumable fire supplies.

If non-consumable fire stores become broken, or otherwise unusable, the Cooperator will return the damaged item, along with a statement of how the item was damaged, to the State for repair or replacement. If an item becomes lost or damaged as a result of negligence by the Cooperator, the Cooperator will be liable for replacement.

8. Training and Prevention

All Cooperator employees will be NWCG certified at a minimum of Wildland Firefighter 2, which includes an annual Fire line refresher Training and Work Capacity Test, when responding outside the Response Area. All personnel hired as EFF by Forestry must meet established NWCG physical fitness and training standard for the position hired. The state will provide wildfire training and prevention material to the Cooperator upon request.

9. Investigation

See Annual Operating Plan for investigation procedures.

10. Annual Operating Plan

As soon as practical after this Agreement is executed and annually thereafter prior to March 15 of each year, the Cooperator and the state Forester or his designee shall meet to negotiate an AOP. The subject matter of the AOP shall include what is needed to help define the operational details. At minimum the AOP should include mobilization procedures, a map or description of response area, training and qualifications, personnel rosters, contact information, education/ prevention/ investigation coordination procedures and radio frequencies (communication coordination).

11. Notification

The notification procedures are outlined in the Annual Operating Plan.

12. Parties Responsible for their own Acts

Each party agrees that it will be responsible for its own acts and the results thereof and each party shall not be responsible for the acts of the other party; and each party agrees will assume to itself risk and liability resulting from their own acts under this Agreement.

13. Permits and Laws

The parties shall acquire and maintain in good standing all permits, licenses and other entitlement necessary to the performance under this Agreement. All actions taken by the parties under this Agreement shall comply with all applicable laws, statues, ordinances, rules and regulations.

14. Non-Waiver

The failure of the Cooperator or the State at any time to enforce a provision of this Agreement shall in no way constitute a waiver of the provisions, nor in any way affect the validity of this Agreement or any part thereof to enforce each and every protection hereof.

15. Review and Modifications

The parties agree to review this Agreement every Five (5) years maximum. From time to time, the parties may agree to modifications in the scope of services to be performed under this agreement. All modifications to the Agreement shall be incorporated by written amendments to this Agreement and approved by all signatories prior to effect.

16. Fair Intent

This Agreement has been jointly drafted by the parties following negotiations between them. It shall be construed according to the fair intent of the language as a whole, not for or against any party.

17. Agreement Effective Date and Termination

This Agreement supersedes all other versions of this document and is effective as the date of last signature of the parties and remains in effect indefinitely unless terminated. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date, thereof, at least thirty (30) days before the effective date of such termination.

Cooperative Fire Protection Agreement Signatures

For the State

Area Forester Date

State Forester Date

DNR Procurement Officer Date

For the Cooperator

Date

Date

Date

**City of Palmer
Action Memorandum No. 18-032**

Subject: Authorizing the City Manager to Negotiate and Execute a Contract with Statewide Door & Glass for Procurement and Installation of a New Glass Door Front Entry Way at the Palmer Library in an Amount Not to Exceed \$20,700.00

Agenda of: March 13, 2018

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>2/16/18</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u> √ </u>	Public Works	<u><i>[Signature]</i></u>	<u>2/15/18</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: \$ 20,700.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 20,700.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 08-01-10-7173 Library Front Doors
- Not budgeted

Director of Finance Signature: *[Signature]*

Attachment(s):

- Statewide Door and Glass Quote

Summary Statement/Background:

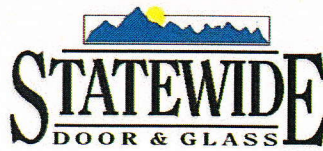
It has been determined, after inspection by the City Building Inspector and City Building Maintenance personnel, that the Library front entry way framing, glass doors and windows are gradually pulling away from the building framing and racking, causing them to not close properly and must be replaced.

This project was approved in the 2018 Budget for \$25,000.00.

The city solicited quotes from vendors that provide this type of equipment and received 2 quotes. Statewide Door and Glass provided the least expensive quote that met the requirements of the front library entry way.

Administration's Recommendation:

To approve Action Memorandum No. 18-032 authorizing the City Manager to execute a contract with Statewide Door & Glass for procurement and installation of a new glass door front entry way at the City of Palmer Library.



221 East Ship Creek Avenue
Anchorage, Alaska 99501
PH: 907-562-2074
FX: 907-562-1803

Palmer Public Library
Main Entrance Door Remodel

Attn: Dave Witt

2/5/18

Statewide Door & Glass proposes to supply and install the following:

(2) – pairs of Kawneer Wide Stile Doors with 10” bottom rails.
2” X 4-1/2” frames. Aluminum finish = Dark Bronze Anodized.
All glass to be clear tempered insulated units.

New hardware includes full length continuous hinges, rim panic devices with removable mullions, standard pull handles, keyed alike cylinders, 8” wide thresholds, and new bottom sweeps. All new hardware to be Clear Anodized Finish.

Reused hardware includes closers, the auto-opener, and kick plates.

Demo / disposal of all old materials is included.

Estimated Cost: (\$20,700.00) Twenty Thousand, Seven Hundred Dollars
All work to be completed same day for security purposes.
Lead Time = 6 weeks from receiving Purchase Order.

Exclusions: Any temporary enclosures, final keying, and 120-volt power.

Submitted By:

Michael S. Hammer

Estimate Valid For (30) – Days.

**City of Palmer
Action Memorandum No. 18-033**

Subject: Authorizing the City Manager to Purchase New Self Contained Breathing Apparatus and Related Equipment for the Aerial Platform Fire Apparatus in an Amount of \$33,615.00 from Alaska Safety, Inc. under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230

Agenda of: March 13, 2018

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




Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance		<u>2/22/2018</u>
<u> X </u>	Fire		<u>2/21/18</u>
_____	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: \$ **33,615.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>33,615.00</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>09-10-01-6253 Equipment</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: 

Attachment(s):

- Quote from Alaska Safety

Summary Statement/Background:

This action memorandum requests authorization to purchase new Self Contained Breathing Apparatus and related equipment for the Aerial Platform fire apparatus under the governmental and proprietary procurements section of Palmer Municipal Code 3.21.230, by a determination of the purchasing officer that the City's requirements reasonably limit the source for these supplies.

Palmer Fire & Rescue, as well as all Borough fire departments, use standardized SCBA made by Mine Safety Appliances (MSA). Using a single type of SCBA allows for the Fire & Rescue Department to stock replacement parts, to perform standardized fit testing, maintain certification standards for repair, and to have one training standard for this essential safety equipment. It is in the best interests of the City to purchase the new SCBA and related equipment from Alaska Safety, Inc. as the vendor for MSA in South Central Alaska.

Palmer Municipal Code allows for governmental and proprietary procurements. A sole source purchase as provided in PMC 3.21.230, is appropriate in this case to assure the procurement of equipment that is consistent with the current SCBA and equipment in use with Palmer Fire & Rescue.

Administration's Recommendation:

To approve Action Memorandum No. 18-033 to Purchase New Self Contained Breathing Apparatus (SCBA) and Related Equipment for the Aerial Platform Fire Apparatus in an Amount of \$33,615.00 from Alaska Safety, Incorporated under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230, by a Determination that the City's Requirements Reasonably Limit the Source for These Supplies.

Alaska Safety, Inc.

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

Quotation# 034366

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

Bill To:

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

Ship To:

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

Special Order Drop Ship

Quote Date 01/18/2018	Comments		Special Instructions			Terms NET 30
Ship Via WC	Date Required 01/18/2018	FOB Anchorage	Prepared By WR	Order#	Salesperson Wilson Reece	
Quantity	Item#	Description			Price	Total
4 EACH	MSAG1FS442MA1C2LGR	MSA G1 4500psi SCBA w/ iTIC Palmer Spec w/ Accountability Telemetry and iTIC			\$5,410.00	\$21,640.00
5 EACH	MS10175708	4500 PSI G1 RC Cylinder w/Valve, 66 CUFT			\$865.00	\$4,325.00
5 EACH	MS10156459	MSA G1 Medium Face Piece FM1M401			\$245.00	\$1,225.00
1 EACH	MS10169711	G1 RIT System, 4500psi			\$3,225.00	\$3,225.00
4 EACH	NOTE	5 Year Extended Warranty on SCBA			\$800.00	\$3,200.00

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

Sub Total	\$33,615.00
EXMT 0% Tax	\$0.00
Freight	\$0.00
Grand Total	\$33,615.00
Deposit	\$0.00
Balance	\$33,615.00

Approved By: _____ Date _____

**City of Palmer
Action Memorandum No. 18-034**

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

Agenda of: March 13, 2018

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 has submitted his resignation effective February 27, 2018.

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

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on January 9, 2018, 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	Richard Best, Deputy Mayor
Steve Carrington	Sabrena Combs
David Fuller	Brad Hanson
Peter LaFrance	

Staff in attendance were the following:

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

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - a. **Action Memorandum No. 18-001:** Authorizing the City Manager to Purchase Two New Police Patrol Vehicles and Equipment in the Amount of \$90,000.00, as Approved by the 2018 Budget, and to Purchase the Vehicles Under the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230, by Attaching to the State of Alaska Contract Pricing Page
 - b. **Action Memorandum No. 18-002:** Authorizing the City Manager to Purchase a Case 321F Compact Wheel Loader, in Accordance with the Governmental and Proprietary Procurements Section of Palmer Municipal Code 3.21.230, in an Amount Not to Exceed \$86,611.00, as Approved in the 2018 Budget..... Page
 - c. **Action Memorandum No. 18-003:** Authorizing the City Manager to Negotiate and Execute a Three-Year Contract with Two, One-Year Extensions with HDL Engineering Consultants, LLC the Selected Consulting Engineering Firm for the Engineering Services for Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport from the Request for Proposal #17-01PAQ..... Page
 - d. **Action Memorandum No. 18-004:** Authorizing the City Manager to Negotiate and Execute a Service Request with Matanuska Electric Association, Inc. (MEA), in an Amount Not to Exceed \$82,500.00, for Construction of a Primary Line Extension to the Future Water Pressure Booster Station Located on Bogard Road..... Page
2. Approval of Minutes of Previous Meetings
 - a. December 12, 2017, Special Meeting

Council Member Combs declared she worked for MEA, would not financially gain from the approval of Action Memorandum No. 18-004, and would not be abstaining from voting. She asked City Attorney Mike Gatti for his legal opinion. Mr. Gatti stated further analysis was needed. There were no objections from Council for Council Member Combs to vote.

Main Motion: To Approve Consent Agenda and Minutes

Moved by:	Best
Seconded by:	Fuller
Action:	Motion Carried
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

E. COMMUNICATION AND APPEARANCE REQUESTS

1. Recognition of Outstanding Service to the Palmer Post Office

Mayor Devries read and presented a proclamation to the Palmer Post Office recognizing their outstanding service to the community.

F. REPORTS

1. City Manager's Report

City Manager Nathan Wallace highlighted his written report and added:

- Wastewater Treatment Plant was fifty percent complete and moving forward under budget;
- Airport runway rehab was delayed until next year;
- Flight Service Station Project was delayed due to asbestos Abatement;
- Bogard Road Booster Station Project had \$9,000.00 remaining in the grant, to expire in June, and the state will be refunded and in turn extend the fire grant;
- A bid is going out for the Public Safety Building as maintenance work is needed;
- Sidewalk program was well underway and grant information will come before council when it is available; and
- Bike trails paving was expected for summer.

2. City Clerk's Report

City Clerk Norma Alley highlighted her written report and handed out a MSB School District newsletter.

3. Mayor's Report

Mayor DeVries Highlighted her written report and added:

- She was appointed, by the Governor, to the new Anchorage to Valley Railroad Task Force;
- Counselor Office of Japan will speak during the next Mayor/Manager Meeting;
- Requested nominations from the Council for the Golden Heart Lifetime Achievement Award recipients; and
- Asked Council Members to let the City Clerk know if they are interested in attending the Alaska Municipal League (AML) Winter Conference.

4. City Attorney's Report

None.

G. AUDIENCE PARTICIPATION

Ms. Molly Boyer, Zero Waste Commission, handed out the City of Wasilla's Ordinance No.17-24 and spoke on the impact plastic bags had on Animal illness and death in the valley.

Ms. Carol Montgomery, Zero Waste Commission, spoke in support of plastic bag legislation and hoped for regulation on plastic bags in Palmer.

Mr. Mike Chmielewski, Radio Free Palmer Chief Operating Officer, stated he completed training on the software for new video recording equipment. The system is self-contained production instead of live stream with options like closed caption capability, searchability, and spoken word transferred into text.

H. PUBLIC HEARINGS

1. **Ordinance No. 18-001:** Amending Palmer Municipal Code Chapter 17.49.020 Permitted Uses in A-M Airport Mixed Use District to Add Aeronautical Campgrounds as a Permitted Use

Mayor DeVries opened the public hearing on Ordinance No. 18-001. 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. 18-001
Moved by:	Fuller
Seconded by:	LaFrance
Action:	Motion Carried
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

2. **Resolution No. 18-006:** Accepting and Appropriating the 2018 State of Alaska High Visibility Enforcement Overtime Grant 405d M5HVE-18-01-00(A)-10 in the Amount of \$18,915.00 to be Used for High Visibility DUI Enforcement Activities by the Palmer Police Department

Mayor DeVries opened the public hearing on Resolution No. 18-006. 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. 18-006
Moved by:	Best
Seconded by:	Fuller
Action:	Motion Carried
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

3. **Resolution No. 18-007:** Accepting and Appropriating Grants from The Fishhook Community Council, Matanuska Electric Association, and the Palmer Volunteer Firefighters Association in the Total Amount of \$14,100.00 to Fund the Purchase of a Terrain Capable Snowmachine for Off Road Rescue During Snow Rescue Emergencies

Mayor DeVries opened the public hearing on Resolution No. 18-007. 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. 18-007

Moved by:	Best
Seconded by:	Combs
Action:	Motion Carried
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

- Action Memorandum No. 18-005:** Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License #4758, for Turkey Red Restaurant, Located at 550 S. Alaska Street

Mayor DeVries opened the public hearing on Action Memorandum No. 18-005. Seeing no one come forward to speak, and hearing no objection from the Council, the public hearing was closed.

Main Motion: To Approve Action Memorandum No. 18-005

Moved by:	Best
Seconded by:	LaFrance
Action:	Motion Carried
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

- Action Memorandum No. 18-006:** Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License #1436, for Pizzeria Delphi Restaurant, Located at 103 W. Arctic Avenue

Mayor DeVries opened the public hearing on Action Memorandum No. 18-006. Seeing no one come forward to speak, and hearing no objection from the Council, the public hearing was closed.

Main Motion: To Approve Action Memorandum No. 18-006

Moved by:	Best
Seconded by:	Fuller
Action:	Motion Carried
In favor:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance
Opposed:	None

I. UNFINISHED BUSINESS

- Ordinance No. 15-003:** Amending Palmer Municipal Code Chapter 17.08 Definitions, to include Section 17.08.072 Building or Structure, Temporary; adding Temporary Buildings or Structures as Conditional Uses under Chapter 17.28 Limited Commercial District, Chapter 17.32 General Commercial District, Chapter 17.36 Industrial District and Chapter 17.58 Business Park District; and to amend Chapter 15.08 to Delete a Portion of Section 15.08.3103 Temporary Buildings or Structures (IM No. 17-017)

Main Motion: To Adopt Ordinance No. 15-003

Moved by:	Best
Seconded by:	Carrington
Action:	Motion Carried/Failed for Lack of Majority Vote/
In favor:	None
Opposed:	Best, Carrington, Combs, DeVries, Fuller, Hanson, LaFrance

City Manager Wallace reported that this is an older 2015 Ordinance, staff is trying to clean up open legislation.

J. NEW BUSINESS

None.

K. RECORD OF ITEMS PLACED ON THE TABLE

City Clerk Norma I. Alley reported the MSBSD Brochure and plastic bag legislation from the City of Wasilla were Items Placed on the Table.

L. AUDIENCE PARTICIPATION

None.

M. COUNCIL MEMBER COMMENTS

Council Member LaFrance requested a plastic bag initiative be on a future agenda. Council Member Combs expressed support.

N. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 8:38 p.m.

Approved this ____ day of _____, 2018.

Norma I. Alley, MMC, City Clerk

Edna B. DeVries, Mayor



PROCLAMATION
A PROCLAMATION HONORING EDUCATION AND SHARING DAY

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

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

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

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

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

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Palmer, Alaska, do hereby proclaim Tuesday, March 27, 2018, to be: EDUCATION AND SHARING DAY in the city of Palmer and call upon government officials, educators, volunteers, and citizens to reach out to young people and work to create a better, brighter, and more hopeful future for all.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the seal of the City of Palmer to be affixed on this 13th day of March, 2018.

Edna B. DeVries, Mayor


Norma I. Alley, MMC, City Clerk



MATANUSKA-SUSITNA BOROUGH

Planning and Land Use Department
350 East Dahlia Avenue • Palmer, AK 99645
Phone (907) 861-7833 • Fax (907) 861-7876
www.matsugov.us • planning@matsugov.us

MEMORANDUM

Date: March 2, 2018
To: Interested Borough Residents
From: Eileen Probasco, Director of Planning and Land Use 
Subject: Title 17 Zoning Code Update

In May of 2015, the Borough Assembly adopted Resolution 15-049 supporting a re-write of Title 17 to improve its functionality, ease of understanding, interpretation and enforcement; to add necessary sections and definitions which are not currently present; and to eliminate redundant and conflicting processes. In addition, the Assembly indicated the re-write should consist of efforts to reorganize and clarify Title 17, and that their intent was not to increase or decrease the requirements of the existing code, to the best extent possible.

Attached to this memo are the following:

- 1 Assembly Resolution 15-049
- 2 Existing Title 17 Zoning, Table of Contents
- 3 Proposed new Title 30 Zoning, Table of Contents (work in progress draft #5)
- 4 Draft General Use District Outline
- 5 Existing MSB Zoning Map (Special Land Use Districts)

The Resolution contains a comprehensive history of how the existing Title 17 Zoning was created, and evolved over the years into somewhat of a “crazy quilt.” Attachments two and three are self explanatory. Attachment four is the draft outline of the new Title 30 General Use District in which all of the existing Conditional Use Permits, setbacks, etc. will be consolidated. The result will be that the white area on attachment five, the Existing MSB Zoning Map, will no longer be “unzoned” it will be referred to as the “General Use District”. Land which is not within any of the three cities (Palmer, Wasilla and Houston), or zoned something else, will now be called the General Use District within the new revised Title 30 Zoning, and regulations will remain mostly unchanged. This has all been accomplished internally by staff.

Currently, the refinement and quality-control processes are in the hands of a contractor, who will be finishing the remaining details and preparing a draft document for circulation and public review. It is anticipated this public review draft should be available in late June, 2018. The borough will conduct an extensive outreach/notification process when the draft is ready.

Should you have further questions, please contact me at (907) 861-7851.

Adopted: 05/05/15

**MATANUSKA-SUSITNA BOROUGH
RESOLUTION SERIAL NO. 15-049**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY SUPPORTING THE RE-WRITE OF TITLE 17, ZONING, TO IMPROVE ITS FUNCTIONALITY, EASE OF UNDERSTANDING, INTERPRETATION, AND ENFORCEMENT; TO ADD NECESSARY SECTIONS AND DEFINITIONS WHICH ARE NOT CURRENTLY PRESENT, AND TO ELIMINATE REDUNDANT AND CONFLICTING PROCESSES.

WHEREAS, the Matanuska-Susitna Borough was formed in 1964 and began the process for creating a comprehensive land use plan; and

WHEREAS, even before the plan was finalized and adopted in 1970/71, Title 17, Zoning, was created to set the stage for implementation of the plan, according to the requirements in Alaska Statutes 29.35 and 29.40; and

WHEREAS, in 1966, the first three chapters of Title 17 were created to implement State adopted plans: Nancy Lake State Recreation Area; Hay Flats Recreation Area; and Denali State Park; and

WHEREAS, the remaining sections of Title 17 were created sporadically over the course of the years without having the appropriate template and outline for logical development and expansion; and

WHEREAS, over the years, the zoning code has been developed in a random and unorganized manner and lacks many of the basic

elements, clarifications, and general statements that should be present in a complete zoning title; and

WHEREAS, there are currently 15 separate processes for Conditional Use Permits in Title 17; and

WHEREAS, there are currently duplicate and conflicting definitions throughout the title; and

WHEREAS, enforcement of some sections of the title has been challenging, and occasionally staff or attorney interpretation of conflicting or ambiguous rules has been necessary; and

WHEREAS, a re-write of Title 17, Zoning, will be the best way to address these issues; and

WHEREAS, this re-write should be a top priority on which Planning should focus its efforts.

NOW, THEREFORE, BE IT RESOLVED, that the Assembly supports a re-write of Title 17 to improve its functionality, ease of understanding, interpretation, and enforcement; to add necessary sections and definitions which are not currently present; and to eliminate redundant and conflicting processes.

BE IT FURTHER RESOLVED, that the re-write shall consist of efforts to reorganize and clarify Title 17, and that the intent of this effort is to not increase or decrease the requirements of any section, to the best extent possible.

BE IT FURTHER RESOLVED, that the goal is to have this re-write substantially completed within 18 months of adoption of

this resolution, to allow for adequate public notification and input.

ADOPTED by the Matanuska-Susitna Borough Assembly this 5 day of May, 2015.


LARRY DEVILBISS, Borough Mayor

ATTEST:


LONNIE R. McKECHNIE, CMC, Borough Clerk

(SEAL)

PASSED UNANIMOUSLY: Sykes, Beck, Arvin, Colligan, Mayfield, Doty, and Halter

TITLE 17: ZONING**Chapter**

- 17.01 ACKNOWLEDGEMENT OF EXISTING LAND USE REGULATIONS [Repealed]
- 17.02 MANDATORY LAND USE PERMIT
- 17.03 PUBLIC NOTIFICATION
- 17.04 NANCY LAKE STATE RECREATION AREA SPECIAL LAND USE DISTRICT
- 17.05 ESSENTIAL SERVICE UTILITIES
- 17.06 ELECTRICAL GENERATING AND DELIVERY FACILITY
- 17.08 HAY FLATS RECREATION AREA SPECIAL LAND USE DISTRICT
- 17.12 PALMER SPECIAL LAND USE DISTRICT [Repealed]
- 17.15 PALMER SPECIAL LAND USE DISTRICT
- 17.16 DENALI STATE PARK SPECIAL LAND USE DISTRICT [Repealed]
- 17.17 DENALI STATE PARK SPECIAL LAND USE DISTRICT
- 17.18 CHICKALOON SPECIAL LAND USE DISTRICT
- 17.19 GLACIER VIEW SPECIAL LAND USE DISTRICT
- 17.20 KNIK SLED DOG AND RECREATION SPECIAL LAND USE DISTRICT
- 17.23 PORT MACKENZIE SPECIAL USE DISTRICT

Chapter (cont'd)

- 17.25 TALKEETNA SPECIAL LAND USE DISTRICT
- 17.27 SUTTON SPECIAL LAND USE DISTRICT
- 17.28 INTERIM MATERIALS DISTRICT
- 17.29 FLOOD DAMAGE PREVENTION
- 17.30 CONDITIONAL USE PERMIT (CUP) FOR EARTH MATERIALS EXTRACTION ACTIVITIES
- 17.36 RESIDENTIAL PLANNED UNIT DEVELOPMENT
- 17.40 HOUSTON LAND USE ORDINANCE [Repealed]
- 17.41 CITY OF HOUSTON LAND USE REGULATIONS [Repealed]
- 17.42 CITY OF HOUSTON SPECIAL LAND USE DISTRICT
- 17.43 WASILLA DEVELOPMENT CODE [Repealed]
- 17.45 WASILLA SPECIAL LAND USE DISTRICT
- 17.48 MOBILE HOME PARK ORDINANCE
- 17.52 RESIDENTIAL LAND USE DISTRICT
- 17.55 SETBACKS AND SCREENING EASEMENTS
- 17.56 VIOLATIONS AND ENFORCEMENT

ATTACHMENT 2

- 17.57 NONCONFORMITIES [Repealed]
- 17.58 MOTORIZED USES ON LAKES AND WATERWAYS
- 17.59 LAKE MANAGEMENT PLAN IMPLEMENTATION
- 17.60 CONDITIONAL USES
- 17.61 CORE AREA

Chapter (cont'd)

- 17.62 CONDITIONAL USE PERMIT FOR COAL BED METHANE EXPLORATION AND DEVELOPMENT
- 17.63 RACE TRACK REGULATIONS
- 17.64 CONDITIONAL USE PERMIT FOR WASTE INCINERATORS
- 17.65 VARIANCES
- 17.67 TALL STRUCTURES INCLUDING TELECOMMUNICATION FACILITIES, WIND ENERGY CONVERSION SYSTEMS, AND OTHER TALL STRUCTURES
- 17.70 REGULATION OF ALCOHOLIC BEVERAGES USES
- 17.73 MULTIFAMILY DEVELOPMENT DESIGN STANDARDS
- 17.75 SINGLE-FAMILY RESIDENTIAL (SFR) LAND USE DISTRICT
- 17.76 LARGE LOT SINGLE-FAMILY RESIDENTIAL LAND USE DISTRICT
- 17.80 NONCONFORMING STRUCTURES
- 17.90 REGULATION OF ADULT BUSINESSES
- 17.99 FEES
- 17.125 DEFINITIONS

Title 30 Table of Contents
March 2, 2018 Draft #5

Article I. General Provisions

- 30.110.010 Short Title
- 30.110.020 Purpose and Intent
- 30.110.030 Enabling Authority
- 30.110.040 Applicability
- 30.110.050 Conformity Required
- 30.110.060 Conflicting Regulations
- 30.110.070 Severability

Article II. Boundaries and Districts Established

- 30.210.010 Zoning Boundary Map
- 30.210.020 Interpretation of District Boundaries
- 30.210.030 Zoning District Established

Article III. Specific District Regulations

- 30.300 General Use District (Borough Wide)**
 - See attached draft #4 WORK IN PROGRESS outline (3pp)

- 30.310 Residential Districts**
 - 30.311 Residential Land Use District
 - 30.312 Single-Family Residential (SFR) Land Use District
 - 30.313 Large Lot Single-Family Residential Land Use District

- 30.320 Non-Residential Districts**
 - 30.321 Interim Materials District

- 30.330 Special State or Borough Designated Districts**
 - 30.331 Nancy Lake State Recreational Area Special Land Use District
 - 30.333 Denali State Park Special Land Use District
 - 30.334 Port MacKenzie Special Land Use District

- 30.340 Overlay Districts**
 - 30.341 Core Area Overlay District
 - 30.345 Flood Damage Prevention District

- 30.360 Public Lands and Institutions (reserved for)**

- 30.370 Community Based Special Land Use Districts**
 - 30.371 Chickaloon Special Land Use District
 - 30.372 Glacier View Special Land Use District
 - 30.373 Knik Sled Dog Special Land Use District
 - 30.374 Sutton Special Land Use District
 - 30.375 Talkeetna Special Land Use District

Title 30 Table of Contents
March 2, 2018 Draft #5

30.390	Cities
30.391	Palmer
30.392	Wasilla
30.393	Houston

Article IV Provisions Generally Applicable in all Districts

30.420	Uses on Certain Lakes and Water Ways
30.430	Multi-Family Development Standards
30.440	Essential Service Utilities

Article V - Permitting Processes

30.510	Mandatory Land Use Permit
30.520	Administrative Permits
30.530	Conditional Use Permits

Article VI - Administrative Provisions

30.610	Public Notice
30.620	Violations, Remedies, Enforcement, and Penalties
30.630	Fees and Fines
30.640	Appeals
30.650	Variances
30.660	Nonconformities
30.670	Amendments to Title and Zoning Boundaries
30.680	Definitions

Chapter 30.300
General Use District

Sections:

30.300.010	Establishment
30.300.020	Intent
30.300.050	Allowed uses and structures
30.300.055	Allowed uses and structures requiring an administrative permit
30.300.060	Conditional Uses
30.300.070	Prohibited Uses
30.300.065	Other borough wide uses requiring review
30.300.090	Additional District Requirements

30.300.010 Establishment

(A) The regulations in this chapter establish General uses and standards throughout the borough, outside of the incorporated cities, which are not otherwise covered by supplemental district regulations.

30.300.020 Intent

(A) It is the intent of this chapter to implement the borough's comprehensive plan in order to:

(1) Protect and enhance the public health, safety, and welfare of borough residents;

(2) Reduce land use conflicts and protect residents and businesses;

(3) Coordinate land use with long range transportation planning;

(4) Protect and enhance the borough's natural resources including watersheds, groundwater supplies and air quality;

(5) Manage the natural and built environments to achieve minimal loss of the functions and values of all drainage basins, and where possible, enhance and restore the functions, values and features.

(6) Provide for reasonable expectations.

30.300.050 Allowed uses and structures

(A) All uses not listed as conditional are allowed in this district.

(B) Allowed uses may be subject to other permit requirements (i.e. land use permit, driveways, flood hazard development, etc.)

30.300.055 Allowed uses and structures requiring an administrative permit

- (A) Type I Earth materials extraction activities
- (B) Type I Tall structures
- (C) Network Improvement Permit

30.300.060 Conditional Uses

Conditional uses allowed in this district are:

(A) Alcoholic Beverage Uses. In addition to other sections in this Title, the following are special requirements for this use:

(B) Type II Tall Structures including telecommunication facilities, wind energy conversion systems, and other tall structures. In addition to other sections in this Title, the following are special requirements for this use:

(C) Type II Earth Materials Extraction. In addition to other sections in this Title, the following are special requirements for this use:

(D) Coal Bed Methane. In addition to other sections in this Title, the following are special requirements for this use:

(E) Race Tracks. In addition to other sections in this Title, the following are special requirements for this use:

(F) Adult Businesses. In addition to other sections in this Title, the following are special requirements for this use:

(G) Waste Incinerators. In addition to other sections in this Title, the following are special requirements for this use:

(H) Junk Yards. In addition to other sections in this Title, the following are special requirements for this use:

(I) CCRC's. In addition to other sections in this Title, the following are special requirements for this use:

(J) Marijuana Related Facilities. In addition to other sections in this Title, the following are special requirements for this use:

(K) Electrical Generating and Delivery Facilities. In addition to other sections in this Title, the following are special requirements for this use:

**30.300.065 Other borough wide activities requiring review
(See Article 4 - Provisions Generally Applicable in all
Districts)**

- (A) Uses on Certain Lakes and Waterways
- (B) Multi-family development
- (C) Essential Service Utilities

30.300.070 Prohibited Uses

(A) There are no prohibited uses in this General Use district. However, other overlay districts may contain prohibited uses.

30.300.090 Additional district requirements

Unless otherwise specified in this chapter the following shall apply:

- (A) Land Use Permit: Not required
- (B) Minimum Lot Size: 40,000 square feet, unless served by ...
- (C) Setbacks:



Matanuska-Susitna Borough Special Land Use District

Large Lot Single Family Residential Land Use District

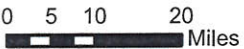
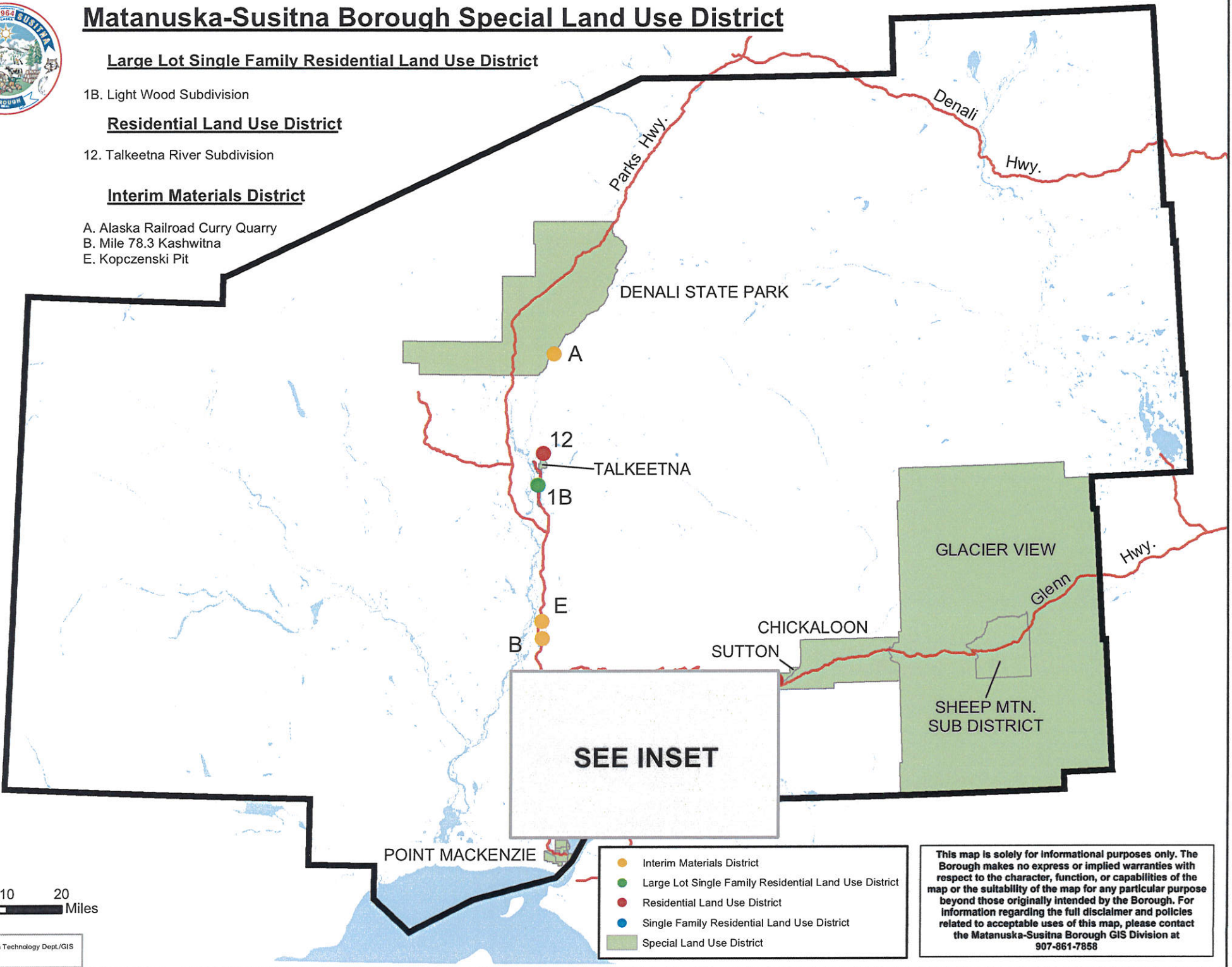
1B. Light Wood Subdivision

Residential Land Use District

12. Talkeetna River Subdivision

Interim Materials District

- A. Alaska Railroad Curry Quarry
- B. Mile 78.3 Kashwitna
- E. Kopczenski Pit



- Interim Materials District
- Large Lot Single Family Residential Land Use District
- Residential Land Use District
- Single Family Residential Land Use District
- Special Land Use District

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Matanuska-Susitna Borough Special Land Use Districts (INSET)



Residential Land Use District

1. Dawn Lake Estates No. 1
2. Shenandoah Subdivision
3. Kelly Lake Area
4. Woodside Estates Subdivision
5. Lynne Lake Area
6. Ancient Tree Estates Addition No. 1 Subdivision
7. Pinnacle Mountain Subdivision
8. Sherwood Estates Subdivision Addition No. 2
9. Nancy Lake Northwest Shore
10. Nancy Lake Northeast Shore
11. Jack Fish Landing Subdivision
13. Fairview Estates Addition #1
14. Downwind Landing Subdivision and Matanuska-Susitna Borough tax parcels

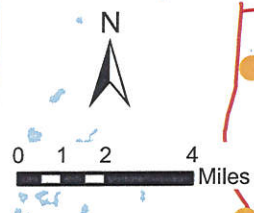
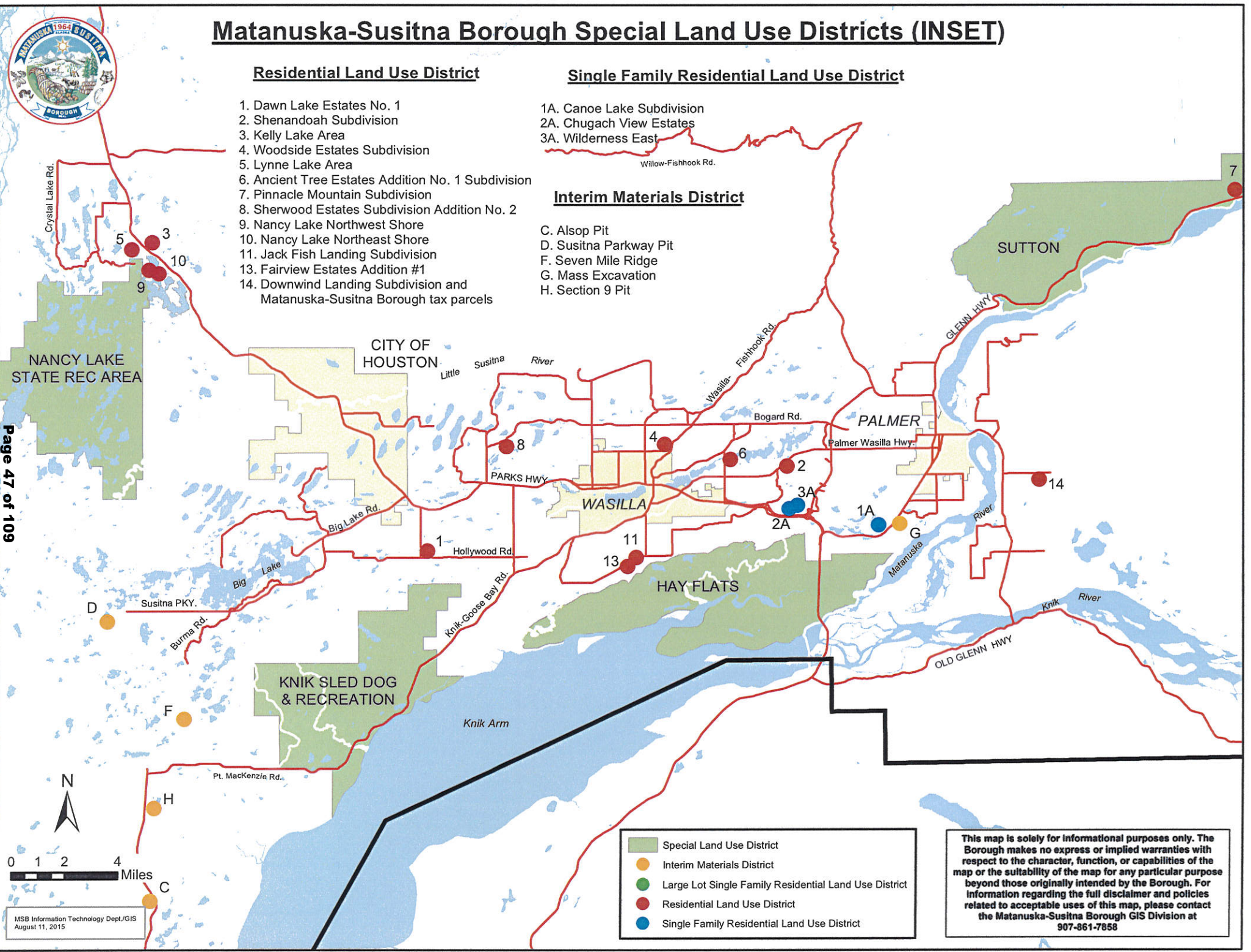
Single Family Residential Land Use District

- 1A. Canoe Lake Subdivision
- 2A. Chugach View Estates
- 3A. Wilderness East

Interim Materials District

- C. Alsop Pit
- D. Susitna Parkway Pit
- F. Seven Mile Ridge
- G. Mass Excavation
- H. Section 9 Pit

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MSB Information Technology Dept./GIS
August 11, 2015

■	Special Land Use District
●	Interim Materials District
●	Residential Land Use District
●	Single Family Residential Land Use District

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	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
1	Waste Water Treatment Plant Upgrades: MMBR and Secondary Clarifiers to meet EPA/ADEC permit requirement per Consent Decree	\$9,000,000- \$14,000,000 (revised estimate after 65%~ \$12,610,290)	August 2020		\$842,107 as of January	Funding Sources On hand: State Grant \$2.5M State Grant: \$145k Enterprise or GF: \$600,000 Applied for: ADEC grant: \$1M USDA Loan: \$4.8 USDA Grant: \$3.5
k	Construction Commence		June	On going		Contractor Mob underway
k(1)	Concrete Pour		June	Complete		Leak testing complete-Good
k(2)	Building/Lab		Feb-May	Project is over 50% complete		Lab finishing work and system control work underway
m	MMBR System on line for testing		July 2018			
n	MMBR System tesing complete		April 2019			
o	Secondary Clarifiers on line		August 2020			

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
2	Rehabilitate RW 16/34 & Related Improvements	\$10,000,000- \$11,500,000	October 2017	Pre-Liminary Application Approved by FAA		Funding Sources On hand: State Grant: \$400K COP: \$225k Anticipated FAA: \$9.375M - \$10.781M
n	Construction Mobilization		June			On going
o	Runway Closed		August 2017	Re-opened Aug 21		Apron work and helipad continues
p	Winter Closure		October 2017			Project substantially complete
q	Final items completed		May 2018			Seal and repaint 10/28
r	Project Completion		June 2018			

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
3	Palmer FSS interior improvements (includes heating system)	\$54,500.00	September 2017	Awaiting new lease signing by FAA	\$8,500.00	
a	Architectural Services and Design	\$8,500.00	February 2017	Complete	\$8,500	Documents are complete
b	General Contractor Bid	\$133,693.00	August	Completed		FAA Asbestos abatement is complete.
c	Project work and completion		23 Feb 2018	On going		Final Walk Thru Monday March 12, 2018.

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
4	Bogard Road Booster Station to provide adequate pressure and flow for the western portion of Bogard Rd Water Main Extension Project.		TBD	Land Prep and Engineering Drawings Working	\$118,595.00	Through use of remaining grant funds (14-DC-125), PW has contracted HDL Engineering for Preliminary Engineering and site preparation.
a	HDL conduct preliminary engineering work and booster station site prep	\$118,595.00	July 2017	Working	\$118,595.00	Construction and Engineering drawings/specs are complete.
b	Project out for bid			Completed	\$105,415.00	Project is currently open for bids. Pre-bid is scheduled for 11 July Bid opening scheduled for 20 July
c	Site prep			Completed	\$28,000.00	Work underway, change order to meet ADEC requirements approved. Currently stood down for winter.
d	Utility & Service Line Extensions			On going	\$82,500.00	MEA has been notified of approval for construction of a primary Line Extension. No timeline for installation from MEA at this time.

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
5	Public Safety Building: Repair several subfloor structural issues in the Booking and PreTrial Confinement Areas and complete several finishing upgrades, in the same area, as required by current lease agreement	TBD-\$141,000 remaining in state grant funds for public safety building improvements	TBD			RFP out to bid for Engineering services to provide inspection and assessment, prepare engineering plans, specifications, cost estimates and bidding assistance.
a	Engineer and CA Support	With PND Engineers for Fee Proposal	9Feb18			Fee Proposal on agenda for approval
b						
c						

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
6	ADA Sidewalk Improvements: As part of the Comprehensive Plan the City continues to upgrade sidewalks, curb ramps and driveways to ADA compliance. This years focus will be along E Dahlia and Elmwood Aves	\$323,400.00	Sept 18			The City has been notified of an award of a grant thru Alaska DOT from the federal government for this project in the amount of \$323,400.00. If accepted, the City match is \$64,680.00
a	Council Accept Grant		March			Grant accepted by Council
b	RFP for project		April/May			
c	Construction Start		May/June			

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
7	Paving Project: Pave Auklet from Glenn Hwy to ARRC Crossing, connecting bike path from Tunnel at Glenn to Mat River Park/Butte Trail					Update engineer estimates for Auklet from Glenn to ARRC Crossing, Gravel bike crossing over ARRC this spring, work concept for bike continuing bike path, solicit funding partners for project with City Matching funds of \$500,000
a	Engineer and CA Support		TBD	On-going		Awaiting Fee Proposal and proposed update to current PSA from HDL-March 27 Agenda
b						
c						

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
8	Airport Road/Evergreen Trail: Connector to ball fields and Cope Industrial Trail	None				Examine the costs of completing a connector trail from Mat River/Butte Trail to Cope Industrial trail.
a	Stake and clear airport road row with proposed trail		Spring			City Crew with assistance from trial partners
b						
c						

	Project Description	Estimated Budget/Cost	Planned Completion	Status	Expenditures	Comments
9	Install video cameras to monitor city assets	\$75,000.00	Fall 2018			Developing Policy and recommended locations for council approval
a	Policy Review/Approval		March 2018			Part of City Manager Report March 13
b	Install Beta system		April 2018			Equipment install or RFP based on cost estimate
c	Install remaining system		TBD			TBD

SPECIAL ASSESSMENT QUARTERLY REPORT

December 31, 2017

ARRC #1 (Established LID through Resolution No. 1228)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
01-01-ST	8,825.41	8,825.41	0.00	0.00	0 of 5

SNODGRASS-NEWCOMB #2 (Established Resolution No. 1268; Confirmation: Resolution No. 06-015)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
02-1-ST	45,318.36	36,883.66	8,434.70	0.00	5 of 15

NORTH VALLEY WAY (Established: Resolution No. 1298; Confirmation: Resolution No. 05-030)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
03-1-ST	98,135.79	97,323.07	812.72	1,510.82	1 of 17

N GULKANA/EAGLE ST (Established: Resolution No. 1299; Confirmation: Resolution No. 05-031)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
03-2-ST	161,758.02	161,758.02	0.00	0.00	0 of 11

S CHUGACH STREET (Established: Resolution No. 1302; Confirmation: Resolution No. 06-016)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
03-3-ST	13,256.73	13,256.73	0.00	0.00	0 of 2

EAST & WEST EAGLE (Established: Resolution No. 1339; Confirmation: Resolution No. 06-017)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
04-1-ST	97,887.21	90,323.28	7,563.93	4,444.87	6 of 27

PALMER WEST/HELEN DR (Established LID through Resolution No. 05-011)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
05-1-ST	276,873.66	264,385.84	12,487.82	10,251.57	5 of 63

SPECIAL ASSESSMENT QUARTERLY REPORT

December 31, 2017

LUCAS AREA (Established: Resolution No. 08-004; Confirmation: Resolution NO. 10-011)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
08-1-ST	178,826.31	151,449.93	27,376.38	10,793.51	18 of 42

BLUEBERRY AREA (Established: Resolution No. 09-006; Confirmation: Resolution No 10-012)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
09-1-ST	208,923.10	149,694.88	59,228.22	0.00	14 of 54

GULKANA AREA (Established: Resolution No. 09-050; Confirmation: Resolution No. 13-019)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
09-2-ST	144,393.00	144,393.00	0.00	0.00	0 of 15

SOUTH BONANZA (Established: Resolution No. 09-054; Confirmation: Resolution No. 14-007)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
09-3-ST	61,756.05	61,154.99	601.06	699.03	1 of 26

W DOLPHIN & CARIBOU (Established: Resolution No. 09-055; Confirmation: Resolution No. 14-008)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
09-4-ST	38,832.00	33,934.55	4,897.45	0.00	6 of 16

ST JOHN LUTHERAN CHURCH (Established LID through Resolution No. 616)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
84-2 ST	11,595.56	11,595.56	0.00	0.00	0 of 1

COPE (Established: Resolution No. 648; Confirmation: Resolution No. 680)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
85-2-ST	10,573.43	7,790.55	2,782.88	0.00	2 of 2

SPECIAL ASSESSMENT QUARTERLY REPORT

December 31, 2017

MAT-MAID PROPERTY (Established LID through Resolution No. 688)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
86-1-ST	51,134.64	51,134.64	0.00	0.00	0 of 4

BEAVER STREET (Established: Resolution No. 748; Confirmation: Resolution No. 757)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
87-1-S	17,690.08	6,486.01	11,204.07	0.00	3 of 6

BAILEY HEIGHTS (Established: Resolution No. 1143; Confirmation: Resolution No. 1158)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
98-1-ST	11,337.27	11,337.27	0.00	0.00	0 of 4

HIGHLANDS (Established: Resolution No. 1183; Confirmation: Resolution No. 1252)

DISTRICT	ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
99-1-ST	94,110.92	89,314.52	4,796.40	0.00	1 of 15

TOTAL SPECIAL ASSESSMENTS:

ORIGINAL AMOUNT	PRINCIPAL PAID	O/S PRINCIPAL BALANCE	AMOUNT DELINQUENT	ACTIVE ACCOUNTS
1,531,227.54	1,391,041.91	140,185.63	27,699.80	62 of 325

Palmer Video

Rules and Regulations
for the Citywide Video
Surveillance System

April, 2018

Palmer Video

Policy for the Citywide Video Surveillance System in Palmer

1.0 **OVERVIEW.**

The City of Palmer, Alaska (the “City” or “City of Palmer”) shall operate and maintain a video surveillance system throughout and within the City. This video surveillance system shall be referred to as “Palmer Video” or the “Palmer Video System”.

This policy is promulgated to codify the procedures for owning, operating and maintaining Palmer Video by the City of Palmer.

The City anticipates the need to fully cooperate with other governmental agencies including federal, state and other municipal authorities.

This policy, as may be amended from time to time, is designed to govern the Palmer Video system as further detailed below and to facilitate intergovernmental, interagency and/or intermunicipal co-operation with the sharing of images and monitoring capabilities.

2.0 **PURPOSE.**

The City of Palmer is providing, operating and maintaining Palmer Video to create a safe and secure environment and to protect the health, safety and welfare of all who visit, live, work and do business in the City of Palmer.

The monitoring devices are strategically placed throughout the City for the purpose of assisting the City of Palmer Police Department (the "PPD"), its officers, and other City officials detect and deter crime throughout the City, detect and deter acts of terrorism, safeguard against threats to the city, manage emergency response situations including natural and manmade disasters and assist City Officials with the provision of municipal services and enhance municipal effectiveness.

- (a) Palmer Video is 1) a crime prevention, scene reconstruction and evidence gathering tool and 2) a key resource which aids the PPD and other municipal officials to secure vulnerable sites by producing real time views of both crime scenes and emergency scenes and by allowing offsite PPD command staff and senior municipal personnel to manage the City's response and is designed to aid in the protection of the health, safety and welfare of those who visit, live, work and do business in the City of Palmer. It:
- helps the PPD prevent crime
 - acts to deter and to assist the PPD in detecting crime
 - assists the PPD to identify, apprehend and prosecute offenders

- provides evidence for criminal and civil court actions
- assists the PPD in maintaining good public order
- assists emergency services personnel
- improves the general environment on the streets and parks of the City of Palmer
- assists in the provision of municipal services and enhances municipal effectiveness

(b) Palmer Video **will not** be used to:

- Invade the privacy of individuals;
- Surveil the interior of private premises except as could be seen from the outside with a naked eye;
- Harass and intimidate any individual or group.

3.0 **OWNERSHIP.**

The Palmer Video System including all of its component parts, cameras, monitors, images, tapes, CD-ROMs, DVDs, DVRs, hard drives, network infrastructure, software and any copies thereof, are strictly the property of the City of Palmer.

The City will be responsible for the establishment, operation, maintenance, repair, and storage of images obtained from the Palmer Video System.

The City reserves the right to contract for services to support Palmer Video including but not limited to the regular maintenance and repair of Palmer Video and/or its component parts.

4.0 **MANAGEMENT AND OPERATION.**

The PPD by and through its Chief of Police is solely responsible for the day to day operation and management of the Palmer Video System, the storage, maintenance and reproduction of the monitored images, and the maintenance of evidentiary chains of custody for civil and criminal court actions.

4.1 **City Manager – Responsibilities**

- (a) It shall be the City Manager, or his/her designee's responsibility to ensure strict compliance with this Palmer Video policy by all City personnel. The City Manager and his/her designee shall have access to all aspects of the Palmer Video System.
- (b) The City Manager shall secure any licenses or other agreements that the City shall need in order to install each camera. The Police Department shall monitor the status of each such license or other agreement and shall notify the City Manager if an agreement needs to be amended, extended or otherwise terminated.
- (c) The City Manager or his/her designee may authorize City Officials to access the

Palmer Video system. The written authorization shall be based on the purpose of studying and or reviewing the City's needs.

4.2 Chief of Police - Responsibilities

- (a) It shall be the purview of the Chief of Police to assign PPD personnel to operate the Palmer Video system, including but not limited to, monitoring the camera feeds, maintaining any monitoring loop, managing the inventory control, reproducing and distributing of any tapes, CDs, DVDs, DVRs, etc., and ensuring the chain of custody of such imaging for the evidentiary purposes in civil and criminal court actions, and archiving the recorded information in accordance with the provisions of the Palmer Police Department Digital Audio and Video Recording Retention policy.
- (b) It shall be the responsibility of the Chief of Police to ensure that the Palmer Video System is operated within the guidelines of this policy, any intergovernmental agreements, and in accordance with all other policies, rules and regulations, including personnel policies of the PPD.
- (c) The Chief of Police or his designee shall be responsible for causing monthly inspections and camera surveys to ensure the full and proper operation of the Palmer Video System. Such surveys are intended to ensure (i) that each camera is fully operational; (ii) that each camera is marked in a conspicuous manner so as to notify the public of its operation; (iii) that the sight lines of each camera are not obscured to provide maximum viewing for the protection of the health, safety and welfare of persons who visit, live, work and do business within the City of Palmer. Such inspections and camera surveys shall be performed in accordance with these Rules and Regulations.
- (d) The Chief of Police shall be responsible the creation and proper upkeep of all maintenance, inventory and surveillance logs for the operation of the Palmer Video System.
- (e) The Chief of Police or his designee shall act as the principal liaison with other federal, state, law enforcement and municipal agencies and shall co-ordinate with the City of Palmer Attorney to ensure the execution and delivery of any interagency or intermunicipal agreements which may be required for the operation of Palmer Video or for any interagency or intermunicipal co-ordination.

4.3 The System.

- (a) Palmer Video shall consist of City-owned monitoring devices and viewing stations. The particular type of monitoring device installed at a location shall be determined by and at the sole discretion of the Chief of Police or his designee, in coordination with other agencies, where required. The Palmer Video system will also have the capability to be accessed remotely through the web.

- (b) Prior to installation of any monitoring device, the City shall obtain any licenses, permits or other agreements that are or may be necessary or which the City, at its sole discretion, shall require prior to installing each monitoring device. The PPD shall monitor the status of each such license or other agreement.
- (c) There are two types of cameras; those that may be fixed to monitor a static location or those installed with a pan tilt zoom capability which pans, tilts and zooms to surveil a wider range of view and/or a closer view. There will be one viewing station with multiple monitors located in the Dispatch Center.
- (d) Prior to commencing the use of a camera for surveillance as a part of the Palmer Video System, a camera, that is not used for undercover operations or confidential investigations, shall be marked in a conspicuous manner with the City of Palmer logo so as to inform the general public that the camera is monitoring and recording. For the purposes of this section, a camera shall be deemed to be marked in a conspicuous manner if marked as approved by the Chief of Police as shown in Exhibit A, attached hereto. **THE ABSENCE OR LACK OF MARKINGS SHALL, IN NO WAY, AFFECT THE ABILITY OF THE CITY OR ANY OTHER AGENCY OR PERSON TO USE THE IMAGES OBTAINED BY ANY PARTICULAR MONITORING DEVICE.**
- (e) The Police Chief shall create and maintain a camera log book for each camera (the "Camera Log Book"). Each Camera Log Book shall document when such camera was placed into service and shall document each occasion such camera was taken out of service for maintenance and repair. This Camera Log Book shall additionally document each date and time such a camera was surveyed. Such entry shall be in the form attached hereto as Exhibit B, but such form of entry may be amended from time to time by the Chief of Police, at his sole discretion.
- (f) The PPD shall conduct a visual inspection of each camera on a monthly basis and shall document the visual condition of each camera, the condition of the PPD markings, and the condition of any signage and lighting in the area of the camera. A written report of each inspection shall be logged into the camera log for that camera.
- (g) The cameras record images only and do not capture and record sound.
- (h) Each camera installed is a real camera capable of surveilling and recording images. No fake cameras will be installed.

4.4 Operation of Palmer Video System.

The monitoring devices shall be operational twenty- four (24) hours a day, seven (7) days a week. Each monitoring device shall transmit its signal to a monitoring station located at the Palmer Police Department. The Dispatch Center will monitor the feed from the monitoring devices at the Palmer Police Station. The Dispatch Supervisor or his/her designee is further authorized to manipulate the cameras. The Palmer Video System has the capability to be manipulated as to the direction/aim of a camera and the location of a

camera. The Dispatch Supervisor or his/her designee, the City Manager and the Chief of Police have the authority to manipulate the cameras.

- (a) The feed from each monitoring device shall be recorded and reduced to DVR in accordance with Storage, Reproduction & Retention outlined below.
- (b) Each authorized user of Palmer Video shall log into the system with his/her authorization (username) prior to accessing, using, monitoring and/or manipulating the Palmer Video System.

4.5 Use Restrictions.

Palmer Video is operating as a support vehicle for the City of Palmer, its personnel and Palmer Police Department for the prevention of incidents of terrorism, suppression of crime, public safety concerns, and quality of life issues, municipal research and to aid City officials and the PPD in managing their response.

- (a) The monitoring capacity is to view only what is in the general public view. An example where a citizen may have an expectation of privacy would be inside a home (i.e. the view through a window or door) that cannot be viewed from a public area with normal sight.
- (b) Monitoring anything that would be deemed an invasion of privacy is strictly prohibited. An example of a public view would be anything that may be viewed from a vantage point that is accessible to the public and that persons involved in an activity would not have an expectation of privacy.
- (c) Any mechanically enhanced view into private property where there is an expectation of privacy is prohibited. Nothing in this section shall prohibit the use of a camera's pan, tilt or zoom capacity. Exceptions may exist by use of a warrant, court document, life – threatening situations, and certain serious criminal activities. These exceptions may only be authorized by the Dispatch Supervisor and/or the Chief of Police.

4.6 Maintenance of the System.

- (a) **Inventory.** The PPD shall retain an updated list of all cameras, their locations and specifications. There shall also be a file on the specifications of the viewing station and its monitors.
- (b) **Maintenance.** The PPD will retain a log documenting the inspections of each camera, the service and repairs of each camera and also the service and repair of the viewing station and its monitors.

5.0 ORGANIZATION & PERSONNEL.

The Chief of Police is responsible for the day to day management and operation of Palmer Video and reports directly to the City Manager. The Police Chief shall assign the

personnel responsible for the management of its inventory and its maintenance. The Dispatch Supervisor or his/her designee of each watch shall be directly responsible for the operation, manipulation and monitoring of Palmer Video during his/her watch. The Dispatch Supervisor and his/her designee report directly to the Chief of Police. The Chief of Police shall ensure proper training on the system. All personnel shall be required to attend and successfully complete training which the Chief of Police deems necessary to successfully operate and monitor Palmer Video.

5.1 Dispatch Supervisor.

- (a) At the beginning of each shift, the Dispatch Supervisor or his/her designee shall log into Palmer Video, which shall be under the control and direction of the Dispatch Supervisor until his/her successor signs onto the system to assume control. If the Dispatch Supervisor leaves the desk –for any reason- throughout his shift, the Dispatch Supervisor shall log out of the system so that a person could not manipulate the system without logging into the system him or herself.
- (b) The Dispatch Supervisor or his/her designee shall keep and maintain an accurate log of the daily incidents which may have been observed, which occurred during his/her shift.
- (c) The Dispatch Supervisor or his/her designee shall ensure that all items of evidentiary value (i.e., captured and recorded video events) are properly packaged and stored, pursuant to the Police Department’s Digital Audio and Video Recording Retention policy.
- (d) The Dispatch Supervisor or his/her designee shall ensure that all events of interest are properly documented and reported to the Chief of Police and forwarded to the correct authority.
- (e) The Dispatch Supervisor or his/her designee, in his/her best police judgment and in accordance with any PPD Policies or guidelines previously set, shall determine what cameras, if any, to manipulate, monitor and review during his/her shift as Dispatch Supervisor and shall determine whom may view and/or operate Palmer Video. The ability to manipulate, redirect, pan, zoom, or tilt any camera shall be at the sole discretion and under the sole control of the Dispatch Supervisor. The Dispatch Supervisor or his/her designee may manipulate the pan tilt zoom cameras pursuant to requests by other Palmer Police Officers, federal and state agencies and pursuant to emergency situations. The Dispatch Supervisor and his/her designee shall, at all times, act in accordance with the standard operating procedures for the PPD and in accordance with best police judgment.
- (f) The Dispatch Supervisor and his/her designee shall be responsible for operating Palmer Video within the parameters of this Palmer Video Policy, any City of Palmer policy including PPD Policies, and in accordance with any other intergovernmental agreements which may be in place at a given time.

- (g) The Dispatch Supervisor and his/her designee shall be responsible for ensuring that the Incident Log, any Camera Logs, Inventory Control/Maintenance Logs and/or Archive Log is updated with regard to the activity that occurred during his/her shift.

5.2 Other Personnel and Contractors.

The Chief of Police has the authority to assign other personnel to perform any function or duty of the Palmer Video System, including but not limited to, inventory, service and maintenance work on the Palmer Video System. The Chief of Police also has the authority to enter into contracts/agreements with outside service providers for the installation, service, maintenance, insurance and otherwise in order to ensure operation of the Palmer Video System.

- (a) **Standards of Conduct/Disciplinary Standards.** The PPD's Rules and Regulations Manual, policies and the City of Palmer's personnel policies govern the standards of conduct expected of all PPD's personnel and City personnel in the use of the Palmer Video System. Any and all personnel shall be disciplined pursuant to the City's Personnel Regulation.

6.0 STORAGE, REPRODUCTION AND RETENTION. The Palmer Video System and its images shall be stored, reproduced and retained according to this policy.

6.1 Recording Policy.

- (a) The System shall store the images from every camera which are recorded throughout the twenty-four (24) hour period of every day. All of the images from every recording device for a particular 24-hour period, beginning at 12:00 a.m. and ending at 11:59:59 p.m. shall be referred to as the "Daily Recording".
- (b) The Daily Recording shall be stored electronically for a period of not less than thirty (30) days. The System shall be configured to and shall automatically purge and write over any Daily Recordings more than 30 days old. THE CITY OF PALMER MAKES NO REPRESENTATIONS OR WARRANTIES THAT IT WILL NOT USE OR REPRODUCE AN IMAGE WHICH REMAINS ON THE SYSTEM AFTER THIRTY (30) DAYS HAS EXPIRED.
- (c) The Daily Recording shall be stored in such a manner that the particular images can be identified by recording device and by the date and time recorded.
- (d) The System at this time does not have back-up capabilities, except for emergency situations whereby the camera themselves each have the capability of storing up to two (2) hours if the City's wireless system fails.
- (e) The City may make changes to the methods and procedures for recording and storage of the Daily Recordings at the sole discretion of the Chief of Police.

6.2 Reproduction.

The City will reproduce images pursuant to normal police procedures for investigations and the handling of evidence.

- (a) Any person requesting a copy of any portion of a Daily Recording shall make his/her request in writing by completing the request form and forwarding the same to the City of Palmer Clerk together with a check made payable to the City of Palmer.
- (b) The City of Palmer charges a minimum fee of \$20.00 for labor, materials and other costs for each DVD image requested per the City of Palmer fee schedule. If a request spans more than one calendar day, each calendar day shall constitute a separate request, *i.e.* each camera and each calendar day shall constitute a SEPARATE request.
- (c) The Dispatch Supervisor or his/her designee on duty shall make two (2) copies of each requested image. One is to be produced to the requesting party. The second is to be kept together with the Image Log (described below). In the event that the requested images are evidence in a criminal matter, the second copy shall be kept together with all other evidentiary materials for that matter pursuant to and in accordance with the PPD's Policy No. 6.01 - Collection and Preservation of Evidence.
- (d) Each DVD recording shall be created to contain no more than the images for ONE (1) recording device for a period of no more than 24 hours, beginning at 12:00am and ending at 11:59:59 p.m. in a calendar day. Requests which span more than one calendar day shall require a separate DVD recording for each calendar day. Requests that include images for more than one recording device shall require a separate DVD recording for each recording device.
- (e) In the event that it is necessary (i) for investigative purposes or (ii) for the purposes of courtroom proceedings to obtain a continuous recording on one (1) DVD that spans two calendar days (ie 11:30pm to 12:15am the following day) or for one (1) DVD that contains images from more than one recording device, a special request may be made, in writing, to the Chief of Police for approval. The per calendar day, per camera fee shall still apply.
- (f) Each DVD recording that is not made for and logged in as evidence in a criminal matter shall be logged in a separate log known as the "Image Log". The Dispatch Supervisor or his/her designee shall create, keep and maintain the Image Log noting the inventory number, date of origin, contents, persons in possession of each DVD, and date of destruction of each DVD.

6.3 Retention.

- (a) The PPD shall maintain one (1) copy of each request/image made in a manner consistent with these Rules and Regulations, its evidentiary policies and in such a manner so as to be consistent with maintaining the chain of custody for evidentiary materials.

- (b) The PPD shall retain all images/recordings pursuant to the Alaska Public Records Laws. In the event that a reproduced image or recording is subject to both the PPD Evidentiary Policies and the Alaska Public Record Laws, the City shall retain the reproduced images/recordings in a manner consistent with both policies. In the event the PPD Evidence Policy and the Alaska Public Record Laws conflict as to the duration of retention, the reproduced images/recording shall be held in accordance with the longer required duration.
- (c) THE CITY OF PALMER HEREBY DISCLAIMS ANY AND ALL WARRANTIES WHETHER EXPLICIT OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY REPRESENTATIONS AND/OR WARRANTIES REGARDING THE QUALITY OF THE IMAGES, THE DURATION OF RETENTION OF THE RECORDED IMAGES, AN/OR THE AVAILABILITY OF IMAGES FOR REPRODUCTION.

6.4 Palmer Video access.

(a) PUBLIC SAFETY PERSONNEL

The Chief of Police may allow all PPD personnel access to the Palmer Video System's remote web capabilities. This access is for viewing only and not for the manipulation of camera angles or stations. Any on duty PPD personnel or on duty City of Palmer public safety official ("Public Safety Personnel") wishing to view captured images, manipulate a camera angle or location or to monitor the Palmer Video monitoring station shall submit a written request to the Dispatch Supervisor or his/her designee stating the reasons for the request. The Dispatch Supervisor, the Chief of Police, or the Chief of Police's designee may waive the requirement of the written request if s/he determines exigent circumstances exist and time is of the essence.

The Dispatch Supervisor or his/her designee shall either approve or deny the request and coordinate any viewing by such Public Safety Personnel. Any person aggrieved by a denial may appeal such denial to the Chief of Police. The decision of the Chief of Police or his designee shall be final. If it is determined that the reason for the request is for municipal purposes and not for public safety related purposes, the request shall be governed by paragraph (b) below. Any request which is determined to be of a personal nature shall be governed by paragraph (d) below.

(b) MUNICIPAL OFFICIALS

Municipal Officials may request access to view captured or real time images¹, manipulate and/or monitor an area from the Palmer Video System or have access to the remote web capabilities for the purpose of studying or otherwise reviewing areas for other municipal needs such as infrastructure improvements. Access by Municipal Officials must be approved in writing by the City Manager. Prior to the granting of permission by the City Manager, the Municipal Official requesting such access shall provide the City Manager with a written description of the review to be conducted and justification for utilizing the cameras. That description should reference if other information collection processes are available possible and why the cameras have been selected as the preferred method. Written requests may include email correspondence.

City Officials and employees not governed by paragraph (a), ("Other Municipal Officials") who wish to view a specific area/image or have copies of captured images or to monitor the Palmer Video monitoring station shall submit a request to the City Manager and the Chief of Police. The Chief of Police or his designee shall coordinate the request with the Dispatch Supervisor or his designee. Any request to monitor the Palmer Video monitoring station must be made in writing. If the Chief of Police or his designee determines a request is not for a municipal purpose, but rather of a personal nature, the request shall be governed by paragraph (d) below.

(c) **GOVERNMENTAL AGENCIES REQUESTS**

Any Federal, State or local law enforcement agency, including but not limited to the FBI, DEA, AK State Trooper, and Homeland Security wishing to view real time or captured images or to monitor the Palmer Video monitoring station shall submit a written request and the reasons for such request to the Chief of Police or his designee. Any access to the Palmer Video remote web capabilities (not including public live streaming) by governmental agencies shall be approved by the Chief of Police or his/her designee. The Chief of Police shall approve or deny the request and coordinate such request with the Dispatch Supervisor on duty. Any request determined to be of a personal nature shall be governed by paragraph (d) below. For this purpose of this Section, requests governed by this Section (c) shall be treated as a public records request and shall be subject to the usual fees chargeable under the City of Palmer fee schedule.

(d) **GENERAL PUBLIC REQUESTS**

Any person not governed by paragraphs a, b, or c, above who wishes to view captured images or to monitor the Palmer Video monitoring station (not including public live streaming) shall submit a written request to the Chief of Police stating the reasons for such request. All public requests to view images must be made pursuant to Section 6.2 of these regulations. The Chief of Police or his designee shall approve or deny such request. The decision of the Chief of Police or his designee shall be final. The Chief of Police or his designee shall coordinate any approved request with the Dispatch Supervisor on duty. For the purposes of this section, requests governed by this section (d) shall be treated as a public records request and shall be subject to the usual fees chargeable under the City of Palmer fee schedule.

7.0 **COMPLAINT PROCEDURE.**

All Complaints from third parties or non-Police Department personnel alleging the use, misuse, abuse, and mishandling of the Palmer Video System shall be placed in writing to the City Manager, 231 W. Evergreen Ave, City Hall, Palmer, AK 99645. Any internal complaints originating from the Police Department shall be handled in accordance with standard disciplinary procedures of the City of Palmer including PPD Policies and Procedures, and any applicable Civil Service laws, rules and regulations governing civil service employees.

¹ A real time image is an image one is viewing at the exact time the camera is capturing the image and is not a recorded image.

8.0 DISCLAIMER.

THE CITY OF PALMER HEREBY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES AND MAKES NO ASSURANCES WITH RESPECT TO PALMER VIDEO, WHETHER EXPRESS OR IMPLIED. MORE PARTICULARLY, THE CITY OF PALMER STATES THAT PALMER VIDEO IS PRIMARILY A TOOL TO AID THE PPD AND CITY OFFICIALS IN THE DETECTION AND DETERRENCE OF A CRIME, AND IN RESPONDING TO EMERGENCY SITUATIONS, INCLUDING NATURAL AND MANMADE DISASTERS. THE ABILITY TO RECORD, RETAIN, AND REPRODUCE IMAGES IS SUBJECT TO FACTORS BEYOND THE CONTROL OF THE CITY. THE CITY OF PALMER MAKES NO REPRESENTATIONS AND WARRANTIES AND GIVES NO ASSURANCES THAT:

- (a) A CAMERA/MONITORING DEVICE WILL CAPTURE ANY PARTICULAR IMAGE ON A PARTICULAR DAY AND TIME.
- (b) THE IMAGE QUALITY OF THE DAILY RECORDING OR ANY REPRODUCTION THEREOF WILL RENDER USABLE IMAGES.
- (c) THAT ANY IMAGE WILL BE AVAILABLE FOR REPRODUCTION.

DRAFT



Norma I. Alley, MMC
City Clerk

Phone: (907) 745-3271
Direct: (907) 761-1321
Fax: (907) 745-0930

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

TO: Palmer City Council
FROM: Norma I. Alley, MMC *Norma I. Alley*
SUBJECT: City Clerk's Report for the March 13, 2018, Council Meeting

1. Boards & Commissions Attendance Spreadsheets

The monthly attendance spreadsheets are attached for:

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

2. Tentative Upcoming Meetings

Tentative Future Meeting Schedule			
Meeting Date	Meeting Type	Time	Notes
March 27	Regular	7 pm	
April 10	Regular	7 pm	
April 17	Joint	7 pm	PZC
April 24	Regular	7 pm	
May 8	Regular	7 pm	
May 22	Regular	7 pm	
June 12	Regular	7 pm	
June 26	Special	6 pm	Audit Presentation
June 26	Regular	7 pm	
July 10	Special	6 pm	Mid-Year Budget Review
July 10	Regular	6 pm	
July 24	Special	6 pm	2019 Budget Planning Priorities
July 24	Regular	7 pm	
Aug 14	Regular	7 pm	
Aug 28	Regular	7 pm	

City of Palmer

Airport Advisory Commission Members

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

Seat	Board Member	Term Expires
A	John Lee	Oct. 2019
B	Kenneth More	Oct. 2019
C	Jeff Helmericks	Oct. 2020
D	Andrew Weaver	Oct. 2018
E	Joyce Momarts	Oct. 2020
F	Shannon Jardine	Oct. 2019
G	Allan Linn	Oct. 2018

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

2018 Attendance Record

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

2017 Attendance Record

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

* Meeting Cancelled
 ** Special Meeting
 ✓ - Present

E - Excused
 U - Unexcused Absence
 V - Vacant

City of Palmer

Board of Economic Development Members

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

Seat	Board Member	Term Expires
A	Barbara Hunt	Oct. 2020
D	Christopher Chappel	Oct. 2018
B	Peter Christopher	Oct. 2019
E	Janet Kincaid	Oct. 2019
C	Lorie Koppenberg	Oct. 2018
F	Kelly Turney	Oct. 2020
G	Dusty Silva	Oct. 2018
CC	Richard Best	Oct. 2018
PZC	Not Yet Appointed	Oct. 2018

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

201 Attendance Record

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

2017 Attendance Record

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

* Meeting Cancelled
 ** Special Meeting
 ✓ – Present

E – Excused Absence
 U – Unexcused Absence
 V – Vacant

City of Palmer

Parks, Recreation and Cultural Resources Advisory Board Members

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

Seat	Board Member	Term Expires
A	Stephanie Allen	Oct. 2020
B	Jo Ehmann	Oct. 2018
C	David Dodd	Oct. 2020
D	Shannon Connelly	Oct. 2019
E	Wesley Rath	Oct. 2020
F	Meggie Aube-Trammell	Oct. 2018
G	Sally Pollen	Oct. 2019

PMC 2.22.140.B. Cause for removal. In addition, a board member may be removed by the council if, during any 12-month period while in office: 1) The board member is absent from three regular meetings without excuse; or 2) The board member is absent from six regular meetings.

2018 Attendance Record

Board Member	Jan	Feb	Feb **	Mar	Mar	Apr	May	June	July	July	Aug	Sept	Oct	Nov	Dec
Allen	✓	✓	✓												
Aube-Trammell	E	✓	✓												
Connelly	✓	✓	✓												
Dodd	E	✓	✓												
Ehmann	✓	✓	✓												
Pollen	U	✓	✓												
Rath	✓	E	E												

2017 Attendance Record

Board Member	Jan	Feb	Mar	Mar **	Apr	May *	June	July	July **	Aug	Sept	Oct	Nov	Dec *
Allen	E	✓	✓	E	✓		✓	✓	✓	E	E	✓	✓	
Aube-Trammell	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Connelly	✓	✓	✓	✓	✓		✓	✓	✓	E	✓	✓	✓	
Dodd													✓	
Ehmann	✓	✓	✓	✓	✓		E	E	E	✓	✓	✓	✓	
Pollen													✓	
Rath													✓	

* Meeting Cancelled
 ** Special Meeting
 ✓ – Present
 E – Excused Absence
 U – Unexcused Absence
 V – Vacant

City of Palmer

Planning & Zoning Advisory Commission Members

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

Seat	Commission Member	Term Expires
A	Gena Ornquist	Oct. 2020
B	Richard Benedetto	Oct. 2019
C	Merry Maxwell	Oct. 2018
D	Kristy Thom Bernier	Oct. 2019
E	Dan Lucas	Oct. 2020
F	David Petty	Oct. 2018
G	Douglas Cruthers	Oct. 2018

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

2018 Attendance Record

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

2017 Attendance Record

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

* Meeting Cancelled
 ** Special Meeting
 ✓ – Present

E – Excused Absence
 U – Unexcused Absence
 V – Vacant

Mayor's Memo

Council Meeting report – March 13, 2018

UP COMING EVENTS

- ❖ **Outreach to High school age student(s) for Boards and Commission**
- ❖ **Upcoming meeting with Commuter Railroad Study Group**
- ❖ **Agenda Setting, March 15**

March 15 – Mayor/Manager – at Borough

- ❖ **Mayor Green Gallop Race – March 18**
- ❖ **Friends of Library – Sunday afternoon -April 1**
- ❖ **March 23 – Radio**
- ❖ **Who Let the Girls Out – April 20-21**
- ❖ **March 7, 8 Commuter Railroad Meetings**
- ❖ **Job Corp Community Luncheon – March 22**
- ❖ **Choose Respect March – Palmer – March 22**

PENDING ITEMS –

- **Flag Pole by Library,**
- **Electric stands on South Alaska,**
- **tennis courts request,**
- **Rotary Daron Park,**
- **4 Way Stop Inner and Outer Springer,**
- **Golden Shovel Award**
- **Round-a-bout - Valley Way and Arctic**
- **Rep. Young office**

Edna DeVries

Mayor

**City of Palmer
Action Memorandum No. 18-035**

Subject: Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License #3058, for The Moosehead Saloon, Located at 810 S. Colony Way

Agenda of: March 13, 2018

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

Originator Information:

Originator: Norma Alley, City Clerk

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	<u>Michelle Tefft</u>	<u>2/27/2018</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

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

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: Michelle Tefft

Attachment(s):

- Review Form
- Notice

Summary Statement/Background:

The Moosehead Saloon has applied for renewal of their liquor license. State law requires local governing bodies to review requests pertaining to liquor licenses within their municipalities. The City may voice a non-objection or may file a protest to a request.

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

Administration's Recommendation:

To approve Action Memorandum No. 18-035 directing the City Clerk to notify the State of Alaska of the City Council's statement of non-objection to Liquor License #3058, for The Moosehead Saloon.

City of Palmer • Liquor License Review Form

BUSINESS NAME: The Moosehead Saloon

OWNER: Any Day Now, Inc.

LICENSE TYPE: Beverage Dispensary

LOCATION: 810 S. Colony Way

Route to: Department of Finance

Department of Finance

Sales Tax Current: Yes No

If no, explain: _____

Utilities Current: Yes No

If no, explain: Utilities in Landlord's name.

Special Assessments Current: Yes No

If no, explain: None.

Other Comments: _____

Finance Director

Michele Tefft

Date 2/28/2018

Route to: Department of Community Development

Department of Community Development

Code Compliant: Yes No

If no, explain: _____

Fire Compliant (Plans Review): Yes No

If no, explain: _____

Other Comments: _____

Q J M

Community Development Director

2/28/2018

Date

Route to: Police Department

Police Department

Code Compliant: Yes No

If no, explain: _____

Other Comments: _____



Chief of Police

2-28-18

Date

Route to: City Manager's Office

City Manager's Office

Citizen Comments: Yes No

If yes, explain: _____

Other Comments: _____



City Manager

2/28/18

Date

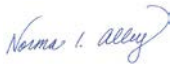
Route to: City Clerk's Office

City Clerk's Office

Citizen Comments: Yes No

If yes, explain: _____

Other Comments: _____



City Clerk

February 28, 2018

Date

FORWARD TO COUNCIL FOR AGENDA OF: March 13, 2018



February 26, 2018

City of Palmer
Attn: City Clerk
Via Email: cityclerk@palmerak.org
Cc: mwhisenhunt@matsugov.us

Re: Notice of 2018/2019 Liquor License Renewal Application

License Type:	Beverage Dispensary	License Number:	3058
Licensee:	Any Day Now, Inc.		
Doing Business As:	The Moosehead Saloon		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov

**City of Palmer
Action Memorandum No. 18-036**

Subject: Directing the City Clerk to Notify the State of Alaska of the City Council's Statement of Non-Objection to Liquor License #1195, for Iron Horse Liquor, Located at 606 S. Alaska Street

Agenda of: March 13, 2018

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

Originator Information:

Originator: Norma Alley, City Clerk

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
_____	Finance	<u>Michelle Tefft</u>	<u>2/27/2018</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Approved for Presentation By:

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

Certification of Funds:

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

This legislation (√):

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

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted

Director of Finance Signature: Michelle Tefft

Attachment(s):

- Review Form
- Notice

Summary Statement/Background:

Iron Horse Liquor has applied for renewal of their liquor license. State law requires local governing bodies to review requests pertaining to liquor licenses within their municipalities. The City may voice a non-objection or may file a protest to a request.

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

Administration's Recommendation:

To approve Action Memorandum No. 18-036 directing the City Clerk to notify the State of Alaska of the City Council's statement of non-objection to Liquor License #1195, for Iron Horse Liquor.

City of Palmer • Liquor License Review Form

BUSINESS NAME: Iron Horse Liquor
LICENSE TYPE: Package Store
LOCATION: 606 S. Alaska Street

OWNER: Michelle Kincaid

Route to: Department of Finance

Department of Finance

Sales Tax Current: ✓ Yes No

If no, explain: _____

Utilities Current: ✓ Yes No

If no, explain: _____

Special Assessments Current: ✓ Yes No

If no, explain: None.

Other Comments: _____

Finance Director

Michelle Tefft

Date 2/28/218

Route to: Department of Community Development

Department of Community Development

Code Compliant: ✓ Yes No

If no, explain: _____

Fire Compliant (Plans Review): ✓ Yes No

If no, explain: _____

Other Comments: _____

Community Development Director

D. J. M.

Date

2/28/2018

Route to: Police Department

Police Department

Code Compliant: Yes No

If no, explain: _____

Other Comments: _____



Chief of Police

2-28-18

Date

Route to: City Manager's Office

City Manager's Office

Citizen Comments: Yes No

If yes, explain: _____

Other Comments: _____



City Manager

2/28/18

Date

Route to: City Clerk's Office

City Clerk's Office

Citizen Comments: Yes No

If yes, explain: _____

Other Comments: _____



City Clerk

February 28, 2018

Date

FORWARD TO COUNCIL FOR AGENDA OF: March 13, 2018



February 26, 2018

City of Palmer
Attn: City Clerk
Via Email: cityclerk@palmerak.org
Cc: mwhisenhunt@matsugov.us

Re: Notice of 2018/2019 Liquor License Renewal Application

License Type:	Package Store	License Number:	1195
Licensee:	Iron Horse Liquor, Inc.		
Doing Business As:	Iron Horse Liquor		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director
amco.localgovernmentonly@alaska.gov

**City of Palmer
Action Memorandum No. 18-037**

Subject: Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with PND Engineers, Inc. for the Public Safety Building Repair Design and Construction Administration in an Amount Not to Exceed \$44,852.00

Agenda of: March 13, 2018

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

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> √ </u>	Finance	<u><i>[Signature]</i></u>	<u>2/16/18</u>
_____	Fire	_____	_____
_____	Police	_____	_____
<u> √ </u>	Public Works	<u><i>[Signature]</i></u>	<u>2/15/18</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: \$ **44,852.00**

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>44,852.00</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>DCCED Grant 15-DC-130, 08-10-15-6011 & 08-10-15-6225</u>
<input type="checkbox"/>	Not budgeted	_____

Director of Finance Signature: *[Signature]*

Attachment(s):

- PND Fee Proposal dated February 13, 2018

Summary Statement/Background:

The Public Safety Building has been identified as needing immediate repairs to the flooring that has failed in several areas. This includes several rotted joists and other areas of the subfloor that need repair/replacement.

An RFP was solicited and PND was the most responsible proposer of 2 proposals received.

This PSA with PND Engineers, Inc. includes inspection and assessment of building substructure issues, finishing updates, preparing 100% construction design drawings, develop bid documents and provide bidding assistance and construction administration throughout the project life.

DCCED Grant 15-DC-130 Public Safety Building Repairs has \$141,068.79 remaining and will be utilized for this project.

Administration's Recommendation:

To approve Action Memorandum No. 18-037 authorizing the City Manager to negotiate a PSA with PND Engineers, Inc. for the Public Safety Building Repair Design and Construction Administration, in an amount not to exceed \$44,852.00.



ENGINEERS, INC.

February 13, 2018

18A-014

Chris Nall
Director of Public Works
City of Palmer
231 W. Evergreen Ave.
Palmer, Alaska 99645-6952

Subject: Fee Proposal to Design Public Safety Building Repairs | RFP #18-01PW

Dear Chris:

PND Engineers, Inc. (PND) is pleased to present the attached fee proposal to design upgrades for the Public Safety Building. Our fee proposal is based on information obtained during our February 2 site visit as well as the scope discussed with you per my e-mail dated February 5. Essentially, we are attempting to limit the repair work as much as possible to the structural work necessary to replace the 3 or 4 broken trusses beneath the Booking room, along with the associated mold remediation work. We anticipate some minor incidental mechanical and electrical repairs. We have also included fees to complete the design and specification work for the remainder of the punch list items identified in the RFP, with the exception of the holding cells steel floors. We have excluded the holding cells, as discussed, because of the difficulty of defining a scope for this work short of replacement of the each cell module in its entirety.

Due to the essential nature of this facility, and the complexity of the repair/remediation work, careful planning and phasing of the work will be required. We will work with you and the tenant to develop the phasing plan. Note that we have not included any major rerouting or reconfiguration of plumbing or wiring for the phasing effort, that requirement is unanticipated at this time.

PND will provide bidding and construction assistance in accordance with the RFP. Specific exclusions are listed on the attached spreadsheet.

Please call or email me at any time if you have any questions or require more information.

Sincerely,
PND Engineers, Inc.

Jesse L. Gobeli
Jesse L. Gobeli (Feb 13, 2018)

Jesse Gobeli, PE, SE
Principal

FEE PROPOSAL



PROJECT TITLE: Palmer Public Safety Building

2/13/2018

CLIENT: City of Palmer
PROPOSAL NUMBER: 18A-014

Prepared by: JG / DB

LABOR:

Task	Task (Scope of Services)	Labor Cost
1.00 100% Design		
	Structural	\$8,860
	Mechanical / Electrical	\$4,570
	Architectural	\$14,582
	Environmental	\$2,200
	Task Subtotal	\$30,212
2.00 Bidding Documents and Bid Assistance		
	Structural	\$1,470
	Mechanical / Electrical	\$1,500
	Architectural	\$1,410
	Environmental	\$750
	Task Subtotal	\$5,130
3.00 Construction Administration		
	Structural	\$2,590
	Mechanical / Electrical	\$2,500
	Architectural	\$3,120
	Environmental	\$1,300
	Task Subtotal	\$9,510
	Project Total	\$44,852

Project Scope of Work

This fee covers design to meet local City of Palmer building standards and adopted codes including the IBC 2015 Edition. If any additional standards or review criteria become necessary, additional fees may result.

Structural

Inclusions:

1. Conduct onsite inspection of damaged members under the dispatch booking area.
2. Prepare construction drawings & specifications detailing the required structural repairs to the dispatch booking area floor.
3. Provide Bidding Assistance & Construction Administration support for structural components.

Exclusions:

1. The holding cell modules are not part of this project's scope.
2. All Permit fees
3. Special inspections as required by building code

Mechanical/ Electrical

Inclusions:

1. RSA will perform an inspection of the dispatch underfloor, and create asbuilt drawings of the plumbing and electrical for contractor reference purposes.
2. Four hours of mechanical and electrical services in addition to above mentioned labor for miscellaneous coordination

Exclusions:

1. Scope of project will be only for the floor repair work in the dispatch area. The inmate/holding areas will not be part of this project.
2. Design drawings for mechanical and electrical systems modifications and cost estimating services are not included.

FEE PROPOSAL



PROJECT TITLE: Palmer Public Safety Building

2/13/2018

CLIENT: City of Palmer
PROPOSAL NUMBER: 18A-014

Prepared by: JG / DB

Architectural

Inclusions:

1. Assist in as-built of existing tenant suite area not including modular cells (approx. 2034 sq. ft.) for defining project extents to Contractor
2. Assist in delineation and communication of areas of demolition—limited to the following:
 - A. Dispatch floor assembly and associated finishes
 - B. Hallway ceiling assembly
 - C. Visitation window unit
 - D. Booking Room holding cell shower unit & associated finishes
3. Assist in development of disruption/temporary access plan suitable to achieving repairs while allowing ongoing tenant operations.
4. Assist in design/selection of new floor assembly and finishes in Dispatch
5. Design and describe replacement ceiling assembly in Hallway
6. Design and describe replacement laminated glazing for Visitation window
7. Select finishes for Owner/Tenant approval—carpet, paint, wall protection, corner guards, window coverings (limited to Dispatch windows)
8. Provide Book Specification to cover applicable Architectural Divisions plus General Conditions as necessary and appropriate to meet City of Palmer standards and Tenant security stipulations; other disciplines to rely on sheet specifications.
9. Compile and coordinate Construction Document drawing set
10. Provide bidding support—inclusive of coordinating bid package with COP, responding to bidder questions, attendance at bid opening and bid proposal evaluation
11. Coordination as required for documenting Architectural work
12. Provide Construction Administration services including Pre-construction conference, submittal review, pay application review/verification, progress summaries, Substantial Completion report.

Exclusions:

1. All work associated with the pre-manufactured cell block is excluded from this contract.
2. Ceiling tile replacement
3. Shower floors
4. No estimate of probable construction cost is included in this proposal. If it is desired to derive such a number ahead of bidding, a proposal addition may be generated.

Environmental

Inclusions:

1. Visual inspection and sampling for IAQ issues and microbial growth, pre & post remediation.
2. Visual inspection for moisture intrusions, safety, and health issues.
3. Insurance (General Liability & E&O).
4. State Inspectors License Bond Insurance.
5. One Industrial Hygienist/Indoor Environmental Professional for duration of project as required within this bid
6. All required testing and inspection equipment
7. 100% work site documentation for remediation work plan.
8. Estimated 10 pre & 10 Post mold samples to be taken.
9. FedEx sample shipping to EMLab P&K, Phoenix, AZ from Anchorage, AK
10. Independent third part data review report of lab results by Respircare Analytical Services.
11. Performance work plan based on sample results and visual inspection findings.
12. Laboratory report with sample data and related information.
13. Post project clearance documentation.
14. Hazardous materials site survey for Asbestos & Lead.

Exclusions:

1. Secure heated working area.
2. Power and internet to work area if on site time is required.
3. Repair of damaged areas due to required invasive testing for bulk samples if necessary.
4. Transportation within work locations while on site/at location.
5. Any additional unforeseen cost and/or expenses from project, weather, or mechanical delays.
6. Additional samples beyond proposed maximum due to unknown site logistics or layout.

**City of Palmer
Action Memorandum No. 18-038**

Subject: Approving a Council Community Grant in the Amount of \$3,000.00 to the Palmer Museum of History and Art for the Garden and Art Faire to be held on July 14, 2018

Agenda of: March 13, 2018

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

Originator Information:

Originator: City Manager

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u>X</u>	Finance	<u><i>[Signature]</i></u>	<u>2/15/2017</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

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: \$ 3,000.00

This legislation (√):

<input type="checkbox"/>	Creates revenue in the amount of:	\$ _____
<input checked="" type="checkbox"/>	Creates expenditure in the amount of:	\$ <u>3,000.00</u>
<input type="checkbox"/>	Creates a saving in the amount of:	\$ _____
<input type="checkbox"/>	Has no fiscal impact	

Funds are (√):

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

Director of Finance Signature: *[Signature]*

Attachment(s):

- 2018 Council Grant Application
- 2018 Scoresheet

Summary Statement/Background:

The Palmer Midsummer Garden and Art Faire is an annual event that has grown over the years to an expected attendance in 2018 of 2,000-2,500 visitors. The event takes place in the Palmer Historic District on the “Quad”, the Pavilion and at the Museum and Visitor Center.

The organization will conduct a physical count of attendees, have a virtual check-in through social media, and have a visitor stat form on the main green space to provide feedback afterwards. 2017 attendance numbers are attached.

This event has been sponsored in the past in amounts of \$750.00, \$1,500.00, \$2,000.00 and \$2,000.00, the increase in the request for funds is based on the increase in costs associated with a larger event than previous years. Matching funds have increased as well. The expenditures are outlined in the request and the amount is 20% of the total expected expenditures.

In February 2014, the City Council adopted Ordinance No. 14-043, which established the Council Community Grant program. The Council also approved \$10,000.00 in the Community Council Grants line item for 2018 that would finance approved Council grants.

Legislation #	Organization	Amount	Date Approved
AM No. 18-021	Who Let The Girls Out	\$1,500	2/13/18
AM No. 18-028	Mayor’s Green Day Gallup	\$1,000	2/27/18
AM No. 18-029	Who Let the Girls Out Run	\$1,000	2/27/18
AM No. 18-038	PMHA Garden and Art Faire		
Total 2018 Grants approved prior:		\$3,500.00	

Administration’s Recommendation:

To approve Action Memorandum No. 18-038 Council Community Grant in the Amount of \$3,000.00 to the Palmer Museum of History and Art for the Garden and Art Faire to be held on July 14, 2018.



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: Palmer Museum Garden & Art Faire
Date(s) of program, service, project or event: July 14, 2018

Applicant Information

Name: Brooke G Heppinstall Kroenung, Palmer Museum Board Director
Address: 723 S. Valley Way
City: Palmer State: Alaska Zip: 99645
Phone: 907-746-7668 Email: director@palmermuseum.org

Organization Information

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

Funding Request

Amount of Request: \$ 3,000.00
Matching funds provided by applicant: \$ 12,950.00

Project Summary Information

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

The 10th annual Garden & Art Faire is a community-wide event held on the 2nd Saturday in July from 10am to 8pm in downtown Palmer. Our goal is to showcase Palmer as a liv-
able community with an agricultural base where gardening connects us through many
activities. This free event offers instructional opportunities and displays: cooking/preserve
your produce, art and music classes, live music performance, locally made arts and crafts
- the fair becomes an incubator for entrepreneurs and community activities. We hope to
grow a new crop of gardeners, local talents, small business, support our local non-profits,
arts organizations and promote the City of Palmer as a destination and great place to live.

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).

From December through July, the event is coordinated by the Palmer Museum, with a planning committee consisting of members from local businesses, nurseries, art, garden and state organizations. There will be live music and artistic performances, vendors with locally made products. Free classes in cooking, gardening, art are scheduled at the Palmer Public Library, Showcase Gardens, local businesses. The event will include the Palmer Wine Walk/Rhubarb Rumble the evening prior which highlights downtown Palmer businesses.

Eligibility

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

The Faire [PGMAF] is unique, not only in its Palmer-centric approach, but, in our emphasis on accessible educational opportunities that highlight living in Alaska. The event is the result of Valley-wide support from a network of over 14 local non-profits, 10 agricultural groups, 20 downtown businesses, state and local government entities. All event performances, classes, exhibits are FREE to the public on a wide variety of topics and fully accessible to all audiences. It is located centrally on the Borough Quad and extends throughout downtown Palmer. Our goal has consistently been to make this a city-wide event that stays relevant to our patrons' needs.

Matching Funding Source

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

Match funding will be provided by a combination of local business sponsorships at various levels (\$100-\$3,000) including downtown merchants and professionals, vendor fees, foundation sponsorships (Mat-Su Health Foundation), local and state organizations (Alaska State Council on the Arts, Palmer Lions, AARP Alaska), local cooperatives (MEA, MTA), In addition, we receive in-kind support from various other local entities (Hatcher Pass Radio, PEDA, PAC, Palmer City Alehouse).

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.

Attendance and event evaluation will be determined through several methods including:

a physical count taken at the Palmer Museum, a virtual check-in through social media (Facebook) and visitor stat forms at our selfie station on the main green. The expected number of participants is projected to be between 2,000-2,500. The City of Palmer will directly benefit from the event through increased awareness of local businesses and stimulate economic growth as we become known as a destination location. Support for small local businesses including local artisans, members of the agricultural and educational communities will enhance collaborative efforts between our community partners.

Detailed Budget

Revenue:

Source:	Cash	In-Kind	Total
Vendor Fees	\$ 4,250	\$	\$ 4,250
Local Foundations	\$ 3,500	\$	\$ 3,500
Palmer Businesses	\$ 1,450	\$ 8,852	\$ 10,302
AKSCA	\$ 3,000	\$	\$ 3,000
Local Non-Profits	\$ 750	\$ 3,750	\$ 4,500
Totals	\$ 12,950	\$ 12,602	\$ 25,552

Expenditures:

Item/Service:	Cash	In-Kind	Total
Marketing/advertising	\$ 6,050	\$ 2,652	\$ 8,702
Musicians & Rentals	\$ 6,600	\$ 6,950	\$ 13,550
Printing	\$ 2,450	\$	\$ 2,450
Supplies 850& Labor	\$ 850	\$ 3,000	\$ 3,850
	\$	\$	\$
Totals	\$ 15,950	\$ 12,602	\$ 28,552

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:

Brooke J. Heppinstall Kroening

Date:

2-13-18

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: _____

2017 Palmer Museum Garden & Art Faire

Attendance Breakdown

7/8/2017

These percentages are calculated for you. You do not need to enter anything in them.

Knowledge Management Statistics

Attendance Based on Age Groupings	1-17 yrs old	18-24 yrs old	25-64 yrs old	65 yrs old and older
Total number of attendees based on age grouping	30	16	257	56
Total number of recorded attendees	270	270	270	270
Grouping Percentage of Overall Attendees	11.11%	5.93%	58.15%	20.74%

Attendance Based on Residential Area	Mat-Su Valley	Anchorage	Fairbanks	Eagle River	Glenallen	Out of State
Total number of attendees based on residential area	197	28	0	12	6	27
Total number of recorded attendees	270	270	270	270	270	270
Grouping Percentage of Overall Attendees	72.96%	10.37%	0.00%	4.44%	2.22%	10.00%

Attendee's Event Interest	Music	Workshops	Vendors
Total number of attendees preferring event category	111	77	210
Total number of recorded attendees	270	270	270
Grouping Percentage of Overall Attendees	41.11%	28.52%	77.78%

**RECORDED OBSERVATIONS

- Majority of attendees between the ages of 25-64 preferred vendors and music
- Majority of attendees from Anchorage preferred music
- Majority of attendees over the age of 65 preferred vendors and workshops
- Majority of the attendees from Anchorage were between the ages of 25-64

- Based on Museum attendance count of 534 and Green count of 540 (270 doubled to allow for attendees who did not fill out a form due to extensive rain) estimated attendance was 1,074 people.

2016 Palmer Midsummer Garden & Art Faire

Attendance Breakdown

7/9/2016

only tabs are calculated for you. You do not need to enter anything in them

Knowledge Management Statistics

Attendance Based on Age Grouping	18-24 Yr old	25-34 Yr old	35-44 Yr old	45 Yr old and older
Total number of attendees based on age grouping	58	40	321	78
Total number of recorded attendees	497	497	497	497
Grouping Percentage of Overall Attendees	11.67%	8.05%	64.55%	15.69%

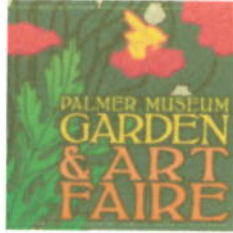
Attendance Based on Residential Area	Mid-South Valley	Anchorage	Fairbanks	Central Area	Kodiak Island	Out of State
Total number of attendees based on residential area	364	85	3	3	2	32
Total number of recorded attendees	497	497	497	497	497	497
Grouping Percentage of Overall Attendees	73.24%	17.10%	0.60%	1.01%	0.40%	6.43%

Attendees' Event Interest	Music	Workshops	Vendors
Total number of attendees preferring event category	211	143	400
Total number of recorded attendees	497	497	497
Grouping Percentage of Overall Attendees	42.45%	28.77%	80.45%

** RECORDED OBSERVATIONS

- Majority of attendees between the ages of 25-64 preferred vendors and music
- Majority of attendees from Anchorage preferred music
- Majority of attendees over the age of 65 preferred vendors
- Majority of the attendees from Anchorage were between the ages of 25-64

- Based on Museum attendance count of 1,156 and Green count of 994 (497 doubled to allow for 2 hour gap and attendees who did not fill out a form) estimated attendance was 2,150 people



February 13, 2018
Nathan Wallace
City Manager
City of Palmer
231 W. Evergreen Ave.
Palmer, AK 99645

Dear Nathan,

Thank you for alerting me to the Council Community Grant application and for sending me the necessary materials. Please note that while we are bringing a new Executive Director on board for the Palmer Museum, he is not officially in place yet. I have signed the grant as a Museum Board Director, but, I have kept the Museum Director's email as the contact reference in future. I'm sure they'll CC me if needed on this grant proposal.

I do hope the City will again be a part of our event on the grounds showing off their current projects to their constituents and the general public. While I realize folks should 'show up' at the various meetings at the City, there's only so much room for the public in that council space. A booth on the green gives the City a broader reach and gives them a much-needed personal public face with the locals. I hope this year I will be successful in pulling our Borough's presence onto the green as well for just that reason. Now, more than ever, our public entities need to engage their constituents outside of the office and remind them that they are also constituents with a vested interest in their communities.

On a lighter note, what does the Palmer Museum Garden and Art Faire have in common with the Macy's Thanksgiving Day Parade? We have the Colony High Marching Band coming to our event! The band will be fundraising for their trip to Europe and will play and march through the event. I'd love it if we could figure out how to allow them to start at the main intersection in town! We're happy to help out our kids grow their opportunities with our event. They will have a free booth space to demonstrate 'How to dance down the street holding a tuba without missing a beat' and raise funds. May I refer them to your office if they need any special permits?

Thank you,

Brooke Heppinstall

woolwood@mtaonline.net 746-3606

Organizing Committee Chair, Palmer Museum Garden and Art Faire
Palmer Museum of History and Art, Board Director

Project Name: Palmer Midsummer Garden and Art Faire

Reviewer Name: Nathan Wallace

Date: 2/15/2018

Qualification Pre-Check

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

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

Application Elements		Expectations		Points Earned
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 benefit 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